

While the students are researching your company and registering to meet with you, we would like to remind you of some **'To Do'** items leading up to and for the day of the fair.

## >>> Days leading up to the fair:

- Update your Company Profile in CAREERLINK... think of this as your pop-up banner! Add your logo, an attractive 'hero image', and complete the Overview section with key things you would like to tell students about your company. Add a link to a video or exciting news link...!
- Check out your job and internship postings in CAREERLINK... Do you need to make any updates? Do you have any new positions to post? Be sure that these are updated and ready to go!
- Add the fair date(s) to your calendar and if you have other recruiters joining you, make sure they have the link and times that they will be on the schedule.
- Periodically check your event that is set up in CAREERLINK as students are reserving times to meet with you... if your company's schedule(s) are filling up quickly, perhaps you want to see about adding an additional recruiter so that you can see additional students during the fair.
- Check out the "Employer Resources and Information" page by clicking on the specific fair that you are attending on our [event website](#).
- While you're on our website, check out the ["Student Resources and Information" page](#) so that you are aware of tips and expectations that are shared with students before the fair.

## >>> A couple of days before the fair:

- Test out the technology that you plan to use for the fair ahead of time... be sure that you have a microphone, camera, and speaker system that work well to hold virtual meetings with the students throughout the day of the fair
- Decide on a quiet meeting space that is free from distractions... or what a fun opportunity where (if possible), you are able to hold a short meeting with a student in the building that they may be working in one day! Is there a fun conference room (Bison themed perhaps), some company promotional items that you can place in the background, or a unique area of the company that you can show off during the fair?
- Test out your internet connection and be sure that you aren't going to have any firewall issues during the fair.
- Ensure you have the settings for your meeting platform set up appropriately for the day of the fair. If possible, enable a waiting room where you have to admit students into your meeting room so that if a student logs into the meeting a couple minutes early, they don't interrupt your current meeting.

## >>> The day before the fair:

- The day before the event download the schedule, and for an added personal touch, email the student with a reminder of your meeting with them.

**NDSU**  
CAREER AND ADVISING CENTER

### Demo for Employer Q&A Session

NDSU Career And Advising Center

Virtual Career Fair

Monday 08/24/2020, 9:00am - 12:00pm CDT 0 views

Registration Period: 08/24/2020, 8:00am - 10:45am CDT

Virtual - URL sent closer to the event

Event Details **Registered Students (5)**

Time Slot	Description	Student		
9:20am - 9:30am CDT		Cassandra Gilbert <i>Fall 2024, All Students</i>		
9:20am - 9:30am CDT		Briana Nupdal <i>Fall 2025, All Students, Alumni</i>	✓	⋮
9:50am - 10:00am CDT		Smita Garg <i>Spring 2021, All Students</i>	✓	⋮
10:10am - 10:20am CDT		Brenda Vertin <i>Fall 2025, All Students</i>	✓	⋮
11:10am - 11:20am CDT		Pat Breen <i>Spring 2022, All Students, Alumni</i>	✓	⋮

Download All Document Packets

Export List

## >>> On the day of the fair:

- Make sure you stay within the 10 minute time frame, especially if you have another student scheduled right after.
- We will have a zoom room set up as a 'help desk' on the day of the event. We will be here to answer any questions you may have.
- As you go through the day, in your CAREERLINK schedule please check mark the students that attend. Some faculty give students credit to participate!

**Demo for Employer Q&A Session** Edit Action ▾

**NDSU** Career And Advising Center  
Virtual Career Fair  
 Wednesday 08/26/2020, 7:00am - 5:00pm CDT 5 views  
 Registration Period: 08/25/2020, 8:00am - 7:00pm CDT  
 Virtual - URL sent closer to the event

Event Details Registered Students (5)

Manage Slots

Time Slot	Description	Student	Registration Date / Time	Attended?
9:00am - 9:10am CDT		Pat Breen <i>Spring 2022, All Students, Alumni</i>	08/24/2020, 11:58am CDT	✓
9:20am - 9:30am CDT		Cassandra Gilbert <i>Fall 2024, All Students</i>	08/24/2020, 12:07pm CDT	✓
9:20am - 9:30am CDT		Briana Nupdal <i>Fall 2025, All Students, Alumni</i>	08/24/2020, 11:56am CDT	✓
9:50am - 10:00am CDT		Smita Garg <i>Spring 2021, All Students</i>	08/24/2020, 11:57am CDT	✗
10:10am - 10:20am CDT		Brenda Vertin <i>Fall 2025, All Students</i>	08/24/2020, 12:07pm CDT	✓

- Alternately, let us know the ones that registered but did not attend. You may email this information to [Smita](#) or [Briana](#) or [Pat](#). We would like to follow up with them for their professional growth.

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10:10am - 10:20am CDT		Brenda Vertin <i>Fall 2025, All Students</i>	08/24/2020, 12:07pm CDT	✓

>>> If you have any questions about your OCI, please reach out to [Pat Breen](#).

Thank you and all the best for your recruitment at NDSU! Go Bison!