



Engineering Spring 2022 Career Expo February 23 and 24, 2022

FOR EMPLOYERS: EVENT DETAILS, RESOURCES & FAQs

[EVENT DETAILS](#)

[FAQs FOR EMPLOYERS - VIRTUAL SESSION](#)

[FAQs FOR EMPLOYERS - CAMPUS SESSION](#)

EVENT DETAILS

INTRODUCTION: Join us for the UH Mānoa College of Engineering's Spring 2022 Career Expo! Participate in our Virtual Session (February 23, 2022 from 9am - 12pm) or our Campus Session (February 24, 2022 from 1pm - 4pm).

LOCATIONS, DATES, & TIMES:

- Wednesday, February 23, 2022 from 9:00 am - 12:00 pm HST (Virtual Session) via Brazen and Thursday, February 24, 2022 from 1:00 - 4:00 pm (Campus Session) at the Campus Center Ballroom facilities.

ONLINE REGISTRATION FORM:

Via Eventbrite: <https://coecareerexpo22.eventbrite.com/>

Note: Event communications, including a link to set-up your booth for Virtual Session participants, will be emailed to the person listed as the "Primary Contact Participating in Career Expo".)

REGISTRATION FEES & DEADLINES:

EARLY BIRD:

- \$300.00 plus taxes/fees: Early registration until January 10, 2022

REGULAR:

- \$400.00 plus taxes/fees: Regular registration from January 11 - February 4, 2022

*Note on registration fees: Career Expo is one of the primary events through which the College generates revenue for its outreach efforts, including funding for the Engineering Student Ambassador program. After covering event costs, the additional proceeds help fund outreach programming for the coming year. Mahalo in advance for your support!

VIRTUAL REGISTRATION INCLUDES:

- Fully branded and customized booth, which can display job openings, videos, benefits information and more
- Ability to exchange messages and initiate video calls with job seekers during the event
- Accounts for multiple members of your team, with unlimited recruiter seats in the booth during the event
- A single login to manage your booths for all previous and upcoming events
- Training and support for your team

CAMPUS EVENT REGISTRATION INCLUDES:

- 1 6-foot table, 2 chairs
- 1 parking pass (limited availability; given out in order of registration)
- Dean's Luncheon: Up to two guests per company, from 11:00 a.m. - 12:30 p.m. prior to the expo, available to the first 70 companies that register OR
- Box Lunch: Two per company if not attending the Dean's Luncheon
- Note that additional chairs are available at \$5.00 each and additional box lunches are available at \$15.00 each, paid for at the time of registration

ALL REGISTRATION TYPES INCLUDE:

- Marketing leading up to event that promotes your company and brand
- Access to full database of all registered job seekers before and after the event, including resumes, profile information, and contact information

ACCEPTED FORMS OF PAYMENT: Your payment must be received in order to confirm your registration for the event.

- **Credit Card:** All major credit cards are accepted through the Eventbrite platform.
- **U.S. Check:** Select the check payment option when registering via Eventbrite and then mail in your check separately. Checks should be made payable to the University of Hawai'i Foundation. Please notate the event name in the check's note area and include your contact information with the check. Mail to: UH College of Engineering, Attn: Justin Scott, 2540 Dole St., Holmes 240, Honolulu, HI 96822).

CANCELLATION POLICY: Your registration fee is non-refundable. Mahalo for your understanding.

DIRECT REGISTRATION QUESTIONS TO:

Kim Perez Hults
Director of Marketing & Outreach Relations
University of Hawai'i at Mānoa College of Engineering
Email: hults@hawaii.edu

FAQs FOR EMPLOYERS - VIRTUAL SESSION

How can candidates leave employers messages if representatives are not available in their booth?

A [Drop-Off Note](#) (click for steps to enable this feature) allows candidates to send messages to companies when representatives are not available. For example, if the wait time is long in your booth or if representatives are not available during a certain time, Drop-Off Notes are a great way for candidates to connect with a booth without actually chatting.

