

Spring 2022 AE Virtual Career Fair – February 15 & 16, 10am-6pm EST

Where: Online via Career Fair Plus

Student Registration: Feb. 4-14

Follow this guide to get started:

1. Download the Career Fair Plus app to your phone. Click [here to download to iOS](#), or [click here to download for Android](#).
2. Open the app, and navigate to the organization/school and the fair you are attending
3. Create an account.
 - a. You can start looking through the employers that will be attending the virtual fair without needing to create an account. When you're ready to start scheduling appointments, you will need to create an account and build your profile.
 - b. Watch this video to see how to create an account:
<https://www.loom.com/share/5b25c8e1214943209d67673d064972bb>
 - c. Important: If you already have an account be sure to check that all the information in your profile is accurate and that the resume on file is current.

To schedule appointments:

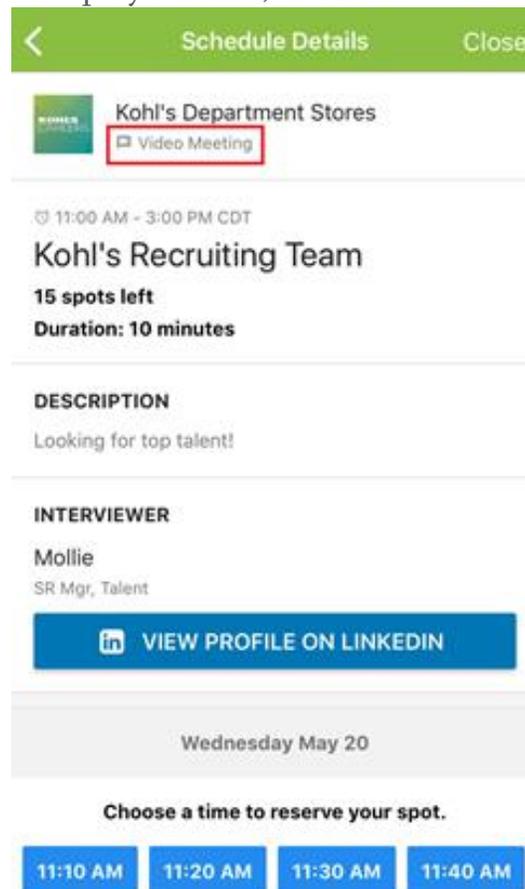
1. Tap on the employer you are would like to meet with and then tap 'Virtual Appointments' to see the schedules they have available
2. Select the schedule that you're interested in; employers may have multiple schedules
3. Select a time that works for you, and hit 'YES' to book the appointment slot

If you are not signed in, you will be prompted to sign in. If you have not yet created an account, you must do so at this stage in order to schedule appointments.

Don't forget, appointments are first-come, first-serve, so if there is an employer you want to meet with, don't wait to schedule an appointment with them!

The day before the fair:

1. Open the app and log into your account
2. Make sure you can access your virtual appointment schedule
3. Check the interaction type listed under the schedule for each of your appointments. You can view this by clicking through to the schedule, and checking under the employer name, as below:



For schedules using Career Fair Plus's in-built video meeting rooms

IMPORTANT: If the interaction type says Video Meeting, the appointment will take place on our integrated video meeting platform. In this case, please click Join Meeting from one of your scheduled appointments and test that your video and microphone are working. You may need to grant/request permissions if it is the first time you are using the platform.

If you have issues, please contact support@careerfairplus.com

For schedules without Career Fair Plus's in-built video meeting rooms

Make sure you check the interaction type, so you know what to expect on the day of the fair, whether it's a phone call, or an external link (Zoom, Skype, etc). If there are additional instructions provided on the schedule for candidates, these might give further details about how you can expect the recruiter to contact you.

On the day of the fair:

1. Log into the app and sign into your account
2. Access your virtual appointment schedule and meet with employers
3. Use the app to help you track your appointments and make notes

Here's a video walk-through of a virtual fair using our in-built video meeting rooms to help you better prepare! <https://youtu.be/j5vKcuZj2ik>

Good luck at the virtual career fair! Questions/Issues with the app, reach out to support@careerfairplus.com