INSTRUCTIONS FOR EMPLOYERS TO REGISTER FOR MILLERSVILLE’S VIRTUAL CAREER FAIR

- First company and contact person must have an account in Career Connection
- Recruiter logs into their Career Connection account
- Click on “Events” on left-hand side

![Career Connection Dashboard]

- Then click on “Add Request +” in upper right-hand corner

![Career Connection Add Request]

- Then a box will pop-up that says “Add Request”. From the drop-downs, select “Virtual Events” and then select “Continue”.

![Career Connection Add Request Virtual Events]

- You are now on the screen to enter all your information to register for the Virtual Career Fair.
- Employers set up their own virtual meeting link. We recommend using zoom
- Select the length of time you would like to meet with students (15 min or 30 min)
- Select # of students you would like to engage with per timeslot
• Enter the following information which helps students/alumni in navigating the virtual fair (see screenshot below).
  ➢ Positions that you will be recruiting for (this is very important to be as specific as possible for students)
  ➢ Types of positions (full-time or internships)
  ➢ Eligible class years - “Select All” – We would like all class levels will be able to access
  ➢ Eligible majors - “Select All” – We would like all students to be able to view your company information.

NOTE: It is very important that you add or update your job postings and be sure your application deadline dates are current when student access your company and your job postings to see exactly what you are recruiting for.

• Recruiters will then select the number of recruiters who will be participating. They will need to enter recruiter name, phone #, email and asking if they are MU Alumni. These are the same questions when entering for Job & Internship Fairs.

• Click on “Submit”

Once completed, it will come to ELCM through Career Connection to approve.