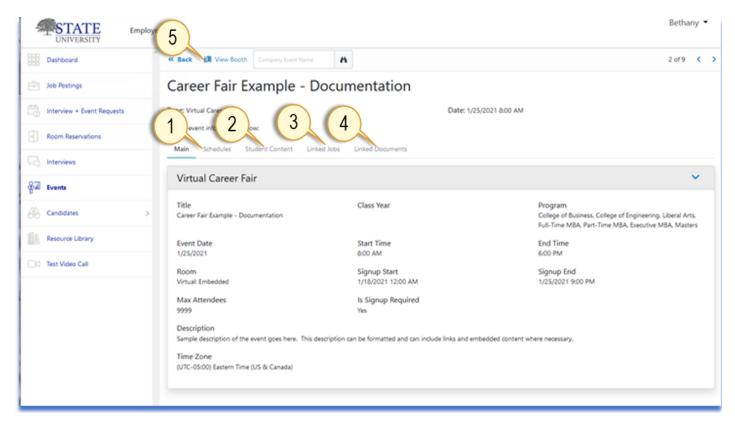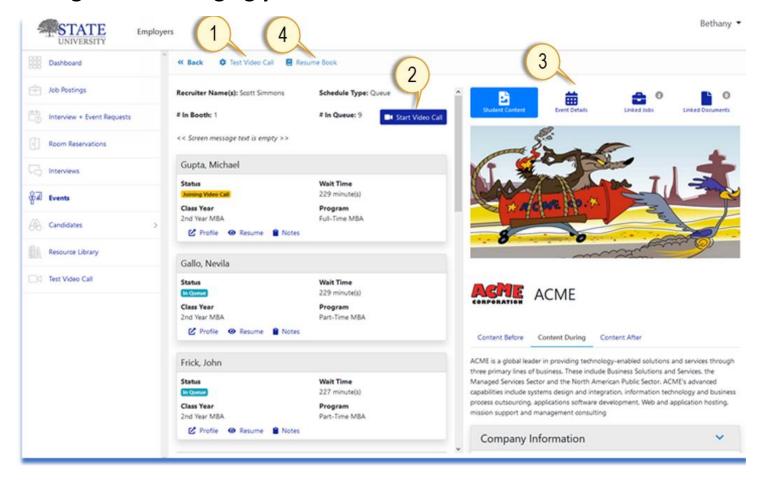# Virtual Career Fairs & Events: Employer Quick Reference Guide
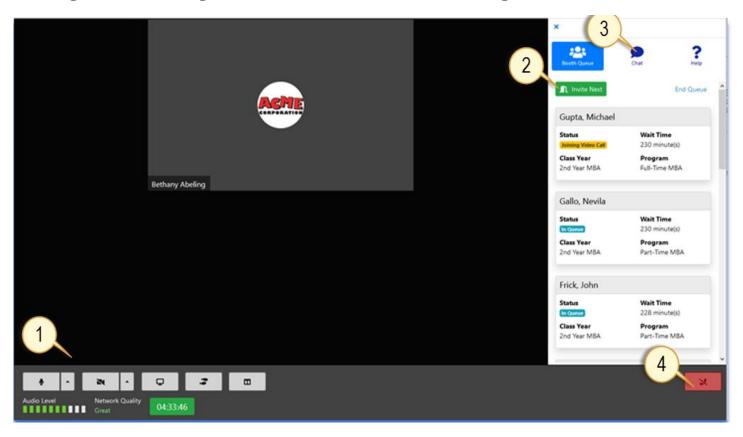
Before Event: Setting up your booth

1. Review your event **Schedules**. In most cases, you should have a schedule for each attending representative/recruiter.   Schedules can be open queue style or fixed timeslots. Contact Career Services if you need to make a change or have questions.
2. Get your booth ready! Click into the **Student Content** tab and make sure your logo, banner and messaging are setup well before the day of the event.
3. **Link Jobs** to your booth that are relevant for the event attendees so that candidates know what positions you are trying to fill.
4. Upload additional content and **Link Documents** (PDFs, presentations, etc.) to share info about your organization with candidates.
5. **View Booth** to review your setup. This is where you and the candidates will be on event day!

During Event: Managing your booth

1. Before the event starts, use the **Test Video Call** link to make sure that you are familiar with the virtual meeting interface, and that your camera and microphone are functioning well. On-screen help via guided walkthroughs are also available in the Test Meeting Room.
2. While managing your candidate queue, use the **Start Video Call** button puts you in the meeting room.
   - *NOTE:* If you are using fixed timeslots instead of an open queue, the interface is slightly different. You will have a **Start Video Call** button for a private meeting room for each timeslot.
3. **Event Details**, **Linked Jobs** and **Linked Documents** allow you to review what the candidates will see when they enter your booth. You can modify this as described on the previous page.
4. The **Resume Book** action creates a batch PDF of the resumes that have been "dropped" by candidates.

During Event: Using live video and virtual meeting rooms

1. Controls for your **Microphone**, **Camera**, **Screen Share**, **Guided Walkthroughs**, and open/close the **Panel** with queue, chat, and help. You can also check your audio levels, network quality and track meeting time here.
2. For open queue schedules, this is where you monitor the queue. The **Invite Next** button does exactly that, it will send notifications to the next person in line.
   NOTES:
   - Candidates will be given 30 seconds to respond to your invite and join your room, after which, the system auto-invites the next person in line.
   - You can also use **Invite Next** to pull multiple people into your room at the same time.
   - If you have fixed timeslots instead of an open queue, the Invite Next button does not appear.
3. Use the **Chat** function to send/receive messages with other attendees in the meeting room.
4. The red **End Call** button closes the meeting room.