Career Fairs at SOU- How to register for them

October 23, 2024 (registration open now here) *Please note that you will need to set up an account (free) in 12twenty to register for the career fair.*

April 17, 2025 (registration will open in 2025)

Attend a Career Fair

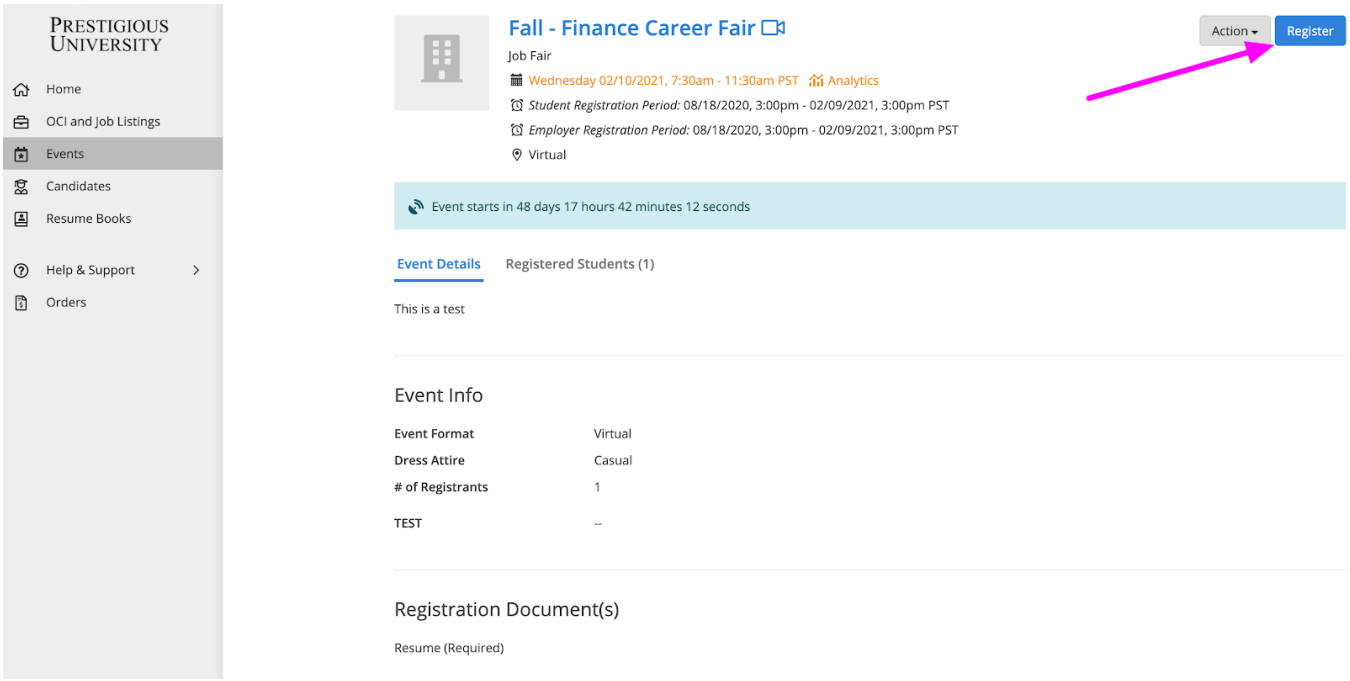
Career Fairs uniquely allow you to maintain a strong presence and brand within the Southern Oregon University community while meeting outstanding Southern Oregon University students and alumni. This event option is a wonderful opportunity to engage with a targeted population of students and meet qualified candidates for internships and job openings. Our students are talented, driven and highly diverse, making Southern Oregon University a premier resource for recruiting talent.

To participate in our Career Fairs:
Click the "Attend a Career Fair" button on your homepage OR navigate to the "Events" page from the left hand menu.

1. **Selecting the event you would like to register for from the Event landing page.**

