

# VIRTUAL CAREER FAIR REGISTRATION PROCESS FOR EMPLOYERS

SPRING 2021

Employers can register for our Virtual Career Fairs in two ways:

- 1. Register from within the Career Connections system:** You can visit our **Employer Login page**, enter your username and password, then click on the “Events” tab to see the events open for registration.

Options	Career Fairs	Accepting Registrations	Days
Registrations are not being accepted at this time	All Industries Fair (January 28th, 2021)	No	Jan 28, 2021 2:30 PM - 4:30 PM
Registrations are not being accepted at this time	Lopes Launch Virtual Career Fair	No	Feb 04, 2021 11:00 AM - 2:00 PM
<a href="#">View</a> <a href="#">+ Sign Up</a>	Engineering & Technology Career Fair	Yes	Feb 08, 2021 1:00 PM - 4:00 PM
<a href="#">View</a> <a href="#">+ Sign Up</a>	Law Enforcement Fair	Yes	Feb 12, 2021 12:00 PM - 2:00 PM
<a href="#">View</a> <a href="#">+ Sign Up</a>	Part time and Internship Fair	Yes	Feb 18, 2021 2:30 PM - 4:30 PM
<a href="#">View</a> <a href="#">+ Sign Up</a>	Pre Health Grad fair	Yes	Feb 22, 2021 1:00 PM - 3:00 PM
<a href="#">View</a> <a href="#">+ Sign Up</a>	Government Sector, Non-Profit and Law School Fair	Yes	Mar 08, 2021 12:00 PM -

- 2. Register from our external page:** You can also visit our **event page** and register for the fair.

Event Title	Days	Location	Status
Lopes Launch Virtual Career Fair	Feb 04, 2021 - Feb 04, 2021	Recanting	Passed
Engineering & Technology Career Fair	Feb 08, 2021 - Feb 08, 2021		Upcoming
Law Enforcement Fair	Feb 12, 2021 - Feb 12, 2021		Upcoming
Part time and Internship Fair	Feb 18, 2021 - Feb 18, 2021		Upcoming

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## STEPS TO REGISTER

Please note:

- Each employer can only register once for each fair. However, they may have multiple representatives for a single registration.
  - If a contact for an employer who has already registered for the fair tries to register themselves via the external link, they will see the following error message: “[Employer Name] is already registered in the system. Please contact the career services center if you have any further questions or concerns.” In that same case, if the contact were logged in, they will be able to see who at their organization already registered for the fair.
  - If an employer wants two “spaces” at the fair (e.g. their marketing team and their engineering division want to register separately), they will have to register under a different company name (e.g. Demo Company – Marketing).
- Each representative added as an attendee will be added to your contact database as a contact for your organization.

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## CONTACT INFORMATION SECTION

- You will have to fill out the Representative Sub-form for each representative who will be online for the company during the fair, including yourself. The fields will automatically generate a representative form for the registering individual. Previously entered information will also be generated.
- The “Full Name,” “Email,” “Address” and “Phone” fields are required for representatives.
- Enter your “Title” and “Division” within your organization if known.
- Please complete the “Third Party Recruiter” and “Are You a GCU Alumni” required fields.

The screenshot displays the registration interface for employers. On the left is a navigation menu with options like Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area is titled 'Registration' and includes a 'Next' button. A blue banner with an information icon states, 'Please fill out as completely as possible.' Below this, the 'Contact Information' section contains several input fields: 'Organization Name\*' with the value 'Pete's Pet Store', 'Fullname\*' with 'Barbara Smith', 'Email\*' with 'bsmith@gmail.com', 'Title', 'Address\*' with 'Expand Remove' links, 'Division', 'Phone\*', 'Fax', 'Third Party Recruiter\*' with radio buttons for 'Yes' and 'No', and 'Are you a GCU Alumni?\*' with radio buttons for 'Yes' and 'No'.

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## PROFILE INFORMATION SECTION:

- You will have the option to confirm company profile information, such as your logo, industry, website, etc. You can also indicate in this section what majors you are looking for, degree levels and the position types that you are hiring for.

Contact Information

**Profile Information**

Representatives

Type of Chat

1 on 1 Chats

Group Chat

Previous Next

Logo

If your Employer Profile has a logo uploaded, it will auto populate here. You can remove and upload a new one.



Remove

Industry

Search Here

<input type="checkbox"/> Advertising/PR	<input type="checkbox"/> Media/Arts/Design/Entertainment
<input checked="" type="checkbox"/> Business/Communications/Marketing	<input type="checkbox"/> Nursing/Healthcare
<input type="checkbox"/> Churches/Ministries	<input type="checkbox"/> Other
<input type="checkbox"/> Computer Science/IT	<input type="checkbox"/> Pharmaceuticals

select all | show selected | 1 of 23 selected

Website

Overview\*

534 characters left.

Pete's Pet store is a retail business which sells different kinds of animals to the public. A variety of animal supplies and pet accessories are also sold in

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## REPRESENTATIVES SECTION:

- Please complete the “Number of Representatives Attending” required field.
- Then add the representatives who be attending the fair. Please note that each representative will need to have their own unique video platform meeting link in order to interact with students at the virtual career fair.
  - If you have two representatives who want to be on the same meeting link, please create two representative forms and then copy and paste the same meeting link into both forms.
  - If this section is left blank, your registration will not be approved and we will be contacting you to receive meeting information.
- To add additional representatives and meeting links (Microsoft Teams, Zoom or Google Meet links), please click the “Add New Representative Form” dropdown and add the meeting link into the “Meeting Instructions” form. This information will be displayed for students during the fair.
- In the “Alternative Instructions” we recommend adding an email, phone number or alternative meeting link for students to connect with you if they are unable to connect using the primary virtual meeting link, they will know to use this method.

