Career Fair Plus Employer Handbook

Introduction:

We partnered with Career Fair Plus because of its incredible recruiting capabilities and customizability. It is an online platform designed to enhance company recruiting and provides a hybrid format for career fairs-half way between in person and virtual career fairs. We use it to elevate our Industrial Roundtable and EXPO career fairs to a higher level giving both employers and candidates an exceptional user experience and ability to connect. We chose Career Fair Plus because of its wide variety of recruiting perks.

First and foremost, Career Fair Plus is easy to use, and it is easy for candidates and recruiters to register for their career fair. On the employer side of the platform, a company can build their own profile from the ground up allowing them to showcase open positions and company values. On the other side of the coin, candidates can customize their profile, build their resume, and connect with other social media such as LinkedIn.

In addition to ease of use and excellent user satisfaction, Career Fair Plus allows employers to create and customize recruiting schedules for an efficient and successful career fair. Employers can create their own schedule or create one for someone else. They can even apply filters, so only candidates who meet certain qualifications can book the meeting further enhancing the recruiter and candidate experience.

In its entirety Career Fair Plus is a powerhouse for hosting the best career fairs and we could not be happier to have them as a partner. Following this introduction you will find a detailed guide to help you navigate through the platform to give you the best experience possible at our career fairs.

This descriptive handbook is a compilation of articles found on the career fair plus help website. It is meant to guide employers through the process of registering an employer account, creating meetings, and customizing the meetings to best fit their recruiting needs.

Should you need any general information, please consult the Career Fair Plus Help Center which can be found at the link below. The Help Center is a compilation of articles and videos that is meant to assist you in using the Career Fair Plus platform.

https://help.careerfairplus.com/en/articles/5269142-recruiter-help-center

Recruiter Registration:

Creating an Account

Career Fair Plus makes it easy to create your recruiting account. After registering for a career fair, you will receive an email with a one time use only link to create your career fair plus account. Please note you can only use chrome or firefox to access the link. The email will look similar to the image below. **If you have not received an email similar to the one below by the end of the day on January 20th, please check your spam folder and ensure that '.careerfairplus.com' is an acceptable domain for your email. If you still cannot find the email below, please contact us via email (pescexpo@ecn.purdue.edu) so that we can help resolve any issues you may be having.**

Once you click the one time link (Complete Your Profile Button), you will follow a set of steps to set up your account. If you have already created a recruiter account with Career Fair Plus for a prior fair, feel free to log in with that account after clicking the Get Started button.

Aftering creating your recruiter account, to customize your profile, simply click your name in the top right of the account page. Here you can upload a photo, title, email,

phone number, and connect your LinkedIn. After your account suits your preferences, be sure to save your changes. See image below for where to click for profile customization:
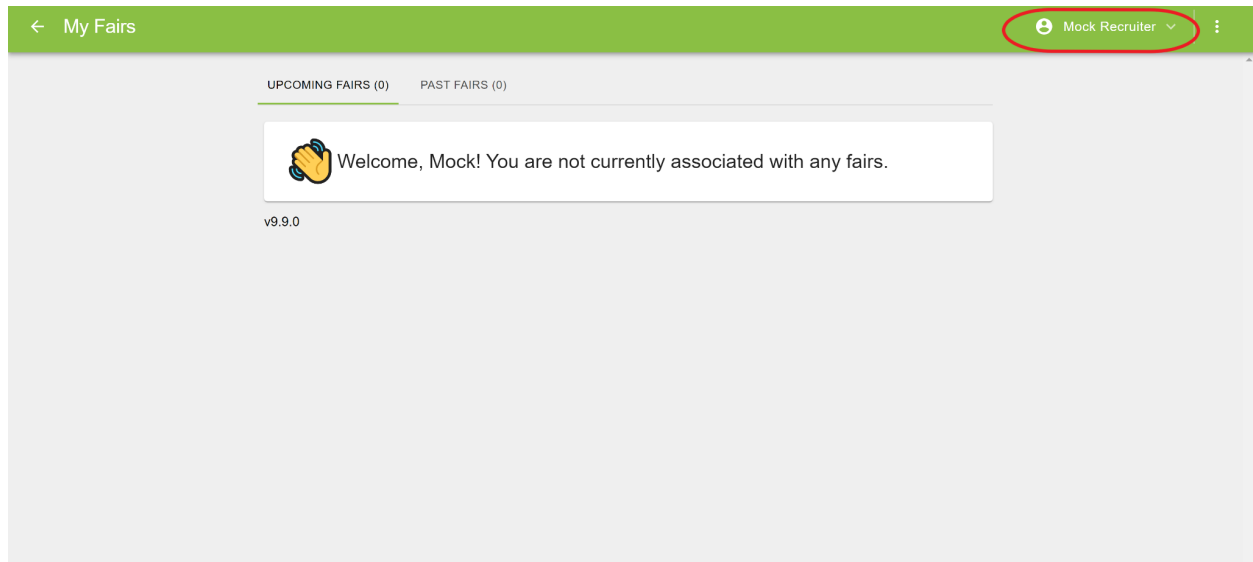