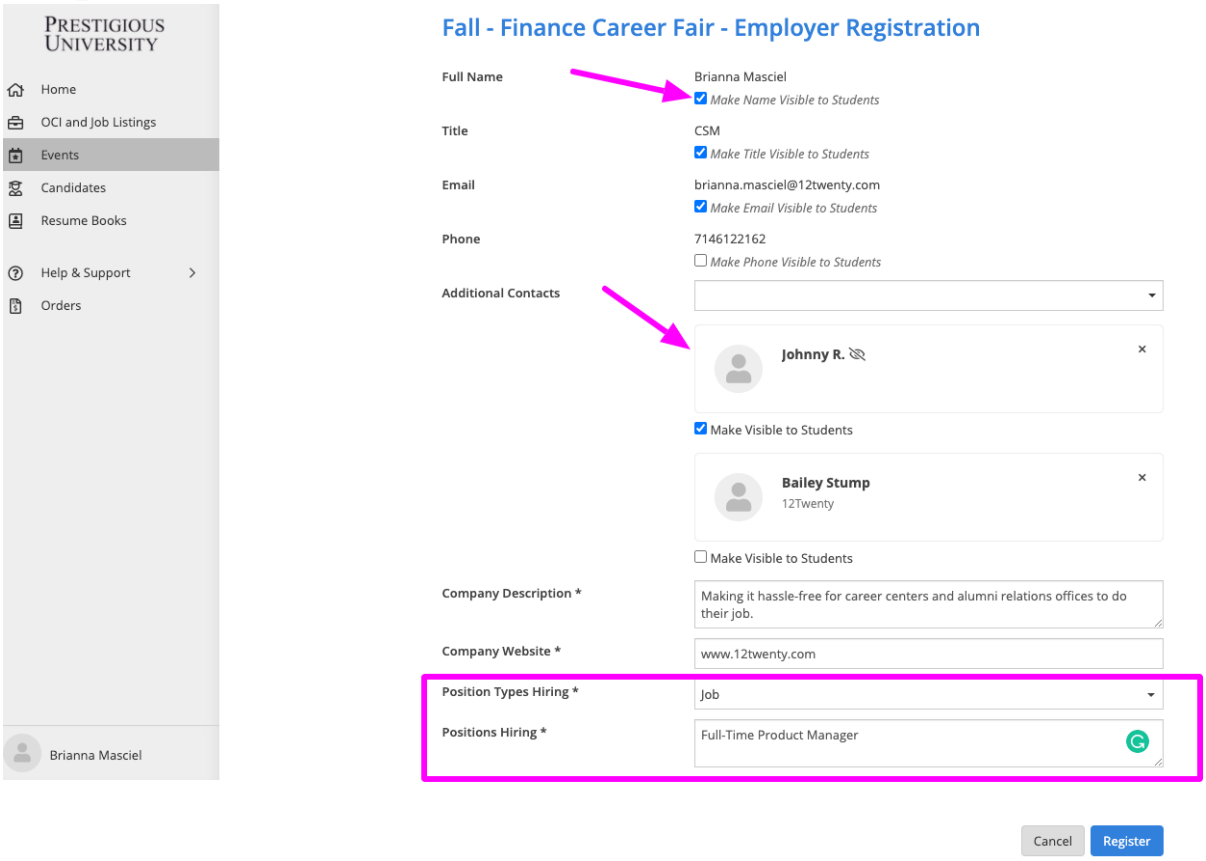
2. **You'll land on the Career Fair detail page, where you will be able to view critical event information.**

3. **Click the "Register" button in the top right-hand corner.**



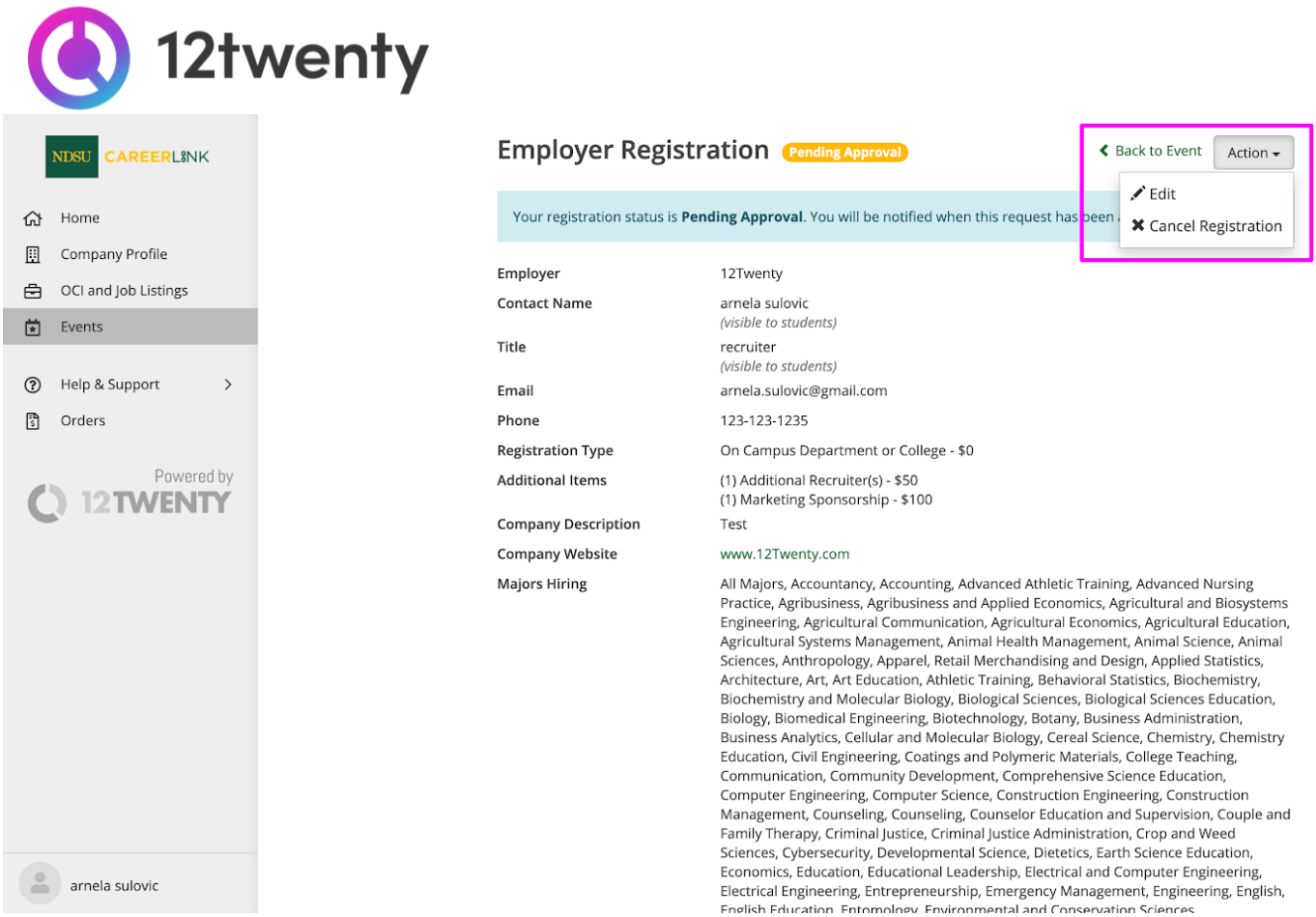
4. Fill out the key details on the Employer Registration form.