When candidates enter a booth with the Drop-Off Note feature enabled, they will see an option to "Leave a Note". Clicking on the "Leave a Note" button will open up a new screen where the candidates can leave a message for the company. Any messages left here will be sent to the email you entered in the Drop-Off Note field under the "Representatives" tab.

If I need help setting up my booth in Brazen or if I need tech support, who can I contact?

Please email repsupport@brazen.com.

What technology and equipment do employers need in order to use Brazen?

1. Computer/Laptop (Brazen can also be accessed via mobile devices, but it is strongly recommended that employers use a computer/laptop)
(NOTE: Computers that have less than 640x480 resolution cannot support 1:1 video. To test that resolution you can go to this [link](#) and click "run test." For a full list of technical requirements, you can go to this [link](#).)
2. Strong internet connection or WIFI
3. **Google Chrome** is the preferred browser (if you use another browser, some features, such as video, may not work properly.)
4. Video camera (employers have the ability to invite candidates to a video chat; see note above regarding resolution requirements)
5. Audio capabilities (speakers/earphones & microphone)

**[Brazen Service Check](#)- use this link to check if everything within your computer/browser is compatible with Brazen*

Is there a specific internet browser I should use?

Google Chrome is the preferred browser (if you use another browser, some features, such as video, may not work properly).

When will I be able to set-up my booth?

After registering for the event, your organization's primary contact will be receiving an automated email with instructions to login and complete your booth. Be on the lookout for an email titled "Booth Owner Login Details: *|Event Name|*".

RECOMMENDED DEADLINE: We recommend setting your booth up as soon as you receive that email so that participants who register for the event are able to learn more about your organization and you can maximize your marketing opportunities.

While booths can be edited/alterd up until 15 minutes before the start of the event, we recommend that you upload the majority of your content as soon as possible, as we will be giving students access to register for the event around February 1, 2022 (at which time your booth will be accessible for registered attendees to preview).

If you have questions about the status of your organization's access to the platform, please contact Kim Perez Hults at hults@hawaii.edu.

How do I set up and manage my booth?

Once your organization's primary contact receives the automated email as described in the answer above, s/he will be able to login and customize your booth. Please view this link for step-by-step instructions: [Booth Editing and Managing](#)

If I am a booth owner, but will also be participating as a representative, do I need to add myself as a representative?

Yes, booth owners need to also add themselves as representatives in order to participate in the event.

What types of media can employers upload in their virtual booth?

Employers may upload text, images, and videos to their booth to fully customize the booth's content and visual branding.

Is there additional training provided for booth owners?

Yes, Brazen provides weekly training opportunities. Learn how to edit and manage booths as an exhibitor: [Booth Owner Training](#)

How many representatives can each employer have in their virtual booth?

There is no limit to the number of representatives you may have in your virtual booth.

How will the order of the employer organizations in the “lobby” be determined?

This year, organizations will be placed in the lobby in alphabetical order, to make it easier for candidates to locate their employers of choice.

Can employers and candidates chat with multiple people simultaneously?

Employers and candidates both have the ability to chat with up to two people simultaneously. However, you will need to enable this feature from the drop-down menu on your screen by selecting “2”. If not, it will automatically default to allowing you to participate in only one chat at a time.

Can employers invite candidates to their booth?

Employers can invite candidates to their booth by clicking on the "spyglass" icon in the green column on the left side of the screen. A list of the event participants will appear, and employers can invite specific candidates to their booth; however, note that candidates will be randomly paired to a representative in your booth, and not necessarily with the representative who invited them.

Can an employer representative select the specific candidate they want to connect with?

Typically, candidates entering a booth will be paired randomly with an available employer representative in the selected booth.

However, representatives will have the opportunity to request pre-scheduled chats with candidates of their choice by sending them email invitations to schedule a chat during the event.

Is there a time limit for the chats?

Each chat is automatically set for 15 minutes; however, the employer has the ability to extend the time with a candidate if necessary. A notification will pop up allowing 1, 5 or 10-minute extension, and a conversation can only be extended once.

