

FCC Statewide Virtual Career Fair System Overview - Employers



About the FCC Statewide Job Fair/Symplicity Virtual Career Fair Module

The Virtual Career Fair through Symplicity is designed to mimic the in-person experience, there is no pre-configured individual meeting schedule. Students will walk in and wait in the "Queue" to meet with you. Company representatives can grab 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 videoconference room to connect. Students get in line in your organization's queue and then your representatives can grab the next student in line and talk with them.

During set-up, you will have the option to offer a Group Chat. The group chat is intended to be more for a Human Resources staff member, for example, who might want to talk to students while they are waiting in line or perusing the fair. Students attending the fair (in your line and not yet in your line) can see the group chat link and enter it to ask questions about your organization and/or hiring process. You could also play a video or have some slides up for viewing.

[Virtual Career Fair Employer Resource Kit](#)

Getting All Representatives Access

You are allowed to have an unlimited number of representatives attend on behalf of your company.

During registration, you were required to submit your attending representatives. If you have new or more representatives you would like to add, then we must do that for you on the back end

Please email your additional representatives' Name, Email & Title to: ccccareerfairs@ufsa.ufl.edu

Due to the staff time required, please submit all final names of representatives **NO LATER THAN MONDAY MAY 14, at 12pm EST.**

Each representative **MUST** have their own username and password to attend the event.

Preparing for the Virtual Fair

You will need to make sure each representative has their log-in access to the event before the event.

You must log in to your Symplicity account to set up your virtual session. To make sure you have access:

- Go to [FCC State Wide Job Fair Symplicity Employer Portal](#) to log in.
- New to Symplicity? Click "Register as an Employer" and then "Forgot Password" if you are new to the system.
- You will receive an email to reset/create your password. This is also the link you will use to log-in for the event.

Signing On to the Virtual Fair

- On the day of the fair, you can get into the fair 60 minutes before the fair starts
- **Each representative for your company will need to sign in separately, see setup above.**
 - Go to [FCC State Wide Job Fair Simplicity Employer Portal](#) to log in or click “forgot password” if the representative is new to the system.
 - They will receive an email to reset/create a password. This is also the link they will use to log in for the event.
- Once logged-in go to ‘Events’.
 - Find ‘2025 FCC Statewide Virtual Career Fair’
 - Click ‘View Chats’
- Confirm your meeting information (update with a new video link if you need to) under Chat Instructions

The chat time expected for each student was set during the registration process. This is the same for each representative from your company.

 - If you want to modify your profile information (name, title, division), please email ccccareerfairs@ufsa.ufl.edu
- You can greet students with your profile picture by uploading it under Account/Personal Profile
- Before or during the fair, you can generate interest in your company by inviting students to video chat with you. Go to the All-RSVP’d Students tab, use Advanced Search to find students of interest, select them and use Mail To/Invite to Chat. There is a default template which you can customize

Meeting with Students During the Virtual Fair

- Set your Status to Online
 - When the fair starts, you will see students lining up in your queue
 - Select the student at the top of the list unless the student is already video chatting with another representative from your company. It may take a couple of minutes for a student to join your video chat 1:1.
- At the end of your meeting, click "End Chat". Then select the next student in your queue.
 - If your Alternate Chat Instructions include a phone number, make sure to have your phone handy in case students experience technical difficulties
 - The ‘Expected Chat Time’ timer is a guided reminder. You must manually start and stop each meeting on your own.
 - You can mark the student as a candidate you are interested in or Not Interested in and take notes. This information is not shared with the student.
- If you need to step away for a short break, set your Status to Busy. Students can continue to join your queue

After the Event

After the end of the event, you can access the fair and student details for 30 days. Just return to the event and go to ‘View Chats’. It will list the students and link them to their resumes.

An email will be sent with a link to take you back to the reports of your chats. Currently, the system will only allow you to export resumes, not your notes.