

## **2020 AGLS Virtual Career Fair powered by Symplicity Registration Guidance for Employers**

### **Employer Registration Tutorial Video**

[https://www.youtube.com/watch?v=IXPtykKJ\\_Xc&feature=youtu.be](https://www.youtube.com/watch?v=IXPtykKJ_Xc&feature=youtu.be)

**For recruiters with a HireAggies account**, login to your account and view Events to register. Register separately for each day you will participate.  
AGLS Virtual Career Fair – Fall 2020

**Registration link:** [tx.ag/AGLSCFregistration](https://tx.ag/AGLSCFregistration)

**Payment link:** [tx.ag/AGLSCFpayment](https://tx.ag/AGLSCFpayment)

### **Each employer can only register once for the AGLS virtual career fair.**

- If a contact for an employer who has already registered for the fair tries to register themselves via the external link, they will see the following error message: “[Employer name] is already registered in the system. Please contact the career services center if you have any further questions or concerns.” In that same case, if the contact were logged in, they will be able to see who at their organization already registered for the fair. The system uses Company Name for this matching functionality.
- If an employer wants two “spaces” at the fair (e.g. their marketing team and their engineering division want to register separately), they will have to register under a different company name (e.g. Demo Company – Marketing)

### ***In the Profile section, employers will be able to specify the types of students they are recruiting and post the positions they are seeking to fill.***

- The employer will choose one or more ‘Disciplines Recruited’ from the following 7 categories: Chemistry, Environmental Science, Geoscience, Life Science, Health Science, Physical Science, Math/Statistics/ Data Science
- The employer will choose specific degree levels and majors recruited as well as work authorization required..
- The employer can post jobs for which they are hiring for career fair participants to view with their profile. These postings can be created or copied from HireAggies, if they already exist.

### ***Each representative added as an attendee will be added to the database as a contact for that employer. The registering contact will have to fill out the Representative sub-form for each representative who will be online for the company during the fair.***

- The "Full Name" and "Email" fields will be required
- Added "Title" and "Division" fields
- Meeting Instructions – This is a rich text field for representatives to add their virtual meeting link and instructions on how to connect.

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- Alternative Instructions – This is a rich text field for representatives to add an email, phone number or alternative meeting link if students are unable to connect using the primary virtual meeting link. This is where employers should note what students should do if the link in “meeting instructions” does not work.

### ***The registering contact can also configure the company’s chat time per student and group chat options.***

- Expected Chat Time per Student – This must be set between 5 and 15 minutes. This is the maximum number of minutes each representative is expected to chat with each student. Limiting the chat time keeps the line moving. When representatives log in to the fair, they will be able to adjust this setting to meet their individual needs. A countdown timer will show the representative how much time is left.
- The 1:1 meetings will not be terminated automatically at the end of the time.
- Employers can host a group chat with students when they enter virtual meeting link information into the two new rich-text fields called Meeting Instructions and Alternative Instructions. Employers can use the Group Chat to provide an overview of their company or answer commonly asked questions in a group format. The Group Chat should be hosted by a person who is not doing 1-on-1 chats with students.

### ***The registering contact will be able to add information and make changes prior to the fair***

- If the registering contact does not have the name and email of their representative(s), group chat meeting information, or alternative instructions at the time of registration, they will be able to add them before the event and their registration will go back to pending until it is approved again.
- Once the fair begins, the registering contact will not be able to add representatives. Managers will be the only ones who can add representatives, Group Chat meeting information, and alternative instructions at the last minute.

### ***Submitting registration***

- When the registering contact gets to the end of the form, they will have a chance to review their entries. They can then modify it or click confirm for final submission. They will receive a message with information about registration approval and invoicing.