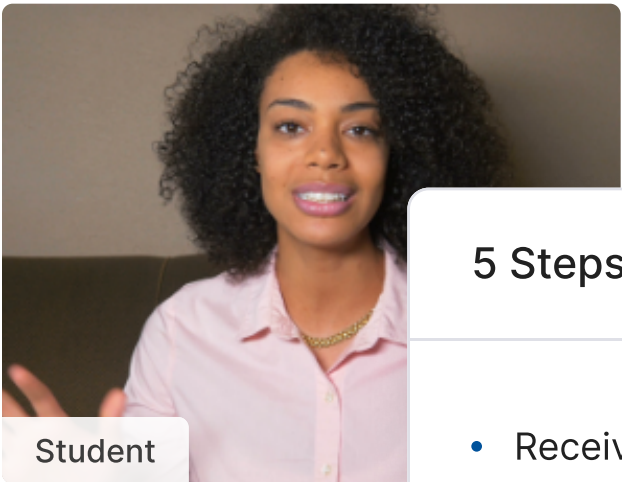


Acing Virtual Recruiting

A Guide for Employers for Virtual Networking & Interviewing


◀
floreruit.com



Student

5 Steps

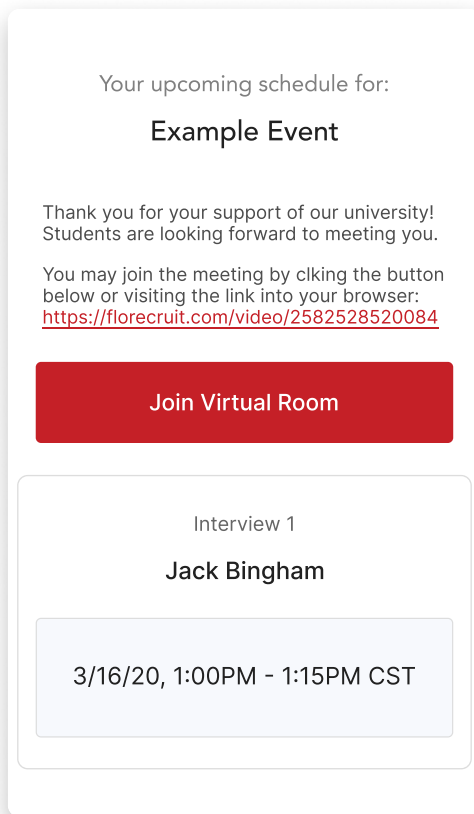
- Receive Email
- Join Video Chat via Email
- Enter Virtual Room
- Meet Virtually
- Join Next Virtual Room



Interviewer

Step 1

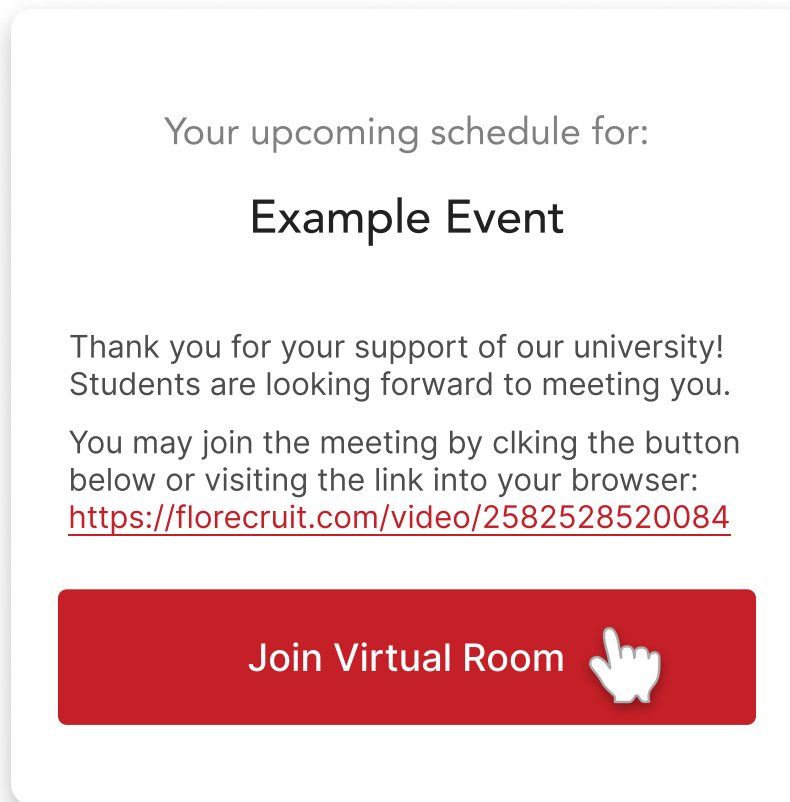
Receive Scheduling Email



Before the event, the employer contact (the email address used with employers' 12Twenty portal) will receive emails with the interviewers' schedules from bulaw@floevents.email. The employer contact will be responsible for forwarding this email to the employer representative so that they have this information.

