

Dear Employers,

Thank you for participating in **Spring 2022 Fulton Schools Online Career Fairs!** 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 that way everyone will be comfortable with all the features before **students begin arriving at 9am MST.**

Please note, CareerEco has a [Queue feature](#), which is completely optional. Please review all [CareerEco Tutorials](#) and reach out to the CareerEco team at 770-980-0088, 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!

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 linked below)
- 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 [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)
- 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

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 Help 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

With Gratitude,

Cher Stevens, M.Ed.

Employer Relations M-Z

Arizona State University

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