

Employer FAQs for Career Fair Plus - - Day of Fair

Q: What do I do if the audio or video is not working with a student?

A: Call the student. Their phone number is on their student profile in the app, and on their resume, also in the CF+ app. Don't waste time trouble-shooting the technology, as most meetings are brief.

Q: How do I see the student's resume while I talk with them in the app?

A: Open multiple tabs with the CF+ app. On one tab have the student profile info and resume, and on another tab talk to them in the video chat. Open both tabs by splitting your screen.

Q: Is it possible to remove a student from the video chat room if they won't leave and it's time for the next meeting?

A: Yes. Hover over the upper right corner of the student's video screen and find 3 dots. Click on them and you'll see the option to remove them from the room.

Q: Can I share a video or a document when talking with a student?

A: You can share a document using the Share Screen function or sending a link to the student in the chat. The video can be a bit laggy, so it's recommended that put a link to the video in the chat box and have the student click on the link, so they view the video on their computer.

Q: Can a student share their screen with me?

A: Yes.

Q: When I am in the video room, will the next student be able to come right in?

A: No, the student "knocks" and you are notified. You can then "Let in" the student or "See who" to get a preview of who is there. You can also send the student a chat to ask them to wait.

Q: Can I invite another recruiter into my room to meet candidates with me?

A: Yes. You can copy the link that is to the left of "Join Meeting" and send that link to a colleague. They will click on the link and join the room. They do not have to have an account on CF+ to do this. There can be up to 3 recruiters and 1 student in the meeting room.

Q: How do I download the candidate profile and resume information?

A: From your schedule page, click on "Download Appointments" which includes all of the students' profile information and links to their resumes and LinkedIn profiles.

Q: What if I want to use a different video service for my schedule?

A: You can identify your preferred video service by putting the URL link into your schedule. Go to Edit Schedule and select "Interaction Type" and select "External Link." This will allow you to insert the single link to your preferred room/service.

Q: How do Drop-in Rooms work? Note, the only companies using this function at this fair are: Altria, Center NVESD, Fed Reserve Bank of Richmond, SUEZ, Trane Technologies, UNOS.

A: Drop-In rooms are open the entire day of the fair, and students enter and exit at will (no knocking). Profiles, resumes, and student data is not collected for students who visit drop-in rooms! If you want their info, ask them to email it to you.