

# Symplicity Corporation

## Virtual Career Fair

### Best Practices for Best Results!

#### *Best Practices for Company Manager & Employers*

1. Familiarize yourself with the common video conferencing tools. Make recommendations as needed.
2. Please ensure all company reps participating manually create their own URL link and enter within their Representative Information section using the "Insert/edit link" toolbar option, so that it is easier and less time consuming for students to jump into the video chats.
  - a) When entering virtual meeting URL link (created by each company representative), highlight the text and click on the "Insert/edit link" icon in the HTML toolbar. Insert the URL link in the URL field and select Ok. You should then see the link as a hyperlink. This will create easier access and flow when students join the 1-on-1 or Group Chat meetings.
3. Please ensure all company reps participating in "Chat Group" manually create their own URL link in their Group Chat section using the "Insert/edit link" toolbar option, so that it is easier and less time consuming for students to jump into group chat sessions.
4. If using Zoom, please create own URL link and make sure Zoom meeting is hyperlinked and be sure to include the hashtag password. Be sure to clear the chat history after each student. For some meeting software such as Zoom, the chat history remains for the entire session. You will want to clear out if you have entered student-specific info, prior to the next chat.
5. Advise employer representatives to dismiss students, and/or lock the meeting session, per the software used, so that only one student is allowed during the 1-on-1 video chat.
  - a) When finishing a chat, be sure to remove the current student before admitting the next student so that there are not two students in the virtual meeting room at the same time. You may want to lock the meeting room as well, per meeting software.
6. After entering Notes for a student, revisit your "View Chats" to move to the next student in line in the queue.
7. Before you leave the VCF, make sure to set your status as "Offline." This will clear your queue and end all chat activity.