

Recruiter Guide for Fall Engineering Virtual Career Fair hosted by SWE/TBP

Sept 13-15, 2021: 9a-9p ET

**Check back for updates; last updated 8/23/21*

Thank you for your continued support for the [Society of Women Engineers](#), [Tau Beta Pi](#), and the College of Engineering at the University of Michigan. We look forward to your participation in the Fall Engineering Virtual Career Fair with our technology partner, Career Fair Plus (CF+). Please review the following action items, preparation tips, and instructions for engaging with candidates.

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By Mon 8/30	Register for the fair in Engineering Careers, by Symplicity (Deadline to cancel registration and receive a full refund)	3
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You may join us for a CF+ Q&A session every Thursday (Starting Aug 19) 12:00-12:30 PM ET

- <https://umich.zoom.us/j/98234636700>

Contact eng-careerfair@umich.edu with any questions. Please let us know how we can ensure that our events are inclusive to you. Email eng-careerfair@umich.edu to let us know what accommodations or access needs we can help facilitate at least one week prior to the event.

Diversity Statement

Diversity broadens our perspectives and paves the way for innovation. Our community includes people from different races and ethnicities, genders and gender identities, sexual orientations, ages and socio-economic backgrounds. We speak different languages, come from different cultures and countries, and practice different religions. We have different abilities and disabilities, different political perspectives, and different life experiences.

We're committed to ensuring all members of our community have the opportunity to participate fully without worrying about facing bias, harassment, or discrimination. As you engage with candidates, we ask that you join us by creating welcoming environments during your interactions.

Tips and Important Information

- Fair Logistics
 - You may sign up for one or two days of the fair.
 - This event is open to all U-M Ann Arbor students.
- Types of Schedules for Meetings
 - **1-on-1**: Candidates book a specific time to meet individually with a recruiter (*recommended*).
 - **Group (Drop-In)**: No time slots; candidates can visit your video room anytime during your schedule.
 - Unlimited number of candidates can book (up to 100 people can be in the video room at once)
 - Best for info-sessions/presentations/networking
 - Make sure your schedule name/description is clear to your hiring needs.
- Your Availability
 - You are **not required** to be available during the entirety of the event
 - **1-on-1 Schedules**: Customize your availability and breaks (including lunch). We recommend starting with a small number of meetings as you can open up slots closer to the fair date if your schedule fills. You can change the default meeting duration to fit your needs.
 - **Group Schedules**: We recommend scheduling these in shorter blocks of time (i.e. 9a-11a, 1p-2p)
- Prerequisites
 - Add prerequisites to ensure that you meet with the most qualified candidates for your position(s)
- Candidate Sign Up Window
 - Opens:
 - Mon 9/13 meetings: Wed 9/8 at 8:00 PM ET
 - Tue 9/14 meetings: Wed 9/8 at 8:30 PM ET
 - Wed 9/15 meetings: Wed 9/8 at 9:00 PM ET
 - Closes:
 - **1-on-1 Schedules**: Candidate sign ups end at 8:00am ET on each day of the fair
 - **Group Schedules**: Candidate sign ups can continue through the event
- Resume Collection Option
 - If your company selected the resume collection option in your registration, a schedule will be created in your company CF+ account for students to submit their resume if they are unable to schedule a meeting with you. If you would like to add this option, please email eng-careerfair@umich.edu.
- Testing Career Fair Plus Video Room
 - If utilizing the CF+ video platform, please ensure that your technology is compatible
 - See *Section 6* below for instructions on testing / troubleshooting recommendations
- Pre-Fair Company Presentations (Info Sessions, Tech Talks, etc)
 - If you are interested in hosting a session prior to the fair, reach out to [SWE and/or TBP](#) to schedule!
- Job Postings
 - Post your available positions in [Engineering Careers. by Symplicity](#).

Prior to the Fair

1. Register for the Fair by Mon 8/30

- a. To register for this event, log into or create an account: [Engineering Careers, by Symplicity](#).
 - i. Select 'Events', 'Career Fairs' from the left side menu.
 - ii. Then, select 'Register' to the left of "Fall Engineering Virtual Career Fair hosted by SWE/TBP".
 - iii. You may register for up to two days.
 - iv. Once you have completed all fields within registration, be sure to confirm and submit your registration on the final screen.