Once on the platform and registered for your career fair, creating a schedule is the next vital step. There are a few important things to remember before creating a schedule. You cannot delete a schedule once it is created. If it is absolutely necessary to delete a schedule, you will need to contact your career fair host. In this case, please contact pescexpo@ecn.purdue.edu and rename your schedule to have the word "DELETE" in the title so the registration team knows which schedules are undesired. Another vital thing to note is that once a student books an appointment on your posted schedule, you cannot adjust the meeting times or durations. Only if no candidates have made a booking can you adjust the schedule timing and duration. Lastly, there are two different types of schedules available for employers to make, so please ensure you are aware of the schedule type you are creating (One-on-One schedules and group schedules) before you post it to the platform. The distinction between these two schedule types can be found on page X of this handbook.

Now that I have discussed some important warnings, let's dive into creating your first schedule. To ensure your company gets to review as many candidates as possible we also strongly recommend that you create a blank schedule to allow candidates to upload their resume. By doing so, your recruiter can review more resumes and follow up with students who may not have been able to book a time slot due to high demand.

After creating your account, you will be taken to a page containing the fairs that your company has signed up for. **Please note that if you have signed up for both the**

Virtual and In Person component of the fair, there should be two separate fairs (an in-person and virtual component) listed on your screen. When creating schedules, please ensure that the schedule for a designated recruiter is for the correct fair.

After clicking on the desired fair, you will be taken to a screen similar to the one shown below.
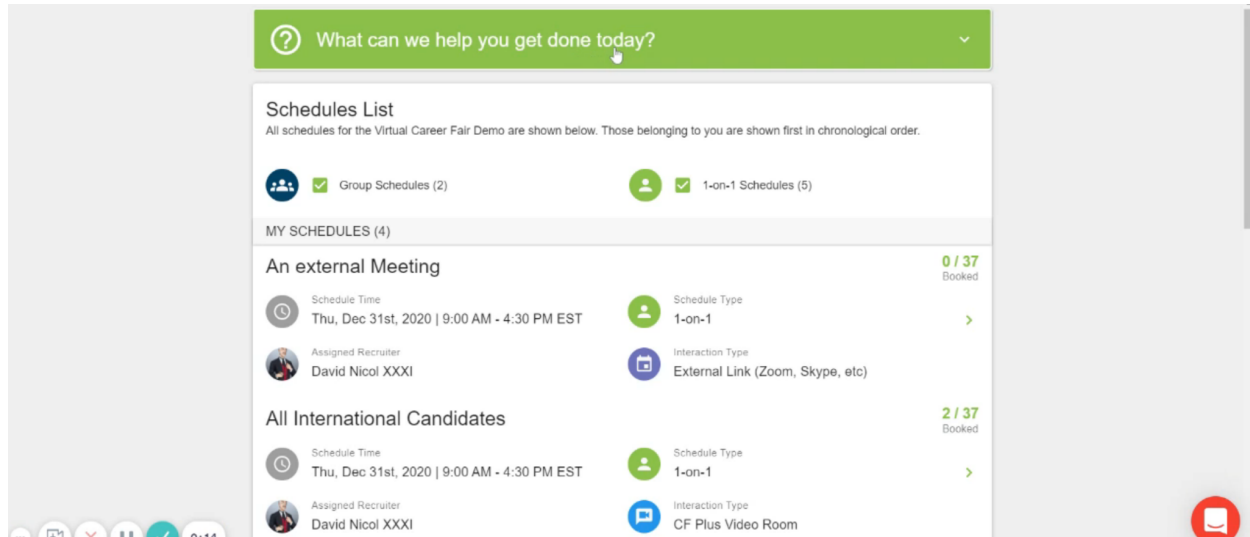

