Log In

- The Career Fair Booth Portal will be the place for your company to set up your Exhibitor Booth in order to accept screening requests, schedule interviews and manage buckets and surveys.

- To log in, an email will be sent to you with a link to access the portal.

- Click the link in the email, enter your email and your password which is your registration number. You will be prompted to reset your password upon first login.
Within the **Dashboard** you have easy access to manage your Career Fair setup which includes screenings and interviews.

- Setup
- Pre-screening assignment
- Screening
- Interviews
- Staff
- Reports
- You also have an at-a-glance overview of important metrics for your booth.
Career Fair Setup

• From the top navigation select **Setup** to prepare your booth for the Career Fair
• You must have the following sections setup for attendees to request screenings:
  • Staff Management
  • Bucket Management
  • Survey Management
Setup: Booth Staff

• Within the **Staff** page you will manage members that will hold roles during the Career Fair
• Select Manage and use the dropdown to add roles to each staff member

Staff Roles Include:
• **Admin** – Access to entire Booth Portal to set up booth for Career Fair and manage booth staff
• **Scheduler** – Partial access to Booth Portal to manage interviews and assign attendees to buckets
• **Screener** – Set one or multiple bucket(s) to screen candidates during the Career Fair
• **Interviewer** – Has the ability to be assigned interviews throughout the Career Fair
Setup: Bucket Management

• Buckets are a way to group attendees together by categories or departments that best fit your company. These will allow you to assign multiple screening representatives to each bucket and expedite the screening process.
• Attendees will select their desired bucket during the pre-screening process.
• Create a new Bucket by selecting **New Bucket**
• Add a Bucket Name.
• Select staff members that have been assigned to the screening role.
  • Please Note: staff members must be assigned a **Screener** role in the Staff section to show in this list.
Setup:
Survey Management

- A survey must be created for attendees to request a pre-screening
- The survey must have a minimum of one question and can have a maximum of six questions
- All survey questions are required for the attendee to answer (if requesting a pre-screen)
- Three response options are available for survey questions:
  - Standard Checkbox (choose one)
  - Standard Checkbox (choose multiple)
  - Open Ended
Career Fair Attendee Management

- Once you've completed the setup process and attendees have access to the event, they can begin requesting screenings from your booth.
- This is slightly different from in person screenings as you will be able to manage and identify candidates in advance of the two Career Fair days.
- Three navigations assist you with this process:
  - Pre-Screening Assignment
  - Screening
  - Interviews
Career Fair Management: Pre-screening Requests

- All attendees that were not previously identified and scheduled for an interview will be able to request screenings from your booth.
- Once they request a screening, they will show in the Pre-Screening Assignment list.
- Attendees have the option to request a bucket during the pre-screening process, but they still must be assigned a bucket by your team.
- The roles that have access to this navigation are Admin, Schedulers, and Screeners.
- Booth Staff have the following actions:
  - Review pre-screening submission
  - View the attendee’s resume
  - Choose to keep or change the bucket.
  - Send the attendee to screening
  - Skip screening and send the attendee to be scheduled for an interview.
Career Fair Management: Interview Screening

• Once an attendee is assigned a bucket in the pre-screening assignment, they will show in the Screening section of the booth portal.

• This page will show the following:
  • Attendees who have not screened
  • Attendees who have screened but have been identified as not a fit right now for your company

• Pending Screening Actions:
  • View the attendee pre-screening information and resume
  • Skip screening and send straight to schedule for an interview

• Not Right Now
  • View the attendee pre-screening information and resume
Career Fair Management: Interviews Overview

The **Interviews** section shows the following information.

- **Need to Schedule**: Attendees who went through the screening process and are identified as a candidate for an interview
  - Options to manage: View Profile with pre-screening/screening notes and Schedule Interview
- **Scheduled**: Attendees who are scheduled for an interview
  - Options to manage: View Profile and Manage or change interview time/interviewer
- **Completed**: Attendees who have completed an interview
  - Options to manage: View Profile, outcome and rating *(if applicable)*
- **Declined**: Attendees who have declined an interview
  - Options to manage: View Profile, view decline reason and reschedule *(if applicable)*
Career Fair Management: Pre-Scheduled Interviews

• If a candidate is identified for an interview prior to submitting a screening request, you may schedule them for an interview "on demand"
• Use the search fields to search first name, last name, and email of a candidate
• Choose a bucket for attendee assignment
• Choose the interviewer
• Choose the date and time