

meetingplay

VIRTUAL ENGAGEMENT PLATFORM

CAREER FAIR BOOTH PORTAL

- Agenda >
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Log In

- The Career Fair Booth Portal will be the place for your company to set up your Exhibitor Booth in order to accept screening requests, schedule interviews and manage buckets and surveys
- To log in, an email will be sent to you with a link to access the portal
- Click the link in the email, enter your email and your password which is your registration number. You will be prompted to reset your password upon first login



The screenshot shows a dark blue login page for the 2020 SHPE National Convention. At the top, there is a logo with three stylized mountain peaks in blue, red, and teal, followed by the text "2020 SHPE National Convention" and the tagline "ASCEND TO TRANSCEND". Below this, it says "Virtual Event · Oct 26-31 · shpe.org/2020". The main heading is "Booth Portal". There are two input fields: "Email Address" and "Password". Below the fields is a prominent blue "SIGN IN" button.

Dashboard

- Within the **Dashboard** you have easy access to manage your Career Fair setup which includes screenings and interviews.
 - Setup
 - Pre-screening assignment
 - Screening
 - Interviews
 - Staff
 - Reports
 - You also have an at-a-glance overview of important metrics for your booth.

The screenshot displays the MeetingPlay Booth Manager Dashboard. At the top, a blue navigation bar contains the text "Booth Manager MeetingPlay" and a menu with items: Dashboard, Setup, Pre-Screening Assignment, Screening, Interviews, Staff, Reporting, and Help. A "Switch to Sponsor Portal" link is also visible. Below the navigation bar, a yellow-bordered box highlights a summary section with six metrics:

Interviews	Screenings	Surveys
0	1	2
Interviews to be Scheduled	Completed Interviews	Interviewers Staffed
	Completed Screenings	Screeners Staffed
		Survey Completions

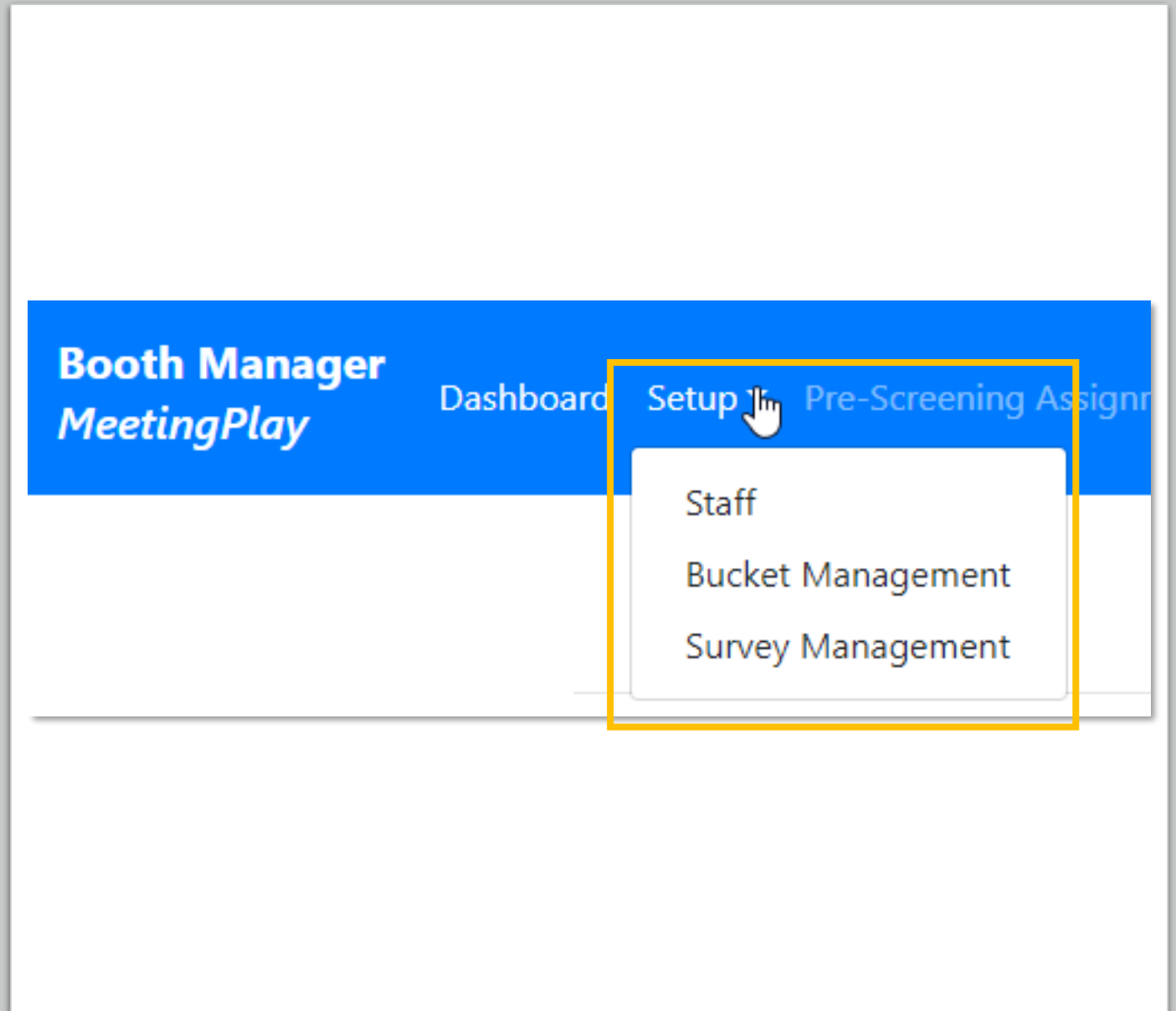
Below this summary is the "Interview Schedule Overview" section, which shows the dates "Oct 26 - 30, 2020" and navigation controls for "today", "<", and ">".