**Profile Information**

**Representatives**

Type of Chat

1 on 1 Chats

Group Chat

**Number of Representatives Attending\***

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**Representative Information** **Barbara Smith** [Collapse](#) [Remove](#)

**Full Name\***

---

**Email Address\***

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**Title**

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**Division**

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**Information**

**This is where you will add your representatives. Please note that each representative will need to have their own unique video platform meeting link in order to interact with students at the virtual career fair. To add additional representatives and meeting links, please click the "Open New Representative Form" option.**

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## TYPE OF CHAT SECTION:

- Please select whether you will be conducting one-on-one or group chats during the fair.

The screenshot shows a registration form with a sidebar on the left containing menu items: Contact Information, Profile Information, Representatives, Type of Chat (highlighted in purple), and 1 on 1 Chats. At the top right of the form are 'Previous' and 'Next' buttons. A light blue information box contains the text: 'Please select whether you will be conducting 1 on 1 or Group Chats'. Below this, the instruction reads: 'Please select the type of chat you will be utilizing for this career fair.' The 'Chat Type\*' field has three radio button options: '1 on 1 Chats', 'Group Chats', and 'Both (requires more than one representative)'.

## ONE-ON-ONE CHATS SECTION:

- The meeting link for one-on-one chats is the meeting link added into the “Meeting Instructions” of the Representative Information form. If the meeting link was left blank, please add the meeting link in the “Meeting Instructions of the Representative Information” section. Otherwise, your registration will not be approved and we will contact you to receive meeting information.
- The registering contact can also configure the company’s chat time during the fair. If you are going to be hosting one-on-one chats with students, you need to include the length of time (“Expected Chat Time Per Student”) for each meeting (between five and 15 minutes).
  - The maximum length of one-on-one chats should be 15 minutes. Limiting the chat time keeps the line moving. You will receive an alert to end chats when the time limit is reached. You will need to explicitly inform students to leave the chat room in order to start subsequent chats.
- Please select the “Video Chat Platform” from the dropdown that you will be using during the fair.

The screenshot shows a registration form with a sidebar on the left containing menu items: Contact Information, Profile Information, Representatives, Type of Chat, 1 on 1 Chats (highlighted in purple), and Group Chat. At the top right of the form are 'Previous' and 'Next' buttons. A light blue information box contains the text: 'If you are going to be hosting 1 on 1 chats with students, you must include the length of time for each meeting (between 5 and 15 minutes) and which platform you will be using.' Below this, the instruction reads: 'Maximum number of minutes each representative is expected to chat with each student. This information helps students prepare and keeps everyone on track. To ensure student queues don't stagnate, this value should be set between 5 and 15 minutes.' The 'Expected Chat Time per Student' field is a text input box.

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## GROUP CHAT SECTION:

- If you are hosting group chats during the virtual career fair, please set a schedule and insert a meeting link in the “Schedule and Meeting Link” form. Please list a schedule of the times when you will be hosting a group chat during the virtual career fair as well as the meeting invitation link for your video platform.
  - Employers can use the group chat to provide an overview of their company or answer commonly asked questions in a group format. The group chat should be hosted by a representative who is not doing one-on-one chats with students.

The screenshot shows a registration form with a sidebar on the left containing navigation links: Contact Information, Profile Information, Representatives, Type of Chat, 1 on 1 Chats, and Group Chat (highlighted in purple). The main content area has a top navigation bar with 'Previous' and 'Review And Confirm' buttons. Below this is a light blue informational box with a blue icon and text: 'If you are hosting group chats during the virtual career fair, please set a schedule and insert a meeting link in the field below'. The main text reads: 'List a schedule of when you will be hosting a group chat during the duration of the virtual career fair, as well as the meeting invitation link for your video platform.' Below the text is a text area titled 'Schedule and Meeting Link' with a rich text editor toolbar (bold, italic, bulleted list, numbered list, indent, outdent, link, unlink, link icon) and a text input field containing the letter 'p'. At the bottom of the form are 'Previous' and 'Review And Confirm' buttons.

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## REVIEW AND CONFIRM:

- At the end of the form, you will have a chance to review your registration form. You can then modify the form or click confirm for final submission. You will be shown a confirmation message and your registration will be reviewed within two to three business days.

## MAKING CHANGES AFTER SUBMISSION:

- If you need to make any changes to your registration, you can click on the “Registration” tab to make edits up to 48 hours before the fair starts and your registration will be processed for review and approval again. Modifications to registration forms close 24 hours prior to the event starting.
- If you do not have the name and email or the meeting links of other representatives who will be attending the fair from your organization to add to your registration, you can add the missing information up to 48 hours before the event starts. Once the fair begins, you will not be able to add representatives. If a representative must be added on the day of the fair, please contact [sei@gcu.edu](mailto:sei@gcu.edu) or at 602-639-6417.