

UBC EDUCATION CAREER FAIR EVENT LOGISTICS

Teacher Education Office



WELCOME

We are looking forward to welcoming you to the UBC Education Virtual Career 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. Best Practices
6. Next Steps

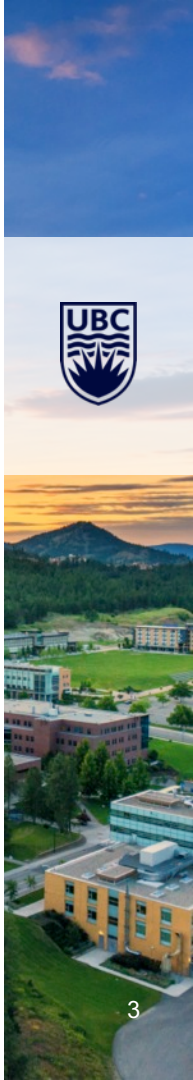


EVENT STRUCTURE

- The virtual fair will be managed on [CareersOnline](#) with the ability to connect with teacher candidates (TCs) 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, TCs 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 TCs 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 January 4, 2021.** 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 TCs

**TCs 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.

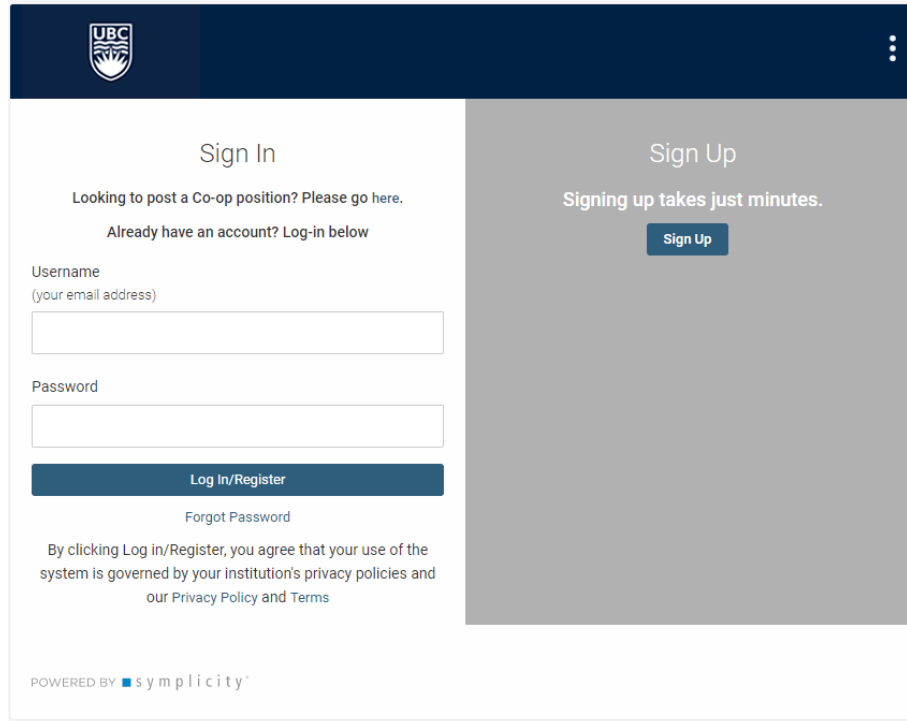


MANAGING YOUR CHAT PROFILE ON CARERSONLINE



STEP 1: SIGN IN TO CAREERSONLINE

- Set-up time: 1 hour before event start (9:00am PST, January 15, 2021)
- Each representative will sign in to [CareersOnline](#)



The screenshot shows the UBC CareersOnline interface. At the top is a dark blue header with the UBC logo on the left and a menu icon on the right. The main content area is split into two panels. The left panel, titled 'Sign In', has a white background and contains the text 'Looking to post a Co-op position? Please go here.' and 'Already have an account? Log-in below'. It features input fields for 'Username (your email address)' and 'Password', a 'Log In/Register' button, and a 'Forgot Password' link. Below this is a disclaimer: 'By clicking Log in/Register, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms'. The right panel, titled 'Sign Up', has a grey background and contains the text 'Signing up takes just minutes.' and a 'Sign Up' button. At the bottom of the page, it says 'POWERED BY ■ s y m p l i c i t y'.

