CAREERS EXPO STUDENT GUIDE

Virtual Event Guide & FAQs
Thursday 11th March 2021 from 11am - 2pm ACDT

ua.edu.au/careers-expo

EVENT DETAILS

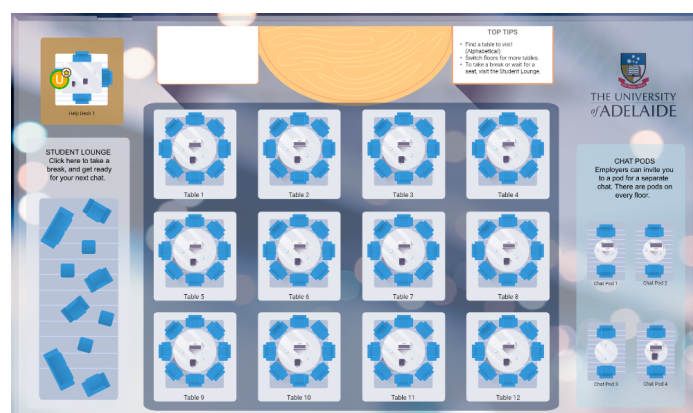## THURSDAY 11TH MARCH 2021

TIME	ACTIVITY
10:58am (ACDT)	Registered students will receive an email with an Access Link to gain entry to the event
11:00am (ACDT)	Event Open (Student Entry)
2:00pm (ACDT)	Event Close (Student Exit)

EVENT OVERVIEW

Careers Expo 2021 at the University of Adelaide will be held virtually using an online networking platform.

This annual event brings career opportunities directly to you. As a student or recent graduate, you have the chance to meet employers from different disciplines, explore career pathways, discover new opportunities and connect directly with recruiters.

This guide will tell you everything you need to know about the platform (which is quick and easy to use) and how to make the most of your day.

FLOOR PLAN

FLOORS & TABLES

The venue map has six (6) "Floors". Exhibitor Tables are in the centre and will feature company names in alphabetical order across multiple 'floors'. Visit each floor to find the employers you wish to speak with.

Each floor will also have the following section:

• **Recruiter Tables** - Alphabetical order across floors in the middle of the venue

• **Student Lounge** - you may choose to take a 'break' in a vacant seat and prepare for a new discussion.

• **Pods** - these seats are reserved for if a recruiter invites you to move away from the group to a 1:1 video conversations

• **Help Desk** - visit this table if you are having difficulties on the day and require assistance

HOW TO PREPARE FOR EXPO

• Visit the Careers Expo website **ua.edu.au/careers-expo** and view the student expo page for FAQs

• Do your research before the event with the Exhibitor Directory to understand what each company does, the jobs and career paths on offer and how you might use your skills as part of their team

• Start a 'planning document' with your visit plan to mark employers as favorites and add notes.

• Book into an online 'Prepare For Expo' Workshop through CareerHub and check out resources on CareerHub for helpful tips and insights

• Think about what you will wear, how to set up your room/camera and a steady internet connection

• Check your class schedule to leave time for employer visits

'PREPARE FOR EXPO' WORKSHOPS

The team from Career Services are here to help you make the most of the event, know what to expect and give you 'insider tips' on how to stand out. Make sure you get along to one of the workshops and set yourself up for success.

• **Prepare for Expo (Workshop 1)**: Wednesday 3-March, 2pm - 3pm. Learn more and book your seat

• **Prepare for Expo (Workshop 2)**: Wednesday 10-March, 2pm - 3pm. Learn more and book your seat

TECH PRACTICE SESSIONS

We've also scheduled Practice Sessions - a self-guided time to pop into the platform and play around. You never know who you'll meet in the practice sessions... we've opened these to both students and employers!

• Week Before Expo: 1st March, 2nd March, 3rd March, 4th March, 5th March

• Expo Week: 8th March, 9th March, 10th March, (Expo Day is 11th March)

WHAT YOU NEED ON THE DAY

• Stable internet/WiFi

• Desktop/Laptop Computer Preferred

• Webcam & Microphone

• Chrome, Firefox, Safari browsers preferred

• Your list of target employers and questions

REGISTER: ua.edu.au/careers-expo

ON-THE-DAY

1. PREPARE

Get yourself ready with:

- Stable Internet
- Desktop/Laptop Computer Preferred
- Webcam & Microphone checks
- Chrome, Firefox, Safari browsers preferred
- Water and snacks (but remember not to eat on camera)
- You don't need to be wearing a suit, but dressing in neat casual or professional attire is recommended - first impressions count!
- Your list of Exhibitors to visit and questions
- A mindset that says 'I'm ready to listen, to ask questions, to learn and to network' - you never know where a conversation at this event could lead!

