WELCOME

We are looking forward to welcoming you to the UBC Career Day Virtual Fair! This event logistics package will include information on the following topics:

1. Event Structure
2. Profile & Video Chat Settings on CareersOnline
3. Starting and Managing Your 1:1 Video Chats
4. Managing Your Group Video Chats
5. Posting a Job on Careers Online
6. Best Practices
7. Next Steps
EVENT STRUCTURE

• The virtual fair will be managed on CareersOnline with the ability to connect with students via 1:1 Video chats or Group Video chats*
• Each representative will provide their own Video Meeting instructions in advance of the fair. CareersOnline does not have a built in video conferencing platform
• During the virtual fair, students/alumni will be able to queue up to speak with someone from your organization**
• Representatives will also be able to view which of their colleagues are chatting with students/alumni in the queue
• Watch this video for a quick tour of what the virtual fair will look like on CareersOnline
• All representative information and meeting instructions must be added to your registration form by September 11, 2020. Additional representatives cannot be added on the day of the event

*The representative hosting the Group Chat should not be someone who is conducting 1:1 video chats with students/alumni
**Students/Alumni cannot choose a particular representative to queue up to. They will queue for the organization and wait for a representative to be available to speak with them.
MANAGING YOUR CHAT PROFILE ON CARERSONLINE
STEP 1: SIGN IN TO CAREERSONLINE

- Set-up time: 1 hour before event start (10:00am PST, October 1, 2020)
- Each representative will sign in to CareersOnline
• Navigate to event registrations > Career Fairs > UBC Career Day Virtual Fair
• Select “Registered”
STEP 2: NAVIGATE TO VIRTUAL FAIR CONT.

- Select View Chats
STEP 3: CONFIRM VIDEO CHAT SETTINGS

• Select “Video Chat Instructions” to view information such as your video meeting link and alternative instructions (should students have trouble accessing the link)
• In another tab, test your own video meeting link, background, lighting, etc.
• Update your Video Chat Status to “Online” when the fair begins

Set your Status to
- **Online** – if you are available to chat with students/alumni
- **Busy** – if you are taking a break (but still want students to be able to queue)
- **Offline** – if you are leaving the virtual event entirely.

Chat time is set by your organization’s registering contact and is the same time length for all reps
STEP 3: CONFIRM VIDEO CHAT SETTINGS CONT.

- When entering video chat meeting links, highlight the text and click on the “Insert/edit link” icon in the HTML toolbar. Insert the link in the URL field and select Ok. You should then see the link as a hyperlink. This will create easier access and flow when students join the 1-on-1 or Group Video Chat meetings.
- Alternative chat instructions can include an email or phone number.
STEP 4: EDITING YOUR ONLINE PROFILE

- If desired, Navigate to Account > Personal Profile/Invoices > Personal Profile to update your Chat Profile such as Full Name, Job Title, and Picture.
PRE-EVENT SETUP CHECKLIST

- Sign into CareersOnline
- Update Chat Profile if needed on CareersOnline
- Confirm/Update 1:1 Video Chat Instructions on CareersOnline
- Setup external Video Chat platform in a second tab according to your Video Chat instructions (e.g. Zoom, Microsoft Teams, etc.)
- Update Chat Status to “Online” on CareersOnline when ready

Note: It is highly recommended that at least one representative be online for 1:1 video chats during the entire virtual fair (11am-4pm)
NAVIGATING ONE-ON-ONE VIDEO CHATS
STEP 1: STARTING A VIDEO CHAT WITH A STUDENT/ALUMNI

- Navigate to Upcoming (chats) – here you will see the students/alumni queued up to speak with your organization
- Select “Start Chat” – this sends a notification to the student to join you via your video chat instructions
- If student has attached a resume, you can view the document

Important Notes:
- You must select the next student in the queue to chat with. You cannot skip a student to chat to the next one
- Students/alumni cannot see in advance which representative they will be speaking with
- They cannot choose to speak with a particular representative
STEP 2: STARTING A CHAT WITH A STUDENT/ALUMNI CONT.

- Once your chat request has been sent to the student/alumni, you will be navigated to this page that shows your video chat instructions.
- The chat timer will not begin until the student/alumni has accepted your chat request.
STEP 2: STARTING A CHAT WITH A STUDENT/ALUMNI CONT.

