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.
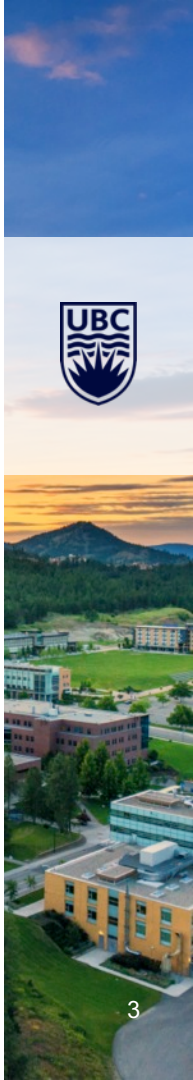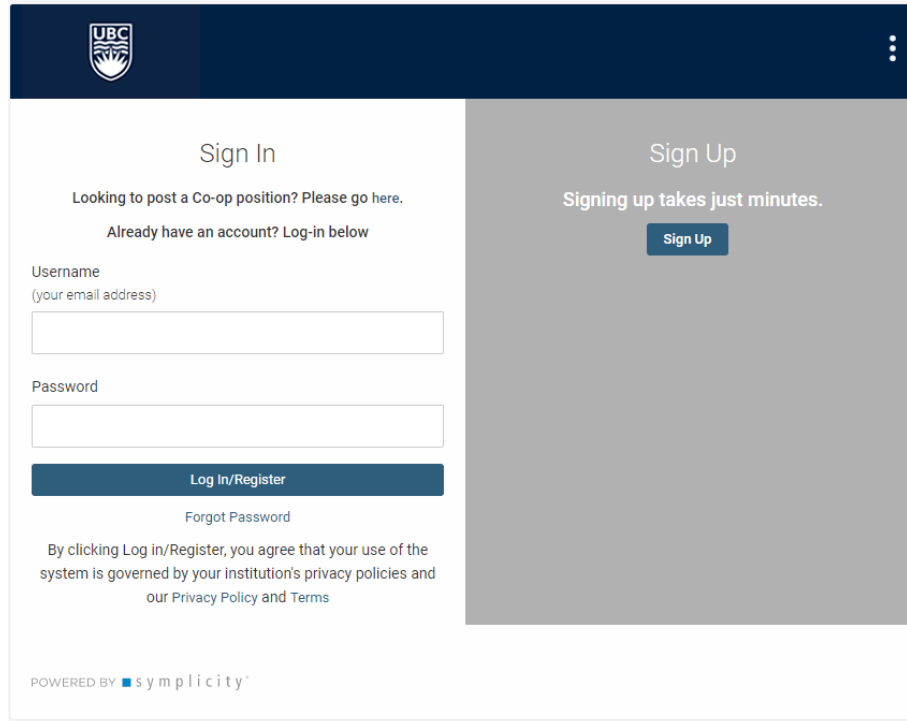
MANAGING YOUR CHAT PROFILE ON CARERSONLINE

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

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

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
✔ Registered (Pending) ➕ Sign Up	UBC Education Career Fair 2021	Yes	Jan 15, 2021 10:00 AM - 3:00 PM
View ➕ Sign Up	UBC Virtual Technical Career Fair 2021	Yes	UBC Technical Career Fair 2021 10:00 AM - 3:00 PM

Navigation sidebar
- Home
- Organization Profile
- Opportunities
- Event Registrations/Bookings
- Career Fairs
- Information Sessions
- Publication Requests
- Experiential Learning
- Personal Profile/Invoices

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.
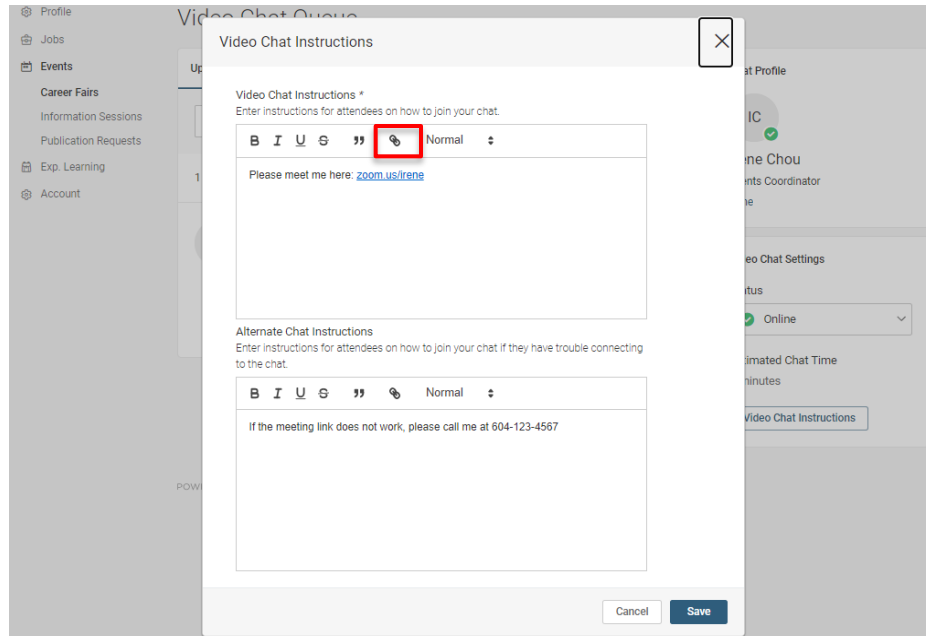- Update your Video Chat Status to "Online" when the fair begins

