

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

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

Attendance is restricted to U-M Ann Arbor students

*Check back for updates; last updated 9/7/21

This event is hosted by the [Society of Women Engineers](#), [Tau Beta Pi](#), and the [Engineering Career Resource Center](#). This will be a **video based**, virtual event conducted through Career Fair Plus (CF+). CF+ allows students to connect with recruiters via **pre-scheduled 1-on-1 time slots or group meetings**. Please review the following action items, preparation tips for the fair, and instructions for engaging with recruiters during the fair.

Visit career.engin.umich.edu/events/career-fairs/ to learn about all upcoming CoE career events.

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.

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Review Tips and Important Information	2
Create Your CF+ Profile	3
Schedule Meetings to Meet with Recruiters <u>For all CoE majors and LSA CS and DS Majors</u> - Sep 13th Meetings: Open on 9/8 at 8:00 PM ET - Sep 14th Meetings: Open on 9/8 at 8:30 PM ET - Sep 15th Meetings: Open on 9/8 at 9:00 PM ET <u>For all Majors</u> - Sign ups for all days of the fair open on 9/9 at 7 PM ET	3
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The following diversity statement has been shared with employers regarding expectations for CoE events:

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

- Your Profile
 - Make sure you include your full name (first & last), an up to date resume, and phone number
 - Update your profile qualifications by clicking [here](#) and then click "VIEW/UPDATE YOUR QUALIFICATIONS" and update your profile, including choosing your major from the drop down option.
- Meeting Types and Scheduling Window
 - CoE majors and LSA CS and DS majors may begin scheduling:
 - **Mon 9/13 meetings on Wed 9/8 at 8 PM ET**
 - **Tue 9/14 meeting on Wed 9/8 at 8:30 PM ET**
 - **Wed 9/15 meetings on Wed 9/8 at 9 PM ET**
 - All UM Ann Arbor majors may begin scheduling for all days of the fair on Thu, 9/9 at 7pm ET
 - **1-on-1 Meetings**
 - Candidates book a specific time to meet individually with a recruiter
 - Sign ups close at 8:00am ET on each day of the fair
 - **Group Meetings:**
 - Can include multiple candidates at once in a group setting
 - Are typically opportunities to explore more about the company and ask general questions
 - You can join/leave the meeting at any time during the schedule duration
 - Book group meetings ahead of time or on the day of the fair
- Meetings Guidelines
 - Check schedules frequently for new meeting availability
 - Some schedules may have prerequisites. If you do not meet them, do not book the meeting
 - **You may only sign up for 4 (four) 1-on-1 meetings per day of the fair until Thur 9/9 at 7pm ET.**
 - Be a responsible CoE community member and do not monopolize time slots
 - **Only book one 1-on-1 meeting per company.**
 - Some companies will have multiple schedules. Please review each schedule name/description to determine the most appropriate schedule to sign up for depending on your recruiting needs.
 - **No shows and day-of cancellations**
 - Be aware of your time and don't overbook yourself with meetings. If you make a commitment to meet with recruiters, your attendance is expected.
 - **If you fail to show up to your scheduled meetings or cancel after 8am ET each day of the fair, you may be prohibited from utilizing CF+ or Engineering Careers. If there are extenuating circumstances, please contact eng-careerfair@umich.edu immediately.**
- Diversify your search!
 - Use filters to research companies you may not have considered before but that may be a great fit.
 - Filters may include Degrees/Majors seeking, Work Authorization, etc.
- Join Piazza
 - Join the ECRC Peer Advising Piazza page [here](#), which is a comprehensive site for all ECRC events.
 - There will be reminders when the company list drops, when signups are open, and general tips. In the past, students have posted when they are canceling meetings.

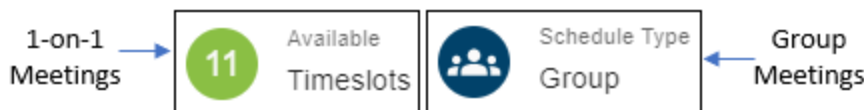
How to Create Profile & Schedule Meetings

1. Create Profile on the CF+ Website

- a. Go to app.careerfairplus.com/ume_mi
- b. Click on 'Fall Engineering Virtual Career Fair hosted by SWE/TBP' → 'Login'
- c. Click 'Sign Up' and then 'Student or Candidate'
- d. **Complete your Profile**
 - i. You will need to use your umich email to create your account.
 - ii. Ensure that your phone number is accurate in case of technical difficulties during the fair. If you do not have a phone number available, please contact eng-careerfair@umich.edu.
- e. **Upload your Resume/CV**
 - i. You can only upload one resume. Make sure you upload the latest version of your resume before the fair begins to ensure recruiters have access to it.
 1. Recruiters will be able to view your resume once you sign up for meetings.
- f. Update your profile/resume any time by going to app.careerfairplus.com/my-fairs and clicking on your name in the top right corner → "Edit Profile"

2. Schedule Meetings on the CF+ Website

- a. Scheduling opens at different times for each day of the fair. Check each day's event page for details.
- b. Log into [CF+](#) and navigate to the fair to **schedule meetings** to meet virtually with recruiters.
- c. Select the employer(s) you would like to meet with and then click '**Ready to meet with a Recruiter? View Meetings**' to see the schedules they have available.
- d. Companies are able to have 1-on-1 Meetings and/or Group Meetings.