Once at the above screen, please click the dropdown menu titled 'What can we help you get done today?' Upon clicking on the dropdown menu, several options should become available, all of which will be explained below.

A guide on how to create a career fair plus account can be found here
https://help.careerfairplus.com/en/articles/4745314-recruiter-guide-to-account-creation

Creating Schedules

Create My Schedule

To create a schedule for the Career Fair Plus account you are currently signed in on, please click the 'Create My Schedule' button circled in the image below.
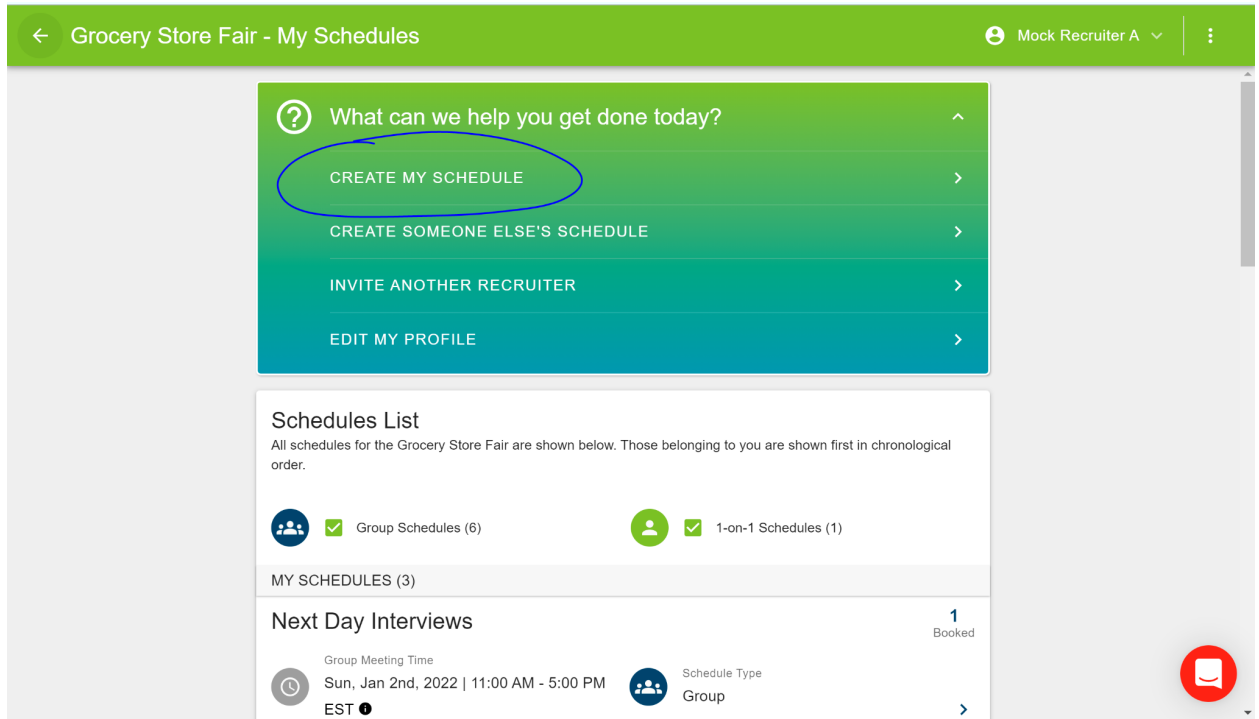
After clicking the 'Create My Schedule' button, you will need to follow a set of steps to complete your schedule. To begin, you will be asked what kind of schedule you would like to create, a One on One schedule or a group schedule.