The lower portion of the screenshot shows a detailed view of the interview schedule for "Oct 26 - 30, 2020". It is organized by day:

Day	Date
Monday	October 26, 2020
9:00am - 9:30am	Erik Allen (MP) interviewing Test 3
9:00pm - 9:30pm	Erik Allen (MP) interviewing Test 10
Thursday	October 29, 2020
11:00am - 11:30am	Erik Allen (MP) interviewing Test 9
8:20pm - 8:50pm	Joe Schwinger interviewing Meredith Attendee Test
Friday	October 30, 2020
7:00pm - 7:30pm	Joe Schwinger interviewing Test 11

Career Fair Setup

- From the top navigation select **Setup** to prepare your booth for the Career Fair
- You must have the following sections setup for attendees to request screenings:
 - Staff Management
 - Bucket Management
 - Survey Management



Setup: Booth Staff

- Within the **Staff** page you will manage members that will hold roles during the Career Fair
- Select Manage and use the dropdown to add roles to each staff member

Staff Roles Include:

- **Admin** – Access to entire Booth Portal to set up booth for Career Fair and manage booth staff
- **Scheduler** – Partial access to Booth Portal to manage interviews and assign attendees to buckets
- **Screeener** – Set one or multiple bucket(s) to screen candidates during the Career Fair
- **Interviewer** – Has the ability to be assigned interviews throughout the Career Fair

Booth Staff

Here you can see all staff related to your booth, manage staff roles and view related staff member information

Show 10 entries Search:

Last Name	First Name	Email Address	Role	Actions
Zugay	Bruno	[REDACTED]	Admin Interviewer Scheduler Screeener	Manage
Zugay	Bruno (Sponsor)	[REDACTED]	Admin Interviewer Scheduler Screeener	Manage
Haring	Meredith	[REDACTED]	Admin	Manage
Sarnosky	Michelle	[REDACTED]	Admin	Manage

[Back to All Staff](#)

Staff Member Overview

Profile Information

First Name
Meredith

Last Name
Haring

Email Address
[REDACTED]

Role(s)
× Admin × Interviewer × Scheduler × Screeener

Information Overview **Associated Interviews** 5 **Completed Screenings** 3

Last Login: 10/05/2020 08:42 AM

Assigned Buckets: No Buckets Assigned | Manage Buckets

Save Information

include, as well as what this staff member has access to.

- **Admin** – Access to entire Booth Portal to set up booth for Career Fair and manage booth staff
- **Scheduler** – Partial access to Booth Portal to manage interviews and assign attendees to buckets
- **Screeener** – Set one or multiple bucket(s) to screen candidates during the Career Fair
- **Interviewer** – Has the ability to be assigned interviews throughout the Career Fair

Setup: Bucket Management

- Buckets are a way to group attendees together by categories or departments that best fit your company. These will allow you to assign multiple screening representatives to each bucket and expedite the screening process
- Attendees will select their desired bucket during the pre-screening process
- Create a new Bucket by selecting **New Bucket**
- Add a Bucket Name
- Select staff members that have been assigned to the screening role
 - Please Note: staff members must be assigned a **Screener** role in the Staff section to show in this list

Screening Buckets

[New Bucket](#)

Buckets are a way to group resumes for each open position and/or department within your company. These will allow you to assign multiple screening representatives to each bucket and expedite the screening process.

