

Employer Guide

Preparing for the 20th All Ivy Environmental and Sustainable Development Career Fair

How to log in and check profile information?

> The primary registrant should use the following link to log into their [Simplicity Account](#). When logged in, you should see “The All Ivy Career Fair 2023 is currently active” on the right side of your screen. Click on that to view the Fair page.

> Double-check your Representative, 1-on-1 Chat information: Click on the “Registration” tab and scroll down to the Representatives section. Confirm meeting instructions are correct (1-on-1 instructions are listed under each rep’s name). Group chat instructions should go in the “Overview” section of the profile.

How to view the fair resume book and students?

> On the left-hand menu option, click Resume Book. You will see the option to view and download the 2023 All Ivy Resume Book. Note that students will be adding their resumes leading up to the fair and up to a month after.

> On the left-hand menu options, click Events -> Career Fairs, and then you will see the registered button for The All Ivy Career Fair 2023. Click on this to view All RSVP’d Students and their contact information.

What is the difference between 1:1 chat and group chat?

1:1 chat is what you think of when you think of a typical fair. Students line up in your organization’s queue and then your representatives can select the next student in line and talk with them. Each representative will have their own 1:1 chat information and can invite students into the built-in video chat feature.

The group chat feature is an additional option you can use to connect with many students at the same time OUTSIDE of the Simplicity platform. For the group chat, you will need to create your own meeting link on the platform of your choice (Teams, Zoom, etc). The advantage of this is that you will have full control over the format, using the platform that you are comfortable with, and you will be able to meet with a larger number of students at a given time. You can show presentations, videos, manage breakout rooms, etc. We recommend you have a colleague dedicated to this task. When your colleague is running the group chat, they should mark themselves unavailable for 1-on-1 chats in Simplicity. Students attending the fair will see the external group chat link in your overview section.

How to add group chat instructions?

To add your group chat schedule, edit the ‘Overview’ section in the registration form. Please add the text “GROUP CHAT SCHEDULE:” and add your schedule details below this. Note: when you update your registration form you may receive a new registration confirmation by email. Only the primary registrant can update the registration form.

Profile Information

Logo:

Industry:

Website:

Overview:

GROUP CHAT SCHEDULE:

During the Career Fair

How to start a 1-on-1 chat?

Recruiters conducting 1-on-1 chats should set the status to “online” when they are ready to begin speaking with students. This tells the system it can open the chat queue for students to join starting at 10 am. If you need to step away, change your status to “busy.” This will adjust the 1-on-1 wait time that students see and lets the system know you will be back. Recruiters leaving the Fair entirely should then set their status to “offline.” This tells the system you are not returning.

Starting at 10 am, when your status is “online,” you will be able to see the list of waiting students, click on their names, and invite them to your 1-on-1 chat. Each chat is 7 minutes, with the option to add 2 minutes if needed. The system will not automatically remove the student from the meeting when the timer hits 0, but you are encouraged to stay within the timeframe as much as possible and to ask the student to leave the meeting so you can invite the next person.

What if the student never joins my video conference?

If your timer starts to count down, you will know that they have accepted the chat and might just be having technical difficulties. You could reach out to the host school to see if they can contact the student to assist. If the student never enters your video conference room, you can click “end chat” and make a note in the summary. If the timer never starts to count down, they might have missed your alert on their screen and you should “end chat” and move to another student. The student can rejoin your queue. If the problem persists – if several 1-on-1 chats fail, we recommend you go to the Employer Help Desk to alert the staff (see Zoom link below in the “having trouble” section).

How to start a group chat?

Recruiters hosting group chats can be logged into the system but should keep their status “offline.” Next, switch to the external video platform that you provided the information for in the company’s overview section.

What do I do if I need a break or leave?

To take a break, change your status to “busy” in the video chat settings. This will not impact your queue. To leave the fair, change your status to “offline” and then log out of Symplicity.

What should I do when the fair is over?

At the end of the fair, you can continue to invite students to your video conference room. New students will not be able to join your queue, but it will not kick students out of your queue until the last representative from your organization goes offline. When you are ready to leave the fair, set yourself offline before you log out. If you are the last/only representative for your company, students will be alerted that you are no longer accepting chats and you will be emailed the resumes of students who were in your queue at that moment.

Troubleshoot*Check your browser*

The best internet browser for video chat is Chrome. Symplicity’s video chat works on Chrome, Firefox, Safari, and Chromium version of Microsoft Edge. If you're on an iPad or an iPhone, you should use Safari; if you're on an Android device, you should use Chrome.

Having trouble?

If you run into any issues or questions during the Fair, please stop by the employer help desk and All Ivy staff will assist you. Zoom details for the help desk are below.

All Ivy Career Fair Employer Helpdesk (open 9:00 am-3:00 pm)

Join Zoom Meeting

<https://columbiauniversity.zoom.us/j/98548374811?pwd=bVhPVFRJWEFhWGIBQXJQNnpvY2F1dz09>

Meeting ID: 985 4837 4811 Passcode: 684849

One tap mobile

+16469313860,,98548374811#,,,,*684849# US

+16468769923,,98548374811#,,,,*684849# US (New York)

After the fair**Can I export my notes?**

There is currently no way to export your notes.

How long will I have access to my notes?

You will have access to the notes for one month after the fair, until March 10th.