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

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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

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.)
- ❑ 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

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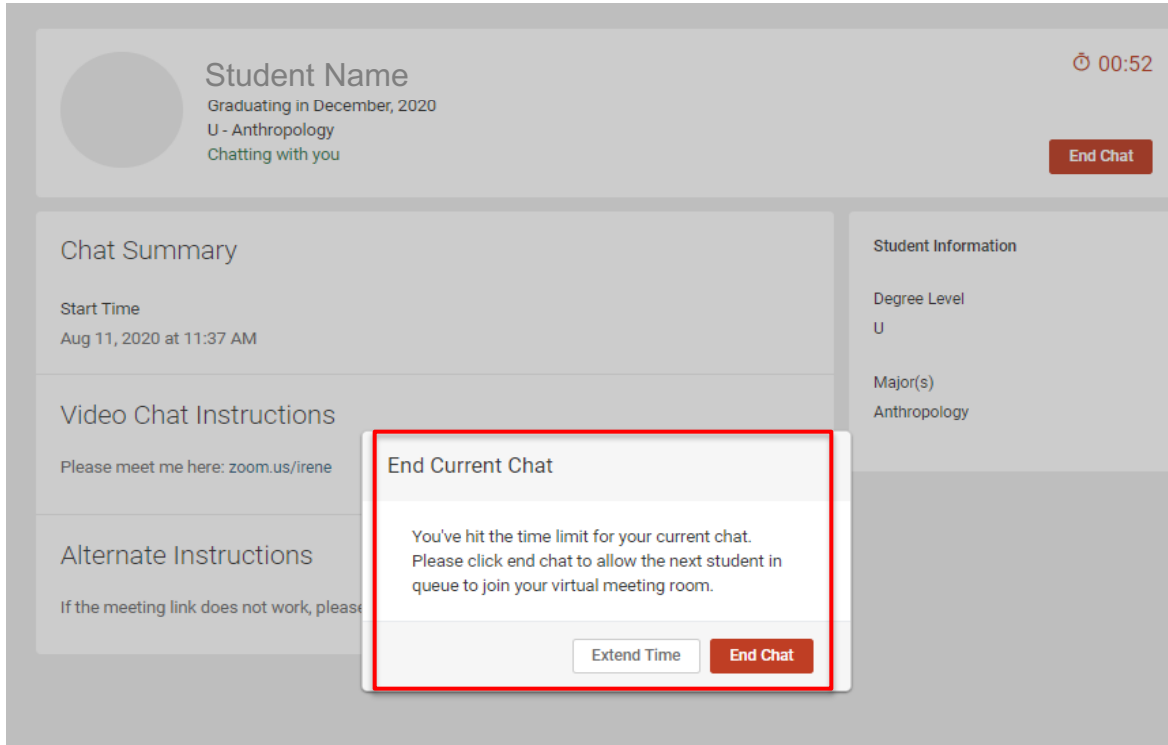
STEP 2: STARTING A CHAT WITH A TEACHER CANDIDATE CONT.

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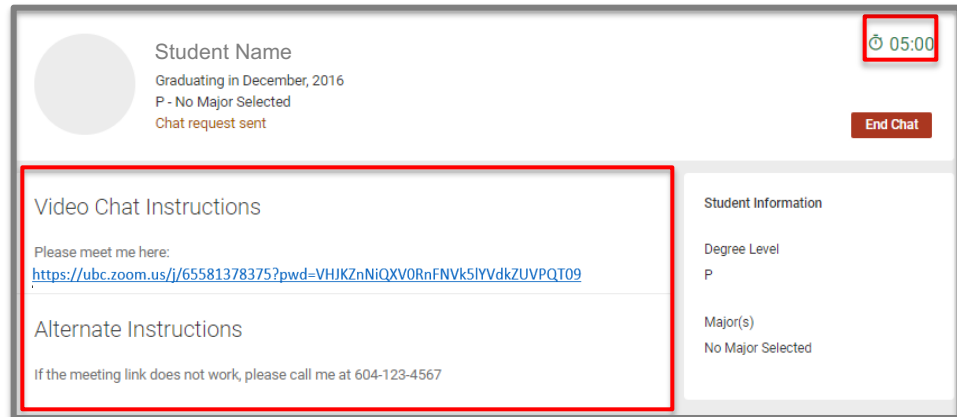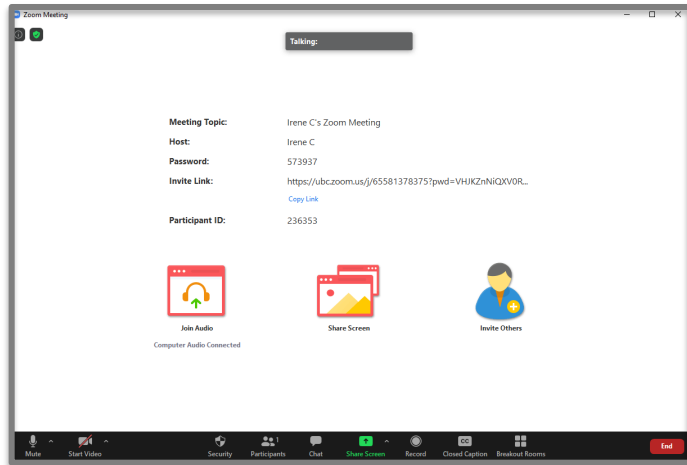
STEP 2: STARTING A CHAT WITH A TEACHER CANDIDATE CONT.

