



## Recruiter Guide for Virtual Career Fair for All Individuals with Disabilities

Wednesday, September 30, 2020

2:00-4:00 PM

Career Fair HUB:

<https://workwithoutlimits.org/career-fair-for-individuals-with-disabilities/career-fair-hub-2/>

Important Note:

You cannot leave your company room during the career fair or you will lose your Zoom.

For Help during the Career Fair:

Contact Kathy Muhr at 508-856-3533 or [Kathy.muhr@umassmed.edu](mailto:Kathy.muhr@umassmed.edu)

Or contact Nicole Henry at [Nicole.Henry@umassmed.edu](mailto:Nicole.Henry@umassmed.edu)

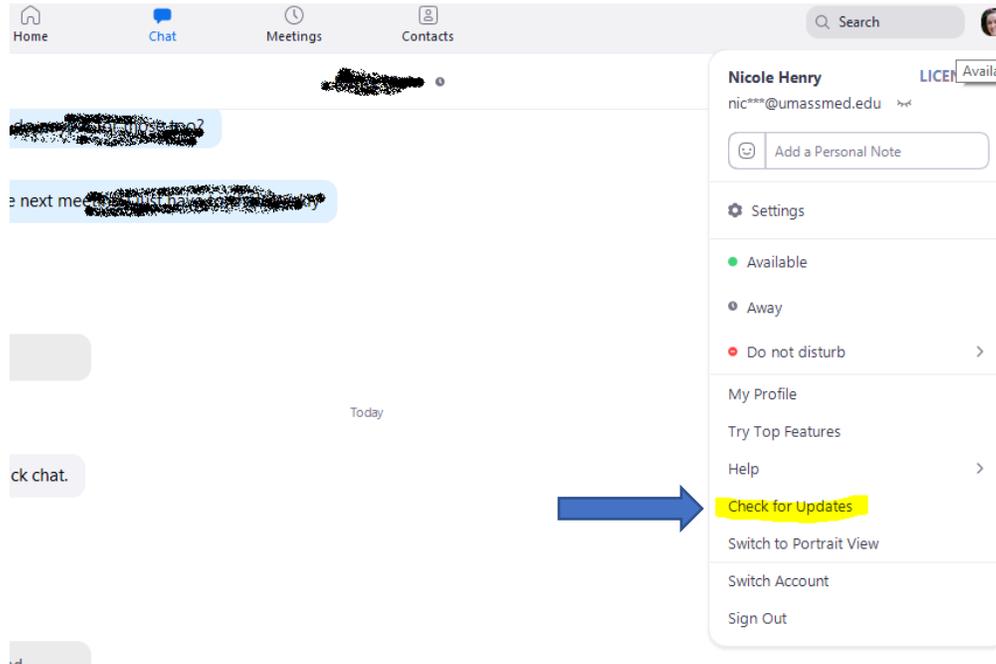
### Zoom Best Practices:

To foster the best experience possible for you and the candidates, we highly recommend you follow these three best practices for using Zoom:

1. Close all programs on your computer that you aren't using or don't need during the time of the Career Fair
2. Connect via ethernet cable versus WiFi
3. Use audio via phone rather than computer

## Three Important Things to Do PRIOR to the Career Fair

1. During one of our practice sessions, some companies had an issue with letting people into their rooms. To ensure this does not happen during the Career Fair, please follow these instructions:
  - Launch Zoom and log into your account.
  - At the top you will see the navigation bar, i.e., Home, Chat, Meetings, Contacts.
  - Click on Meetings.
  - On the left-hand side you will see Upcoming Meetings. Scroll down to find the Wed Sep 30 Career Fair and simply click on it.
  - To the right, you will now see buttons that say Start, Copy Invitation, Edit and Delete. Click on the Edit button.
  - Scroll all the way down until you see Advanced Options.
  - Click the down arrow that is to the right of Advanced Options to open the drop-down menu.
  - Make sure NOTHING IS CHECKED OFF in the drop-down menu especially "Enable join before host" (this would allow candidates to enter your room before you are even there!) and "Only authenticated users can join: Sign in to Zoom" (this basically won't allow anyone in)
    - The ONLY exception: you can opt to check "Mute participants upon entry" which will minimize disruptions and noise as people enter your room
2. **Closed Captioning**
  - Check your profile settings to make sure that Closed Caption is on. To do this, click on your profile picture, click on 'Settings' this will put you into the 'General' tab, scroll down and click on 'View More Settings' then scroll down until you see "Closed Captioning" make sure this button is on (will be blue).
3. Zoom had an update on 9/21/2020 so **please make sure you update your Zoom account prior to the Career Fair**. To do this, open the Zoom program on your computer, click on your picture and scroll down until you see "Check for Updates" and click on it. Any scheduled updates will start as soon as you click on "Check for Updates." (See image below).