UBC

Sign In

Looking to post a Co-op position? Please go here.

Already have an account? Log-in below

Username
(your email address)

Password

Log In/Register

Forgot Password

By clicking Log in/Register, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

POWERED BY ■ s y m p l i c i t y

Sign Up

Signing up takes just minutes.

Sign Up



- Navigate to event registrations > Career Fairs > UBC Career Day Virtual Fair
- Select “Registered”

[Home](#)
[Organization Profile](#)
[Opportunities](#)

[Event Registrations/Bookings](#)
[Career Fairs](#)

[Information Sessions](#)
[Publication Requests](#)
[Experiential Learning](#)
[Personal Profile/Invoices](#)

Home / Event Registrations/Bookings / Events/Career Fairs

Events

[Events/Career Fairs](#)
[Info Sessions/Interview Rooms](#)
[Publication Requests](#)

1 - 7 of 7 Career Fairs

Options	Career Fairs	Accepting Registrations	Days
Registrations are not being accepted at this time	Graduate & Professional Schools Virtual Fair 2020	No	Sep 25, 2020 11:00 AM - 3:00 PM
Registrations are not being accepted at this time	UBC Career Day Virtual Fair	No	Oct 01, 2020 11:00 AM - 4:00 PM
Registrations are not being accepted at this time	Allard Law's Virtual Large Employer Career Fair	No	Nov 02, 2020 2:00 PM - 4:00 PM
<input checked="" type="checkbox"/> Registered (Pending) <input type="button" value="+ Sign Up"/>	UBC Education Career Fair 2021	Yes	Jan 15, 2021 10:00 AM - 3:00 PM
<input type="button" value="View"/> <input type="button" value="+ Sign Up"/>	UBC Virtual Technical Career Fair 2021	Yes	UBC Technical Career Fair 2021 10:00 AM - 3:00 PM



STEP 2: NAVIGATE TO VIRTUAL FAIR CONT.

- Select View Chats

The screenshot displays the UBC Career Day Virtual Fair interface. On the left is a sidebar menu with the following items: Home, Organization Profile, Opportunities, Event Registrations/Bookings (highlighted with a red box), Career Fairs, Information Sessions, Publication Requests, Experiential Learning, and Personal Profile/Invoices. The main content area has a breadcrumb trail: Home / Event Registrations/Bookings / Events/Career Fairs. Below this is the 'Events' section with tabs for Events/Career Fairs, Info Sessions/Interview Rooms, and Publication Requests. Under the 'Events/Career Fairs' tab, there are sub-tabs for Overview, Registration, and Accounting. The main content area shows the 'UBC Career Day Virtual Fair – January 15, 2021' with the time 'January 15, 10:00am – 3:00pm'. On the right side of this section, there is a blue box stating 'This Fair is now open for chat' and a red-bordered button labeled '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

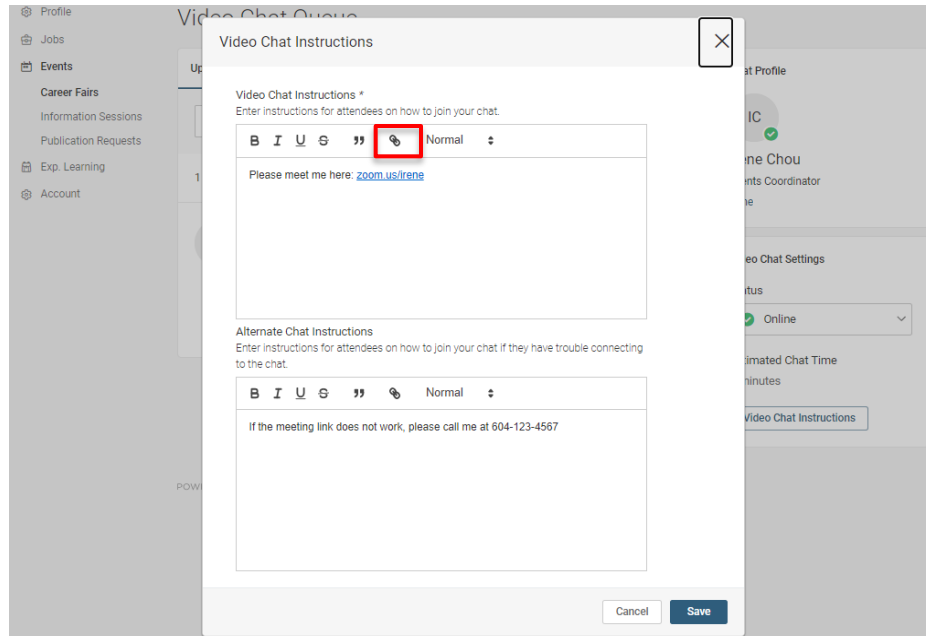
Set your Status to **Online** – if you are available to chat with students/alumni
Busy – if you are taking a break (but still want students to be able to queue)
Offline – if you are leaving the virtual event entirely.