Step 2

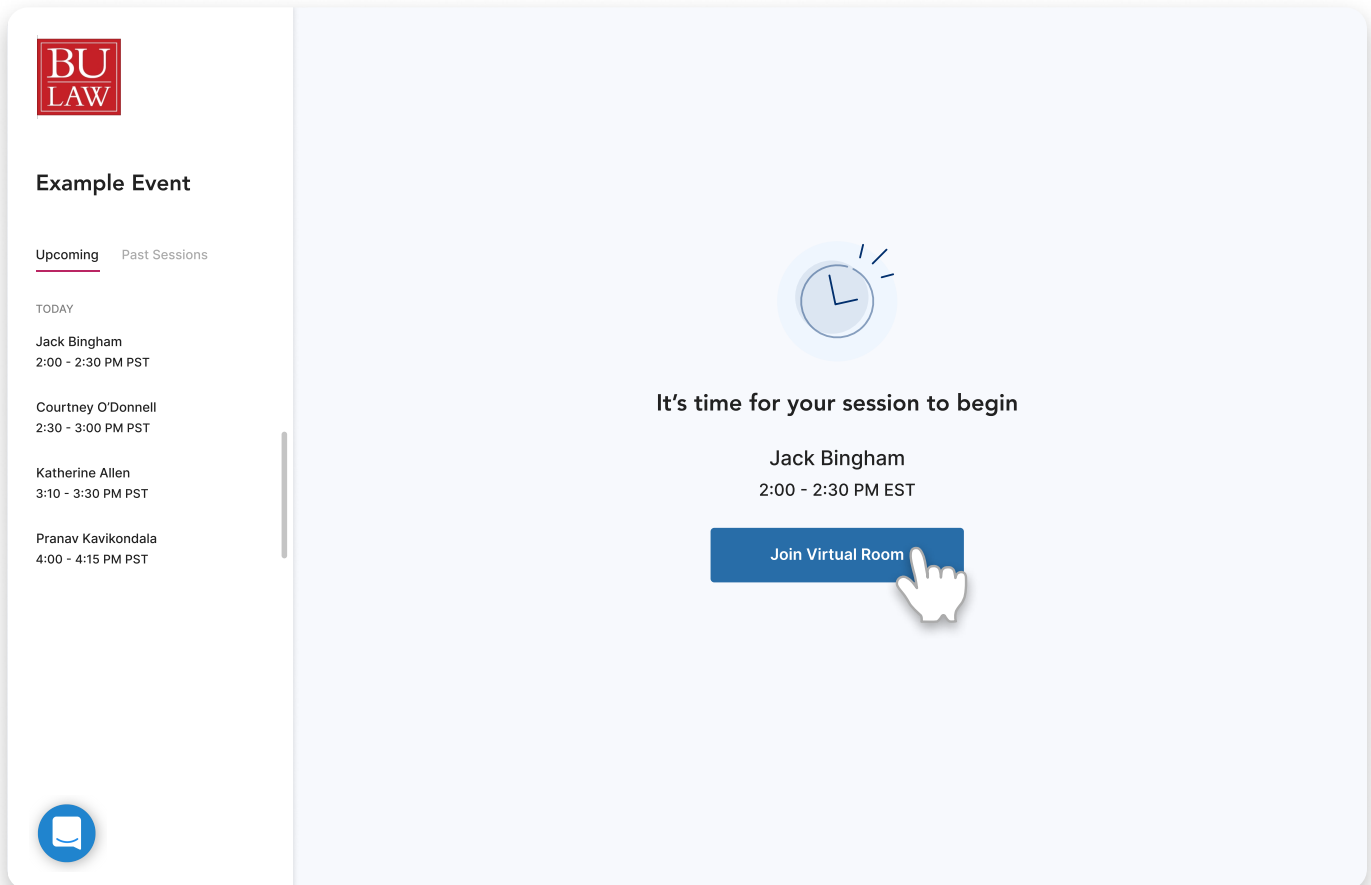
Join Video Chat via Email



In the email, you will see one button to join the virtual interview room. The employer representative should click the button, or copy and paste the video chat link into their browser, to see their schedule and join their first virtual room via video chat. You should use the Google Chrome browser for your video chats.

