FLORIDA TECH
FALL 2020
VIRTUAL
CAREER EXPO
EMPLOYER GUIDE
Dear Valued Employer,

Thank you for your interest in connecting with Florida Tech and potentially recruiting our outstanding students and alumni. This package contains detail information about the event listed below.

**Fall 2020 Career Expo : All Majors**

**Wednesday, September 23rd | 11am-5pm | Virtual Event Hosted by Career Fair Plus**

Approximately 700-1000 students from all year levels and representing all of our majors typically attend our fairs seeking both internship and full-time professional opportunities. The solutions to global problems large and small are being developed by Florida Tech students today. **Hire a Florida Tech Panther!**

Regards,

Dona Gaynor, Director
Career Services
Florida Tech
150 W. University Blvd.
Melbourne, FL 32901
(321) 674-8102
dgaynor@fit.edu

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**Pre-Event Important Dates to Remember:**
September 11th - Last Day to Register, final date for refunds
CAREER FAIR PLUS APP:

Our school uses the Career Fair Plus App to help market our career expos to students. Registered employers are listed alphabetically, along with a brief company profile, types of majors being recruited, types of positions available, and types of work authorization able to be hired. To better assist our students, please include as much information as possible upon registration.

This year Career Fair Plus will also be hosting our Fall 2020 Virtual Career Expo!

VIRTUAL FAIR INSTRUCTIONS:

• Prior to the virtual event day, you will receive an email from Career Fair Plus with instructions on how to create your profile. If not, please check your spam folder or contact us.
• The day before the event, make sure that you upload the app and the appointments are working properly.
• If you are assigned as the Primary Recruiter in a schedule utilizing the integrated video rooms, please click on 'Join Meeting' from your schedule page to test that you can enter the video platform for appointments.
• If you will not be using Career Fair Plus' Video Meeting Room, please ensure your schedule shows the correct instructions for our students. Add in the instructions whether it's a phone call or an external link (Zoom, Skype, etc). If you need to update any information, please contact us.
• On the day of the virtual fair, use the app to see your schedule, stay on track and add private notes and/or ratings for your candidates.

FOR MORE DETAILED INSTRUCTIONS CLICK HERE!

OR EMAIL OUR EMPLOYER RELATIONS COORDINATOR, MARIA FARIA MFARIA@FIT.EDU

CF CAREER FAIR+
3 STEP PLAN FOR THE DAY OF VIRTUAL FAIR

**STEP 1: VIEW RESERVATIONS**
Log in to your web portal (link) with the account you created previously. You will be able to view your schedule for today and check when candidates have made appointments to meet with you (video).

**STEP 2: ENTER YOUR VIDEO MEETING ROOM**
Click the link that was emailed to you overnight to enter your video meeting room in your browser at least 10 minutes before your first interview. Candidates will meet with you virtually here. Check out our video walkthrough on how to enter your video meeting room.

**STEP 3: TRACK CANDIDATES WITH THE APP**
Utilize the app to view candidate resumes, rate them, and make private notes on their profile. You can export these at the end of the fair (video). The app helps you stay on track with appointments using the integrated timer.

Looking for a quick answer to a quick question? Click here!
CANCELLATION/NO SHOW INFORMATION:

Please contact career@fit.edu to cancel your registration and receive a full refund prior to Friday, September 11th. All cancellation requests must be submitted in writing. Cancellation requests made after September 11th, 2020 will not be issued a refund.

If an emergency or other situation arises that will prevent you from attending the event, please notify career@fit.edu at your earliest convenience. Registered employers that do not check in the day of the event will be considered a no-show. No refunds will be provided.

WANT TO LEARN MORE ABOUT THE MAJORS THAT WE OFFER AT FLORIDA TECH? CLICK HERE!
Other Ways to Recruit at Florida Tech:
We offer a full range of opportunities for you to meet and recruit students & alumni:

• Participate in the Fall & Spring Career Expos and/or virtual recruiting events.
• Utilize Handshake for job postings & internship opportunities.
• Host an information session (on-campus or virtual) or other fun recruiting event, or set up an information table.
• Virtual webinars, fairs or other events
• Provide guest speakers for career workshops and/or interviewers for mock interviews & résumé reviews.
• Participate in the Co-op Program.
• Set up a Host a Panther Externship for students during spring break.
• Sponsor student design projects.
• Advertise in the Crimson, the student newspaper, or submit an article about your company for our blog.
• Connect with student organizations by sponsoring students events.
• Schedule classroom visits.

Career Services Staff:
Dona Gaynor, Director - dgaynor@fit.edu
  • Enhanced marketing of job postings, classroom visits, student organizations & design projects

Kimberly Ryan, Associate Director - kryan@fit.edu
  • Handshake, workshops, & webinars

Maria Faria, Employer Relations Coordinator - mfaria@fit.edu
  • Career Expos & other recruiting events, social media & marketing outlets

Kaylen Kyle, Career Advisor - kkyle@fit.edu
  • Co-op program, & internships

Kimberly Goude, Student Employment Coordinator - kgoude@fit.edu
  • Federal work study program, & community service jobs