## Day of Career Fair - Wednesday, September 30<sup>th</sup> from 2:00-4:00

- **Go to the Career Fair HUB** at <https://workwithoutlimits.org/career-fair-for-individuals-with-disabilities/career-fair-hub-2/> and click on your company's Zoom link.
- **Arrive early.** We are asking all employers to enter their company's room at 1:30 pm to 1) ensure the link is working properly and 2) you are all set up and ready for the candidates when they start to arrive at 2:00 pm.
  - **If your company is using a UMMS Zoom link that has been provided to you by Work Without Limits,** a UMMS staff person will meet you in your company's Zoom room at 1:30 and make you the host. After the staff person makes you the host, s/he will leave the meeting and you will be on your own in the room.
- **Change your profile name** in Zoom so it says your title followed by your name. For example, Recruiter – Kathy Muhr. This will help candidates to differentiate your company representatives from the other candidates in the room. To change your profile name:
  - Click on participants on the bottom tool bar, which launches a box up in the right-hand corner with a list of all participants.
  - Hover your mouse over your name, click on More, then click on Rename.
  - Make your changes!
- **Use the Chat feature.** The Chat feature in Zoom allows you and other participants to type messages to each other during the meeting, or you/they can choose to chat with a certain

participant or participants. The Chat feature is on the Zoom tool bar located at the bottom of your screen and looks like a speech bubble with the word 'Chat' underneath. If there is a message for you in the Chat, a red notification appears on the Chat button and tells you how many messages there are by showing a number. Click the Chat button to open the Chat window. Please pay attention to the Chat as some candidates may feel more comfortable using the Chat feature. You may want to keep the Chat box open during the Career Fair so you can monitor it while you are speaking with candidates. Additionally, Chat works fine regardless of assistive software used by the majority of low to no vision users.

- **Before the Career Fair begins, copy and paste the link to the Career Fair HUB** (see top of this document) and put it in the Chat as a message.
  - Simply click on the Chat bubble and paste the link in the message bar and make sure it is going out to everyone.
  - You may want to add a message before the link that says something like, "For help with accommodations such as ASL or CART, or for technology support, go to the HUB Page and click on the Career Fair Support Center Link and a Work Without Limits staff member will assist you."
- You may also want to use the Chat feature to **post messages of helpful links from your company's web site** such as where candidates can find out about your job openings or diversity initiatives. This is a good way to **promote your company!**
- **Manage your time spent with candidates.** We have 175+ candidates registered to attend, and they will be able to enter and leave company rooms as they please. Please be mindful of the time when speaking with individual candidates to ensure you are connecting with as many candidates as possible.

## Setting up Your Zoom Room

There are several options you can choose from when setting up your Zoom Room:

- **Enter Directly:** You don't have to do anything for this option. Candidates can enter your room directly. You will need to decide how you will manage candidates entering your room throughout the time of the Career Fair.
- **Waiting Room:** You may choose to set up a waiting room, which enables you to decide when to allow candidates to enter your main room. You can also send a message to candidates in the waiting room letting them know you are with another candidate or candidates and you will be with them shortly. For more information about setting up waiting rooms see links below:

Waiting Rooms: <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>

Configuring Waiting Rooms: <https://youtu.be/wc0rcrg0mbY>

- **Breakout Rooms:** Some companies will have more than one recruiter in attendance and have decided to have one recruiter monitor the main room and send candidates to breakout rooms based on their qualifications. The breakout room(s) will be attended by the additional recruiter(s).
  - **Best Practice:** People with low vision who are using magnification software on their computers may miss the pop-up dialog box telling them to go to a breakout room. Be overtly descriptive of the fact that you're using this feature, e.g. "You are now getting a prompt on your screen to go to a breakout room."
  - **Please note:** Individuals who need ASL or CART/Closed Captioning will need to be moved to breakout rooms together. See link and notes below for more information on ASL and CART.

