

Recruiter Guide
for
Virtual Career Fair
for College Students and Recent Graduates with Disabilities

Wednesday, February 23, 2021
1:30-3:30 PM

Career Fair HUB:

<https://workwithoutlimits.org/career-fair-for-college-students-and-graduates-with-disabilities/career-fair-hub-winter-2021/>

Important Note:

Please do not leave your room at any time, unless you make someone else a co-host.

For Help during the Career Fair:

Contact Kathy Muhr at 508-856-3533 or Kathy.muhr@umassmed.edu

Or contact Nicole Henry at Nicole.Henry@umassmed.edu

Best Practices:

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

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

Important Things to Do PRIOR to the Career Fair -We recommend you check with your IT department

- 1. Setup waiting room (optional)** – You may choose to set up a waiting room, which enables you to decide when to allow candidates to enter your main room. **Feel free to customize your waiting room message for participants.** For more information about setting up waiting rooms see links below:
 - In Zoom <https://blog.zoom.us/secure-your-meetings-zoom-waiting-rooms/>
 - In Teams <https://support.microsoft.com/en-us/office/change-participant-settings-for-a-teams-meeting-53261366-dbd5-45f9-aae9-a70e6354f88e>
- 2. If you do not plan on having a waiting room, we encourage you to **adjust/check your settings**** to ensure that candidates are not able to enter your room before the host.
 - In Zoom <https://blog.zoom.us/secure-your-meetings-zoom-waiting-rooms/>
 - i. 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)
 - In Teams <https://support.microsoft.com/en-us/office/change-participant-settings-for-a-teams-meeting-53261366-dbd5-45f9-aae9-a70e6354f88e>
- 3. Closed Captioning**
 - In Zoom - 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). **On the day of the event you will need to do one extra step once you are in the room, steps are in the ASL/CART section later in the guide.**
 - In Teams – On the day of the Career Fair, candidates will be able to turn on Live Closed Captioning by going to the tool bar **click on the 3 dots for More actions and scroll down to 'Turn on Live Captions'**

Day of Career Fair – Tuesday, February 23, 2021 1:30 -3:30pm

Go to the Career Fair HUB at <https://workwithoutlimits.org/career-fair-for-college-students-and-graduates-with-disabilities/career-fair-hub-winter-2021/> and click on your company's Zoom link.

- **Arrive early.** We are asking all employers to enter their company’s room at 1:15 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 1:30 pm.
- **Change your profile name** - For example, Recruiter – Kathy Muhr. This will help candidates to differentiate the company representatives from the other candidates in the room. To change your profile name:
- **Use the Chat feature.** The Chat feature 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. 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** (<https://workwithoutlimits.org/career-fair-for-college-students-and-graduates-with-disabilities/career-fair-hub-winter-2021/>) and put it in the Chat as a message. “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 90+ 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.

Breakout Rooms

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

- **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 and moving individuals to different rooms:

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

In Teams <https://support.microsoft.com/en-us/office/use-breakout-rooms-in-teams-meetings-7de1f48a-da07-466c-a5ab-4ebace28e461>

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.
- **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 four individuals request ASL and three 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 (virtually) 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 how to Pin a video 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!):

[Pinning a Participant's Video](#)

[Pinning a Participant's Video in Zoom](#)

1. Hover your mouse over the participant's video you want to pin and a "... " will appear.
2. Click the "... " and choose "**Pin Video**".

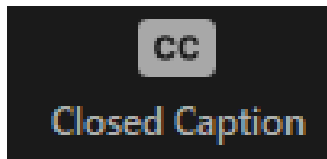
[Pinning a Participant's Video in Teams](#)

1. Open the participant list.
2. Hover over the person's name you want to pin and a "... " will appear.
3. Click the "... " and choose "**Pin Video.**"

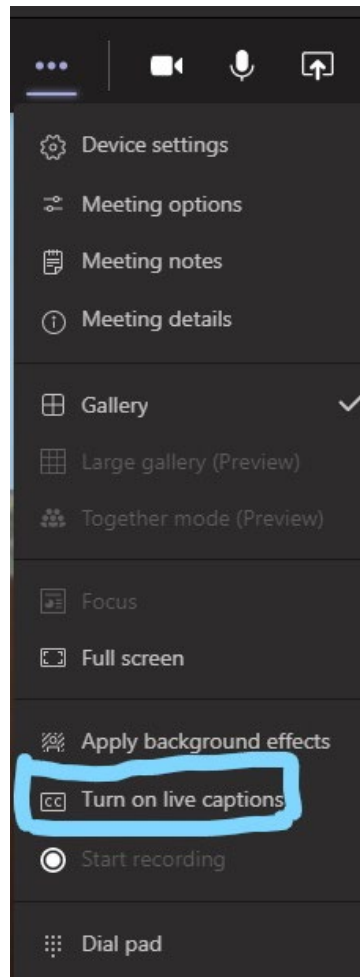
[Pinning a Participant's Video in WebEx](#)

1. Click the pin at the top of the screen.
2. Select participant you want to pin.

- **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.
 - **In Zoom - As host of the meeting, you will need to assign the CART Reporter to type.**
 - 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 Caption 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’.



- **In Teams** - Teams offers automatic captioning. Locate the tool bar at the top of the screen and click the “...” You can then click “Turn on live captions” in the menu drop down (See below)



- **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.
- 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 Support Center in the HUB at <https://umassmed.zoom.us/j/97461284901?pwd=ZGk4MnNqQWhQc3lUVVppVURvTVU4Zz09> and one of our staff can assist them

Please keep a list of candidates who joined your room and if possible, take a picture or two (with permission of the candidates). Forward to me after the Career Fair.

Thank you and we hope you have a great experience!