Clemson Virtual Career Fair Employer Registration Tips and Information

Helpful Screen Shots at the end of document

Days & Time – Sept. 29, 30 - Tuesday-Wednesday, Industries such as technology, manufacturing, engineering and sciences will be attending. Oct. 1 - Thursday, Industries such as social sciences, humanities and business will be attending. Fair will run from 9:00 to 4:00pm EDT each day. Please remember this fair will take place in Eastern Daylight Time. The day of the fair, you must login to your CJL account and choose the event to “enter” the event. Once ready to begin choose ONLINE.

Video Platform - The Fall 2020 Career Fair 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. Be sure to use the TOOLBOX PROVIDED TO HYPERLINK AND DO NOT RIGHT CLICK. You may add this information at a later date by choosing modify registration but please DO NOT WAIT UNTIL THE LAST MINUTE. 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 day of the fair through a separate registration. If you would like two “spaces” at the fair (e.g. their marketing team and their engineering division want to register separately), you will have to register under a different company name (e.g. Demo Company – Marketing).

Registration Types – If attending as a sponsor, please fill out registration forms for each day you would like to attend but DO NOT PAY until we have manually adjusted your invoice to reflect sponsorship pricing.

Regular Registration Types

Government, Non-Profit Standard Registration:
• $150 includes attendance for ONE day of fair.
• $300 includes attendance for TWO days of fairs.
• $450 includes attendance for THREE days of fairs.

Business, for Profit Standard Registration:
• $475 includes attendance for ONE day of fair.
• $950 includes attendance for TWO days of fairs.
• $1425 includes attendance for THREE days of fairs.

Michelin Career Center - Corporate Partner Standard Registration:
• $475 includes attendance for ONE day of fair.
• $950 includes attendance for TWO days of fairs.
• $1425 includes attendance for THREE days of fairs.

Sponsorship Registration Types

Government, Non-Profit SPONSOR Registration:
• $375 includes attendance for ONE day of fair.
• $375 includes attendance for TWO days of fairs.
• $525 includes attendance for THREE days of fairs.

Business, for Profit SPONSOR Registration:
• $1425 includes attendance for ONE day of fair.
• $1425 includes attendance for TWO days of fairs.
• $1900 includes attendance for THREE days of fairs.

Michelin Career Center - Corporate Partner FAIR SPONSOR:
• $1185 Includes attendance for ONE day of fair.
• $1185 includes attendance for TWO days of fairs.
$1660 includes attendance for THREE days of fairs.

Majors – You must choose individual majors and will not be able to choose a college. You may choose every major under the college if you wish. Click on the arrow to see drop down men of majors.

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. This link MUST BE HYPERLINKED USING THE TOOLBOX PROVIDED. Right click does not properly link in this instance. 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. Zoom is Clemson’s preferred platform. 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.
- **Type unknown or N/A where appropriate**

**Group Video Chat Instructions and Schedule** – Employers can host a group video chat with students by entering their virtual meeting link information the same way as they add the one-on-one chat instructions mentioned above. Employers can use the Group Chat in a number of different ways to provide an overview of their company or answer commonly asked questions in a group video format. You can also show a video through the screen share option or a video link to YouTube etc. The Group Video Chat should be hosted by a person who is not doing 1-on-1 chats with students. Type unknown or N/A where appropriate.

**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.

**Virtual After Fair Interviews** – If you have any questions regarding Virtual After Fair Interviews please contact Lon Dunston at LonaD@clemson.edu

**Test Virtual Fair** – We understand the virtual format may be new to many of our employers. We will host a Test Virtual Fair on August 26 from 1:00 to 2:30 EDT and Sept. 3 from 3:00-4:30 EDT with our staff acting as students to help you get acquainted with the set-up, procedures and support staff that will be available to you. You must register to attend our Test Virtual Fair. A link to register for the practice fair will be provided, if you indicate interest on our fair registration.

**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** – Right clicking to hyperlink does not work within CJL
   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.

**Payment Instructions** – See PDF labelled Invoice Payment Instructions & Troubleshooting

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Employer screenshot of modifying Ono-on-One Chats and Group Chats
Employer screen of students waiting in queue – During the fair
FREQUENTLY ASKED QUESTIONS – VIRTUAL CAREER FAIR

CHAT and GROUP CHAT QUESTIONS

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.

How will Group Chats work?

- You may set up Group Chats any way you wish. Some examples include:
  - You can schedule Group Chats to occur at a specific time
  - Have the group chat room open the entire fair with students coming in and out
  - Provide a link to a company video that students can watch at anytime

Will students have the ability to see what Group Chat Times other companies have so they can create a plan? What if group chats are starting at the same time?
• We are encouraging and advising students to research the companies they are interested in prior to the fair so they will be able to create a plan. Wait times will vary, so plans need to be flexible. We are predicting that students may have to forgo attending every Group Chat in order to get more one-on-one time.

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.

• Employers will have the option to change their status to available/offline.

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! This is completely up to you.

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 leaves the fair.

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, etc. all 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 they select will receive a notice.

• 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 during the event at:
  o Join Zoom Meeting https://clemson.zoom.us/j/7769907668  Meeting ID: 776 990 7668

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10. On the left side, go into the Events tab - Career Fairs
11. Go to the Fair you want to modify
12. Press the Registered button
13. Select the Registration Tab at the top
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. Be sure you make the URL an active hyperlink using the toolbar above the text box – Right
   clicking to hyperlink does not work within CJL

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
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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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