Step 3

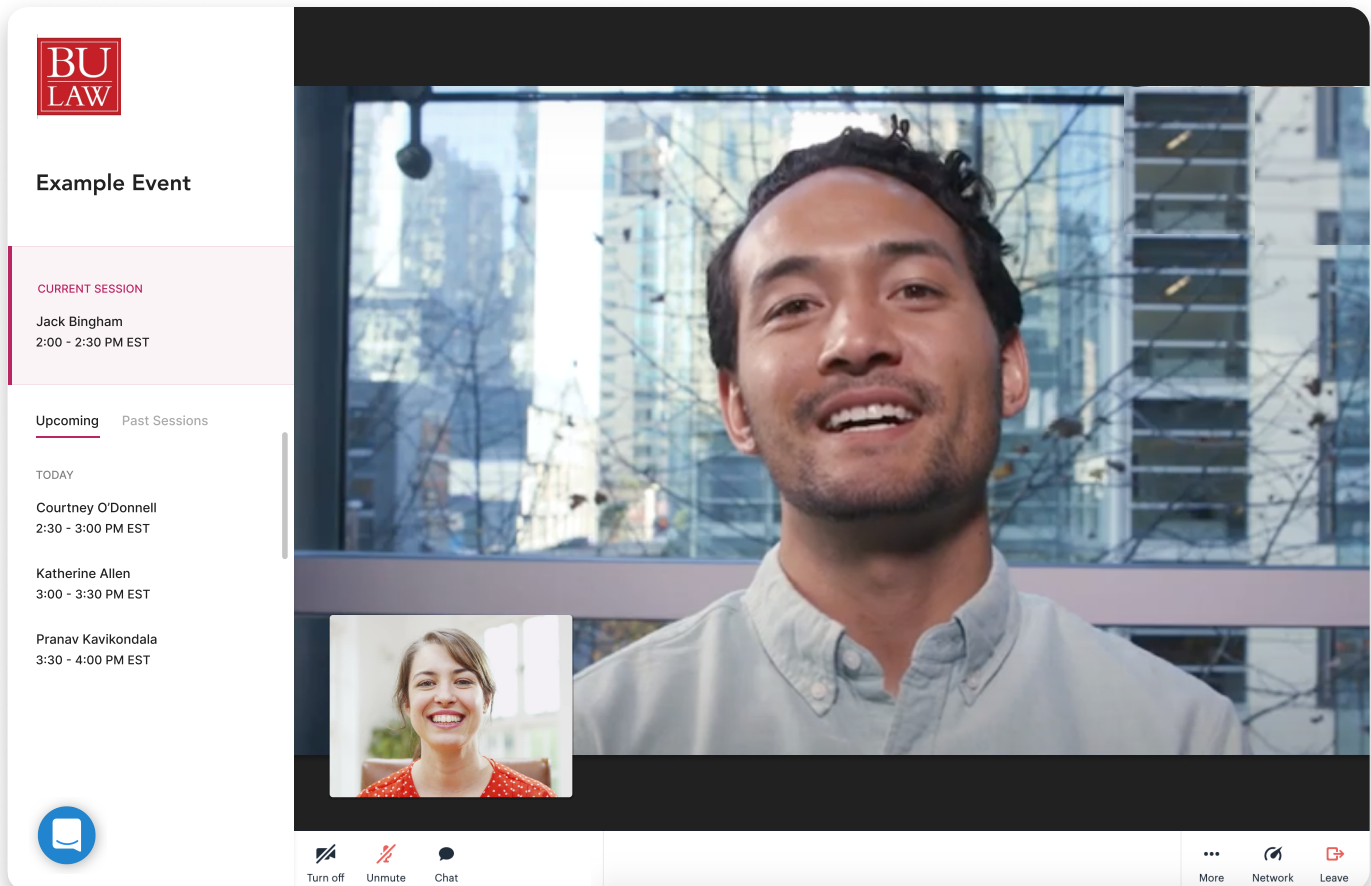
Enter Virtual Room



On the employer representative's screen, they will see their upcoming virtual interviews on the left. In the middle, they'll see a button labeled *Join Virtual Room*. The representative should click the button to be connected to their first session.

