

JUMP-THE-QUEUE SCHEDULE (NEW THIS SEMESTER!)

New this semester

- When employers attend a virtual fair, employers have the opportunity to add a Jump-The-Queue Schedule.
- This is a SET schedule with **FIRM 10-minute time slots** for students to reserve a time to chat with an employer before the fair starts.
- This schedule will be on the same day of the fair, before the fair begins for **one hour**
- **Schedules will open to students 5 Days BEFORE the fair date**
- **Schedules will close to students 2 days BEFORE the fair date or when all timeslots are filled**
- **Open Schedule – first come/first serve**

EMPLOYER INSTRUCTIONS

- Employers request on the Virtual Career Fair Registration, they are interested and provides the name and email of the individual responsible for the schedule
- Beth Smith will set up the JTQ schedule (under On Campus Recruiting) with the “Jump The Queue” in the job description title.
- The Employer Contact will be **REQUIRED** to log in **BEFORE** the date of the schedule and provide the link to chat with students (webex, zoom, etc.) or provide the URL to Beth Smith to add at bethsmith@purdue.edu . If you don't want the url listed in myCCO you must send the link to students the day before the schedule time.
- (Students will then log in five days before the fair and sign up for a time)
- On the date/time the student will contact the employer by going to the job description to find the link and contact the employer OR the employer can send the students the link.
- **BE PUNCTUAL, BE ON TIME, BE MINDFUL OF TIME** as this is a short/quick opportunity☺

HOW CAN I SEE STUDENT NAMES THAT SIGNED UP?

Reps will need to log into their myCCO account. The Jump the Queue schedules are located under OCR, which they can access from the left side of the page. They will need to click on the 2/9 date and then the next page make sure they are on the Interview tab, scroll down and the students schedule will be listed.

The screenshot displays the myCCO@Purdue On-Campus Recruiting interface. On the left is a navigation menu with options: myCCO@Purdue, Profile, Jobs, OCR (highlighted in yellow), Schedules, Positions, Applicants, Interview, and Wait-List. The main header shows the breadcrumb 'Home / OCR / Interviews' and the title 'On-Campus Recruiting' with a 'Rectangular Snip' button. Below the title is a tabbed interface with 'Schedules', 'Positions', 'Applicants', 'Interviews' (highlighted in yellow), 'Wait-List', and 'Publication Requests'. A blue information banner states: 'To view PDF files, you may need Adobe Acrobat Reader. To view Excel files, you may need Excel Viewer 2003.' Below this is a 'Position' label and an empty input field.