Participating in a Virtual Career Fair

The step-by-step guide
How to get started
Accessing the event

1. You need a Recruiter account. This is easily created - if you already have one, just log in. You can invite your colleagues at a later point - just make sure that you and your colleagues have registered under the same company account.

2. Next, you need to find and register for the event. Events are located in the event tab of your Recruiter page. Be sure to log in through the link that your event organisers provided you with.

3. Once you have registered you should start setting up your stall. You'll find detailed instructions further in this document.

4. You may add the career opportunities that you want to bring with you to the fair. This is done easily as part of the stall setup interface.

5. Once you are happy with your stall, you can set your stall online - then students can access your content and start their preparation.
Virtual Fair Guide
How to Set Up a Stall
Virtual Career Fair
Set up your stall

Some tips before you get started...

ADD A PHOTO TO YOUR PROFILE
If you add a picture to your profile, you are more likely to get more chats because candidates can see the people sitting on the other side.

POST YOUR JOBS IN TIME
Always include relevant jobs and put them online at least 10 days before the event. This will give you more job views and applications.

PREVIEW YOUR STALL
Use the preview function to preview your stall so that everything looks great and be sure to include all relevant jobs.

PUT YOUR STALL ONLINE
Your stall will be visible to candidates when you have put your stall online. Especially if you have jobs attached, you can get more applications.

USE ONE OF THE FOLLOWING BROWSERS
We only support updated Safari, Google Chrome, Mozilla Firefox or Microsoft Edge.

USE THE CHAT TOPICS
Make full advantages of the 4 chat topic slots to improve participants engagement with you. This will also help you organise the incoming chats.
Virtual Career Fair
Set up your stall

Your upcoming events

8 Jan

Example event
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Register

Find and register for your event

Let's start easy, how do you want to set up your stall?

- Start from scratch
  Start with a clean slate and upload your content

- Import content from a past event
  All information and materials from previous stall will be imported

EVENTS
Search a past event
- Student Job Fair 2020
- European Junior & Graduate Careers VCF
- Student Job Fair 2020
- Student Job Fair 2020
- Graduate Virtual Career Fair
- Open Day 2020

Add your content from scratch or use content from previous events
Virtual Career Fair
Set up your stall

1. Meet the team
2. Add time slots for candidates to book video calls with you and your colleagues
3. Preview your stall and when it is ready, put it online!
4. Join online

Scroll through your stall to add all the content, such as text and images by clicking on the green buttons or pen icons.

Add time slots for candidates to book video calls with you and your colleagues.
Virtual Career Fair
Set up your stall

Add jobs to your stall or import them from other events you have attended

Customise the chat topics to optimise your view of incoming chats

Invite your colleagues to the chat team; if they do not already have a profile, you can add their details and they will receive an invitation email

Share documents with the participants by adding files to your stall

Stall description

“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.”

Set up a profile where you can invite your colleagues to the chat team if they do not already have a profile. You can add their details and they will receive an invitation email.

Question 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Test
Graduate level
Full-time | Copenhagen
Create user to see match score

Partnership Manager
Graduate level
Full-time | Copenhagen
Create user to see match score

Client Consultant (DK)
Graduate level
Full-time | Copenhagen
Create user to see match score

International Client Consultant (EMEA)
Graduate level
Full-time | Copenhagen
Create user to see match score

RELEVANT DOCUMENTS
Upload relevant documents users can download

TEAM
Vicenza
Customer Success Manager

TALK TO US ABOUT
JOB OPPORTUNITIES
CIR
WORK CULTURE
OTHERS
Virtual Fair Guide

How to set up, edit and share jobs
Virtual Career Fair

Add jobs to your stall

Add jobs to your stall or import them from other events you have attended

Remember to check mark the jobs you want to add to the stall

If the job is not in the list you can always:
1. Post new jobs
2. Import jobs from other events or graduateland.com
In order to post a new job, you will be taken through three steps:

1. **Job info**: Fill in the content for the job post (e.g., type, category, location, title, description, dates)

2. **Target audience**: Choose the requirements that the job has (if any)

3. **Applications**: Select your preferred setup: receive your applications through the platform or redirect the applicants to an external application system
Virtual Career Fair
Importing jobs

In order to import jobs:

1. Find the jobs you want to import from the list and check mark them.

   ![Available jobs](image1)

2. Import jobs from previously attended events or graduateland.com.

   ![Import jobs](image2)
1. In order to have an overview of the specific jobs you have created, go to the jobs tab.

2. You can get an overview by clicking on the job and find out more about the performance, edit the job post and share the job with your colleagues. You need to share the job in order for your colleagues to be able to see and edit it.

3. To change the online dates for your job, first you need to set your position offline and then find it under “expired”. When you set the job online again you can change the dates.
Virtual Fair Guide

How to make video bookings
Some tips before you get started...

**USE ONE OF THE FOLLOWING BROWSERS**
We only support updated versions of Safari, Google Chrome, Mozilla Firefox or Microsoft Edge.

**MAKE SURE YOUR BROWSER ALLOWS MICROPHONE AND CAMERA**
Go to your browser settings and check whether your browser is allowing microphone and camera.

**DO YOUR RESEARCH OF THE CANDIDATES**
You can click on the candidates’ name and check out their profile prior to the call.
Virtual Career Fair
Video conversations bookings - set up your schedule

1. Enable the pre-booked video conversations feature by checking the box

2. Choose which team member will be available for the video conversations

3. Add the available time slots for each team member
1. When a user books a video conversation, the status will show as pending.

2. You can choose to accept or decline the booking, by clicking the green or red buttons.

3. When a booking is accepted, a link will be generated automatically and you can join the video conversation by just one click.
Virtual Fair Guide
How to Chat & Interact
Virtual Career Fair
Chat and Interact

Some tips before you get started...

BE PROACTIVE AND REACH OUT
Any time that you are not spending on answering questions should be used to reach out to new potential candidates.

SHARE THE RIGHT JOB LINK
When chatting, be sure to share links to job ads on our portal as opposed to your own career site. You will avoid confusion and receive a more accurate data report after the event.

SHARE AND PROMOTE THE VCF
The more you alert your fans and followers on social media that you are participating, the more candidates you will have to chat with at the actual event.

DECIDE WHO’S WORKING THE EVENT
We usually recommend 3-5 team members to make the most out of the event. If you’re in doubt, reach out to your account manager for a recommendation.

ORGANISE YOUR TEAM MEMBERS
Decide who’s in charge of your different topics. One person should have the full overview of the chats and appoint the suitable team member to the incoming chats.
Virtual Career Fair
Chat and interact - Candidate overview

Click on 'Sourcing' to get the full list of candidates!

Engagement the last 7 days
14,350 candidates in total

Who are these talents?

All this information can be used as potential filters to find the right candidate!

What are the online candidates looking for?
Source all participating users to ensure that your target groups is relevant

Initiate instant chats with candidates that live up to your criteria
Virtual Career Fair
Chat and interact - All Chats

- Get all conversation in chronological order with easy overview of candidates
- Claim relevant chats and hand over to colleagues when necessary
- Understand what topic candidates accessed your stall from in order to distribute conversation to relevant colleague
Virtual Career Fair
Chat and interact - My Chats

Elevate chat conversation to video engagement with one click

Manage your top candidates with labels and stars for post-event talent management

Get both quick view and full access to user profiles and CVs for immediate meaningful conversations