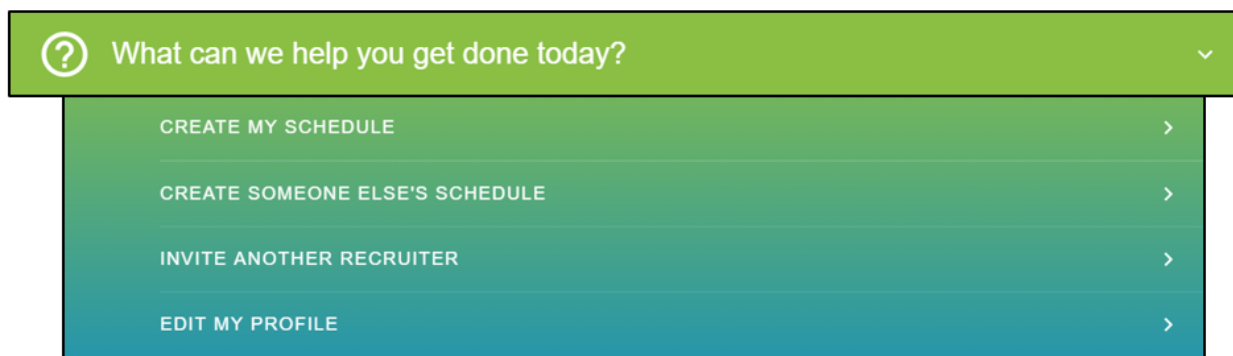
2. Create and/or Update Recruiter Profile between Mon 8/16 - Wed 9/1

- a. The representative who completed the fair registration in Symplicity will receive an email from CF+ to create/update their profile for the fair.
 - i. Check your spam or email eng-careerfair@umich.edu if you do not receive the email.
 - ii. The link in the email is a single-use link and must be opened in Chrome or Firefox.
- b. It is important that each recruiter fully completes their profile. You do not need to use your full name; you may use an alias if you prefer.
 - i. Note: Students cannot view your email address and phone number.

3. Add Additional Recruiters between Mon 8/16 - Wed 9/1

Go to <https://app.careerfairplus.com/> to login to your account

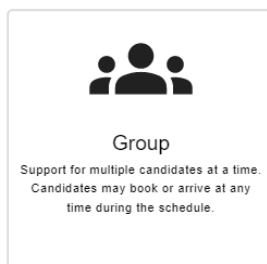
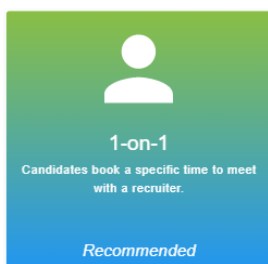
- a. Click on the green bar at the top of the screen that says "What can we help you with today?". Next, click on "Invite Another Recruiter". This will send the recruiter an invitation email.
- b. You also have the option to "Create Someone Else's Schedule" if you are the organizing representative.
 - i. When you "Create Someone Else's Schedule", you have the option to assign the schedule to a recruiter already in the system or you can add a new recruiter, which will send them an email.
 - ii. You will initially set up their schedule (including details, duration, etc.). Once the recruiter sets up their profile, they will be able to update their schedule.
 - iii. Note: It is important that each recruiter fully completes their profile. You do not need to use your full name and may use an alias if you prefer. Students cannot view your email/phone number.



4. Create Schedule Name & Description between **Mon 8/16 - Wed 9/1**

Go to <https://app.careerfairplus.com/> to login to your account

- a. You will have the option to create a 1-on-1 Schedule or a Group (Drop-In) Schedule.
 - i. **1-on-1**: Candidates book a specific time to meet individually with a recruiter (*recommended*).
 - ii. **Group (Drop-In)**: Supports multiple candidates in a group setting. Candidates may book ahead or arrive at any time during the schedule. This works well for company HR info sharing.
- b. To Create your Schedule, click on the green bar at the top of the screen that says “What can we help you with today?” and then click on “Create My Schedule”.
- c. **Assigned Recruiter**
 - i. If you are creating a schedule for yourself, please select your profile.
 - ii. If you are creating a schedule for another recruiter, please enter their email under “New Recruiter”. They will be invited to your team and assigned to this schedule automatically.
- d. **Schedule Type**
 - i. Choose the type of schedule you'd like to create.



e. Schedule Details

- i. Schedule Name
 1. **IMPORTANT**: Your *Schedule Name* should reflect the position/majors you are recruiting for as candidates will use this to identify the appropriate schedule to choose. Examples:
 - a. Software Engineer
 - b. Product Manager (All degrees, all majors)
 - c. Rotational Internship
 - d. Group Meeting with HR
- ii. Schedule Description
 1. Use the *Schedule Description* to add additional information about your schedule to help students determine with whom to meet
- iii. Schedule Date
 1. Do not change this.
- iv. Interaction Type
 1. You can choose a *Career Fair Plus Video Room*, an *External Link*, or *Phone Call*.
- v. Additional Instructions
 1. If you are using the *Career Fair Plus Video Room*, do not change this without emailing eng-careerfair@umich.edu first.
 2. If you chose an *External Link* as your *Interaction Type*, add your link and instructions.

f. Time & Duration

i. 1-on-1 Schedules

1. Schedule Times

- a. You do not have to be available during the entirety of the event (9a-9p ET).
- b. *Time Slot Duration*
 - i. You can change the default meeting duration to fit your needs.
- c. Note: You cannot change *Schedule Start/End Time* or *Time Slot Duration* after the scheduled start time or if candidates have booked a meeting with you.

