Clemson Virtual Career Fair Employer Registration Tips and Information

**Video Platform** – Our Career Fairs and Expos will be held virtually through ClemsonJobLink (Symplicity). The Symplicity model allows employers to choose their preferred video conferencing platform. **If possible, please be ready to indicate which platform you will use at registration.** You will provide invitations and direct links to virtual rooms that you provide by creating an invitation within the platform you prefer and hyperlinking that information into the recruiter’s specific video chat information box provided. Due to student preferences and familiarity, we recommend our employers’ use Zoom. If your company has another preferred platform, please specify in the registration.

**Company Registration** - Each employer can only register once for each fair. You must register for each fair through a separate registration.

**Representatives** - Each representative added as an attendee will be added to your company ClemsonJobLink account as a contact. When they log in the first time they will choose FORGOT PASSWORD and follow directions from there.

There is no limit on the number of representatives attending and we encourage you to consider having multiple recruiters and virtual rooms to keep your waiting queue to a minimum. Please provide name, email, individually created video meeting instructions/invitations and video link. **Please provide alternate instructions**, such as cell phone number, in the boxes provided so students as well as career center staff can reach the recruiter if there are day of difficulties.

- **Meeting Instructions/Invitation** – Add your virtual video meeting link and instructions on how to connect. If possible, we ask that you use Zoom as your virtual meeting platform.
- **Alternative Instructions** – This is for you to add an email, phone number or alternative meeting link if students are unable to connect using the primary virtual meeting link.

**Expected Chat Time per Student** – This must be set between 5 and 15 minutes. Limiting the chat time keeps the line moving. When each representative logs in to the fair, they will be able to adjust this setting to meet their individual needs. Employers will be alerted to end chats when they reach the time limit. **We suggest between 6 and 8 minutes per student.**

**Changing Information or Unknown Information at the Time of Registration** - If you do not have the name and email of your representative(s), video links, group chat meeting information, or alternative instructions at the time of registration: **Before the event**, you can add this information and your registration will go back into pending for review/approval again.

**How can I change/modify my registration information on ClemsonJobLink?** See screenshots at end of documents

1. Log in to your ClemsonJobLink account at [http://clemson-csm.symplicity.com/employers](http://clemson-csm.symplicity.com/employers) - ***See below if new to ClemsonJobLink to receive password information
2. On the left side, go into the Events tab - Career Fairs
3. Go to the Fair you want to modify
4. Press the Registered button
5. Select the Registration Tab at the top
6. Scroll to the bottom and press “Modify” – You will see your company administrator’s name at the top – **DO NOT CHANGE ANYTHING ON THE COMPANY INFORMATION SECTION**
7. Click NEXT to Update any information needed such as:
   a. Virtual Meeting Platform if you want to change platforms such as WebEx, Zoom etc.
b. Recruiter Names (video links will be added here – select YOUR NAME and then EXPAND)

PLEASE NOTE – One-on-One Links should go under Recruiter Meeting Instructions. Group Chat links under Group Chat Meeting Instructions.

c. Open your video platform of choice i.e. Zoom etc. create a meeting invite and copy the invite

d. Return to ClemsonJobLink and copy the link in the appropriate RECRUITER box. Remember - One-on-One chats links DO NOT go into the GROUP CHAT box. Select recruiter then select EXPAND

e. Be sure you make the URL an active hyperlink using the toolbar above the text box

f. If a new Representative box has opened, select REMOVE

g. Group Chat information can be added as well – Again do not right click to hyper link but instead use the toolbox above

8. Be sure to continue through the entire registration to Confirm and Review and CONFIRM again. You should end at the invoice page. Your information WILL NOT BE SAVED unless you get all the way to the invoice page.

***If you are new to ClemsonJobLink and have not already received your password information, you will need to select FORGOT PASSWORD. Please note, the email with the new password expires after just a few hours.

Once the fair begins, you can click on See Meeting Instructions in your Chat profile and add or remove video chat links. Again, be sure to sure to use the toolbar provided to hyperlink as this is the only way to hyperlink with this system.

FREQUENTLY ASKED QUESTIONS & Screen Shots – VIRTUAL CAREER FAIR

CHAT and GROUP CHAT QUESTIONS

I Don’t See the VIEW Chat Button – This is only visible one hour before the start of the fair.

How will One-on-One chats work?

- Students will form a queue for your “booth.” You will see the student name, major, year in school, as well as their picture and resume. The picture and resume upload are optional.

Will students have specific times to meet with our recruiters?

- Our system is not set up for specific appointment times.

I don’t understand the Video Links I am supposed to provide. Can I use the same video link in each recruiter’s information?

