

The Registration

Contact Information & Company Profile Information – these sections will set up your Career Connect account and your organisation's profile, this is what students will be able to view. It is important to complete the profile information as thoroughly as possible so that students get insight into what your organisation is all about. Setting up your contact information will create individual account access, which will give you access to Career Connect to post job vacancies and participate in future events.

Note that each representative listed for the AMC Careers Expo will also have an individual account created in Career Connect associated with your organisation.

Representatives for 1-to-1 appointments – these sections will ask you to provide the details of the representatives attending the expo from your company. You do have the option to skip this section and come back to it later if you're unsure on who will be available.

The expo is scheduled to run from 10am until 4pm. During this time, you can have multiple representatives available for 1-to-1 chats with students. Your company representatives do not have to be available for the whole day and you can assign a time that they will be participating, however we do ask that "your company booth" has one person from your organisation online for the expo duration to speak with students.

When registering your individual representatives, you will need to provide a webinar meeting link for that person, this can simply be created in your personal work calendar/webinar platform and then copy the access link into your registration. This offers your representatives/company to use your preferred online meeting platform.

Industry Day – This is where you can opt-in to deliver a group session with our students on Thursday 20th August 2020. This will run separately to the Expo session held on Friday. You can choose to use this 20 minute allocation to give a presentation, run a Q&A session or simply offer an overview of your company and the opportunities available. With your permission it is intended to record these groups sessions for access afterwards. You can of course opt-out of any recordings as determined by your company.

Students - will register through the UTAS system and have a profile set up for you to view as a part of their appointment booking, there will also be an option for them to provide a resume or LinkedIn profile details. Once they select their appointments they will be placed in a virtual queue, much like waiting at an expo booth (they can register for up to 5 queues at a time). The student will be invited into your meeting when their allocated time arrives. If your appointments finish early the online cue simply progresses forward – we let the system do the mechanics for you so nothing to worry about here!

Registration & online support

Our colleagues from the UTAS Career Connect team are available to assist you with this entire process, and we encourage you to give them a call or book a time to complete your registration.

Kate Lucas

03 6226 2057 or ka.lucas@utas.edu.au

Penny Stringer

03 6226 1527 or penny.stringer@utas.edu.au

If you are wanting to learn more about the UTAS Career Connect platform by Simplicity you can watch the release of the Career Expo functionality here: <https://vimeo.com/426029351/87f7cb1240>