- Before registering for a career fair, students are searching through attending organizations by major, subject of interest, job openings, and other key details to find companies of interest.
- Think of this as your digital "Booth" and company "Banner." Use this as an opportunity to make select information visible to students, add additional teammates by using the "Additional Contacts" functionality, and promote critical information about your brand and open opportunities.



5. Once you have submitted the completed Registration Form, you will see a "Pending Approval" confirmation screen.

- Here you can click the "Action" button from the top right hand corner to "Edit" your registration.

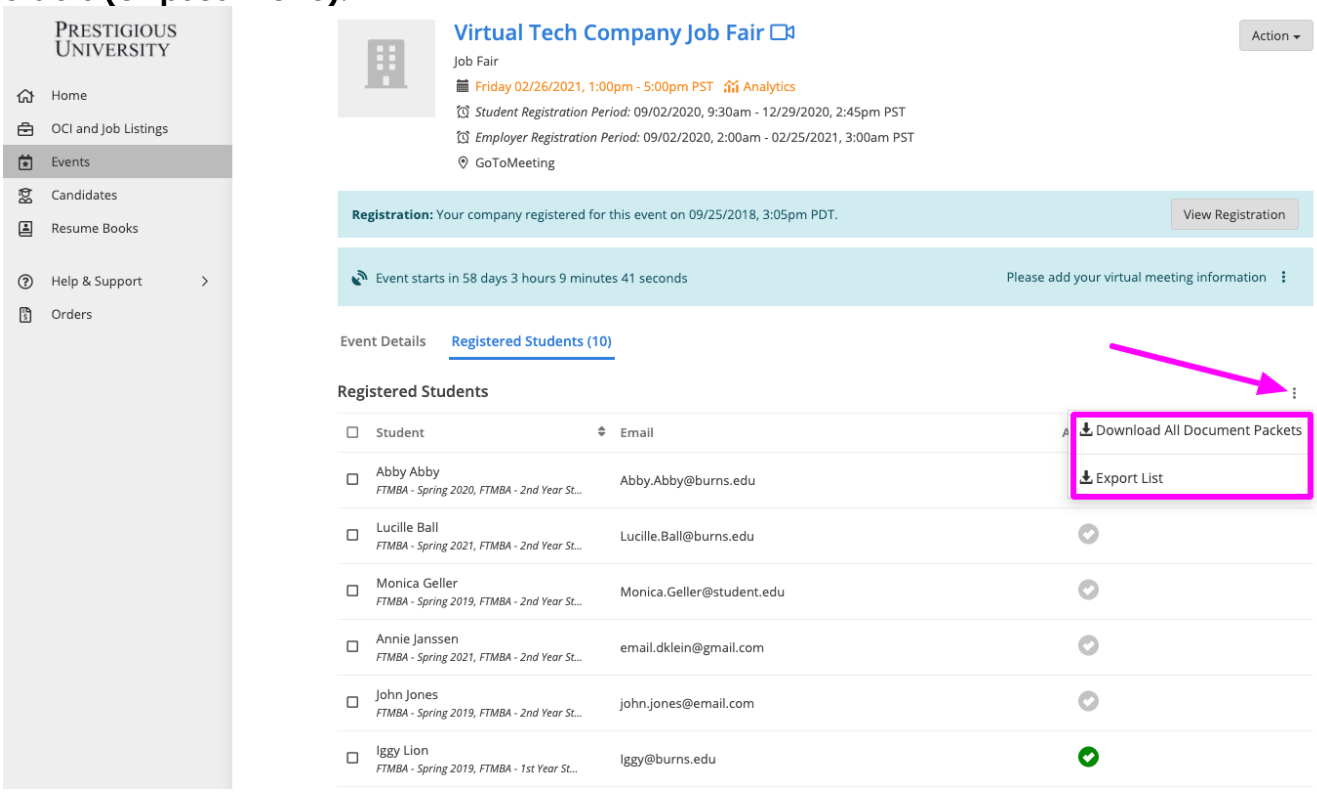


6. Our office will review your Career Fair Registration and reach out to support you with coordinating the logistics for meeting with students for 1:1 chat sessions, group sessions, and any other recruiting needs during the fair.

