(12twenty

## Career Fairs at SOU- How to register for them

October 23, 2024 (registration open now <u>here</u>) 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.

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	PRESTIGIOUS UNIVERSITY Home OCI and Job Listings Events	IGIOUS IRSITY b Listings		Fall - Finance Career Fair □       Action • Register         Job Fair       Wednesday 02/10/2021, 7:30am - 11:30am PST íí Analytics         I Student Registration Period: 08/18/2020, 3:00pm - 02/09/2021, 3:00pm PST       Employer Registration Period: 08/18/2020, 3:00pm - 02/09/2021, 3:00pm PST         I Employer Registration Period: 08/18/2020, 3:00pm - 02/09/2021, 3:00pm PST       I Employer Registration Period: 08/18/2020, 3:00pm - 02/09/2021, 3:00pm PST         I Mathematical Period: 08/18/2020, 3:00pm - 02/09/2021, 3:00pm PST       I Employer Registration Period: 08/18/2020, 3:00pm - 02/09/2021, 3:00pm PST				
۲. M	Candidates Resume Books		Event starts in 48 days 17 hours 42 minutes 12 seconds					
? =	Help & Support > Orders		Event Details This is a test	Registered Students (1)				
			Event Info Event Format Dress Attire # of Registrants TEST Registration Resume (Required	Virtual Casual 1  Document(s)				

## 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.

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	Prestigious University		Fall - Finance Career Fair - Employer Registration		
ଜ	Home		Full Name	Brianna Masciel Moke Name Visible to Students	
<b>₽</b>	OCI and Job Listings Events		Title	CSM Make Title Visible to Students	
\$g	Candidates		Email	brianna.masciel@12twenty.com Z Make Email Visible to Students	
	Help & Support	>	Phone	7146122162 Make Phone Visible to Students	
	Orders		Additional Contacts	•	
			*	Johnny R. 🕸 ×	
				Make Visible to Students	
				Bailey Stump × 12Twenty	
				Ake Visible to Students	
			Company Description *	Making it hassle-free for career centers and alumni relations offices to do their job.	
			Company Website *	www.12twenty.com	
			Position Types Hiring * Positions Hiring *	Job	
•	Brianna Masciel			Full-Time Product Manager	
				Cancel Register	

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.

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	Employer Regis	Stration (Pending Approval)
	Your registration status is	Pending Approval. You will be notified when this request has peen Cancel Registration
	Employer	12Twenty
	Contact Name	arnela sulovic (visible to students)
	Title	(visible to students)
	Email	arnela.sulovic@gmail.com
	Phone	123-123-1235
	Registration Type	On Campus Department or College - \$0
	Additional Items	(1) Additional Recruiter(s) - \$50 (1) Marketing Sponsorship - \$100
	Company Description	Test
	Company Website	www.12Twenty.com
	Majors Hiring	All Majors, Accountancy, Accounting, Advanced Athletic Training, Advanced Nursing Practice, Agribusiness, Agribusiness and Applied Economics, Agricultural and Biosystems Engineering, Agricultural Communication, Agricultural Economics, Agricultural Education, Agricultural Systems Management, Animal Health Management, Animal Science, Animal Sciences, Anthropology, Apparel, Retail Merchandising and Design, Applied Statistics, Architecture, Art, Art Education, Athletic Training, Behavioral Statistics, Biochemistry, Biochemistry and Molecular Biology, Biological Sciences, Biological Sciences Education, Biology, Biomedical Engineering, Biotechnology, Botany, Business Administration, Business Analytics, Cellular and Molecular Biology, Cereal Science, Chemistry, Chemistry Education, Civil Engineering, Coatings and Polymeric Materials, College Teaching, Communication, Community Development, Comprehensive Science Education, Computer Engineering, Counseling, Counselor Education and Supervision, Couple and Family Therapy, Criminal Justice, Criminal Justice Administration, Crop and Weed Existence Codence and Science Internet Proteins Engineering, Couple and Family Therapy, Criminal Justice, Criminal Justice Administration, Crop and Weed
		Sciences, Cybersecurity, Developmental Science, Dietetics, Earth Science Education, Economics, Education, Educational Leadership, Electrical and Computer Engineering, Electrical Engineering, Entrepreneurship, Emergency Management, Engineering, English, English Education, Entomology, Environmental and Conservation Sciences

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

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3 dots (ellipses menu).									
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*	Events	GoToMeeting							
84	Candidates	Registration: Your company regist	ered for this event on 09/25/2018, 3:05pm PDT.	View Registration					
ē	Resume Books								
?	Help & Support >	Event starts in 58 days 3 hours 9 minutes 41 seconds Please add your virtual meeting in							
5	Orders	Event Details Registered Stude	Int Details Registered Students (10)						
		Student	♦ Email	A 🕹 Download All Document Packets					
		Abby Abby FTMBA - Spring 2020, FTMBA - 2nd Yea	Abby.Abby@burns.edu	🛓 Export List					
		Lucille Ball FTMBA - Spring 2021, FTMBA - 2nd Yea	r St Lucille.Ball@burns.edu	0					
		Monica Geller FTMBA - Spring 2019, FTMBA - 2nd Yea	r St Monica.Geller@student.edu	0					
		Annie Janssen FTMBA - Spring 2021, FTMBA - 2nd Yea	email.dklein@gmail.com	0					
		John Jones FTMBA - Spring 2019, FTMBA - 2nd Yea	r St john.jones@email.com	$\odot$					
		Iggy Lion FTMBA - Spring 2019, FTMBA - 1st Year	<sub>St</sub> lggy@burns.edu	0					

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 <u>"Make it a Zoom Meeting"</u> by authorizing your Zoom account.

