Dear Employers,

Thank you for participating in Fulton Schools Online Career Fairs using the CareerEco platform! Many of you may be attending a virtual career fair for the first time and we want to help you be successful. Below are some best practices for using the CareerEco platform. We strongly encourage you and your team to go into your private staff only chat room before the fair to practice for 5-10 mins. This will ensure everyone is familiar with all the features before students begin arriving at 9am MST.

**Administrative Reps - Tips for Success**

- Pre-screen candidates through CareerEco’s Reporting Feature & **message targeted candidates before the fair**
- Decide how many reps are needed to manage the main chat room and private 1:1 chats
- Share training material with all reps before the fair (videos and step-by-step tutorials were sent via email from CareerEco upon registration approval)
- Ensure your organization profile is complete, including open job and internship opportunities
- **Upload files** you want candidates to view during the fair
- Create **Stored Messages** for reps to use during the fair. This creates uniform messaging across the organization and cuts down on repetitive typing
- Determine manageable chat room hours based on your unique needs and available staff
- Create a **Private Staff Only Chat Room** for your team to converse throughout the fair
- Determine if you want to enable the **NEW Queue Feature** for your chat room
- Create a friendly, clear and concise Main Chat Room **Welcome Message** letting candidates know what you’re looking for and where to apply or find more information
- Designate a rep to be the **Main Chat Room Greeter** to welcome students, provide timely responses to questions and give status updates on availability for 1:1 chats throughout the fair
- Use the **Broadcast Feature** in the main chat room to connect with all candidates in your room at once and create an open and inviting atmosphere
- Encourage representatives to have private 1:1 chats with students, including private video
- Add candidates to **Favorites** during the fair for easy follow-up after the fair
- Change representative display names to help candidates choose the best recruiter for a private 1:1 chat (examples: Intern Rep, Full-time Rep, CS Rep, Aerospace Rep)
- **Learn what we told students about preparing for the Fulton Schools Online Career Fairs** (in case you’re wondering)
- Run Candidate and Fair Reports after the fair (you’ll have access indefinitely!) and follow up with your favorite candidates
All Reps - Review CareerEco Videos and Step-by-Step Tutorials Before the Fairs

The following videos and step-by-step tutorials were sent via email from CareerEco to the career fair registrant. Please check with that person within your organization to obtain these resources, which are only made available to approved employers.

- Chat Room Basics Video (4 min)
- Chat Training & Platform Tour Video (33 min): scheduling chat hours; sound and chat room settings; setting up stored responses and detailed explanations of all platform operations and symbols
- Step-by-Step Chat Tutorial (pdf)
- Step-by-Step Virtual Event Management Tutorial (pdf)

Other Things to Know

- CareerEco representatives are available during the fair to provide help and answer questions about the platform. Please visit their chat room or click the orange Need Help? button in the top right corner of the screen
- If your chat room hits max capacity for representatives (10) unless otherwise stated by Fulton Schools Career Center, reps leaving the platform need to log out completely in order to allow new reps the ability to log on. To log out completely, go to 'My Account' in the top right and then click 'Log Out’
- Students are able to participate in up to 3 chat rooms simultaneously during the fair and they can join up to 2 private 1:1 chat queues

Even though the fair ends at 4pm MST, your chat room will remain open until the last representative closes the room and ends the session or until 12:00am the next day.

The CareerEco team may be reached at 770-980-0088 or ASU@Careereco.com with any questions.

Again, thank you for attending our online career fairs and for your interest in Ira A. Fulton Schools of Engineering students and alumni. Go Devils!

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