Will employers be receiving candidate resumes before Career Day?

Yes, we will be asking all candidates to ideally register and upload their resumes 1 week prior to the event, so that booth owners can view the list of registrants and their resumes by downloading these items under the “Downloads” section of their account.

Additionally, representatives may enter the event lobby at any time prior to the event and search for candidates by clicking on the "spyglass" icon in the green column on the left side of the screen and clicking the “invite button” below the name of their candidate of choice (this will instantly send an invitation via email to that candidate to request they stop by your booth on the day of the event).

What are the different ways employers can make connections with candidates?

Employers may engage with candidates via text-based chat (individual & group - via the booth's discussion board), as well as video chat and video live-stream presentation 1:1.

Can a candidate start a 1:1 video chat with an employer?

No. All chats start as text-based and if the employer chooses, he or she can start a video chat or audio chat with the candidate.

(NOTE: Computers that have less than 640x480 resolution cannot support 1:1 video. To test that resolution you can go to this [link](#) and click "run test." For a full list of technical requirements, you can go to this [link](#).)

Is there an option for group discussion within a booth?

The "Discussion Board" tool in each booth is public - anyone in the booth (candidates and employers) can view/post on the board.

When and how can employers review candidate resumes?

Your booth registration fee includes access to the database of all candidates' registration information and resumes. This information is available for review prior to, during, and after the event itself (available for at least 6 months post-event).

How do Smartque questions work?

Smartque questions are designed to put the candidates in line so that the most qualified candidates are connected first.

Candidates will be able to select the opportunity they are most interested in once they click to chat. From there, they will be asked to answer the Smartque question associated with that job. If a candidate answers negatively to the question, they are still put in line. An employer cannot preview the candidate flow unless the event is live.

How do employers know a candidate is interested in speaking with them?

Candidates will enter your booth to engage with you, and wait in line, if applicable. They may also send you private messages if they do not get to speak to one of your representatives personally, but would like to express their interest in your organization.

If an employer is interested in a candidate, what are the next steps?

- Invite the candidate to a video chat/interview.
- Add notes after chatting with the candidate via the note taking feature, and contact the candidate after the event.

How is this virtual event advertised to candidates?

Our event will be shared on our college website, featured in our social media channels, and marketed heavily via email to our student body.

Where/how can candidates register?

Candidates should register prior to the event using the landing page, which will be available once candidate registration opens up.

What are some of the newer Brazen features available for this fair?

- Prescheduled chats: Reps now have the ability to preschedule chats with top candidates through Brazen! You may begin using this feature immediately. To do so, your company's booth owner must first log into their booth, click on the "Representatives" tab, and hit the "Able to schedule chats" button beside the names of the registered representatives who would like to use this feature. Once enabled, representatives can invite selected candidates to schedule a 15-minute chat with them for the day of the event, to ensure you get great candidates entering your booth and also connect the appropriate rep within your organization with targeted students to discuss specific opportunities.
- Enhanced wait time estimates: Brazen has improved its software for providing estimates to both candidates and representatives for the current wait times in their booths.
- Longer chats: Starting in the last spring fair, based on your feedback we've opted to allow for chats of up to 15 minutes (vs. 10 minutes in fall). You can still also choose to extend the chat by 1, 5, or 10 minutes. And remember, you can also end a chat at any time.
- Download resumes and reports: Booth owners, you now have the ability to download a detailed list of all current registered participants as well as a ZIP file of all of their resumes. We encourage you to do this both now as well as again when we get closer to the event, when more students have registered. Check out the "Downloads" tab in your account to do this.