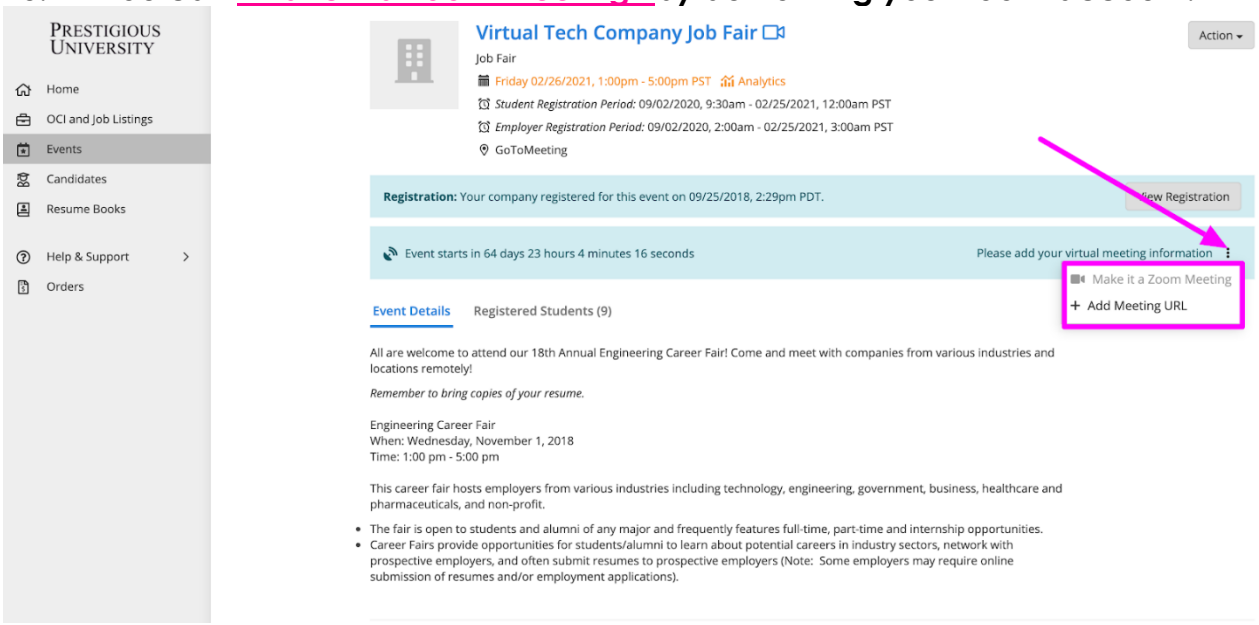
7. Once your registration is approved, you will automatically be notified. From here you can login to Career Launch and dynamically see a list of "Registered Students" within the event.

8. On the "Registered Students" tab of the event, you can also download a "Document Packet" and "Export" the Registration List to Excel by clicking the

3 dots (ellipses menu).



9. For Virtual Career Fairs, you will be able to add in your Virtual Meeting URL details by clicking on the three dots (ellipses menu) within the blue meeting information bar and adding your preferred meeting technology.

- ***Note:*** The 12twenty platform supports all web conferencing tools including Zoom, Microsoft Teams, Google Meet, WebEx, GoToMeeting or other URL.
- Once added, each of these tools will reveal their corresponding logo.

10. You can "Make it a Zoom Meeting" by authorizing your Zoom account.