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 TCs join the 1-on-1 or Group Video Chat meetings
- Alternative chat instructions can include an email or phone number




The screenshot shows a 'Video Chat Instructions' dialog box with a sidebar on the left containing links like Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Exp. Learning, and Account. The dialog box has a title bar with a close button. It contains two text areas for instructions, each with a rich text toolbar. The first toolbar has icons for Bold, Italic, Underline, Link, and Quote, with the Link icon highlighted by a red box. The text in the first area is 'Please meet me here: zoom.us/j/123456'. The second text area contains 'If the meeting link does not work, please call me at 604-123-4567'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

Video Chat Instructions

Video Chat Instructions *


Enter instructions for attendees on how to join your chat.

B I U S ”  Normal

Please meet me here: zoom.us/j/123456

Alternate Chat Instructions

Enter instructions for attendees on how to join your chat if they have trouble connecting to the chat.

B I U S ”  Normal

If the meeting link does not work, please call me at 604-123-4567

Cancel Save



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

Home / Personal Profile/Invoices / Personal Profile

account

Personal Profile Invoices Password/Preferences

Submit Cancel

* indicates a required field

Contact Information

Please provide as much information as possible

Salutation
(Mr., Mrs., Ms., Dr., etc)

Picture
Choose Image

Full Name *

Your Job Title

Email *

Phone *
Please include area code



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.)
- ☐ Email each unique video chat link to teo.careerfair@ubc.ca
- ☐ 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 (10am-3pm)



NAVIGATING ONE-ON-ONE VIDEO CHATS



STEP 1: STARTING A VIDEO CHAT WITH A TEACHER CANDIDATE

- Navigate to Upcoming (chats) – here you will see the TCs queued up to speak with your organization
- Select “Start Chat” – this sends a notification to the TC 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 TC in the queue to chat with. You cannot skip a TC to chat to the next one
- TCs cannot see in advance which representative they will be speaking with
- They cannot choose to speak with a particular representative

Home / Events / Career Fairs / Video Chats / Upcoming

Video Chat Queue

Upcoming Completed

Student Name Search

2 results Show 20

IC

Student Name
Graduating in December, 2016
No Major Selected
Ready to chat
Start Chat View Resume

KN

Kim-Sa Trang Ngo
Busy
Start Chat View Resume

Chat Profile

IC

Irene Chou
Events Coordinator
irene.chou@ubc.ca

Video Chat Settings

Status
Online


Estimated Chat Time
5 minutes

Video Chat Instructions



STEP 2: STARTING A CHAT WITH A TEACHER CANDIDATE CONT.

