

Fall 2020 All Majors Virtual Career Fair

MUST HAVES FOR SUCCESS

Section 1— Registration

1. Each organization may have only **ONE** registration.
2. Each representative **must be listed separately** in the registration document to gain access to the event!

Previous Next

Each representative who will be attending the career fair MUST be listed in this section to gain access to the event on the day of.

Number of Representatives Attending

Representatives are granted access to chat with students. Your registration must be re-confirmed if you update representatives later. All information entered below may be displayed to students.

Representative Information* Tashiqua Loston Collapse Remove

Full Name*

Representatives names can be added under the “Number of Representatives” section.

3. After the first representative name is added, you will find an **ADD NEW** button to include additional representatives.

SPECIAL NOTE: If a representative is not listed in the registration section, they will **NOT** be able to participate in the career fair.

4. Each representative participating in the career fair must have an individual technology link to interact with students.

SPECIAL NOTE: We suggest using Microsoft Teams which is a service that will enable each participant to have a separate and private connection to a student within the event “team”. For more information on how to use teams, see Video XXX



5. Each of the representative’s individual link must be included in the “Meeting Instructions” section of their registration section.

Representatives are granted access to chat with students. Your registration must be re-confirmed if you update representatives later. All information entered below may be displayed to students.

Representative Information* **Tashiqua Loston** Collapse Remove

Full Name*

Email Address*

Title

Division

Meeting Instructions

B *I*

6. Complete the “Alternative Instructions” section with contact information such as a phone number or email address in the case the representative’s technology link is not working.

SPECIAL NOTE: Check to make sure all links are live and functional prior to the event.

Alternative Instructions

B *I*

7. Each organization has the option to host a group chat or presentation simultaneously while conducting 1 on 1 chats with students. Your group chat needs to be hosted by a person who is not doing 1-on-1 chat with students, so that it does not impact students who are waiting to meet with you.

SPECIAL NOTE: To host a group event, the organization must provide a separate link for this purpose. The link should be provided for students in the instructions section.

The link should be included in the “Instructions” section of the registration form. A schedule of time a representative will be available should be included in the “Schedule” section. A break down of hours or all day are acceptable responses.

Previous **Review And Confirm**

• You have the option to host a group chat during the fair, so that you can provide an overview of your company or answer commonly asked questions. Your group chat needs to be hosted by a person who is not doing 1-on-1 chat with students, so that it does not impact students who are waiting to meet with you.

Enter instructions for students on how to join your group chat.

Instructions

B I [List Icons] [Link Icon] [Unlink Icon] [Text Icon]

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Let students know when your group chat will be hosted.

Schedule

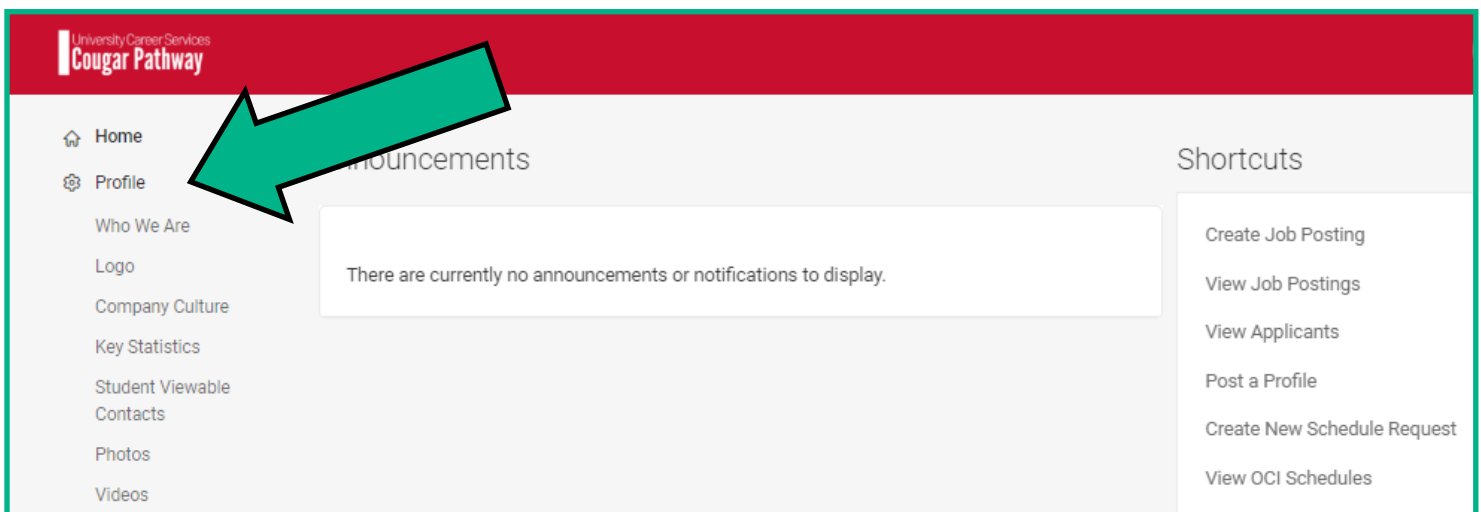
B I [List Icons] [Link Icon] [Unlink Icon] [Text Icon]

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Section 2 — Employer Profile

1. The contents of your Cougar Pathway Employer Profile will serve as your virtual booth. It is strongly suggested that you log into your Cougar Pathway account and update your information.
2. Information that can be updated within your profile include “Who We Are”, Logo, Company Culture, Key Statistics, Student Viewable Contacts, Photos and Videos.
3. To access your employer profile, after logging in, go to the far left menu. The first menu option will say “Profile”. Click on the profile option to display the multiple areas for you to enter information, logo, pictures, videos and additional information about your organization.

SPECIAL NOTE: The information contained in your employer profile is vital to what a student will learn about your organization.



Section 3 — Employer Demo Day

SET YOURSELF UP FOR SUCCESS

- Preview full platform in real time
- See examples of everything covered in the guide
- Learn how to access and review student resumes prior to the event
- Access the feature allowing you to send a welcome message to all student registrants