



Virtual Career Fairs & Events: Employer Quick Reference Guide

Before Event: Setting up your booth

The screenshot shows the 'Career Fair Example - Documentation' page in a web application. The page has a left sidebar with navigation options: Dashboard, Job Postings, Interview + Event Requests, Room Reservations, Interviews, Events, Candidates, Resource Library, and Test Video Call. The main content area is titled 'Career Fair Example - Documentation' and includes a 'Date: 1/25/2021 8:00 AM'. Below the title are five tabs: Main, Schedules, Student Content, Linked Jobs, and Linked Documents. The 'Main' tab is active, displaying a 'Virtual Career Fair' section with a table of event details. The table has columns for Title, Class Year, Program, Event Date, Start Time, End Time, Room, Signup Start, Signup End, Max Attendees, and Is Signup Required. The description field contains a placeholder text: 'Sample description of the event goes here. This description can be formatted and can include links and embedded content where necessary.' The time zone is listed as '(UTC-05:00) Eastern Time (US & Canada)'. Five numbered callouts (1-5) are overlaid on the page: 1 points to the 'Schedules' tab, 2 points to the 'Student Content' tab, 3 points to the 'Linked Jobs' tab, 4 points to the 'Linked Documents' tab, and 5 points to the 'View Booth' button in the top navigation bar.

Title	Class Year	Program
Career Fair Example - Documentation		College of Business, College of Engineering, Liberal Arts, Full-Time MBA, Part-Time MBA, Executive MBA, Masters
Event Date	Start Time	End Time
1/25/2021	8:00 AM	6:00 PM
Room	Signup Start	Signup End
Virtual: Embedded	1/18/2021 12:00 AM	1/25/2021 9:00 PM
Max Attendees	Is Signup Required	
9999	Yes	
Description		
Sample description of the event goes here. This description can be formatted and can include links and embedded content where necessary.		
Time Zone		
(UTC-05:00) Eastern Time (US & Canada)		

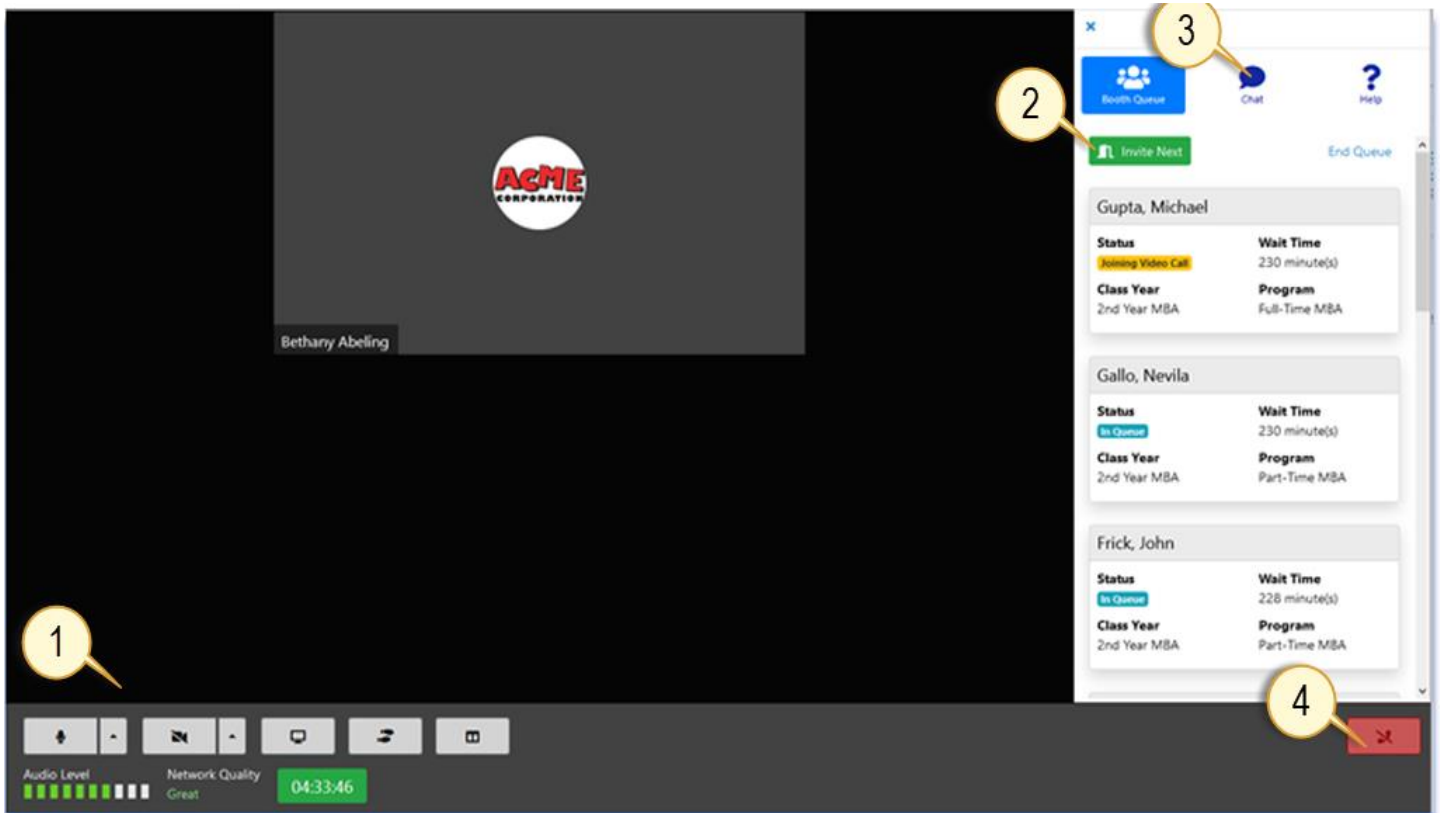
1. Review your event **Schedules**. In most cases, you should have a schedule for each attending representative/recruiter. Schedules can be open queue style or fixed timeslots. Contact Career Services if you need to make a change or have questions.
2. Get your booth ready! Click into the **Student Content** 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

The screenshot displays the State University Employers interface. On the left is a navigation menu with options like Dashboard, Job Postings, Interview + Event Requests, Room Reservations, Interviews, Events, Candidates, Resource Library, and Test Video Call. The main area shows event details for Scott Simmons, including the number of booths (1) and candidates in queue (9). A 'Start Video Call' button is prominently displayed. Below this, a candidate queue lists Michael Gupta, Nevila Gallo, and John Frick, each with their status (e.g., 'Joining Video Call', 'In Queue'), wait time, and class year. On the right, a booth preview for ACME Corporation is shown, featuring a cartoon illustration of a dragon on a cart and the company logo. The preview includes sections for 'Student Content', 'Event Details', 'Linked Jobs', and 'Linked Documents'. A 'Company Information' section is also visible at the bottom of the preview.

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.