2. Time Slots

- a. Block anytime on your schedule where you are, or are potentially, unavailable
- b. We recommend that you only open a portion of your availability initially
 - i. You can always unblock time slots later if your initial schedule fills
- c. Use the sliders on each row to block or unblock time slots.
 - i. You can block unfilled time slots throughout the candidate signup period.
- d. *Reminder:* Schedule yourself lunch and breaks!

ii. Group (Drop-In) Schedules

1. We recommend offering group meetings in shorter blocks of time (i.e. 9a-11a, 1p-2p).
2. If you would like to have multiple group meetings, you will need to make a separate schedule for each block of time.
3. Note: You may not change the group meeting schedule times after the schedule start time or if one or more candidates have booked a meeting with you

g. Enable Prerequisites

- i. If you would like to indicate any additional or specialized criteria specific to your hiring needs, you may select 'Enable Prerequisites' to include *Additional Prerequisites*.
 1. Candidates are asked to verify that they satisfy **all** additional prerequisites.

h. Review your Schedule and click Publish

5. Modify Schedule between Mon 8/16 - Wed 9/1

Go to <https://app.careerfairplus.com/> to login to your account

- a. After you create your schedule, you can modify it by clicking on it from the *Schedules List* page
 - i. If you need to delete a schedule, please contact eng-careerfair@umich.edu.
- b. **Edit Schedule Details** to better clarify your recruiting needs
 - i. Click on 'Manage Schedule' → 'Edit Schedule Details' to edit *Schedule Name* and *Description*.
- c. **Edit Schedule Times** if your availability changes
 - i. Click on 'Manage Schedule' → 'Edit Schedule Times'
 - ii. 1-on-1 Schedules
 1. You can update *Schedule Start Time*, *Schedule End Time* and *Time Slot Duration*. Click 'Apply Changes' for the schedule to update.
 - a. Use the sliders on each row to block/unblock time slots and then click 'Save'
 - iii. Group Schedules
 1. You can update the *Schedule Start Time* and *Schedule End Time*

6. Test the CF+ Video Platform between Mon 8/16 - Wed 9/1 - ***THIS IS ESSENTIAL***

Go to <https://app.careerfairplus.com/> to login to your account

- a. Test the CF+ video platform (on Chrome or Firefox) to ensure your technology is compatible.
 - i. As the assigned Primary Recruiter in a schedule, please click on 'Join Meeting' from your schedule page to test that you can enter the video platform for meetings.
- b. If you are having any technical difficulties, view this [page](#) for tips and guidance.
- c. After testing, if you are unable to use the CF+ platform, contact eng-careerfair@umich.edu immediately.

7. View Schedule, Candidates, and their Resumes Starting the evening of Wed 9/8

Go to <https://app.careerfairplus.com/> to login to your account

- a. View details/resumes of candidates
 - i. From your schedule page, simply click on the candidate name to view candidate details, including their profile and resume/CV
- b. Canceling a candidate meeting
 - i. **You cannot cancel candidate meetings on schedules**
 - ii. However, you can block time slots if there are not any candidates scheduled at the time
 - iii. Please email eng-careerfair@umich.edu with questions
- c. The candidate sign up window closing is different for 1-on-1 and Group schedules
 - i. 1-on-1: Candidate sign ups end at 8:00am ET the day of each fair
 - ii. Group: Candidate sign ups can continue through the event



[Click Here to Log Into Your Account](#)

The screenshot displays the 'Software Engineering Recruiter 2' interface. On the left, a schedule for 'Fri, Jan 1st, 2021 | 10:00 AM - 4:56 PM EST' is shown. The primary recruiter is Kerri Boivin. The schedule includes a blocked slot from 10:00 AM to 10:08 AM EST and an available slot from 10:08 AM to 10:16 AM EST. A candidate named 'ecrc student' (Computer Science) is scheduled for the 10:08 AM slot. A blue arrow points from this candidate to the 'Appointment Details' section on the right. The 'Appointment Details' section shows the candidate's profile, including their email (ecrc-info@umich.edu), phone number (734-647-7160), and LinkedIn profile. It also displays the interaction type as 'CF Plus Video Room' and the appointment time as '10:08 AM - 10:16 AM EST'. Below this, 'Candidate Additional Details' shows a graduation date of 'Summer 2022' and a position type of 'Internship, Co-op'. At the bottom, the 'Candidate Résumé/CV' is displayed, featuring the candidate's name 'ECRC STUDENT', contact information, and education details from the University of Michigan, including a GPA of 3.08/4.00 and coursework in Data Mining, VLSI Design, and Robotics.

