

Student Guide for Virtual February Recruiting & Networking Day

Thu 2/17 10a-3p ET

Attendance is restricted to U-M Ann Arbor Students

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 event, and instructions for engaging with recruiters during the event.

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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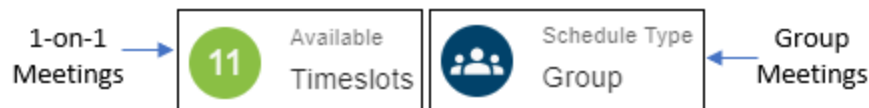
The following diversity statement has been shared with employers regarding expectations for CoE events:

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. To learn more about overcoming bias to ensure positive engagement within our community, we encourage you to watch this video: <http://bit.ly/umcoebiasttraining>

Tips and Important Information

- Your Profile
 - Must be updated for each event as requirements may be different
 - 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.
 - **Do NOT type in your major - select your major from the '+' sign pick list options**
 - **Your CF+profile major should include your major AND degree level**
- Meeting Types and Scheduling Window
 - CoE majors and LSA declared CS and DS majors may begin scheduling on Mon 2/14 at 7:00 PM ET
 - All UM Ann Arbor majors may begin scheduling on Tue 2/15 at 7:00 PM ET
 - **1-on-1 Meetings**
 - Candidates book a specific time to meet individually with a recruiter
 - Sign ups close at 9:00am ET on the day of the event
 - **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 event



- 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
 - 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 9:00 AM ET the day of the event, you may be prohibited from utilizing CF+ or Engineering Careers. If there are extenuating circumstances, please contact eng-careerfair@umich.edu immediately.**
- Resume Drop Schedules
 - Can't schedule a meeting? If you see a schedule called 'Unable to find an appointment? "Drop" your resume here!', you may book that schedule and the company will receive your resume.
- 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 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. Click on 'February Recruiting and Networking Day - Virtual' → 'Login' → 'Sign Up' → 'Student or Candidate'
- b. **Complete your Profile**
 - i. Use your umich email and add a phone number in case of technical difficulties during the event.
 1. If you do not have a phone number available, please contact eng-careerfair@umich.edu.
- c. **Upload your Resume/CV**
 - i. You can only upload one resume.
 - ii. Recruiters will be able to view your resume once you sign up for meetings.
- d. 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. Log into [CF+](#) and navigate to the event to **schedule meetings** to meet virtually with recruiters.
- b. Click '**Ready to meet with a Recruiter? View Meetings**' to see the employers' schedule(s).
- c. 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".
- d. **Cancel/Change a Meeting**
 - i. Click '**My Fairs**' in the right corner or go to app.careerfairplus.com/my-fairs and click on the event.
 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 '**University of Michigan**' → '**February Recruiting and Networking Day - Virtual**'
- c. Tap '**Meetings**' on the bottom navigation menu and then '**Create Account**'
- d. **Complete your Profile and 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 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.
- e. 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. Select a schedule that fits your recruiting needs
 - 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".
- 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.

Before the Event

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 the meeting in CF+ as soon as possible, ideally no later than 24 hours in advance of the meeting time**
 - 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.
 - ii. If you are having any technical difficulties, view this [page](#) for tips and guidance.
 - 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 event.
 - 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 event starts, a recruiter may have trouble accessing it.
 - c. If you already have a resume uploaded, recruiters may have already seen it.

Event Day

1. If you have any questions the day of the event, 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 event regarding next steps.
 - a. Please note that some recruiters may not share their contact information.

After the Event

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.