Show 10 entries

Search:

Bucket Name	Assigned Bucket Staff (Screening Reps)	Total Completed Screenings	Total Requested Screenings	Actions
Development	0	0	1	Manage Delete
Operations	0	0	5	Manage Delete

Setup New Bucket

[Back to All Buckets](#)

Bucket Information

Bucket Name

Choose Screening Reps

Show 10 entries

Search:

	Last Name	First Name
<input type="checkbox"/>	Zugay	Bruno (Sponsor)
<input type="checkbox"/>	Zugay	Bruno

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)[Save Bucket](#)

Setup: Survey Management

- A survey must be created for attendees to request a pre-screening
- The survey must have a minimum of one question and can have a maximum of six questions
- All survey questions are required for the attendee to answer (if requesting a pre-screen)
- Three response options are available for survey questions:
 - Standard Checkbox (choose one)
 - Standard Checkbox (choose multiple)
 - Open Ended

The screenshot displays the 'Survey Management' interface. At the top, there's a 'Survey Management' header with 'Add New Question' and 'Reporting' buttons. Below this is a sub-header 'Build your booths survey - Attendees will take this survey as part of qualifying for screening.' A notification bar states 'You can sort your questions by dragging the question title then dropping the row into a new position.' The main content area is titled 'Survey Questions' and shows a message: 'You have not added any questions yet. Add a Question'. Below this is a 'Setup New Survey Question' form with a 'Back to Survey Overview' button. The form is divided into two sections. The first section, 'Question Details', includes a text input for 'The Question', a dropdown for 'Question Type' (set to 'Standard (checkbox or radio options)'), and a checkbox for 'Has Multiple Answers?'. The second section, 'Answer Choices', shows five input fields labeled 'Answer 1' through 'Answer 5'. A second, smaller 'Setup New Survey Question' form is overlaid on the bottom right, showing the 'Question Type' dropdown with 'Open Ended (attendee types their answer)' selected. A 'SAVE QUESTION' button is visible at the bottom right of this overlay.



Career Fair Attendee Management

- Once you've completed the setup process and attendees have access to the event, they can begin requesting screenings from your booth
- This is slightly different from in person screenings as you will be able to manage and identify candidates in advance of the two Career Fair days
- Three navigations assist you with this process:
 - Pre-Screening Assignment
 - Screening
 - Interviews

The screenshot displays the Booth Manager MeetingPlay interface. The top navigation bar includes: Booth Manager MeetingPlay, Dashboard, Setup, Pre-Screening Assignment, Screening, Interviews, Booth Staff, Reporting, and Help. A yellow box highlights the 'Pre-Screening Assignment', 'Screening', and 'Interviews' items. Below, two dropdown menus are shown. The first dropdown, under 'Screening', lists: Pending Screening, Not Right Now, Survey Management, and Bucket Management. A large number '4' is positioned below this menu. The second dropdown, under 'Interviews', lists: Need to Schedule, Scheduled, Completed, Declined, and Setup New Interview. A hand cursor is shown over the 'Need to Schedule' option.



Career Fair Management: Pre-screening Requests

- All attendees that were not previously identified and scheduled for an interview will be able to request screenings from your booth
- Once they request a screening, they will show in the Pre-Screening Assignment list
- Attendees have the option to request a bucket during the pre-screening process, but they still must be assigned a bucket by your team
- The roles that have access to this navigation are Admin, Schedulers, and Screeners
- Booth Staff have the following actions:
 - Review pre-screening submission
 - View the attendee's resume
 - Choose to keep or change the bucket.
 - Send the attendee to screening
 - Skip screening and send the attendee to be scheduled for an interview

Pre-Screening Assignment

[Survey Management](#)[Bucket Management](#)

These attendees have completed your survey and want to be screened at your booth. Use the actions below to determine which bucket they best fit into for screening.

After choosing a bucket for the attendee, they will be sent a notification that they are now able to screen via the selected bucket.

Show 10 entries

Search:

Last Name	First Name	Survey Completed On	Preferred Bucket	Actions
Dean	Jenna	October, 02 2020 13:57:07	Operations	View Details and Assign
Test	Meredith	September, 28 2020 17:33:26	Operations	View Details and Assign
Test	Resume	October, 01 2020 19:45:14	Operations	View Details and Assign
Hart	Stephanie	October, 02 2020 10:17:51	Development	View Details and Assign

Showing 1 to 4 of 4 entries

Previous 1 Next

Assign to Screening Bucket

You are assigning a screening bucket for Stephanie Hart [View Resume](#)

Survey Results

Q: What is your favorite season?
A: Summer

Select Bucket

Choose attendee screening bucket

Development

[Send to Screening](#) [Skip & Send to Interview](#)