- Each recruiter will need to have individual links. The recruiter will invite the next student in line to video chat and the link will be visible for the student. The link is not visible until the recruiter invites the student to chat.

Are students able to select which recruiter they are wanting to speak with? Can recruiters select which students they can talk to?

- Students cannot select representatives. The student will join the company queue and the representative will keep taking the next student in the queue. This means that the recruiters will be unable to select which student they want to talk with but will have to connect to the next student in line.

Do companies have the ability to show when each recruiter is able to chat? For example, an HR recruiter is available for 1:1 chat from 9-11, the HR recruiter is available from 3-4, and no one will be available from 12-1.

- We recommend someone from your company be online throughout the fair. This can be multiple representatives in tag team fashion. One recruiter does not need to be online the entire time.

Is it possible for employers to run a resume book of students who have RSVP’d before the event and potentially reach out to them ahead of the event in order to invite them to connect?

- Yes! Go to RSVP’d students and download the resumes.

Are employers receiving lists of the students they spoke to and their resumes/emails after the event or after chats?

- The students’ information and resume (if they have included one) will be downloadable once the last recruiter on your team goes OFFLINE.

How will students receive information about companies attending and how are students making their plans?
• Students are able to research who will be attending the fair, the majors, the job opportunities, group chat schedules through the information you have provided on your registration and job postings on ClemsonJobLink. Students also have the ability to select their Top 10 companies, and the companies can filter the RSVP’s students to find this information.
• Companies will be able to see who is in “attendance” during the fair as well as email invite students to visit your “booth.”

Will the students be on video or chat only?
• Only video chat unless you choose to keep your video off and the platform you have chosen allows has a chat function.

TECHNOLOGY QUESTIONS
Which video meeting software do I need to use?
• We recommend using Zoom, as our students are most familiar with it. However, you are welcome to use another platform if you’d like! Students will be able to see the platform an employer has chosen and prepare accordingly.

What if I have trouble on the day of the fair?
• An EMPLOYER HELP BOOTH will be available one hour prior to the start of the event as well as during the event at:

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14. Scroll to the bottom and press “Modify” – You will see your company administrator’s name at the top – DO NOT CHANGE ANYTHING ON THE COMPANY INFORMATION SECTION
15. Click NEXT to Update any information needed such as:
   a. Virtual Meeting Platform if you want to change platforms such as WebEx, Zoom etc.
   b. Recruiter Names (video links will be added here – select YOUR NAME and then EXPAND)
      PLEASE NOTE – One-on-One Links should go under Recruiter Meeting Instructions. Group Chat links under Group Chat Meeting Instructions.
   c. Open your video platform of choice i.e. Zoom etc. create a meeting invite and copy the invite
   d. Return to ClemsonJobLink and copy the link in the appropriate RECRUITER box. Remember - One-on-One chats links DO NOT go into the GROUP CHAT box. Select recruiter then select EXPAND
   e. If a new Representative box has opened, select REMOVE
   f. Group Chat information can be added as well
16. Be sure to continue through the entire registration to Confirm and Review and CONFIRM again. You should end at the invoice page. Your information WILL NOT BE SAVED unless you get all the way to the invoice page.

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SCREEN SHOTS – Next two pages
Employer screenshot of modifying One-on-One Chats

- **Representatives**
  - Each representative added as an attendee will be added to your company's Clemson link account as a contact. There is no limit on the number of representatives attending and we encourage you to consider having multiple recruiters and virtual rooms to keep your waiting queue to a minimum.

  - **Number of Representatives Attending:** 4

  - **Representative Information**
    - Meeting Information: Add each new individual's unique VIRTUAL VIDEO MEETING Link/Invitation link and instructions on how to connect. Zoom is Clemson's preferred platform.
    - Alternative Instructions: This is for you to add an email, phone number, or alternative unique video meeting link if students are unable to connect using the primary virtual meeting link.

    - **IF UNKNOWN PLEASE MARK TBD**
    - For further information and explanation, please see Instructions for Beginners attached to the email sent announcing the fair was open and on also our website at Career Clemson.edu

    - **Full Name:** Lisa Bandick
    - **Email Address:** nj nghi@clerm.edu
    - **Title:** Assistant Director of Graduate P
    - **Department:**

      - Meeting Information:

    - **Alternative Information:**

    - **Full Name:** Hannah Sink

Employer screen of students waiting in queue – During the fair
Employer Summary Screen

Student View

Spiral offers a suite of innovative solutions for payments and compliance professionals. Our mission is to protect the invaluable reputations of payments and compliance professionals with a portfolio of robust solutions that combine comprehensive data and innovative software to control risk and compliance, to accurate and flexible tools that optimize payment processes. We apply our unmatched expertise and experience to devise and deliver the right solution at the right time. For