2. ACCESS STEPS (5-7 Mins)

- Check your email (if you registered) at 10:58am for the access link (1-min)
- Follow the link to enter the platform (1-min)
- Check your webcam and microphone (1 min)
- Check/Edit your individual profile (1-3 mins)
- Enter "Event Floor" (1 min)

Edit Profile

Change Profile Picture   **Remove**

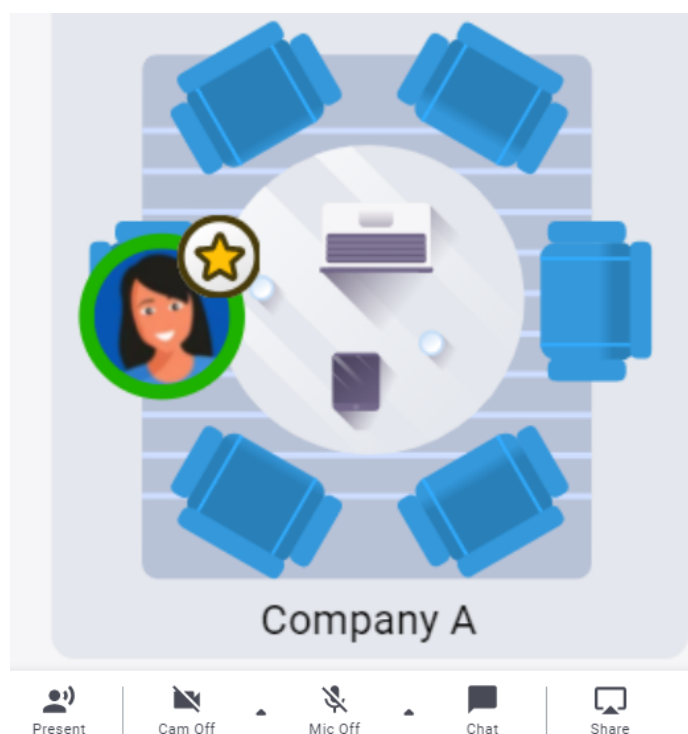Full Name *
Sandy - Computer Science | 3rd Year

Headline
Aspiring Software Developer | Experience with JavaScript, RoR and Python

3. SETTING UP YOUR PROFILE

- Upload a profile photo
- Adjust your profile name (we suggest the format of "NAME - Degree | Year Level " eg "Kate - Engineering | 4th year" / "Shu - Business | 2nd year" / "Claire - Computer Sciences | 3rd year" / "Ahmed - Law | 1st year")
- Add in a 'Headline' that is descriptive and tells people about you.
- Choose what other details to add to your comfort level. (Note that some recruiters will read it but others might not)

4. NAVIGATING THE EVENT

- When you enter the event, you will be placed randomly on a floor and table. There are 60+ employers. This might be with an employer straight away so you should be ready!
- Everyone knows you'll be placed at random so don't worry - take a moment to determine your location. Clicking your mouse on a vacant seat will help you achieve this.
- If you need, head over to a seat on the Student Lounge to gather yourself and work out which floor and table to visit.
- Check out your controls. It's just like other video meeting software with a mute option for your audio and video.
- Check your 'floor' and see where you are in the whole event (there are six floors)
- Each company table has eight seats - if you see a free space on a table with a company you are targeting - click on it to join the conversation!

Company A

Present | Cam Off | Mic Off | Chat | Share

OUR TIPS

- Mute yourself as you move tables and turn on your video every time you enter an employer table - they would like to see you!
- Engage in the conversation, listen, pay attention and ask questions
- Share the room if there are multiple students in your session

Don't be worried if you enter a table by mistake. Everyone will arrive at random and will need a moment to adjust the first time you enter the event or move floors (a quirk of the event platform).

FAQS

Q.) HOW DO I USE THE VIRTUAL PLATFORM?

You will hopefully find it really intuitive! Once you follow the access link on the day (provided after you register), you will be taken into the event platform.

