Company Guide for
Virtual Networking Day
Nov 3, 2021: 3pm - 6pm ET
*Check back for updates; last updated 8/27/21.

THIS IS NOT A HIRING EVENT.
If you are interested in a hiring event, please see options available.

The Engineering Career Resource Center looks forward to your participation in this networking event. This event provides an opportunity to have casual conversations with Michigan Engineering students to enhance your organization's visibility, increase brand awareness, and allow students to explore careers and day to day operations within your organization/industry. We encourage you to consider inviting Michigan Engineering alums and/or engineers from your organization to participate in this event!

Please review the following action items, preparation tips, and instructions for engaging with students.

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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/i/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 students, we ask that you join us by creating welcoming environments during your interactions.
Tips and Important Information

- **Student Attendance**
  - This event is for students in the College of Engineering and Computer Science and Data Science majors.

- **Types of Schedules for Meetings**
  - **1-on-1**: Students book a specific time to meet individually with a representative *(recommended)*.
  - **Group (Drop-In)**: No time slots; students can visit your video room anytime during your schedule.
    - Unlimited number of students 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 for students to determine with rep to meet with.

- **Your Availability**
  - You are **not required** to be available during the entirety of the event
  - **1-on-1 Schedules**: Customize your availability and breaks. 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 may change the meeting default duration to fit your needs.
  - **Group Schedules**: We recommend scheduling these in shorter blocks of time (i.e. 3p-3:30p, 5p-6p)

- **Student Sign Up Window**
  - Opens: Mon Nov 1 at 12:00PM ET
  - Closes:
    - **1-on-1**: Student sign ups end at 11:00am ET the day of the event
    - **Group**: Student sign ups can continue through the event

- **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

- **Company Presentations (Info Sessions, Tech Talks, etc)**
  - If you are interested in hosting a session, reach out to a [student org](mailto:) to schedule!
Prior to the Event

1. **Register for the Networking Event by October 27**
   a. To register for this event, complete this form:
      
      https://engineering-umich-csm.symplicity.com/surveys/MarchNetworking

2. **Create and/or Update Representative Profile by October 29**
   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 representative 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 Representatives by October 29**
   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 representative 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 representative already in the system or you can add a new rep, which will send them an email.
      ii. You will initially set up their schedule (including details, duration, etc.). Once the representative sets up their profile, they will be able to update their schedule.
      iii. Note: It is important that each rep 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 by October 29**

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**: Students book a specific time to meet individually with a rep *(recommended)*.
   ii. **Group (Drop-In)**: Supports multiple students in a group setting. Students 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 Representative**
   i. If you are creating a schedule for yourself, please select your profile.
   ii. If you are creating a schedule for another representative, 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.

![1-on-1 and Group icons]

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**Schedule Details**

i. **Schedule Name**
   1. **IMPORTANT**: Your *Schedule Name* should reflect the background of the representative as students will use this to identify the appropriate representative to choose. Examples:
      a. 2018 UM Biomed Alum
      b. Product Manager
      c. Rotational Engineering Program Manager (2000 Aero Alum)
      d. Group Meeting with HR

ii. **Schedule Description**
   1. Use the *Schedule Description* to add additional information about the representative 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. The event is scheduled between 3 PM ET and 6 PM ET - *you do not have to be available during the entirety of the event.*
         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 students 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 student signup period.
         d. **Reminder:** Schedule yourself breaks!
   ii. **Group (Drop-In) Schedules**
      1. We recommend offering group meetings in shorter blocks of time (i.e. 3p-3:30p, 3p-4p).
         a. If you would like to have multiple group meetings, you will need to make a separate schedule for each block of time.
      2. Note: You may not change the group meeting schedule times after the schedule start time or if one or more students have booked a meeting with you
   g. **Enable Prerequisites**
      i. Do not enable this field.
   h. **Review your Schedule and click Publish**

5. **Modify Schedule by October 29**
   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 by October 29 - *THIS STEP 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 and Student Profiles Starting November 1**

   Go to https://app.careerfairplus.com/ to login to your account
   
   a. You may begin to review your schedule on the afternoon of November 1, when students can start signing up for 1-on-1 and/or Group Schedules.
      
      i. **1-on-1**: Student sign ups end on Nov 3 at 11:00 AM ET.
      
      ii. **Group**: Student sign ups can continue through the event.
   
   b. **You cannot cancel student meetings on schedules.** However, you can block time slots if there are not any students scheduled at the time.
      
      i. Please email eng-careerfair@umich.edu with questions

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**Day of the Event**

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

1. **If you have any questions on the day of the event, please email** eng-careerfair@umich.edu.
2. Log into your account in Career Fair Plus to view your finalized schedule starting at 11:00 AM ET on Nov 3.
3. **Begin the Networking Event**
   
   a. **If you are utilizing the Career Fair Plus Video platform**, click the link to join your video room, students 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 students via the Interaction Type confirmed in your schedule.
4. **If you or the student have technical difficulties at the time of their meeting**, please contact the student by phone.
5. **At the end of the event, you can download an Excel file of your schedule details**
   
   a. For a 1-on-1 Schedule, from your schedule page, click on ‘Download Meetings’ on the top right.
   
   b. For a Group Schedule, from your schedule page, click on ‘Download Student Profiles’ on the top right.
FAQs for Representatives

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. Note, these are single-use links and must be opened in Chrome or Firefox.

My schedule is utilizing Career Fair Plus’ Video Platform. Is there an audio-only option 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 representatives split a schedule?
- No, each representative will have their own schedule with their own availability. For example, Representative A has a schedule with availability from 3pm to 5pm and Representative B has a schedule from 5pm to 6pm.

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.

What do I do if I experience technical difficulties connecting with a student?
- Please go old school and contact the student by phone.

What are Group Schedules?
- These meetings function similarly to a drop-in room (ie. HR basic information sharing about the company).
- They support multiple students at a time.
- Students may book ahead or arrive/leave at any time during the schedule’s duration.
- You can view the profile information of students 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.