VIRTUAL ENGAGEMENT PLATFORM
CAREER FAIR SCREENING & INTERVIEWS
To log in for the first time use your email and registration number.

You will be prompted to reset your password.

If you have already logged into the Booth Portal, use the password you set on first login.

If you forgot your password, select the Forgot Password link under the password field.

If you need further assistance, select Need Help? To contact the meeting concierge.
Once you login and set-up your profile, you will land on the home page lobby.

- Use the navigations across the top to access different areas of the event.
- View the Agenda, save your favorites to My Agenda
- View On Demand content
- Visit the Career Fair
- Search for Attendees and view your connections
- Locate important Information & FAQ
- Visit the Mercado
- Edit your profile
- View Notifications
- View your Messages
- Logout
Booth Quick Access

• From the top navigation select **Career Fair** to view the drop-down quick link to **My Booth**
• You will be taken directly to your booth and be able to quickly access all roles that you are assigned.
• These will allow each team member to access their respective section to host the career fair.
• **Screening** is available to team members assigned to the **Screener** role. It will navigate to the screening buckets (queues) and allow you to open them
• **My Interviews** is viewable by the **Interviewer** role. It will navigate to the My Interviews page.
• **Booth Portal** is viewable by the **Admin** and will navigate to the Booth Portal for Career Fair management.
Screening: Queue Lines

- Screeners will be able to access the screening queues they are assigned at any time during the career fair to view how many attendees have been assigned to their buckets.
- Screening queues will show you how many attendees are assigned to the bucket/queue but not screened yet. **Please Note:** this does not mean they are in the queue, just that they have the potential to enter the queue during the career fair.
- To access a queue, click on the queue you would like to view.
- To open a queue, click “Open the Queue”
- Screening queues may only be opened during the Career Fair hours.
  - Thurs. Oct. 29 12pm-6pm est
  - Fri. Oct. 30 10am-4pm est
Screening: Queue Line Overview

- Once the career fair opens, you may open the buckets/queue line to begin screening.
- When a queue is open, attendees may enter the queue after they’ve been assigned a bucket.
- Attendees are assigned a bucket by an admin and/or scheduler in the booth portal.
- Once you access the queue you may see:
  • Active screeners for that bucket
  • Number of attendees waiting in the queue line
    - When you first open the queue, this number may be zero as attendees cannot get in line until the queue is open.
    - This number may not equal the number of attendees who have not been screened as they must enter the queue to be screened.
  • The resume of the attendees in line.
Screening:
Manage your Queue

• The queue does not automatically open at the start of the career fair. To open the queue, select Open Queue.
• To take your first attendee, click Mark Me As Available.
• Attendees will queue in a first come first served basis.
• You may only take the next attendee in line.
• You may have multiple queue lines open at 1 time.
• You have two options to close the queue early:
  • Yellow-Close New Additions: This will close the queue to new attendees entering the queue but allow you to finish taking the attendees in the queue line.
  • Red-Close & Stop: This will close the queue to new attendees and empty the queue line.
• Attendees will be able to enter the queue once it is opened again if they have not already screened.
• An attendee may only screen once with your company.
• The queue will automatically close during off hours.
Screening:
Screen Attendees

To begin screening an attendee click **Begin Screening**. This will redirect you to the 1-1 screening environment.

The screening environment allows you to:
- Connect to video feed for a 1-1 chat
- Chat via live text chat
- Take notes on the attendee
- View their Resume
- View their Pre-screening Survey Results
- View time remaining
- Add 2 minutes to the 5-minute timer
- Rate & Complete the screening
Screening: End Screening

- To end the screening and be taken back to the screening queue, select **Rate & Complete**. This will show you the following options:
  - **Rate Attendee Potential**: 5-Star rating *(optional)*
  - **Flag for Priority Follow Up**: Flag for follow up *(optional)*
  - **Send to Scheduling**: Indicates that this is a potential candidate for follow-up and/or would be a good candidate to interview
  - **Not Right Now**: Indicates that this attendee may not be the best candidate for your company at this time. Does not allow you to schedule a follow-up interview via the platform
- If the timer runs out, the video chat will end, and the attendee will be directed to a general thank you page. You will remain on the page to finish your notes.
- **Please Note**: Once you select **Not Right Now** or **Send To Scheduling** you will return to the screening queue and no longer be able to take notes and/or rate the attendee.

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Interviews:
Interviews Overview

- Interviews are scheduled in the **Booth Portal** by an admin or scheduler.
- To access My Interviews use one of the 6 navigations found throughout the platform:
  - Home page navigation on the lobby and meter board
  - Top Navigation under Agenda
  - Top Navigation under Edit Profile
  - Via your Career Fair Booth
  - Via the My Interviews filter on the Career Fair
- Your scheduled interviews will be sorted by date and by time via the hour headers.
- If you have more than 1 interview in an hour, they will both show under the same header.
- You may enter an interview up to 10 minutes prior to the start time.
- Prior to the interview, you may view an attendee’s profile and resume.
Interviews: Host an Interview

• To host an interview, access the My Interviews section
• Click on Enter Meeting Room up to 10 minutes before the interview
• The interview environment allows you to:
  • Connect to video feed for a 1-1 chat
  • Chat via live text chat
  • Take notes on the attendee
  • View any previous notes taken
  • View their Resume & Profile
  • View their Pre-screening Survey Results
  • View time remaining
  • Rate & Complete the interview
Interviews: End Interview

• To end the Interview and be taken back to the interview page, select **Rate & Complete**. This will show you the following options:
  - **Rate Attendee Potential**: 5-Star rating (optional)
  - **Job Offered**: Select if job was offered during the interview (optional)
  - **Recommend for hire**: Select if you would recommend this candidate for hire and/or future follow up
  - **Complete**: Completes the interview and
• If the timer runs out, the video chat will end and the attendee will be directed to a general thank you page. You will remain on the page to finish your notes.
• **Please Note**: Once you select **Complete** you will end the interview and no longer be able to take notes and/or rate the candidate.
Tips & Technical Support

- Chrome is the preferred browser. If using a mac, try to use Google Chrome or Firefox for an optimal experience.
- Use the Training Portal to test your video before the career fair.
- Ensure your camera and mic are set to allow sharing with the website.
- Turn off VPN and/or try using a computer that is not on a company network.
- Have a question about your booth? Please reach out to your booth admin.
- Need help? Please reach out to the Meeting Concierge via the Help Desk.

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