- In a second tab, you will want to be waiting in your video chat platform for the student/alumni to join you there (e.g. Zoom, Microsoft Teams, etc.)
- We recommend opening the two tabs side by side (CareersOnline Virtual Fair and your external video meeting platform)
STEP 2: STARTING A CHAT WITH A STUDENT/ALUMNI CONT.

- You will receive a 1 minute warning when the chat is scheduled to end
- If desired, you may extend the chat timer by 2 minutes
STEP 3: ENDING A CHAT WITH A STUDENT/ALUMNI

- Once you have selected “end chat” on CareersOnline, you will be brought to the chat summary where you can include notes on the student/alumni.
- All completed chats will be documented under Completed (chats).
- A reminder to remove the student/alumni from your external video chat platform before sending a request to the next student in the queue.

Selecting “submit” will save any notes you’ve made. If you do not want to take notes, you can simply select “submit” to be brought back to the student/alumni queue.
LEAVING THE VIRTUAL EVENT
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• Before you leave the virtual event, be sure to update your chat status to “Offline” on CareersOnline.
• If you are the last representative to leave, this will clear your queue and end all chat activity.
• When the virtual fair ends at 4:00pm PST, students can no longer join your queue. However, students/alumni who joined your queue before 4:00pm will stay in your queue and you can continue your 1:1 chats with them.
GROUP CHAT OVERVIEW

- Group Chat video meeting instructions and schedule must be included in your organization’s registration form by September 11, 2020. Edits cannot be made during the fair.
- The group chat meeting instructions should not be the same as an individual representative’s meeting instructions used for 1:1 video chat conversations.
- The representative hosting the Group Chat does not need to sign into CareersOnline as they just need to be present at the indicated video meeting platform at the scheduled time.

This is what the Group Chat instructions look like for students/alumni.
GROUP VIDEO CHAT HOSTS

• CareersOnline recommends that the representative hosting the Group Chat session is different than any other representative conducting 1:1 chats with students/alumni.

• If you are the only representative hosting a group video chat and conducting 1:1 video chats throughout the virtual fair (not simultaneously), please remember to update your chat status to “Busy”.

• Students/alumni will still be able to join your organization’s queue if your chat status is set to “Busy” while you are hosting the group video chat session.
JOB POSTINGS ON CAREERSONLINE
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• We highly recommend organizations to post jobs on CareersOnline in advance of the virtual fair
• Students/Alumni will be able to view all available positions your organization has posted via your organization's Virtual Fair Online Profile (see student-facing images below)
BEST PRACTICES & NEXT STEPS
BEST PRACTICES

• Internet Explorer is no longer supported by CareersOnline. Please use another browser.
• We recommend using Zoom or Microsoft Teams for Video Chats.
• For employers using Zoom, be sure to clear the chat history after each student. For some meeting software such as Zoom, the chat history remains for the entire session. So you will want to clear out if you have entered student-specific info, prior to the next chat.
• When finishing a chat, be sure to remove the current student/alumni before admitting the next student/alumni so that there are not two students/alumni in the virtual meeting room at the same time. You may want to lock the meeting room as well, per your meeting software.
• Review this Quick Start Guide provided by Symplicity (CareersOnline).
• Due to UBC Privacy Policy, representatives will not be able to view the list of RSVP’d students/alumni or contact them within CareersOnline unless the student/alumni have joined your organization’s queue for a 1:1 video or joined your group video chat.
NEXT STEPS

For the Registering Contact
• Review your organization’s online profile and contact career.days@ubc.ca if there are any edits needed
• Ensure all representative info and meeting instructions are included in your registration form
• You will receive an email regarding how to add/edit representative info and Group Chat video meeting link/instructions and schedule. Please submit the information by September 11, 2020
• Post jobs on CareersOnline that your organization will be recruiting for during the fair
• Your job postings will also be visible to students who view your organization profile during the virtual fair

For All Representative Attending the Virtual Fair
• Sign up for a mandatory training session here ASAP.
• Sign into CareersOnline to familiarize yourself with the platform (all representatives will receive an email to either login to CareersOnline or set a password if they are new to CareersOnline)