

# VIRTUAL CAREER FAIR GUIDE

You're registered for a virtual career fair at Oklahoma State University, now what?  
Follow this step-by-step guide to ensure you're ready and set-up for success!

## PRIOR TO THE VIRTUAL CAREER FAIR

### Email Invitation

1. About a month before the career fair, the primary recruiter listed on your registration will receive an email invitation from [support@careerfairplus.com](mailto:support@careerfairplus.com) which will allow them to create an account, create meeting schedules, and invite additional recruiters to the Career Fair Plus platform.
  - If you do not receive an email or your invitation link has expired, please reach out to us at [careers@okstate.edu](mailto:careers@okstate.edu) to email you a new link.
2. Click on the link in your invitation email to set up your recruiter account. You will find step-by-step instructions [in this video](#) or you can follow the steps below.

The screenshot shows the 'Complete Your Recruiter Profile' form at Step 1: Set Password. The progress bar at the top indicates three steps: 1. Set Password (active), 2. Complete Profile, and 3. View Schedules. The form fields include: 'Email address' with the value 'pistolpete@okstate.edu' and a green checkmark; 'Name\*' with the value 'Pistol Pete'; 'Password\*' and 'Confirm Password\*' fields with masked characters and toggle icons; and a checkbox for 'I agree to the Terms of Service & Privacy Policy' which is checked. A 'CONTINUE' button is at the bottom right. A lightbulb icon with the text 'Passwords Must Have at least eight characters' is on the right.

### Setting Up Your Profile

1. Enter your first and last name.
2. Enter a password that you can remember but that is not easily identifiable.
3. Agree to the Terms of Service and click 'Continue'.

The email at the top and the password that you set will be your login information moving forward.

4. You can choose to upload a profile picture - allowed file formats are JPG, JPEG, and PNG.
5. Enter your title/role.
6. Enter your phone number - this will remain private to students.
7. Add your LinkedIn profile - this is optional but gives students an opportunity to connect and network with you before your meeting.
8. Click 'Save'.

The screenshot shows the 'Complete Your Recruiter Profile' form at Step 2: Complete Profile. The progress bar at the top indicates three steps: 1. Set Password (completed with a green checkmark), 2. Complete Profile (active), and 3. View Schedules. The form fields include: 'Picture' with a placeholder image and buttons for 'CHANGE PICTURE' and 'DELETE PICTURE'; 'Title/Role' with the value 'University Mascot'; 'Phone Number (Private)' with the value '405-744-5253'; and 'LinkedIn Profile URL' with the value 'https://www.linkedin.com/in/pistol-pete-5a0026180/'. A 'SAVE' button is at the bottom right. Two lightbulb icons with text are on the right: 'Profile picture Allowed file formats: JPG, JPEG, PNG File size must be less than 5 MB' and 'Your phone number We are collecting your phone number so it is visible to career services staff in case they need to reach you about your reservations.'



## Meeting Schedules

Each company has access to one-on-one meetings during the the virtual career fairs. These meetings should act as a replacement of the physical handshake and interaction at the in-person event.

- Meetings consist of short timeslots where students can visit one-on-one with a recruiter, briefly discuss their resume and the opportunities available within the company.
- Students can sign up for meetings before and during the virtual career fairs.
- Keep in mind, they should not be managed as an interview, but as informal and casual opportunities to connect with students.

**Please do not edit your Group Meetings.** These are for a set length and time as part of the agenda for the career fair and should not be changed or edited.

## Creating Your One-on-One Meeting Schedule


 What can we help you get done today? 

### Schedules List


All schedules for the "Virtual Career Fair" are shown below. Those belonging to you are shown first in chronological order.


**TEAM SCHEDULES (3)**


#### Marketing Manager - Pistol Pete




Schedule Date & Time  
Wed. May 26, 2021 | 10:00 AM - 5:00 PM CST







Interaction Type  
CF Plus Video Room



Assigned Recruiter  
Pistol Pete

**VIEW APPOINTMENTS (0/35)** >

Additional Info  
View your appointment info in the app to join the video meeting at the scheduled appointment time.