One-on-One:

If you choose the one-on-one schedule, which most recruiters do for our career fair, candidates must pre-book a time slot in your posted schedule before the booking window closes. Candidates cannot book consecutive or concurrent one on one meetings. As a recruiter you can set the start and end times for the meetings. Finally for virtual one on one meetings, there is a maximum of four participants in one virtual meeting room.

Group:

A group meeting option is closer to a walk-up career fair style and will have group interaction among a recruiter and candidates. Candidates can book to meet with you at any time (even after the booking window closes), and there is a cap of 100 participants in the virtual group meeting.

Similarities between One-on-One and Group meetings:

Both one on one and group meetings for the virtual option will have a chat channel that can be used between the recruiter and the participants throughout the meeting. The recruiter can also view the candidate's profile when they book the meeting for both in person and virtual meetings as long as it was booked on CFP. A benefit that both meeting types provide is the meeting entrance procedure. Both virtual meeting types require the candidate to knock before entering the virtual meeting room allowing the recruiter to accept, deny, or put the candidate on hold.

After selecting your schedule type, you will be taken to a tab titled 'Schedule Details.' Here you can create a title for your schedule. The schedule title can include any information such as what position a specific recruiter is recruiting for or what types of candidates should sign up for that schedule. After creating a schedule title, you can create a more in depth description for your schedule in the 'Schedule Description' option. Please note that the Schedule Date seen in this tab will default to the day of the assigned event (February 8th for In-Person and February 9th for Virtual) and it cannot be changed. The final option in this tab is the Interaction Type. If signed up for the in-person event, this option will default to the in-person interaction type and no further changes will need to be made. If signed up for the virtual event, this option will default to the Career Fair Plus Video Room, which is a web chatting interface integrated into the Career Fair Plus system. The Career Fair Plus Video Room is extremely simple to use and more information on how to use it can be found on the Career Fair Plus website. Should you not want to use the Career Fair Plus Video Room, you can change the interaction type to either a phone call or external link (Zoom, Microsoft Teams, Skype, etc.) and provide additional information in this section. (If using an external link, please provide a link in the 'Additional Instructions' section).

Next, you will be taken to a tab titled 'Time & Duration.' The top of this screen will default to the start and end times of the fair along with a meeting duration defaulted to 10 minutes (only applicable to One-on-One meeting types). Should you want to change your meeting duration, you can simply type in the text box and change how many minutes you want each meeting to be. The bottom part of the screen will display the individual time slots of your schedule. Should you need a break for lunch or any other activity, you can click the Blocked button on this tab. Please note that if you are attending the in-person fair, lunch will be served between 11 a.m. and 1 p.m., and we ask that you block off a maximum of 30 minutes in association with the first letter of your company name (more information can be found in the body of the email this handbook was sent with).

The final tab in creating a schedule is the Enable Prerequisites section. As a part of Career Fair plus, candidates are able to provide information including their class, major, etc. Should you want to filter the candidates that can sign up for this schedule, you can click on any of the available prerequisites and select which prerequisites you would like to enable for this schedule. The final tab is where you can review all of the previous information and publish this schedule. After publishing, you will be taken back to the original screen where you can now view the schedule you just created.