- Once your chat request has been sent to the TC, you will be navigated to this page that shows your video chat instructions
- The chat timer will not begin until the TC has accepted your chat request



Student Name
Graduating in December, 2016
P - No Major Selected
Chat request sent

05:00

End Chat

Video Chat Instructions

Please meet me here: <https://ubc.zoom.us/j/65581378375?pwd=VHJKZnNiQXV0RnFNVk5lYVdkZUVPQT09>

Alternate Instructions

If the meeting link does not work, please call me at 604-123-4567

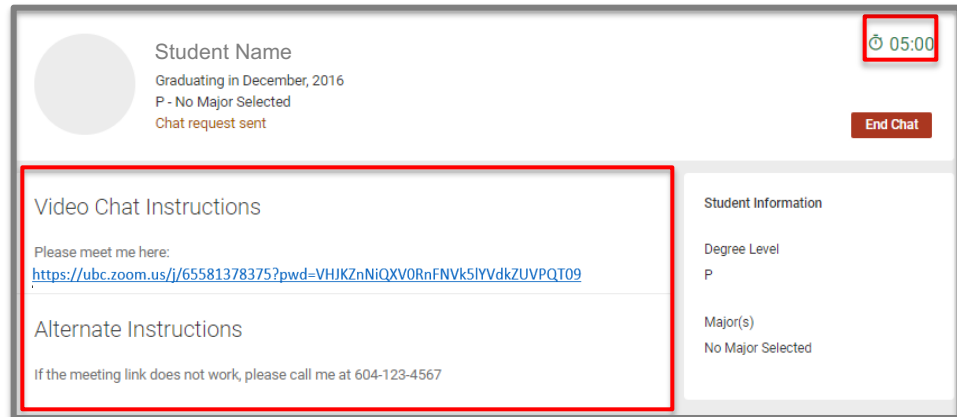
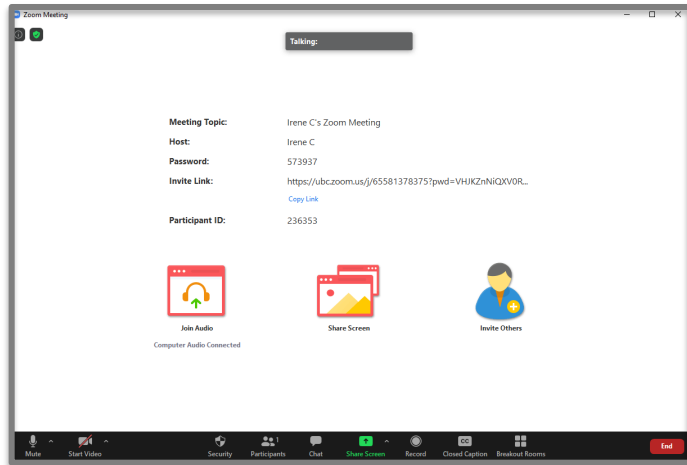
Student Information

Degree Level
P

Major(s)
No Major Selected

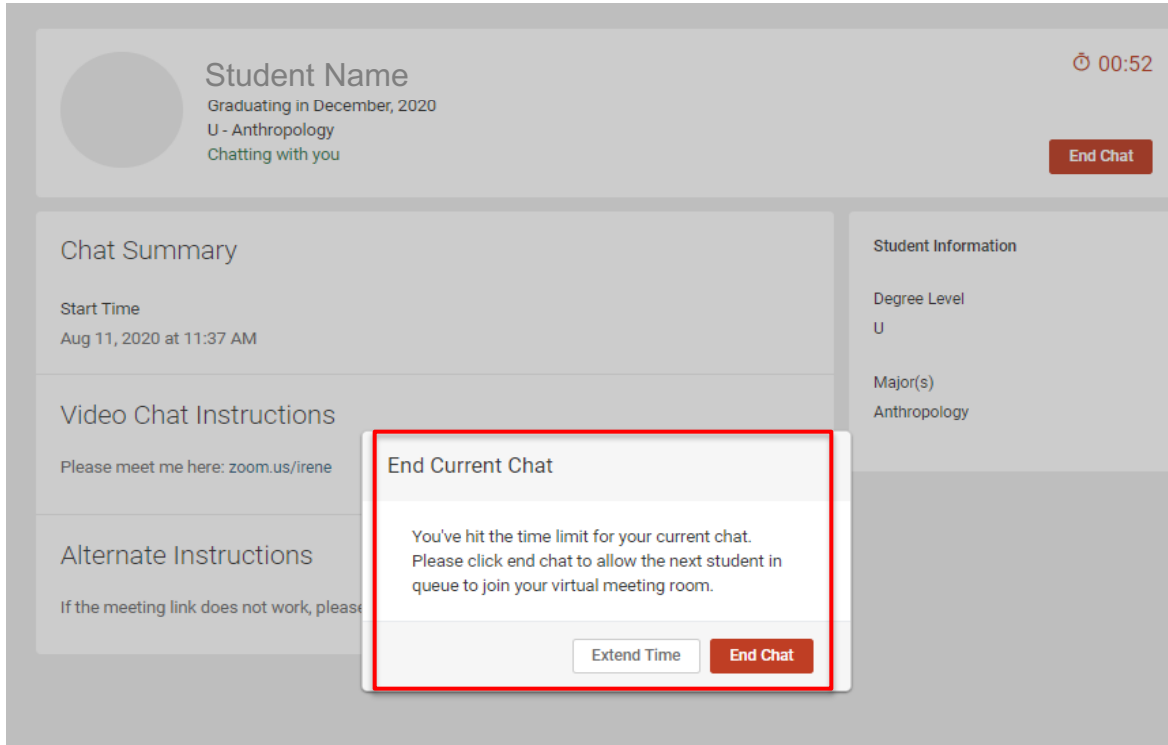
STEP 2: STARTING A CHAT WITH A TEACHER CANDIDATE CONT.