1. Once you login at [app.careerfairplus.com](https://app.careerfairplus.com) and click on the virtual fair you are attending, you will see a drop-down menu that says "What can we help you get done today?" and the schedules for you and your team that have already been created.
2. Before creating a new schedule, **look through your "Team Schedules" to see if one has already been created for you.**
  - If you already have a schedule, click on "View Appointments" to edit the details, time slots, etc.
  - If you do not find a schedule which has been assigned to you, please click on the "What can we help you get done today?" drop down menu.
3. When you click on the drop-down menu, you have options to:
  - Create your schedule
  - Create someone else's schedule
  - Invite another recruiter
  - Edit your profile (this is your recruiter profile, not your overall company profile)
4. Whether you need to create your own schedule or a colleague's, the process is the same except for inputting your colleague's email instead of your own.
5. Choose either "Create My Schedule" or "Create Someone Else's Schedule"

## Assigning a Recruiter

1. Enter the email address of the recruiter who will manage this schedule - either yourself or a colleague.
2. Click "Next"

Create Schedule

1 Assigned Recruiter

2 Schedule Details

3 Time & Duration

4 Prerequisites Optional

5 Review

Who is this schedule for?

PP

Pistol Pete  
pistol.pete@okstate.edu

☐

New Recruiter

Enter their email below. They will be invited to your team and assigned to this schedule automatically.

Recruiter Email

Enter Email Address...

☐

No Recruiter

Skip for now. Don't worry; you can add a recruiter later.

☐

CANCEL

NEXT >

## Schedule Details

1. Choose an appropriate schedule name - either a position you are hiring for, a recruiter's name, etc.
2. Under 'Description' - include a short job description, an overview of your company, or what your company is looking for.
3. **Please do not edit the Schedule Date, Interaction Type, or Additional Instructions.**
4. Click "Next"

Create Schedule

✓ Assigned Recruiter

2 Schedule Details

3 Time & Duration

4 Prerequisites Optional

5 Review

Schedule Name

Give the schedule a name that lets the student know what type of position the employer is seeking, e.g. Field Engineer, Accounting Internships

Schedule Name \*

Please enter a name for the schedule

Schedule Description

Describe the types of candidates and positions for this schedule. This is your opportunity to sell the position. Make it attractive to prospects!

Description \*

Please enter a schedule description

Schedule Date

Date \*

Wed., May 26, 2021

Interaction Type

This should represent how candidates and recruiters are going to interact with each other for this schedule. It could be a Face-to-Face interaction at a career fair/hiring event. Or it could be via Video Meeting using Career Fair Plus's built-in video meeting rooms. Or it could be on a Phone Call. Choosing "External Link" is a way to provide your own communications solution. Step-by-step instructions for

# Create Schedule

✓ Assigned Recruiter — ✓ Schedule Details — 3 Time & Duration — 4 Prerequisites Optional — 5 Review

## Edit Schedule Times

ⓘ You may not change the schedule times after the schedule start time or if one or more candidates have booked a meeting with you.

Schedule Start Time

May 26, 2021 10:00 AM CDT



Schedule End Time

May 26, 2021 5:00 PM CDT



Time Slot Duration

15

min

CANCEL

APPLY CHANGES

🔍 Search Time Slots



Time Slot

Blocked

Blocked Reason

10:00 AM - 10:15AM CST



Doors Open

10:15 AM - 10:30AM CST



## Time & Duration

1. This is where you can edit when you want your meetings to begin and end as well as the duration of each meeting.
2. Choose the starting and ending time for your meetings. We strongly suggest having meetings available throughout the meetings portion of the virtual career fair.
3. Meetings are set to default at 15 minutes each, but if you would like to increase that time, you can under 'Time Slot Duration'.
4. You can also block off any time throughout the fair in which you can not meet with students. The first time slot of each hour is automatically blocked off, but you can toggle any intervals on or off and provide a reason.
5. When you are satisfied with the times of your meetings, click "Next".
6. Keep in mind - once a student books a meeting, you can no longer edit the duration of the meetings or block off the booked time.

## Prerequisites

1. In order to provide more open connections, we have disabled the use of prerequisites within the Career Fair Plus platform. In our experience, prerequisites can create barriers which would not normally exist in a career fair environment.
2. Students will still be able to filter based on your company profile information, but will not be blocked from booking a meeting.

## Review Your Schedule

1. Make sure you review the schedule information and when you are satisfied, click "Publish".
2. We strongly suggest having your meeting schedules finalized two weeks before the virtual career fair. This is when all meetings open in the app and become bookable by students.

## Editing Your Schedule

1. You may find that after you have created your schedule, you need to edit some of the details.
2. Login at [app.careerfairplus.com/login](https://app.careerfairplus.com/login) and find the schedule you need to edit.
  - **Please do not edit your Group Meetings.** These are for a set length and time as part of the agenda for the career fair and should not be changed or edited.

