WELCOME

ALL MAJORS VIRUTAL CAREER FAIR
EMPLOYER DEMO DAY
September 4, 2020

UNIVERSITY of HOUSTON | CAREER SERVICES

Presented by Dawnelle Prince
AGENDA

- General platform
- Registration
- Technology
- Best practices
- Virtual on campus interviews
- Resources
**TECHNOLOGY MAP**

**Individual 1:1 Video Chat**

- Primary Registrant
  - Technology Link #1

  - Secondary Registrant 1
    - Technology Link #2
    - Student 1 in Queue

  - Secondary Registrant 2
    - Technology Link #3
    - Student 2 in Queue

**Group Chat**

- Group Chat
  - Technology Link #4

  - Multiple Students
ENGAGEMENT OPTIONS

1:1 CHATS

Technology links
- **MUST** be separate per each representative
- **MUST** be [hyperlinked](#)
- **MUST** be entered by primary registrant into sub-form

GROUP CHAT

Technology links
- **MUST** be a separate link from 1:1 queue links
- **MUST** be hosted by a secondary representative NOT participating in the 1:1 chats
PRIMARY REGISTRANT RESPONSIBILITIES

- Primary registrant **MUST** complete the registration sub-form for all secondary registrants
- Collect technology links and update sub-form for each secondary registrant
- Enter alternate contact info in case links are not working

*Do NOT use technology link with a time limit.*
HOW TO UPDATE SUBFORM

1. Log in
2. Go to Events
3. Select Career Fair
4. Select Registered Button
5. Go To Registration Tab
6. Hit Modify Button
CAREER FAIR LOG IN

PRIMARY REGISTRANT

SECONDARY REGISTRANT

Cougar Pathway website: https://uh.edu/ucs/cougarpathway
EMPLOYER VIEW - DASHBOARD

1. Video Chat Settings
   - Status: Online

2. Video Chat Queue
   - Jill Summers: Graduating in Fall, 2021
   - Kaleb G Abbis: Graduating in Winter, 2023

3. Chat Profile
   - Jack Florey: rflorey@symplicity.com
Technology View (external platform)

Cougar Pathway View

1. Jill Summers
   Graduating in Fall, 2021
   Bachelors - Business/Management
   Chat request sent

2. Video Chat Instructions
   Join Microsoft Teams Meeting

3. Alternate Instructions
   call 412-558-4941

Student Information
- Degree Level
- Bachelors
- Major(s)
- Business/Management
- Work Authorization
- Authorized to work in the U.S

View Resume
Welcome to the class!

Try @mentioning the class name or student names to start a conversation.

Deis, Caitlin set this channel to be automatically shown in the channels list.
BEST PRACTICES

- Update employer profile (about us, logo, videos, pictures, awards)
  - *Cougar pathway – Profile (dropdown menu options)*
- Add picture for personal touch
  - *Cougar pathway – Account – Personal info*
- Join fair early - fair opens 1 hour before event for set up
- Set video meeting up 15 minutes before event and keep on for full duration
- Set up Symplicity and video meeting in two browsers, side by side
BEST PRACTICES

- During the event send a shout out! (Via email)
- Review student resumes before, during and after the event (resume book)
- Enter optional notes, hit the submit button, then go back to your “View Chats” to choose next student
- Zoom - Clear chat history after each student. Clear out any student-specific info, prior to the next chat
- Before you leave the VCF, make sure to set your status as "Offline." This will clear your queue and end all chat activity
VIRTUAL ON-CAMPUS INTERVIEWS

- Submit Date & Time for OCI
  - Cougar Pathway – OCR – Schedules – Request a Schedule
- Post job for OCI
- Select Candidates for interview
- UCS will do the rest
  - Collecting Applications
  - Email Selected Candidate
  - Schedule Interviews
  - Collect & Display Resume
RESOURCES

• Demo day power point presentation
• Recording of demo day
• Employer/student interface video
• Symplicity employer instruction video
• UH success manual
• Recording of demo day
• Virtual career fair instructions for employers

Resource Website: https://www.uh.edu/ucs/employers/vcf-resources/
REMINDEERS – DUE SEPTEMBER 11

1. Payment submitted
2. Job posting submitted in Cougar Pathway
3. Secondary registrants info added into event registration
4. All web links / technology added into the event registration
QUESTIONS