- In a second tab, you will want to be waiting in your video chat platform for the TC 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 TEACHER CANDIDATE 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



The screenshot shows a video chat interface. At the top, there is a header section with a placeholder for a student's profile picture, the text "Student Name", and details: "Graduating in December, 2020", "U - Anthropology", and "Chatting with you". A timer in the top right corner shows "00:52" with a clock icon. Below the header, the interface is divided into three main sections: "Chat Summary" (containing "Start Time" and "Aug 11, 2020 at 11:37 AM"), "Video Chat Instructions" (containing "Please meet me here: zoom.us/irene"), and "Alternate Instructions" (containing "If the meeting link does not work, please"). To the right of these sections is a "Student Information" panel with fields for "Degree Level" (U) and "Major(s)" (Anthropology). A red "End Chat" button is located in the top right corner. A modal dialog box with a red border is centered on the screen, titled "End Current Chat". It contains the text: "You've hit the time limit for your current chat. Please click end chat to allow the next student in queue to join your virtual meeting room." At the bottom of the modal are two buttons: "Extend Time" and "End Chat".

Student Name
Graduating in December, 2020
U - Anthropology
Chatting with you

00:52

End Chat

Chat Summary

Start Time
Aug 11, 2020 at 11:37 AM

Video Chat Instructions

Please meet me here: zoom.us/irene

Alternate Instructions

If the meeting link does not work, please

Student Information

Degree Level
U

Major(s)
Anthropology

End Current Chat

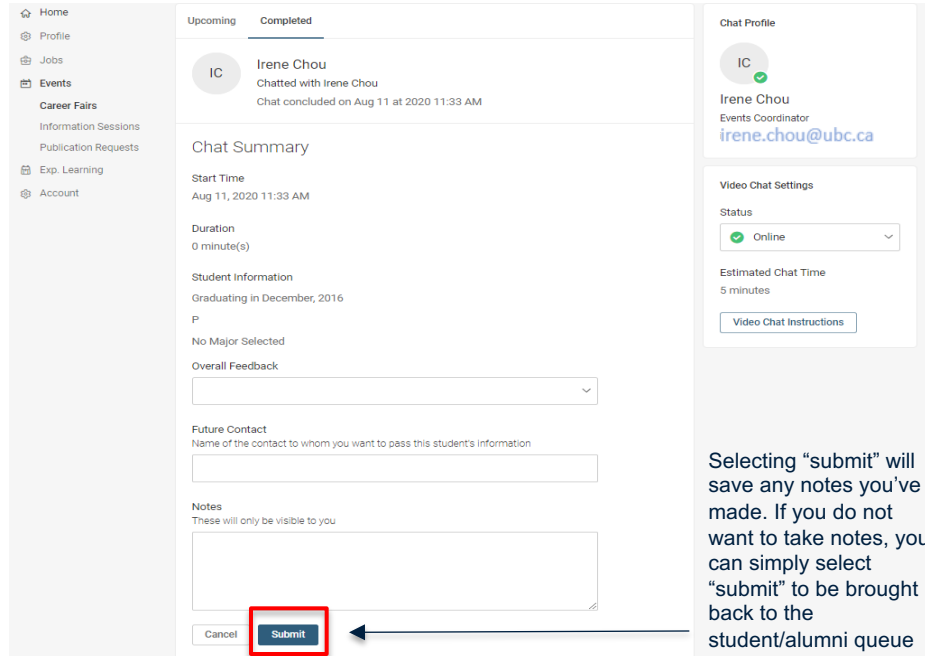
You've hit the time limit for your current chat.
Please click end chat to allow the next student in
queue to join your virtual meeting room.