Career Fair Management: Interview Screening

- Once an attendee is assigned a bucket in the pre-screening assignment, they will show in the **Screening** section of the booth portal
- This page will show the following:
 - Attendees who have not screened
 - Attendees who have screened but have been identified as not a fit right now for your company
- Pending Screening Actions:
 - View the attendee pre-screening information and resume
 - Skip screening and send straight to schedule for an interview
- Not Right Now
 - View the attendee pre-screening information and resume

Interview Screening

[Survey Management](#)[Bucket Management](#)

Below is a breakdown of all attendees who have completed pre-screening and have been assigned a bucket

Pending Screening [Not Right Now](#)

Attendees who have completed the survey at your booth and have been assigned a bucket, but have not completed the screening process yet

Skip Screening - You have the ability to push an attendee straight to scheduling, skipping the screening process. ×

Show 10 entries

Search:

Last Name	First Name	Survey Completed On	Bucket	Actions
Litz	Emily	October, 02 2020 13:57:07	Operations	Profile Skip Screening

Showing 1 to 1 of 1 entries

Previous 1 Next

Profile Snapshot

[Close](#)

Veronica Furukawa

@meetingplay.com | MeetingPlay

[View Resume](#)

Survey Results

Screening Results

Interview Results

Q: Education Status

A: Masters

Q: Do you prefer to work alone or in a group?

A: Group

Career Fair Management: Interviews Overview

The **Interviews** section shows the following information.

- **Need to Schedule:** Attendees who went through the screening process and are identified as a candidate for an interview
 - Options to manage: View Profile with pre-screening/screening notes and Schedule Interview
- **Scheduled:** Attendees who are scheduled for an interview
 - Options to manage: View Profile and Manage or change interview time/interviewer
- **Completed:** Attendees who have completed an interview
 - Options to manage: View Profile, outcome and rating (*if applicable*)
- **Declined:** Attendees who have declined an interview
 - Options to manage: View Profile, view decline reason and reschedule (*if applicable*)

The screenshot shows the 'Need to Schedule' tab selected. A message states: 'Attendees who have completed the screening process that do not have an interview scheduled yet'. Below this is a table with one entry for Joe Schwinger. The 'Actions' column contains 'Profile' and 'Schedule' buttons.

Last Name	First Name	Screened By	Screening Approval Date	Bucket	Screened Rating	Actions
Schwinger	Joe	N/A	N/A	Bucket 5	N/A	Profile Schedule

The screenshot shows the 'Scheduled' tab selected. A message states: 'Attendees who have an interview scheduled that has not happened yet'. Below this is a table with four entries. The 'Actions' column contains 'Profile' and 'Manage' buttons.

Last Name	First Name	Screening Approval Date	Interview Date	Interviewer	Bucket	Screened Rating	Actions
1	Test	N/A	Mon, Sep 21, 7:40 PM EST	Allen (MP), Erik	New Test	N/A	Profile Manage
10	Test	N/A	Mon, Oct 26, 9:00 PM EST	Allen (MP), Erik	Bucket 5	N/A	Profile Manage
11	Test	N/A	Thu, Sep 24, 9:00 AM EST	Allen (MP), Erik	Bucket 1	N/A	Profile Manage
11	Test	N/A	Wed, Sep 23, 5:00 PM EST	Haring, Meredith	Bucket 1	N/A	Profile Manage

The screenshot shows the 'Declined' tab selected. A message states: 'Attendees who have declined a scheduled interview'. Below this is a table with one entry for Joe Schwinger. The 'Actions' column contains 'Profile' and 'Reschedule' buttons.

Last Name	First Name	Screening Approval Date	Proposed Interview Date	Interviewer	Bucket	Screened Rating	Declined Reason	Actions
11	Test	N/A	Fri, Oct 30 7:00 PM EST	Schwinger, Joe	Bucket 1	N/A	I was already offered another job.	Profile Reschedule

Career Fair Management: Pre-Scheduled Interviews

- If a candidate is identified for an interview prior to submitting a screening request, you may schedule them for an interview "on demand"
- Use the search fields to search first name, last name, and email of a candidate
- Choose a bucket for attendee assignment
- Choose the interviewer
- Choose the date and time

Interviews

Below you can manage attendees who have passed screening for interviews

[Setup New Interview](#)

[Need to Schedule](#) [Scheduled](#) [Completed](#) [Declined](#)

Setup New Interview

[Back to All Interviews](#)

Interview Information

Select attendee for interview

Search email, first name, or last name of any attendee to begin scheduling. 3 character minimum

Choose a bucket assignment:

Who will conduct the interview?

Interview Date

Interview Time

[Schedule Interview](#)