### Schedule Layout

Marketing Manager - Pistol Pete

Published

Schedule Date & Time

Wed. May 26, 2021 | 10:00 AM - 5:00 PM CST

Interaction Type

CF Plus Video Room

Primary Recruiter

Pistol Pete

JOIN MEETING

VIEW APPOINTMENTS (3/40) ▶

Additional Info

View your appointment info in the app to join the video meeting at the scheduled appointment time.

① Schedule Name - this example has the position they are hiring for and the recruiter's name.

② Schedule Date with beginning and ending times.

③ Recruiter Name - this should be the name of the person who will be speaking with students during their meeting.

④ Click this button to join your one-on-one meetings at the scheduled time.

⑤ Click 'View Appointments' to review student profiles, download your schedule, edit your schedule details, and edit time intervals.

### Editing Schedule Details

1. Click on 'View Appointments'.
2. On the next screen you will find similar information plus your meeting timeslots, links to manage your schedule and download your appointments.
3. To continue editing your schedule - click 'Manage Schedule'.
4. Click on Schedule Details to edit your schedule name and description.
5. Click on Time Slots to edit the length of your meetings and add any breaks to your schedule.

Marketing Manager - Pistol Pete

0 / 35

Schedule Date & Time

Wed. May 26, 2021 | 10:00 AM - 5:00 PM CST

Interaction Type

CF Plus Video Room

Assigned Recruiter

Pistol Pete

JOIN MEETING

MANAGE SCHEDULE

Edit Schedule Details

Edit Time Slots

10:00 AM - 10:15AM CST

BLOCKED - DOORS OPEN

10:15 AM - 10:30AM CST

AVAILABLE

10:30 AM - 10:45AM CST

AVAILABLE

# TO DO BEFORE THE FAIR

## Practice Using the Platform

1. Login to the Career Fair Plus platform at [app.careerfairplus.com/login](http://app.careerfairplus.com/login).
2. Join your meeting room to make sure all of the features are working.
  - » Be sure to practice on the computer and phone you will be using on the actual day of the fair.

The screenshot shows the 'MY SCHEDULES (1)' tab selected. The meeting details for 'Marketing Manager - Pistol Pete' are displayed. The schedule date and time is 'Wed. May 26, 2021 | 10:00 AM - 5:00 PM CST'. The interaction type is 'CF Plus Video Room'. The primary recruiter is 'Pistol Pete'. A 'Published' status with a checkmark is shown. A red arrow points to a 'JOIN MEETING' button. Below it is a 'VIEW APPOINTMENTS ( /40)' button. To the right, under 'Additional Info', it says 'View your appointment info in the app to join the video meeting at the scheduled appointment time.'

The screenshot shows a meeting schedule for 'Christiana Kyles' in the 'Accounting' department. The schedule is for '10:15 AM - 10:30AM CST'. The status is 'BLOCKED - DOORS OPEN'. A red arrow points to the meeting time slot.

## Browse Student Profiles

1. Look over your meeting schedule to see when students have booked.
  - » Students can continue booking meetings on your schedule throughout the fair.
2. To view a student's profile, click on their scheduled meeting time. There you will find:
  - » Name, Major, Email Address, Graduation Date, Position Type, and GPA.

## Download the Career Fair Plus App

1. We recommend using the app in conjunction with the desktop platform during the fair. The app offers a section for notes, student ratings, and additional features.
2. You can download the app on the App Store for iPhone or Google Play on Android by searching for Career Fair Plus or [clicking here](#) on your cellular device.

The screenshot shows the mobile app interface for a student profile. The student's name is 'Christiana Kyles', Master's | Accounting. The email address is 'ckyles@okstate.edu'. The profile includes fields for 'Spring 2021' (Graduation Date), '3.9' (GPA), 'Master's' (School Year), 'Full-time' (Position Type), and 'U.S. Citizen' (Work Authorization). There are toggle switches for 'NO SHOW' and 'NEXT STEP'. A 'RATE CANDIDATE' section shows a 4-star rating. Below that, a message states 'No Résumé/CV Available' and asks if the user wants to take a picture of their résumé/CV. There is a button to 'ADD RÉSUMÉ/CV'. At the bottom, there is a 'RECRUITER NOTES' section with an 'EDIT' button.