Day of the Fair

Go to <https://app.careerfairplus.com/> to login to your account

1. **If you have any questions on the day of the fair, please email eng-careerfair@umich.edu**
2. Log into your account in [Career Fair Plus](#) to view your finalized schedule
 - a. Sign ups for 1-on-1 Schedules end at 8:00am ET the day of each fair
 - b. Sign ups for Group Schedules remain open through the schedule availability window
3. **Begin the Fair**
 - a. **If you are utilizing the Career Fair Plus Video platform**, click the link to join your video room, candidates will knock to enter the room for their meetings. You will have the option to place them on hold until you are ready to speak to them.
 - b. **If you are utilizing a different platform**, you will connect with your candidates via the *Interaction Type* confirmed in your schedule
4. **Add notes and/or ratings for your candidates.**
 - a. Click on a candidate's name on your schedule and use the assessments area to capture your thoughts on the interaction
 - b. You can:
 - i. Take notes on a candidate
 - ii. Rate a candidate
 - iii. Record a candidate who does not show up for their meeting as a "No-show"
 - iv. Flag a candidate as "Next Step" as a reminder to follow-up with them
5. **If you or the candidate have technical difficulties at the time of their meeting**, please contact the candidate by phone
 - a. Please also email support@careerfairplus.com (cc eng-careerfair@umich.edu) with specifics on your technical difficulties
6. At the end of the event, you can download an Excel file of your schedule details (including candidate information, resume links, notes, ratings, etc.)
 - a. To download your **individual schedule**, utilize the desktop interface:
 - i. For a 1-on-1 Schedule, from your schedule page, click on 'Download Meetings'
 - ii. For a Group Schedule, from your schedule page, click on 'Download Candidate Profiles'
 1. The Resume Collection option will be a Group Schedule.
 - b. If you are having difficulty viewing a candidate's resume, download the schedule again as a candidate may have made changes and uploaded a new resume (which generates a new link)



[Click Here to Log
Into Your Account](#)

FAQs for Employers

Which web browsers support Career Fair Plus?

- Full functionality is only available through Chrome and Firefox.

I didn't receive an email invitation from Career Fair Plus, what do I do?

- Please check your spam or junk folder. If you still have not received it, contact eng-careerfair@umich.edu for a new link. Note, these are single-use links and must be opened in Chrome or Firefox.

I received a link to create an account, but it has expired. Where can I get a new one?

- Please email eng-careerfair@umich.edu. These are single-use links & must be opened in Chrome or Firefox.

What are Group Schedules?

- These meetings function similarly to a drop-in room (ie. HR basic information sharing about the company).
- They support multiple candidates at a time.
- Candidates may book ahead or arrive/leave at any time during the schedule's duration.
- You can view the profile information and resume of candidates that book on the schedule.
- If you use a CF+ Video room for the Group Schedule, it can host a maximum of 100 people at any one time.
- With group schedules/video rooms you can utilize Break Out rooms. For more information, please visit the [CF+ help page](#). Please note that students are able to freely move between rooms.

Will I be able to see the candidates' resumes before the fair?

- You will only be able to see the resumes/profiles of any candidates that have booked meetings with you.

Is there an audio-only option to the Career Fair Plus Video Platform so I don't have to use my camera?

- You may choose to turn your camera off in our video meeting rooms and communicate via audio only. If you are unable to connect via the Career Fair Plus Video Platform, please contact eng-careerfair@umich.edu.

Can multiple recruiters split a schedule?

- No, each recruiter will have their own schedule with their own availability. For example, Recruiter A has a schedule with availability from 10am to 12pm and Recruiter B has a schedule from 12pm to 2pm.

If my availability changes (due to illness, etc.), what should I do?

- We understand that urgent situations may arise, please contact eng-careerfair@umich.edu immediately. While we will do what we can to assist, it is unlikely that we can accommodate changes on the day of the fair. You may have to contact your candidates to reschedule utilizing your own resources.

Can I have a colleague participate in my (meetings/schedule/meeting) with a candidate?

- Within your schedule page, click *Schedule Options* to copy the Recruiter Video Room Link

How can we guide candidates to a specific recruiter?

- Candidates will schedule themselves for meetings with individual recruiters based on the *Schedule Name*, *Description* and *Prerequisites*.

What do I do if I experience technical difficulties connecting with a candidate?

- Please go old school and contact the candidate by phone.

What data will be available to me after the fair? How long will it be available?

- You will have access to candidate information, resume links, notes, ratings, etc. that are associated with your schedule for one week after the fair.