Extend Time End Chat



STEP 3: ENDING A CHAT WITH A TEACHER CANDIDATE

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



The screenshot displays the 'Completed' chat summary for a conversation with Irene Chou, an Events Coordinator at UBC. The interface includes a sidebar with navigation links (Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Exp. Learning, Account) and a main content area. The chat summary section shows the start time (Aug 11, 2020 11:33 AM), duration (0 minutes), and student information (graduating in December 2016). It also features a 'Future Contact' field, a 'Notes' section, and a 'Submit' button highlighted with a red box. A blue arrow points from the 'Submit' button to the text on the right.

Upcoming Completed

IC Irene Chou
Chatted with Irene Chou
Chat concluded on Aug 11 at 2020 11:33 AM

Chat Summary

Start Time
Aug 11, 2020 11:33 AM

Duration
0 minute(s)

Student Information
Graduating in December, 2016
P
No Major Selected

Overall Feedback

Future Contact
Name of the contact to whom you want to pass this student's information

Notes
These will only be visible to you

Cancel Submit

Chat Profile

IC
Irene Chou
Events Coordinator
irene.chou@ubc.ca

Video Chat Settings

Status
Online

Estimated Chat Time
5 minutes

Video Chat Instructions

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

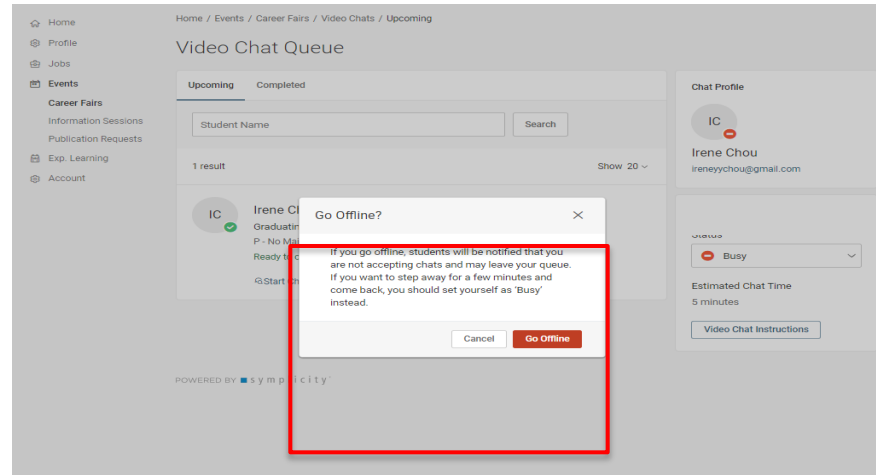


LEAVING THE VIRTUAL EVENT



LEAVING THE VIRTUAL EVENT

- 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 3:00pm PST, students can no longer join your queue. However, TCs who joined your queue before 3:00pm will stay in your queue and you can continue your 1:1 chats with them