- 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

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

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 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
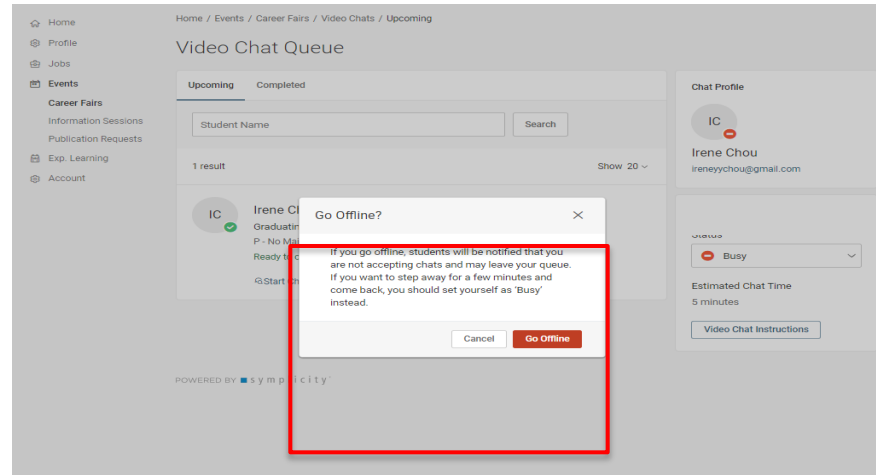
NAVIGATING GROUP CHATS

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
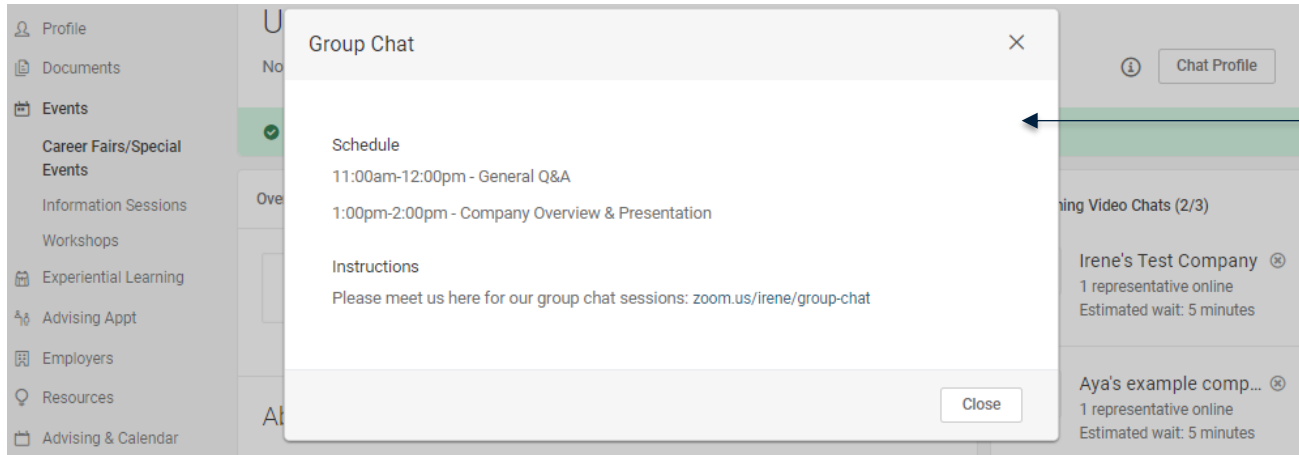
This is what the Group Chat instructions look like for students/alumni

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

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
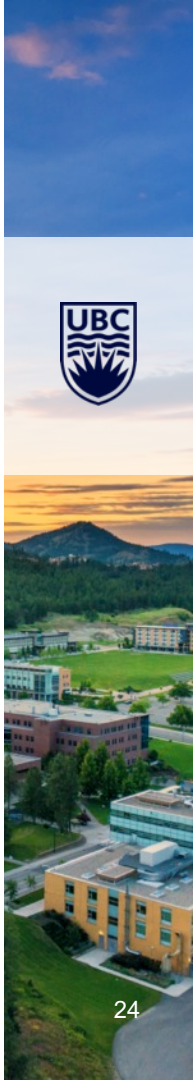
NEXT STEPS

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)