Create Someone Else's Schedule

To create someone else's schedule (another recruiter or person associated with your company), please click on the 'Create Someone Else's Schedule' button, which can be seen circled below.
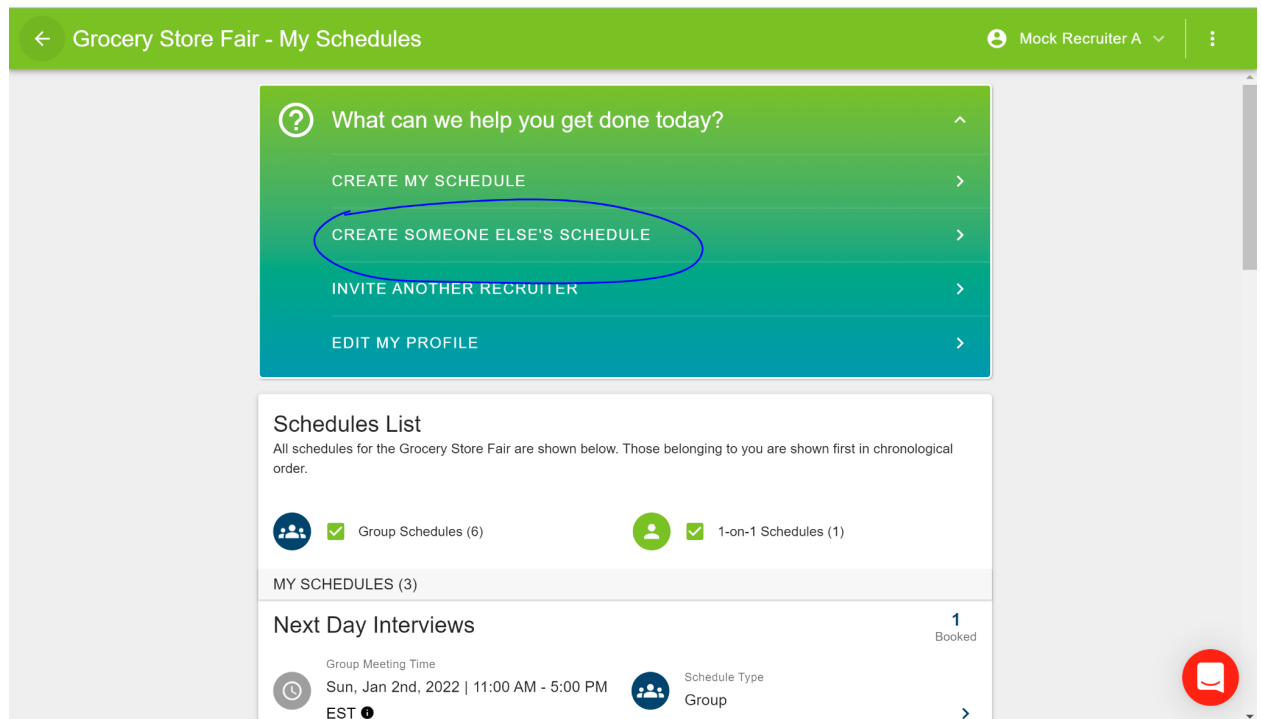
This button is exactly the same as the 'Create My Schedule' button explained above with the exception of the first page. If the recruiter that this schedule is meant for has already been added to your company, you can simply click on their name under 'Who Is This Schedule For?' and move on to the next page. If the recruiter has not been added to your company, please enter the recruiter's email address under the 'New Recruiter' section. Doing this will invite that recruiter to the Career Fair Plus platform, and by creating their schedule, they will immediately have access to it upon joining the

platform. Please note you do not need to assign the recruiter right away. Upon publishing the schedule, you can go back and hit the pencil icon to edit the schedule details and assign a recruiter later. Finally, if you want to create a schedule with no recruiter (for creating a resume dropbox or wanting to assign a recruiter later), click on the 'No Recruiter' option.

After clicking next, the following steps are the same as the 'Create My Schedule' button explained above.

<u>Invite Another Recruiter</u>

Clicking this button will take you to a page that allows you to invite other recruiters to the Career Fair Plus Platform. Doing so will allow them to view any schedules you or other members of your company have created along with letting them create their own schedules.

