TU DUBLIN VIRTUAL CAREERS FAIRS

2020

TU DUBLIN CAREER DEVELOPMENT CENTRE

OLLSCOIL TEICNEOLAÍOCHTA BHAILE ÁTHA CLIATH

TU DUBLIN

TECHNOLOGICAL UNIVERSITY DUBLIN

Virtual Careers Fairs 2020

Info for Employers

Our Virtual Careers Fairs provide you the opportunity to connect with high calibre students from a variety of disciplines. Attending a fair is an excellent way to raise your profile on campus. Students can learn more about your organisation, the graduate jobs and internships on offer, what the application criteria are and how to apply.

Students will use the mobile app to view the employer exhibitor profiles and check out links to their career pages or company website. Students can schedule a 1-2-1 virtual appointment with one of your recruiters.

Organisations will be able to decide the number of recruiters they make available on the day and each of your recruiters will have their own virtual room with their own profile and appointment schedule to meet with students. When a student books an appointment on your schedule you will have access to the information they have provided on their profile and this may include their CV.

In the run up to the fair, the Career Development Team will be on hand to answer any questions you have and on the day of the fair, we will work with Career Fair Plus to ensure you have a great experience.

The Career Fair Plus app and meeting platform are external providers and do not form part of the TU Dublin Career Development Centre. We ask that you please read the attached **Privacy Policy** in advance. Details of your company profile and participation in the fair will be visible on the TU Dublin fair profile on careerfairplus.com. We will delete your organisational profile after the fair, but you will need to delete all recruiter profiles after attending the fair should you wish to do so.

Employer FAQs

How do I use the Career Fair Plus Platform?

1. You will have received an invitation from the Career Development Centre to register.
2. Career Fair Plus will use the information you provided at registration to build your virtual booth. They will use your website link to upload your logo and if you wish, they will host a promotional video on your booth.
3. You will then receive an email from Career Fair Plus inviting you to sign up and create your recruiter schedule on your virtual booth.
4. Click the 'Get Started Here' button within the email to set up your profile in your browser. Please note, this is a single-use link and must be opened in **Chrome or Firefox**
5. The email address and password will be the details you use to log in to the platform late
6. Once you log in, you will be taken directly to the fair, where you will be able to easily create your own blank schedule to share with students so that they can book 1-2-1 meetings with you. These should be 10-minute slots. Depending on the number of jobs you wish to promote to students you can elect to have as many recruiters from your organisation to meet with students as you wish. Watch this 'how to create a schedule' **Video** , or to create a schedule for somebody else, watch this **Video**. You can block off time and mark yourself as unavailable if you cannot be present in your virtual booth for the duration of the fair. We also encourage you to block off break times!
7. Make changes to schedules if you wish to, such as schedule name, description, time slots and availability. Watch this 'how to' **Video**.
8. From your schedule page, please click 'Join Meeting' to test that you can access your video meeting room.
9. Schedules will be made live to students to book appointments in advance from 9am on the **5th October** so schedules need to be added by this time. Once a student has booked a meeting, you cannot cancel their booking.
10. Some students will book appointments up to 10am on the day of the fair so please make sure you keep checking your schedule for any students that book last minute!

11. On the day of the fair you will be required to log in to your schedule. Students with appointments will knock to be let into your video meeting room at their scheduled time

Further information available at:
https://help.careerfairplus.com/en/articles/4108166-employer-web-portal-guide

What are 'drop in' rooms and how do I book one?

A drop-in room can function like a physical booth at an in-person fair, where candidates can drop by to speak to the employer representatives and depending on the number of candidates at one time, this may be a group interaction.

In a virtual setting, this is a virtual room and candidates can simply drop in at any time to participate, without requiring a pre-scheduled meeting time. Since these are 'open' to candidates for the duration of the fair, an employer representative should be present throughout. For this reason, every employer may not have the capacity to host one. Employers can have both a drop-in room and scheduled 1-2-1s but we recommend having two employer reps/recruiters available to facilitate this.

Here is a link to a demo drop-in room: https://careerfairplus.whereby.com/cfplus-cust-demo.

Please let us know by email to careers.city@tudublin.ie if you are attending a fair and would like us to create a drop-in room for you.

Can I have a private discussion with a student?

Yes. Aside from drop-in rooms, all communication between employers and students in the platform is private. You will be able to use audio or video calls to speak with a student within the platform and you will also have a chat function.

Who can I contact to discuss the Fairs?

Please email careers.city@tudublin.ie to arrange a call/chat.

Further information: https://www.tudublin.ie/for-students/career-development-centre/careers-fairs-and-events/virtual-careers-fairs-/