Check out our 'on the day' guide above for what to bring, what to test and what you will find in the platform.

On each floor you will find:

• Exhibitor tables in alphabetical order

• Some companies have multiple tables to cover different opportunities or discipline targets

• A 'student lounge' (to take a break)

• Pods (in case an employer asks you for an individual chat)

• A help desk to speak with Careers or troubleshoot

Q.) HOW DO I ACCESS THE EVENT?

The event link will be provided on the day to students who have registered for Expo. By registering you will be on the student mailing list for any event updates. On the event day you will be sent an access link just prior to the event.

Q.) CAN I PRACTICE BEFORE THE DAY?

Absolutely! We've made the following sessions are available every day leading up to the expo from 2:00pm - 4:00pm ACDT so you can join the platform and test it out - it will look a little different to the event day but you'll be able to test your way around the software.

You never know who you'll meet in the practice sessions... we've opened these to both students and employers!

• 1st March, 2nd March, 3rd March, 4th March, 5th March

• 8th March, 9th March, 10th March

Q.) CAN I ATTEND A PREPARATION SESSION?

Yes! This is new for everyone so we have scheduled a few things to help you along. These two sessions are sessions guided by Careers.

We'll lead you through what the Expo is all about, how to be prepared, how to use the platform and how to make the most out of your day!

• Week Before Expo: 3rd March

• Expo Week: 10th March

Q.) DO I NEED TO STAY THE FULL THREE HOURS?

You can attend at any time throughout the event but we recommend doing your research and thinking about which organisations are on your 'target list.'

Once you know this, allow at least 10 minutes per employer as well as time to navigate and possibly wait for a free space at their table.

You might also find new employers to visit - so allow time for this too!

Q.) WHAT IF I NEED TECH HELP?

If you have a general glitch you can click the help button to speak to the platform provider. If you would like to speak with Career Services, simply visit the Help Desk in the top left corner of every floor to speak with a member of Careers.

Q.) HOW DOES IT WORK? HOW DO I MEET WITH RECRUITERS?

When you enter the platform you'll be placed on a table at random across the venue. There are 60+ employers and 6 'floors' of exhibitors so you'll want to visit each floor!

Exhibitors are in alphabetical order throughout the venue. You'll be placed at random on a table so you may want to jump into the student lounge to gather your bearings before visiting a table.

There are 8 'seats' available on each company table. One or two of these will be taken by the company recruiters or technical leads leaving about 6 seats free for students and graduates to visit. You can:

• Meet on the Exhibitor 'Table' with a small group

• See 'share screen' or 'whiteboard' content from the company

• Chat via video

• Get links from the company via the chat feature.

Note - we don't encourage use of the individual chat feature unless the employer instigates this. You may be asked over to a 1:1 Pod conversation with an employer.

Q.) WHAT SHOULD I ASK RECRUITERS?

It is a great idea to research the companies you are interested in before coming to Expo. This way the recruiters will know you are genuinely interested in what they do and working for them. Recruiters will be very impressed by your research and it will absolutely help you stand out.

By doing your research you will also come up with your own unique questions to ask. There may be a project they are working on, some news that has been released or a part of the graduate rotation program you are interested in.

Check out the expo website for question suggestions and remember to be confident, prepared, and keep eye contact!

Q.) WHAT IF AN EMPLOYER I WANT TO VISIT IS FULL?

A.) Nuts! Sometimes that happens! With 8 seats on each employer table, you may have to wait your turn to visit an employer on your target list.

There are a few ways to navigate this:

• Consider waiting in the 'Student Lounge' on that floor until a place becomes available

• Consider visiting another employer of choice and returning to your waitlist employer later

Q.) CAN I ATTEND IF I'M IN MY FIRST OR SECOND YEAR?

Students from any year level or discipline are welcome to attend Careers Expo and you might be surprised by the opportunities available. While Careers Expo is likely to be most suitable for students currently seeking graduate or work experience, each year level will find something to take away from the event. Find out more.

Q.) WHAT ARE GRADUATE AND INTENSHIP PROGRAMS?

A.) Generally, graduate and vacation programs are structured programs that help students and graduates navigate the working world and entering a larger organisation with ongoing support. Graduate programs and other opportunities can be found in the Jobs and Graduate Programs Guide

SOUTH
AUSTRALIA