

EDUCATION CAREER FAIR



Wednesday, March 31, 2021 | 9:00am – 3:00pm ET | Virtually on Career Fair Plus

Dear

**CAREER FAIR
PARTICIPANT**

Welcome! We're happy you're here, in the Career Fair Plus platform, exploring the education career fair! This welcome letter contains some additional information about the event and the platform.

Virtual Career Fair Details:

- Meet with employers two ways:
 - Pre-scheduled 20-minute, one-on-one video chat interviews between students/candidates and employers.
 - Group Meetings with employers (come and go, as needed).
- You'll need to complete your profile and upload your resume, both of which will be shared with employers.
- Employers each have a profile describing their organization and their opportunities; each recruiter has a virtual room for hosting appointments or group meetings.
- When you click the link for a scheduled interview, you'll "knock" to let the employer know you're ready. The employer will admit you into the virtual room – they may need to put you "on hold" while they finish up with the previous student.

Important Dates:

- **Starting now:**
 - Review employers, visit their websites, add personal notes, save favorites, etc.
 - Complete your profile and upload your resume.
 - Check back, as new employers will be added until early March.
- **Schedule appointments** beginning Wed., March 17 at 4 pm ET
 - Appointments are first-come, first served as long as they're available.
- **Event:** Wed., March 31 from 9 am to 3 pm ET
 - You are not required to attend the full event, only your scheduled meetings.

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Preparing for the Fair:

- DO ask to be excused for the day if you are student teaching this semester
- DO research the employers before registration begins (March 17 at 4pm)
- DO practice your introduction/elevator pitch
- DO have your resume saved as a PDF with the file name "FirstName LastName Resume"
- DO dress professionally from head to toe
- DO have a neutral background for video calls – no inappropriate décor, open closets, etc...
- DO have good lighting on your face (use a ring light, a lamp, sit in front of a window, etc...)
- DO test your audio (speakers, headset, microphone) beforehand and minimize background noise
- DO have a plan if technology fails – have the employers phone number or email address to communicate the issue you may have
- DO take notes during your interviews

- DO NOT participate in these video calls from a bed or couch
- DO NOT no-show for a call without communicating with the employer
- DO NOT wait until the day of the event to schedule your times with employers
- DO NOT forget to write a thank you note to the employers you spoke with

We hope this virtual event will provide you with the opportunity to connect with potential employers, gain access to career information, and build your professional network. Contact us with questions!

Sincerely,

The Southwest Ohio/Northern Kentucky Education Career Fair Committee

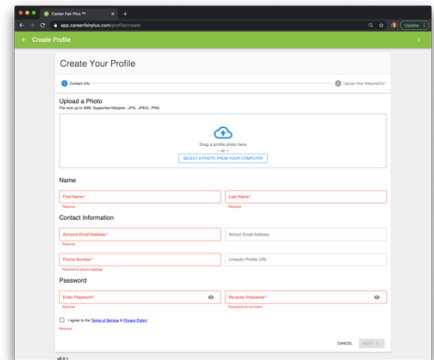
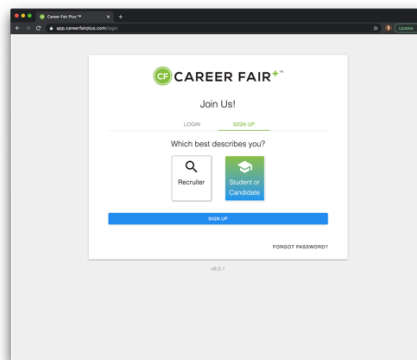
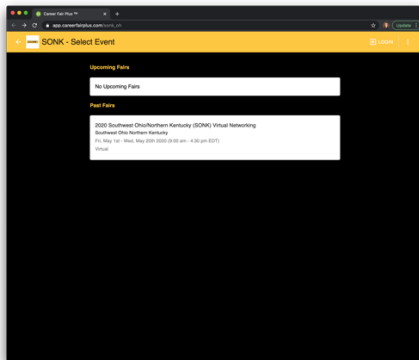
- [Miami University](mailto:careercenter@MiamiOH.edu), 513-529-3831, careercenter@MiamiOH.edu
- [Mount St. Joseph University](mailto:career.center@msj.edu), 513-244-4888, career.center@msj.edu
- [Northern Kentucky University](mailto:careerservices@nku.edu), 859-572-5680, careerservices@nku.edu
- [University of Cincinnati](mailto:careerstudio@uc.edu), 513-556-5000, careerstudio@uc.edu
- [University of Dayton](mailto:careerservices@udayton.edu), 937-229-2073, careerservices@udayton.edu
- [Wilmington College](mailto:nina.l.talley@wilmington.edu), 937-481-2299, nina.l.talley@wilmington.edu
- [Xavier University](mailto:career@xavier.edu), (513) 745-3141, career@xavier.edu

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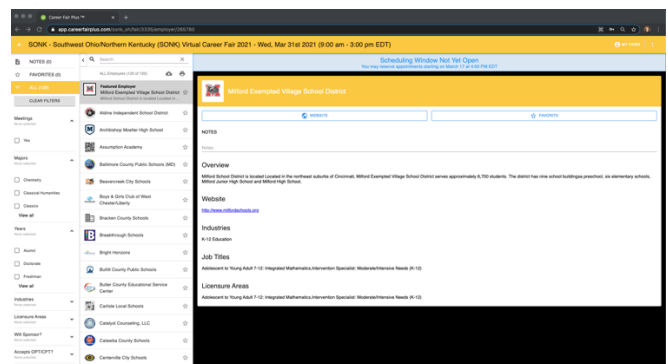
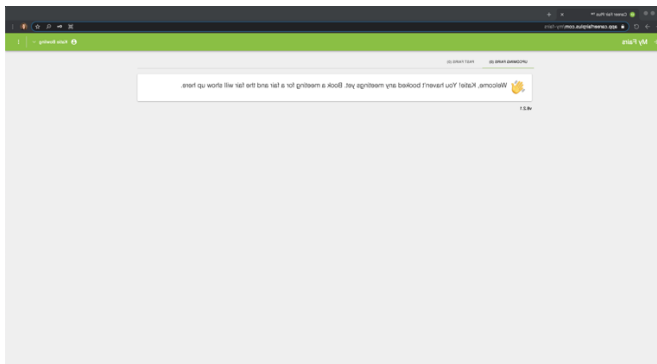
HOW TO REGISTER:

- 1) Go to <https://cfplus.page.link/2mDB> and click on “LOG IN” in the top right corner
- 2) SIGN UP as “Student or Candidate”
- 3) Complete each field (use your university email address to sign up)
- 4) Upload resume (save file as PDF with the file name “First-name Last-name Resume”)



HOW TO MEET WITH RECRUITERS:

- 1) Click on MY FAIRS (top left corner) to view employers
- 2) Use filters on left side (meetings, majors, years, industries, Licensure Areas, Will Sponsor, Accepts OPT/CPT) to sort employers
- 3) Select an employer, then on available timeslots
 - a. Employers will continue to update availability, so check back often
 - b. Starting March 17 at 4:00pm ET, you will be able to select the specific time



HOW TO INTERACT ON THE DAY OF THE FAIR:

- 1) Log into the fair, view your schedule, at the time of your meeting click “Join Meeting”
 - a. You should also receive an email with confirmation for your meetings.
- 2) More tips: <https://help.careerfairplus.com/en/articles/4037918-candidate-checklist>