Video guides produced by Career Fair Plus on how to create schedules can be found In the links below

1-on-1 Meeting: https://www.loom.com/share/39adac48f61f4c41be516b587a576db5

Group Meeting: https://www.loom.com/share/b4a3d69982df4ba5b8b9834eb893b3be

A document guide on how to create schedules can be found in the following link: https://help.careerfairplus.com/en/articles/4745906-recruiter-guide-to-schedule-creation

Schedule Management:

<u>Edit your schedule</u>

Please note that schedules can only be edited so long as no candidates have booked an appointment with your schedule. To make any changes to your schedule, please click upon the desired schedule in the home screen and click the 'Schedule Options' button.
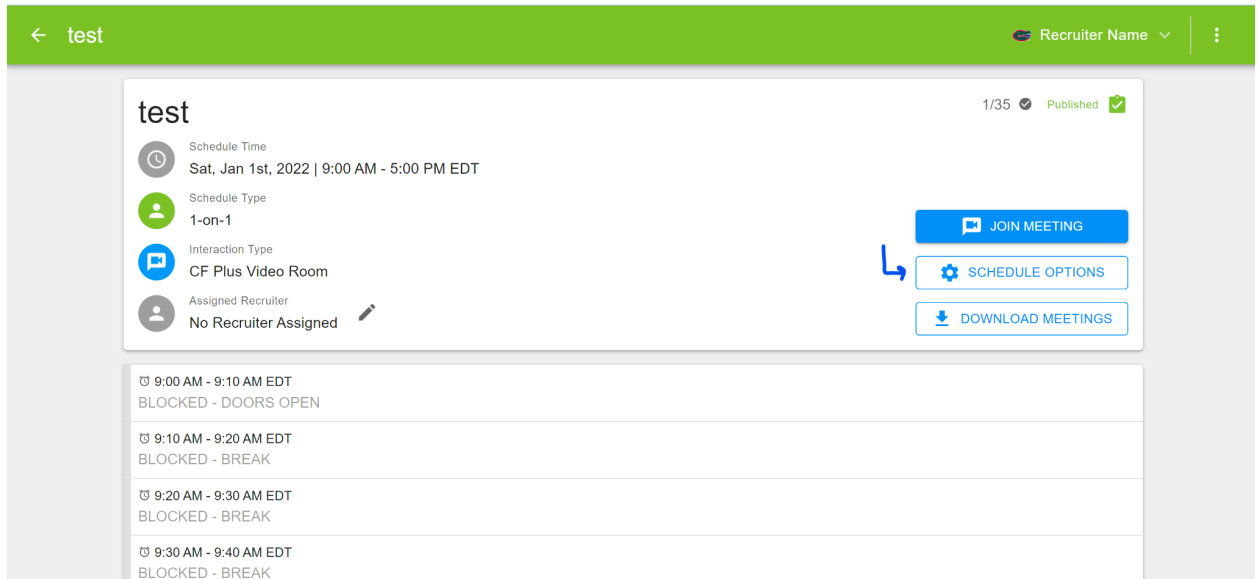
Here you can choose any prerequisites and qualifications to apply to this schedule. We ask that you please review and finalize your schedule to avoid having to contact registration to delete the schedule.

Schedule Management

Now that your first schedule is created, let's discuss how you can monitor it and what you can access from your schedule. First, please click on the desired schedule. If you want a copy of your schedule to access without the internet, you can click the 'Download Meetings' button and an excel file of the schedule will be available to you. If you want to view candidates' profiles before your meeting with them simply click your schedule to see their full profile including their resume and CV. See image below:

Joining Meetings (Specifically for Virtual Fair)

The meetings are not automatic so to join you will need to click the schedule and then click the 'Join Meeting' button. Since you are the host, you do not need to leave because CFP has the "knock" feature that allows you to control when candidates can enter the virtual meeting space.

A guide on Schedule Management can be found at the link below
https://help.careerfairplus.com/en/articles/4746006-recruiter-guide-to-schedule-management