

# Poole Virtual Career Fairs Employer Call

Wednesday, September 2, 2020

# Introductions

Brian Newton, Director  
Undergraduate Programs  
Poole College Career Center

Janet Rakes, Assistant Director  
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Christina DeBerardino, Assistant  
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Tayah Butler, Director  
Diversity & Inclusion  
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Shelsey Hall  
Graduate Assistant  
Diversity & Inclusion  
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Patina Robinson  
Administrative Support Associate  
Poole College Career Center

# Reminders

- New experience for everyone (us, students, employers)
- Students will be using the app (phones, tablets) or web version to conduct video chats
- These are not interviews. Treat event as you would an in-person fair.
- Assistance for both students and employers during the fairs
- Don't hesitate to ask for assistance from CF Plus

**Schedule set up message  
Have you received this?**

# Schedules

Let's take a look at schedules

- How to add schedules
- How to update schedules
- How to add recruiters
- How to assign recruiters to schedules

# Video Chat Appointment Room

Let's take a look at the video chat room

- Test this in advance
- How to access
- Use Chrome or Firefox only. Edge will not work
- Let's look at how students will access the video chat appointment – demo from University of Pitt employer webinar

# Important Dates & Details

**Week of August 24** – message from Career Fair Plus to the primary recruiting contact to set up video chat appointment schedules

**Thursday, September 3** - Schedules must be created and customized by this date

**Friday, September 4** – Last day to register for fall fairs

**Friday, September 4** – Virtual career fairs launch in the app

**Week of September 7** – Inclusive Conversation break-out rooms created in the app

**Thursday, September 10 @ 8 AM** – Recruiter appointment schedules open for students to sign up. It is advisable to keep an eye on your schedules. More schedules can be created.

**Wednesday, September 23 @ 8 AM** - Recruiter appointment schedules for Supply Chain Recruiting Event open for alumni to sign up

**Thursday, September 24 @ 8 AM** - Recruiter appointment schedules for Career & Internship Fair open for alumni to sign up

# Important Dates & Details - continued

**Thursday, September 24 @ 12 PM** –Recruiter appointment schedules close for Supply Chain Recruiting Event for students and alumni

**Thursday, September 24 @ 12 PM** – Employer kick-off Zoom call and virtual Help Desk for Supply Chain Recruiting Event (fair)

**Thursday, September 24, 1-4 PM** – Virtual Supply Chain Recruiting Event (fair) & Inclusive Conversations Breakout Rooms

**Friday, September 25 @ 8 AM** –Recruiter appointment schedules close for Career & Internship Fair for students and alumni

**Friday, September 25 @ 8 AM** – Employer kick-off Zoom call and virtual Help Desk for Career & Internship Fair

**Friday, September 25, 9-4** – Virtual Career & Internship Fair & Inclusive Conversations Breakout Rooms



# To Do Prior to the Fairs

- ✓ Create appointment schedules (absolute deadline – September 9)
- ✓ Let me know if you didn't receive invitation to create schedules
- ✓ All recruiters test log in - <https://app.careerfairplus.com/>
- ✓ All recruiters test access to video chat room
- ✓ All recruiters test access to drop-in room (Inclusive Conversations)
- ✓ Respond to Tayah Butler or Shelsey Hall message about Inclusive Conversations drop-in room time

# To Do Day Before the Fairs

- ✓ Log in and view your appointments and schedule
- ✓ Browse candidate profiles and resumes
- ✓ Make any last minute adjustments to your schedule
- ✓ Ask guests to test access to drop-in room (Inclusive Conversations)

# To Do Day of the Fairs

- ✓ Download spreadsheet of final appointment schedule AFTER schedules close
- ✓ All recruiters test log in and access video chat room
- ✓ All recruiters and guests test access to drop-in room (Inclusive Conversations)

# Career Fair Kick-off & Help Desks

**Thursday, September 24 @ 12 PM** – Employer kick-off Zoom call and virtual Help Desk for Supply Chain Recruiting Event (fair)

**Friday, September 25 @ 8 AM** – Employer kick-off Zoom call and virtual Help Desk for Career & Internship Fair

# Inclusive Conversations Drop-in Rooms

- Early this week, employers were asked to submit the names of representatives and the time slots in which they would be available.
- In each room, there will be student representatives who will help to guide and facilitate the conversations
- **Thursday, September 24 - (1-4)**
- **Friday, September 25 - (9-4)**

# Virtual Career Fair Resources

- Full list of dates, details and resources
- <https://poole.ncsu.edu/undergraduate/careers/employer-resources/corporate-recruitment/virtual-career-fair-resources/>

# Mark Your Calendar

## Spring 2021 Career Fairs

Supply Chain Recruiting Event (fair)

Thursday, February 4, 2020

Time: TBA

Career & Internship Fair

Friday, February 5, 2020

Time: TBA

**Questions ???**