**.EDU WEBSITE COPY FOR SCHOOL**

(School name) is excited to announce that our (Career Fair Name) will be held virtually on (Date), from (Time Range). This virtual career fair will be hosted with GradLeaders and registration is now open!

**Students Register Here: (insert Link for Students)**

**Employers Register Here: (insert Link for Employers)**

**WHY REGISTER?**

During the event, you’ll have the opportunity to:

* CHAT via fully-embedded live audio/video meetings
* LEARN via integrated document sharing and resource libraries
* EXPLORE jobs, internships, and other experiential learning opportunities
* CONNECT right-fit students with best-fit employers before, during and after the event

This easy-to-use virtual career fair solution can be accessed via a computer or mobile device and also includes in-app walkthroughs, announcements, and integrated SMS text message reminders to make the experience worry-free! Just register the event, login to test your device, and focus on creating meaningful connections!

**ABOUT (insert Career Fair Name)**

* Purpose: (insert types of students/alumni and companies that should attend)
* When: (insert date and time)
* Where: Online virtual platform - join from anywhere on computer or mobile device!
* Cost: Free for students and alumni! (insert costs for employers)
* Deadline: (insert)
* Details and Registration: (insert link)

**FEATURES FOR CURRENT STUDENTS AND JOB-SEEKING ALUMNI**

We are excited to host the fair with GradLeaders all-new Virtual Career Fair platform. Upgrades include ability for students and job-seeking alumni to:

* Research employers and favorite companies prior to the event
* Find open opportunities and submit resumes before the career fair starts
* Queue for multiple booths at once or signup for fixed timeslots
* View dynamic "wait times" to see where they are in the queue
* Receive text messages and on-screen notifications when "next in line" and "ready to meet"
* Signup for specific employer timeslots in advance or find available timeslots during the event
* Join meeting within 30-seconds or get automatically bumped down the queue
* Rejoin meeting if internet drops or close window on accident within first 15-minutes
* Drop resumes for target companies even if they don't virtually meet with employer
* Connect with career center staff for questions and best practice advice

This new virtual platform for job seekers will make it easy for you research career paths and connect with right-fit employers.

**Need help?**

Students, watch these quick how to videos:

1. Prepare for Event: <https://youtu.be/-8pkCPXaR-w>
2. Companies, Jobs, and Signups Prior to Start of Event: <https://youtu.be/xWF-CsP3qus>
3. Queue, Sign Up & Meet During the Event: <https://youtu.be/PIYnCWawhSY>

Download the student user guide here: <https://gradleaders.com/webfiles/GradLeaders-Connect-Candidate-User-Manual.pdf>

**FEATURES FOR RECRUITERS AND OTHER EMPLOYERS**

We are excited to host the fair with GradLeaders all-new Virtual Career Fair platform. Upgrades include the ability for organizations to:

* Create your own company-branded booths with logo, jobs, internships, and more
* Select from fixed timeslots or open queues for students
* Post open opportunities for career fair participants
* Invite one or multiple candidates in to the “booth”
* Review resumes before admitting candidates to the virtual booth
* Capture notes or shortlist candidates any time during the career fair
* Quickly “end queue" to “close booth” but notify candidates they can still drop resume
* Generate resume books following the event including resume drops, scheduled timeslots, or queued booth visitors

This new virtual recruiting tool will arm you with all the tools you need to advertise, evaluate, and connect with right-fit candidates.

**Need help?**

Employers, watch these quick how to videos:

1. Request to Attend Event: <https://youtu.be/jy_PsQ34ePM>
2. Set Up Schedules & Booth Prior to Event: <https://youtu.be/ZHYo1ZXwiUU>
3. Prepare for Event: <https://youtu.be/I1PEurSmyzc>
4. Manage Queues During the Event: <https://youtu.be/bMreKBuw80Y>
5. Mange Fixed Timeslots: <https://youtu.be/mmd_PK3W6gU>

Download the recruiter user guide here: <https://gradleaders.com/webfiles/GradLeaders-Connect-Recruiter-User-Manual.pdf>

And as always, let us know if there is anything we can do to help you make the most of this event!