BRAZEN HELPFUL RESOURCES

Career Day Booth Owner Checklist

- Send in your check payment, if paying by check
- Submit your company logo to hults@hawaii.edu to be included on the student registration page
- Add your booth representatives (including yourself, if applicable)
- Build your booth content
- Brazen Tutorials - remember that Brazen offers its own live 30-minute trainings for booth owners and representatives each Tuesday and Thursday - see below section for details

Brazen Resources

- [Brazen Expo Demo](#)- A great demo by our CEO showing everything the Brazen platform can do.
- [Live Daily Demos](#)

- [Brazen Support](#)- Support articles for all things Brazen; if you have a question, it will usually be answered here.
- [Brazen Service Check](#)- Use this link to check if everything within your computer/browser is compatible with Brazen.
- [Brazen Security](#) - Brazen is committed to protecting personally identifiable information (PII).

Representative Training Resources

- [Thursday Live Representative Training](#) at 2 pm ET (every Thursday)
- [On-demand Representative Training](#)

FAQs FOR EMPLOYERS - CAMPUS SESSION

Added as of 2/16/22: Review the [Campus Session Employer Spreadsheet](#) with all exhibitor's selected preferences

Added as of 2/16/22: Review the [Event Timeline and Important Information](#) document for the Campus Session

May I ship my materials to you ahead of time?

Yes, you may. You can ship them to:

UH Manoa College of Engineering
C/O Kim Perez Hults - Career Expo
2540 Dole St. Suite 240
Honolulu, HI 96822

Please let us know when materials are shipped and the expected arrival date so we can be on the lookout.

What is the layout of this event?

Company tables will be arranged around the Campus Center Ballroom and adjoining facilities reserved for the event - Campus Center rooms 307, 308 and 309 (expanded into one large room). The layout will be at the discretion of the College of Engineering staff; however premium table placement will be granted to companies that register early.

How does parking/setup work?

- Employers are provided with one parking pass, as available, to be used at Parking Structure (Zone 20) OR the Hawaiian Studies parking lot. Passes are available to paid registrants on a first come first serve basis, based on the number of spots allotted to us

for this event by Commuter Services. We will confirm with you prior to Career Expo if there is a pass available for your company.

Note: those receiving a parking pass WILL be able to park in the designated area even if the lot signs indicates "Parking Structure Full".

- We will provide you with a loading zone near Campus Center to drop off your materials, and assistance with carrying your items to the event. As we approach the event date, we will provide you with a map of the loading zone.
- If you choose not to use the one permit provided to each company, please inform us of this during registration so we may offer it to other vendors.
- For those without a parking pass, you may park in the Zone 20 structure at a rate of \$5 for the day (pending space availability), or park offsite after dropping your items off at the loading zone.
- We appreciate your patience regarding parking, as parking is extremely limited on campus. As providing student parking is a priority for the university, we are not able to secure any more permits than those allotted to us.

What is required to enter the venue and what COVID-19 precautions will be taken at this event?

IMPORTANT: All attendees MUST:

- **Check in via Lumisight UH** at <https://uh.campus.lumisight.com/> the day of the event and show Lumisight clearance via a mobile device to gain entrance. In order to be cleared to enter, you must: a) upload a valid proof of vaccination OR a lab-certified negative test result taken within 72 hours of the event to your Lumisight account and b) complete a one-click daily screening in Lumisight. Please create a Lumisight account and upload your documents ahead of time.
- **Complete a [liability waiver](#)** (see section below)
- **Wear a mask at all times**

Exhibitor tables will be placed at a minimum of 3 feet apart. Sanitizer will be available at the event and social distancing will be strongly encouraged.

Note: Our exact policies followed will be determined by current City and State regulations, which are subject to change.

Liability Waivers:

The University of Hawaii's Risk Management office requires a [waiver form](#) from all outside or non-UH vendors or exhibitors for all events held at the University. This

requirement includes participation in our Career Expo. Each participant of the Career Expo must sign this form. No one individual can sign this form on behalf of others. For example, if you have five people that will be tabling during the Career Expo, each person tabling must complete this form. Each individual attending the career fair must submit a completed and signed form at registration sign-in on the day of the event. Individuals will not be permitted to enter the venue without submitting a completed and signed liability waiver.

Mahalo in advance for participating in our Career Expo!