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**ILLINOIS**  
Civil & Environmental Engineering  
GRAINGER COLLEGE OF ENGINEERING

## CEE at Illinois Fall 2020 Virtual Job Fair Recruiters Guide: Chat and Resume Search

Welcome to the Chat and Resume Search guide for the CEE at Illinois Virtual Job Fair, hosted on the vFairs platform. This guide will help you through the process of reviewing student resumes in advance of the fair, and chat functionality during the event.

If you have any questions or need assistance, please contact Keely Ashman at [kashman@illinois.edu](mailto:kashman@illinois.edu) or (217) 333-6454.

Reminder, the Virtual Job Fair URL: [CEEatIllinois.vfairs.com](http://CEEatIllinois.vfairs.com). On the day of the fair, recruiters should log in at this URL and navigate to their company booth in the corresponding Exhibit Hall.

### BACKGROUND

The experience during an in-person job fair typically begins with recruiters manning their booth and waiting for students to approach them. Students line up at each booth they are interested in and wait their turn to have a one-on-one conversation with a recruiter. Students will give their elevator pitch, hand the recruiter their resume, talk about themselves and have a conversation about their fit at the company. If the recruiter likes the student, they will later contact them to meet for an interview.

During the virtual Job fair, the functionality will be similar, with some slight variations.

### THE STUDENT EXPERIENCE

Students must pre-register for the job fair. During this process they are required to upload their resume and enter information that can later be searched by recruiters. They may also enter optional items such as a profile picture and LinkedIn profile.

The day of the fair, a student will log in and enter the lobby of the fair. They will select which exhibit hall they are interested in viewing first. (Exhibit halls will be organized into three options: Companies A-F, Companies G-O and Companies P-Z).

When a student sees a booth they are interested in, they will click on it, bringing the company booth into full profile. The student will get a chance to view company information, videos, documents, job opportunities and social media platforms. If they are interested, they can either select CHAT and enter

the group chat room for that company or they can select Reserve a Chat Slot (if offered) where they will be able to request a one-on-one chat with a recruiter available.

## CHAT FUNCTIONALITY FROM THE RECRUITERS' PERSPECTIVE

**A training video of the chat functions is available at**

<https://youtu.be/YfsshEHwqkE>

### Company Group Chat

Every company booth will have a group chat, which any student may enter (students can be present in multiple company group chats simultaneously). Each company is responsible for having a recruiter/representative staffing the booth during the times they identified in their booth setup.

- **Sticky notes:** booth reps have the option to add a sticky note to the top of the group chat that will remain on top even as the text underneath is scrolled through. This feature would be useful if there is a time when the chatroom will not have any recruiters in it; you can post a sticky note with that information and make note of when a recruiter will return to the booth.
- **Staff a group chat:** When a recruiter is ready to staff a group chat, they should enter the chat room via their company's booth. They will automatically appear under the Booth Reps Online list on the right side of the screen.
- **Interact with students in the chatroom:** When students are in the group chat, they can ask questions and introduce themselves with their virtual elevator pitch. To reply directly to a student, hover the mouse of that student's message and click on the Reply option that appears. General messages can be entered using the Enter Message field directly below the chat conversation.
- **Initiate a one-on-one private with a student in the group chat:** Find their name on the right side of the chat under Online Users. Hover the mouse over their name and a CHAT NOW button. If you click on their name, you can bring up their profile to see what information they entered when they registered. When you are ready to chat with the student privately, click the CHAT NOW button and a private chat window will open. The student will receive a notification that a private message has been sent to them and can click to enter the private chat with you. (You can also initiate the chat request by clicking on the student's name on a message they have entered in the group chat box.)
- **Audio/Video chats:** Once you are in a private chat with a student, you will see icons at the top of the chat window for audio and video calls. You can continue with the default text option, or you can invite the student to an audio or video chat. Your computer's microphone and webcam will need to be enabled for this feature to work.
- **Rating/Flagging students:** When you are in a private chat with a student, you will see their name and profile information on the right side of the screen. You can rate the student using the stars feature based on your conversation. If you scroll to the bottom of that profile information,

you will see an option to View Full Profile. In the pop-up window you can set a rating, make notes about the student and add tags. This information is NOT visible to the students.

- **Note:** Students will not have the functionality to request a one-on-one with a recruiter within the group chat. The only way a student can request a one-on-one with a recruiter is through the company booth profile, under Reserve a Chat Slot.

## Reserve a Chat Slot

**REMINDER: The option to provide appointments for students to make with a recruiter is available in the company booth setup (see Step #6 of the Booth Setup Guide). It will be the recruiter's job to monitor their email and keep track of their chat schedule.**

When a student selects a time slot to reserve, an email will be sent to both parties with the request. The recruiter will need to accept the request or deny the request, so the recruiter should monitor email throughout this time.

A few minutes prior to the reserved one-on-one scheduled chat time, the student will enter the company Group Chatroom and wait. We have suggested that the students announce their arrival for a reserved chat in the group chat window. When the recruiter is ready to chat with the student, they will find the student's name on the right hand side of the group chat under Online Users or in the chat text and click CHAT NOW. The recruiter and the student will enter a private chat room. From here, the recruiter can invite the student to audio or video chat, or continue with a text-based chat.

### IMPORTANT NOTE RE: RESERVED CHAT SLOTS

Recruiter names and chat availability added to booth creation are for WEDNESDAY, SEPTEMBER 23, ONLY. Please send Keely Ashman [kashman@illinois.edu](mailto:kashman@illinois.edu) your recruiter list and chat availability for Thursday, September 24, as soon as possible. Recruiter names and chat availability will be updated after the Wednesday job fair ends. If you do not send this information to Keely, your booth will not have recruiters available on Thursday.

## RESUME SEARCH FUNCTION

Friday, September 18 is the last day students can register and upload their resume to the vFairs platform. Anytime between Monday, August 24, when registration opens for students, and Tuesday, September 22, recruiters will have the option to search student resumes. This function will be available in the Lobby under Search Resume. Click on Search Resume and you will have the ability to search student resumes using the following search features:

- **Year in School**  
*Freshman, Sophomore, Junior, Senior, Graduate, Alumni, other*
- **Graduation Date**  
*By year, 2020-2027*
- **Area of Specialization**  
*Construction Management, Construction Materials, Energy-Water-Environment Sustainability, Environmental Engineering, Geotechnical Engineering, Railroad Engineering, Societal Risk Management, Structural Engineering, Sustainable & Resilient Infrastructure Systems, Transportation Engineering, Water Resources Engineering and Science, other*
- **Job Opportunity they are seeking**  
*Full-time, Internship, BOTH Full-time and Internship, other*
- **Work Authorization**  
*US Citizen, Permanent Resident, F-1 Visa, J-1 Visa*

Once you have selected your categories please select SEARCH. A list of students that fall under your categories will appear. Click View Resume to look over their resume.

### In advance of the fair, invite a student to chat

If you found a student in the resume search with whom you would like to chat during the job fair, you can click Send Chat Invitation. Select the time on Wednesday, September 23 you would like to meet with that student. The student and the recruiter will both receive an email with the chat one-on-one request. The student can accept or deny your request. You will receive a confirmation email once the student has accepted your one-on-one chat request. On the day of the fair, a few minutes prior to your scheduled chat time, the recruiter and student should both be in the company's group chat room. The recruiter will then find the student's name on the right hand side of the group chat under Online Users. Click the CHAT NOW button on the side of the student's name. The recruiter and the student will immediately be pushed into private chat room for a text, audio or video chat.

**It will be the recruiter's job to manage and keep track of their chat schedule.**