Clemson Virtual Career Fair Employer Registration Tips and Information

Days & Time – Thursday, October 1 - Fair will run from 9:00 am to 4:00 pm Eastern Daylight Time.

Video Platform - The Fall 2020 Career Fair will be held virtually through ClemsonJobLink (Symplicity). The Symplicity model allows employers to choose their preferred video conferencing platform. **If possible, please be ready to indicate which platform you will use at registration.** You may provide invitations and direct links to virtual rooms at a later date. Due to student preferences and familiarity, we recommend our employers’ use Zoom or WebEx. If your company has another preferred platform, please specify in the registration.

Majors – You must choose individual majors and will not be able to choose a college. You may choose every major under the college if you wish. Click on the arrow to see drop down men of majors.

Representatives - Each representative added as an attendee will be added to your company ClemsonJobLink account profile as a contact. There is no limit on the number of representatives attending and we encourage you to consider having multiple recruiters and virtual rooms to keep your waiting queue to a minimum. Please provide name, email, video meeting instructions/invitations and video link, as well as alternate instructions in the boxes provided.

- **Meeting Instructions/Invitation** – Add your virtual video meeting link and instructions on how to connect. Zoom is Clemson’s preferred platform. If possible, we ask that you use Zoom as your virtual meeting platform.
- **Alternative Instructions** – This is for you to add an email, phone number or alternative meeting link if students are unable to connect using the primary virtual meeting link.
- **Type unknown or N/A where appropriate**

Group Video Chat Instructions and Schedule – Employers can host a group video chat with students by entering their virtual meeting link information into the two fields called Meeting Instructions and Alternative Instructions. Employers can use the Group Chat in a number of different ways to provide an overview of their company or answer commonly asked questions in a group video format. You can also show a video through the screen share option. The Group Video Chat should be hosted by a person who is not doing 1-on-1 chats with students. Type unknown or N/A where appropriate.

Expected Chat Time per Student – This must be set between 5 and 15 minutes. Limiting the chat time keeps the line moving. When each representative logs in to the fair, they will be able to adjust this setting to meet their individual needs. Employers will be alerted to end chats when they reach the time limit. **We suggest between 6 and 8 minutes per student.**

Test Virtual Fair – We understand the virtual format may be new to many of our employers. We will host a Test Virtual Fair on August 11 from 9:00am to 10:00am EDT with our staff acting as students to help you get acquainted with the set-up, procedures and support staff that will be available to you. You must register to attend our Test Virtual Fair. A link will be provided, if you indicate interest on our fair registration.

Changing Information or Unknown Information at the Time of Registration - If you do not have the name and email of your representative(s), video links, group chat meeting information, or alternative instructions at the time of registration:

- **Before the event**, you can add this information and your registration will go back into pending for review/approval again.
- **Once the fair begins**, you will not be able to add representatives. Only CCPD staff will be able to add representatives, Group Chat meeting information, and alternative instructions at the last minute. For day of changes, please email pbeeche@clemson.edu or go to the CAFLS Help Room during the fair for assistance.

Payment Instructions – See PDF labelled Invoice Payment Instructions & Troubleshooting
**Helpful Screenshots –**

**Employer screen of students waiting in queue**

**Employer Summary Screen**

**Chat Summary**

Start Time:  
Apr 10, 2020 at 10:00 AM

Overall Feedback:  
Interested

Future Contact:  
Name of the contact to whom you want to pass this student's information

Notes:  
These will only be visible to you

**Student Information**

Degree Level:  
Bachelor’s

Majors:  
Business, Finance

Work Authorization:  
U.S. Citizen
Spiral offers a suite of innovative solutions for payments and compliance professionals. Our mission is to protect the invaluable reputations of payments and compliance professionals with a portfolio of regtech solutions from comprehensive data and innovative software that control risk and compliance, to accurate and flexible tools that optimize payment processes. We apply our unmatched expertise and experience to devise and deliver the right solution at the right time. It's