- i. **1-on-1 Meetings** are first-come, first-serve.
 1. You must book 1-on-1 meetings by 8:00am ET on each day of the fair
 - ii. **Group Meetings** can include multiple candidates at a time. You can join/leave the meeting at any time during the schedule duration. Group Meetings are typically opportunities for you to explore more about the company and ask general questions.
 1. You may book group meetings ahead of time or on the day of the fair.
- e. Select the schedule that you're interested in and review the schedule description for more information
 - i. For 1-on-1 Meetings, select a time that works for you, and click 'YES' to book the meeting slot.
 - ii. For Group Meetings, select "Book My Spot Now".
 - f. **Cancel/Change 1-on-1 Meetings by 8:00 am ET on each day of the fair**
 - i. Click '**My Fairs**' in the right corner or go to app.careerfairplus.com/my-fairs and click on the fair.
 1. Click on the meeting you would like to cancel, then click "cancel meeting".
 2. To change your timeslot, you must first cancel your original timeslot. You will have the opportunity to book a new meeting if alternative slots are available.

3. Create Profile on the CF+ App

- a. Download the Career Fair Plus app and select 'Student/Candidate' as the role
 - i. *If you are an existing user of the app, you may need to select 'Role' in the bottom navigation menu and select 'Student/Candidate'*
- b. Select the organization '**University of Michigan**'
- c. Select '**Fall Engineering Virtual Career Fair hosted by SWE/TBP**'
- d. Tap '**Meetings**' on the bottom navigation menu.
- e. Tap '**Create Account**'
 - i. You will need to use your umich email to create your account or else you will not be able to schedule meetings.
- f. **Complete your Profile**
 - i. Ensure that your phone number is accurate in case of technical difficulties during the fair.
- g. **Upload your Resume/CV**
 - i. If you do not have your resume on your current device, tap 'Send Resume/CV Upload Magic Link' to get a link sent to your email so you can upload a file later.
 1. You can only upload one resume. Make sure you upload the latest version of your resume before the fair begins to ensure recruiters have access to it.
 2. You can update your profile/resume at any time by tapping 'Meetings' on the lower right of the screen, and then tapping 'Profile' in the upper right corner.
- h. Tap '**Finish**' to complete your account creation.

4. Schedule Meetings on the CF+ App

- a. Select the employer you would like to meet with and then tap "View Meetings" to see their availability.
- b. Companies are able to have 1-on-1 Meetings and/or Group Meetings.
 - i. **1-on-1 Meetings** are first-come, first-serve.
 1. [You must book 1-on-1 meetings by 8:00am ET the day of the fair.](#)
 - ii. **Group Meetings** can include multiple candidates at a time. You can join/leave the meeting at any time during the schedule duration. Group Meetings are typically opportunities for you to explore more about the company and ask general questions.
 1. [You may book group meetings ahead of time or on the day of the fair.](#)
 - iii. Select a schedule that fits your recruiting needs
 1. For 1-on-1 Meetings, select a time that works for you, and click 'YES' to book the meeting slot.
 2. For Group Meetings, select "*Book My Spot Now*".
 - iv. You will receive an email confirmation for each meeting you schedule.
- c. **Cancel/Change a Meeting**
 - i. Tap on 'Meetings' and then tap on the meeting you would like to change. You will then have an option to CANCEL the meeting or CHANGE the time (if alternative slots are available).
 - ii. You will receive an email confirmation for each meeting you cancel/change.
 1. Cancel/Change 1-on-1 Meetings by 8:00 am ET on each day of the fair

Before the Fair

1. Open [CF+](#) and log into your account to make sure you can access your virtual meeting schedule.
 - a. **If you are not able to attend a meeting, cancel it.**
 - b. If you have available time in your schedule, check to see if other companies have open meetings.
2. Check the interaction type listed under the schedule for each of your meetings. Make sure you download/test any platforms that you will be using.
 - a. **For Schedules using the CF+ Video platform**
 - i. If the interaction type says *CF Plus Video Room*, you will see a blue 'Join Meeting' button.
 - b. **For Schedules NOT using the CF+ Video platform**
 - i. If the interaction type says *External*, click on the top right arrow in the meeting details to see the interaction type and review any additional instructions that are provided.
3. Set up/prepare your personal space for your meetings and have your professional attire ready to wear.
4. [Test](#) your internet connection from the location you plan to be at during the fair.
 - a. Please review UM's [Video Conferencing Best Practices](#) page for additional tips.
5. Review your resume and be prepared to explain past experiences.
6. Make sure you have a final copy of your resume uploaded to CF+.
 - a. You are only able to upload one resume at a time.
 - b. If you upload a new resume after the fair starts, a recruiter may have trouble accessing it.
 - c. If you already have a resume uploaded, recruiters may have already seen it.

Career Fair Day

1. If you have any questions the day of the fair, please email eng-careerfair@umich.edu.
2. Log into [CF+](#) and access your virtual meeting schedule.
3. To join the virtual rooms for your meetings, click on "Join Meeting" or click on the top right arrow in the meeting details and follow the instructions provided.
4. Etiquette for Joining Rooms
 - a. Be punctual, but not more than 2 minutes early. When you knock to enter a meeting room, the recruiter will be notified. You don't want to knock too early and interrupt their conversation with another student.
5. If there are technical difficulties, we've instructed the recruiters to call the phone number listed in your profile.
6. During your conversations with recruiters, inquire about the best way to get in touch with the company to follow up after the fair regarding next steps.
 - a. Please note that some recruiters may not share their contact information.

After the Fair

1. Apply for jobs in accordance with instructions provided by the company.
2. Keep an eye on email and have your phone handy for interview invitations.
 - a. Some recruiters may expect a quick turn around for scheduling interviews
 - b. You may receive an email from the company or ecrc-info@umich.edu.
 - c. Some interviews may be scheduled through CF+ - if so, you will receive an invite from the company.