Configuring Breakout Rooms:

<https://www.youtube.com/watch?v=jbPpdyn16sY&feature=youtu.be>

## A Few Important Notes on Accommodations

### American Sign Language (ASL) and Communication Access Real-time Translation (CART)

First, brief definitions and a couple helpful resources....

- **ASL** is a language that uses signs, facial expressions, and body postures to communicate ideas. An **ASL Interpreter** is someone who helps hearing impaired or Deaf individuals understand a spoken language by converting it into sign language. Interpreters are needed in both one-on-one situations as well as group settings.
  - **Tips on Using Zoom with an ASL Interpreter**  
[https://deafunity.org/article\\_interview/tips-on-using-zoom-with-a-sign-language-interpreter/](https://deafunity.org/article_interview/tips-on-using-zoom-with-a-sign-language-interpreter/)
- **CART** is a professional service that can be delivered on location or remotely and is also known as real-time captioning or live captioning. CART is the instant translation of the

spoken word into English text using a stenotype machine, notebook computer and real-time software. The text produced by the CART service can be displayed on an individual's computer monitor, projected onto a screen, combined with a video presentation to appear as captions, or otherwise made available using other transmission and display systems.

- **For more information on Live Captioning and CART**  
<https://www.hearingloss.org/hearing-help/technology/cartcaptioning/>

## ASL, CART and our Career Fair....

- We had one individual request ASL and two request CART by the deadline date.
- We asked these individuals for the list of employers they would like to visit so we could inform the employer in advance.
  - However, this does not limit them from visiting other employers.
  - Additionally, other individuals who use ASL and CART may show up the day of the Career Fair.
  - **So, all employers should be prepared. Please read on.**
- Candidates who need ASL or CART have been instructed to meet in the Career Fair Support Center prior to the Career Fair to be paired up with ASL or CART and to plan which companies they will be going to and in what order.
- The ASL Interpreters and CART Reporter will change their profile names to reflect their role, i.e., ASL Interpreter or CART Reporter. This is standard practice and will help you to distinguish them from the candidates.
- **ASL:** You will be able to see and communicate with the ASL Interpreters as you will with anyone else who enters your room.
  - ASL Interpreters and people who use them will find each other and typically know what to do within Zoom to communicate.
  - However, just in case they need a refresher (which they should not but best to be prepared), below are some instructions you can provide to them via the Chat box (or you can send them back to see us via the HUB!):
    - Click on Participant List in the tool bar at the bottom of the screen
    - Find the ASL Interpreter (their profile name should indicate this)
    - Roll mouse over their name and from the dropdown menu select "Pin Video"

- **CART:** Typically, the CART Reporter does not turn on their video so you will only see their name and title. They will also be in your participant list, and you can communicate with them via Chat. When the CART Reporter enters your room, they will probably send you a Chat to ask you to assign them as the Live Captioner/Closed Captioner/CART Reporter.
  - **As host of the meeting, you will need to assign the CART Reporter to type.** This is simple to do as follows:
    - Click on the Closed Captioning (CC) symbol in the tool bar on the bottom on your screen.
    - A black box comes up; click on “Assign a participant to type”.
    - The participant list will come up; select the CART reporter from the list and assign them to type.
    - If the above step is omitted, attendees will not see the CC button at the bottom of their screen and will not be able to access the CART stream.
  - Once the CART Reporter/Live Captioner is assigned to type and Closed Captioning is enabled, the Closed Caption button (see picture below) will appear on the menu bar for anyone in the room to access. When you hover over the CC button, an ^ (up) arrow will appear and you then choose ‘Show Subtitles’.



- **If you are using a waiting room or breakout rooms you will manually need to move both the ASL Interpreter and/or CART Reporter and the individual(s) who are using them to the same room,** which can only be done by the host (you). Hopefully, with having the individuals’ names in advance this will alleviate a lot of confusion.

**Configuring Breakout Rooms and moving individuals to different rooms:**  
<https://www.youtube.com/watch?v=jbPpdyn16sY&feature=youtu.be>
- If someone enters your room and informs you that they need ASL or CART and they don’t have one with them, or if they need any other accommodation or support or help with IT, please instruct them to go back to the Career Fair HUB (you have placed this link in the Chat box) and click on the Career Fair Support Center Link so one of our staff can assist them.

Thank you and we hope you have a great experience!