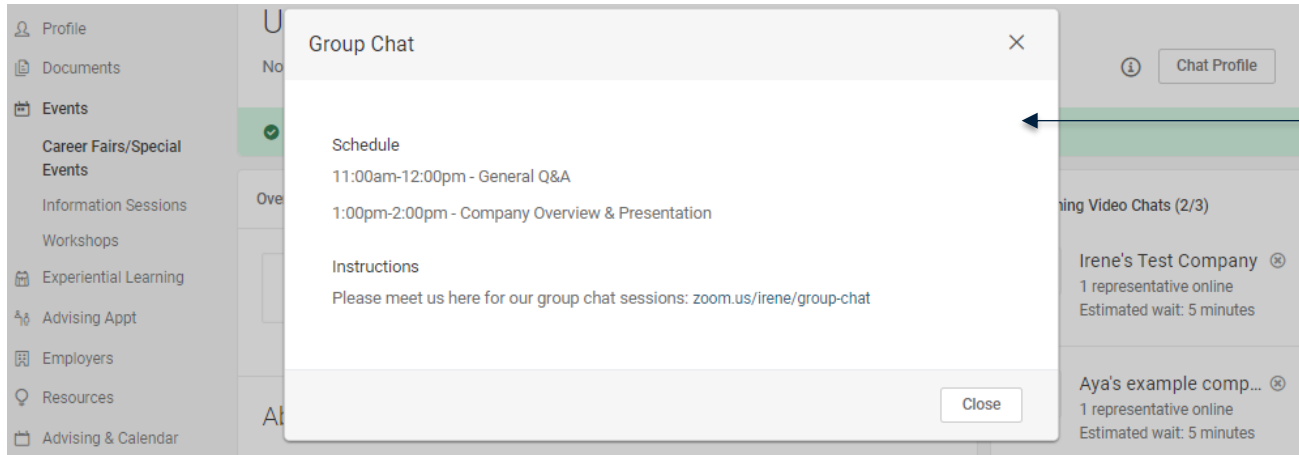


NAVIGATING GROUP CHATS



GROUP CHAT OVERVIEW

- Group Chat video meeting instructions and schedule must be included in your organization's registration form by January 4, 2021. 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 teacher candidates
- 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”
- TCs 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

The screenshot shows the 'Video Chat Queue' page in the CareersOnline system. On the left is a sidebar with navigation links: Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Exp. Learning, and Account. The main content area has a breadcrumb trail 'Home / Events / Career Fairs / Video Chats / Upcoming' and a title 'Video Chat Queue'. Below the title are tabs for 'Upcoming' (selected) and 'Completed'. A search bar with the placeholder 'Student Name' and a 'Search' button is present. Below the search bar, it says '0 results' and 'Show 20'. A large, sad speech bubble icon with a '0' in a circle is displayed in the center, indicating no upcoming chats. Below the icon, the text reads 'No upcoming chats yet' and 'Once the event is live and students join your queue, you will see them here. If you'd like to invite students to join your queue, you may email them from the All RSVPd Students tab.' On the right side, there are two panels. The 'Chat Profile' panel shows a profile for 'Irene Chou', Events Coordinator, with email 'irene.chou@ubc.ca'. The 'Video Chat Settings' panel shows a 'Status' dropdown menu with 'Online' selected (highlighted by a red box), an 'Estimated Chat Time' of '5 minutes', and a 'Video Chat Instructions' button.

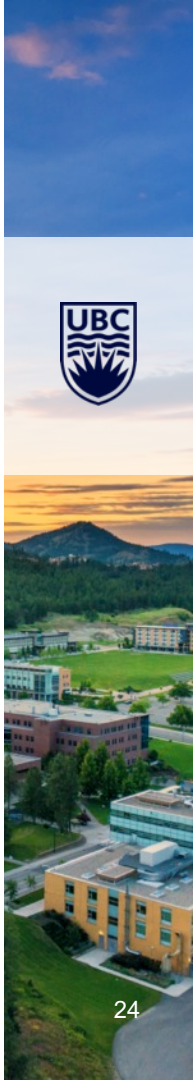


BEST PRACTICES & NEXT STEPS



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 teacher candidate. 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 TC-specific info, prior to the next chat
- When finishing a chat, be sure to remove the TC before admitting the next so that there are not two TCs 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 teacher candidates or contact them within CareersOnline** unless the TCs 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 teo.careerfair@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 **January 4, 2021**

For All Representative Attending the Virtual Fair

- 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)

