

**FLORIDA TECH
SPRING 2021
VIRTUAL
CAREER FAIR
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 events listed below.

Spring 2021 Virtual Career Fair : Civil Engineering & Construction Management

Wednesday, January 20 | 12 - 3 p.m. | Hosted on Handshake

Spring 2021 Virtual Career Fair : Engineering, Computing, Science & Technology

Wednesday, February 10 | 12 - 4 p.m. | Hosted on Handshake

Spring 2021 Virtual Career Fair : Business, Psychology, Communication & Aviation

Thursday, March 4 | 12 - 3 p.m. | Hosted on Handshake

Approximately 700-1000 students from all year levels and representing all of our majors typically attend our Virtual Career 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

HANDSHAKE

Handshake is our main job resource database for full-time and part-time professional jobs, as well as Internships and Co-ops, for students and alumni. Additionally, you can maintain your résumé, schedule appointments, report work experiences, get contacted by employers, and keep updated with all of the on-campus and virtual career events.

**THIS YEAR HANDSHAKE WILL ALSO BE HOSTING OUR
SPRING 2021 VIRTUAL CAREER FAIRS!**

VIRTUAL FAIR INSTRUCTIONS

- Register and create your appointment schedules on Handshake. We will be hosting multiple Virtual Career Fairs, so feel free to register for the ones you are interested in attending. If you would like to attend more than 1 virtual fair, please contact us at career@fit.edu
- The day before the event, make sure that you are familiar with your schedule, and the Florida Tech students or alumni you will be meeting with. Also, test the video platform.
- If you will not be using Handshake's Video Meeting Platform, 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 Handshake to navigate through your appointments, 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**

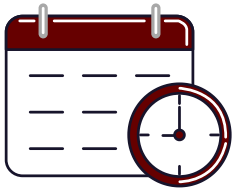




IMPORTANT DATES

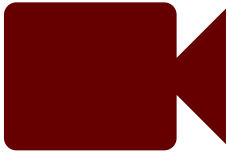
- Last day to register for the Spring 2021 Civil Engineering & Construction Management Virtual Career Fair | January 8th, 2021
 - Opens student registration for the Spring 2021 Civil Engineering & Construction Management Virtual Career Fair | January 11th, 2021, 2pm
 - Employer training session for the Spring 2021 Civil Engineering & Construction Management Virtual Career Fair | January 14th, 2021, 10 - 11am | **Click here to register**
 - Spring 2021 Civil Engineering & Construction Management Virtual Career Fair | January 10th, 2021, 12 - 3pm
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- Last day to register for the Spring 2021 Engineering, Computing, Science & Technology Virtual Career Fair | January 22th, 2021
 - Opens student registration for the Spring 2021 Engineering, Computing, Science & Technology Virtual Career Fair | January 25th, 2021, 2pm
 - Employer training session for the Spring 2021 Engineering, Computing, Science & Technology Virtual Career Fair | February 4th, 2021, 10 - 11am | **Click here to register**
 - Spring 2021 Engineering, Computing, Science & Technology Virtual Career Fair | January 22th, 2021, 12 - 4pm
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- Last day to register for the Spring 2021 Business, Psychology, Communication & Aviation Virtual Career Fair | February 19th, 2021
 - Opens student registration for the Spring 2021 Business, Psychology, Communication & Aviation Virtual Career Fair | February 22th, 2021, 3pm
 - Employer training session for the Spring 2021 Business, Psychology, Communication & Aviation Virtual Career Fair | February 24th, 2021, 10 - 11am | **Click here to register**
 - Spring 2021 Business, Psychology, Communication & Aviation Virtual Career Fair | March 4th, 2021, 12 - 3pm

3 STEP PLAN FOR THE DAY OF VIRTUAL FAIR



STEP 1: VIEW RESERVATIONS

Log in to Handshake. You will be able to view your schedule for today and check when candidates have made appointments to meet with you.



STEP 2: ENTER YOUR VIDEO MEETING ROOM

Click on the video meeting room to check that everything is working correctly since candidates will meet with you virtually here. If you have any issues or need any additional assistance, please email us at career@fit.edu.



STEP 3: TRACK CANDIDATES ON HANDSHAKE

Utilize Handshake to view candidate resumes, rate them, and make private notes on their profile. Handshake will help you stay your appointments.



CANCELLATION/NO SHOW INFORMATION:

Please contact career@fit.edu to cancel your registration and receive a full refund a week prior to the Virtual Fair date. All cancellation requests must be submitted in writing. Please revise Handshake registration for cancellation deadlines.

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 online 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