Step 4

Meet Virtually

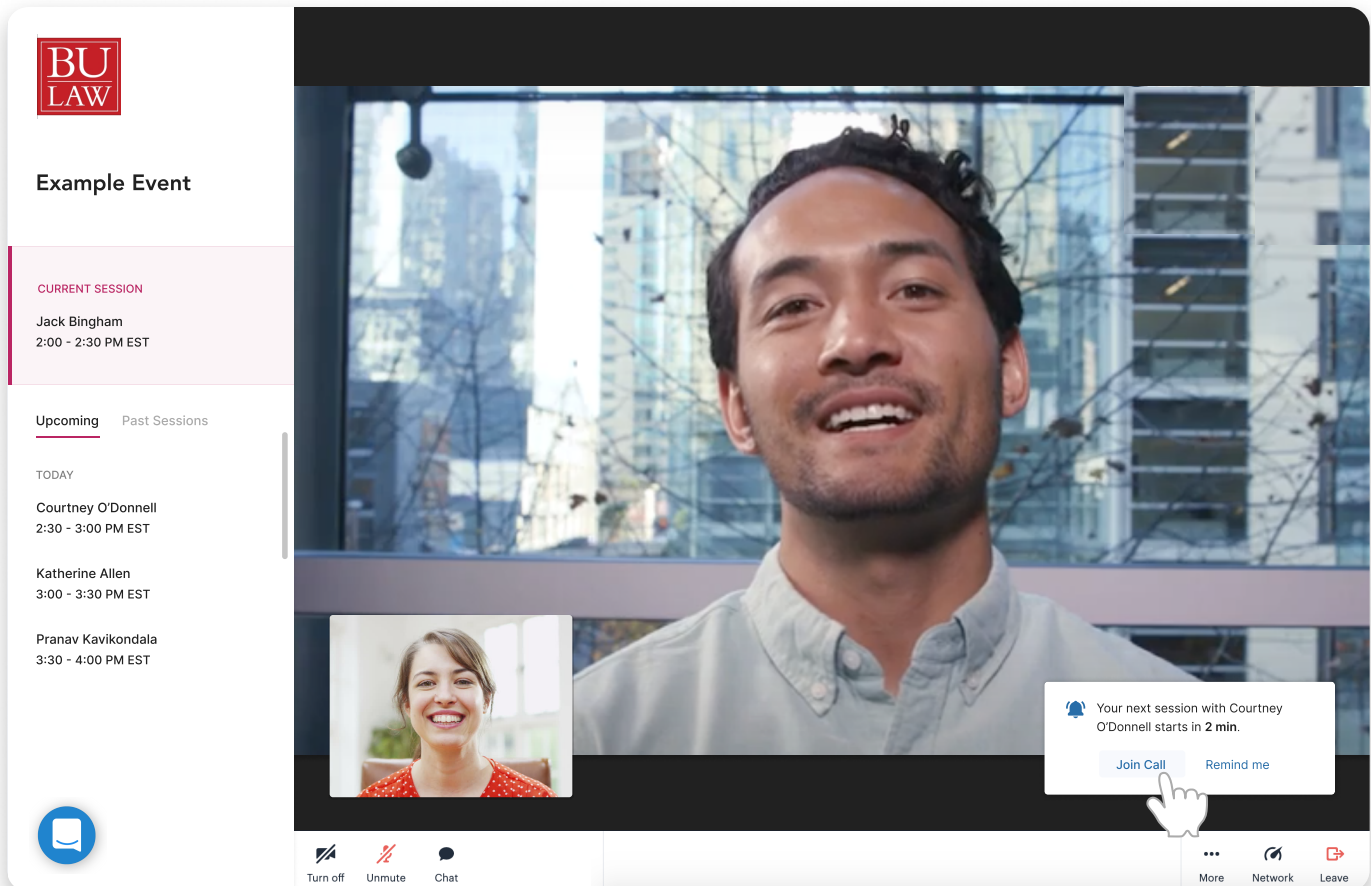


The screenshot displays a virtual meeting interface. On the left is a sidebar with the BU LAW logo at the top. Below the logo, it says "Example Event". A section titled "CURRENT SESSION" lists "Jack Bingham" for "2:00 - 2:30 PM EST". Below that, there are tabs for "Upcoming" and "Past Sessions". Under "Upcoming", there are three sessions for "TODAY": "Courtney O'Donnell" (2:30 - 3:00 PM EST), "Katherine Allen" (3:00 - 3:30 PM EST), and "Pranav Kavikondala" (3:30 - 4:00 PM EST). At the bottom of the sidebar is a blue speech bubble icon. The main area shows a video call with a man in a light blue shirt in the foreground and a woman in a red patterned top in a smaller window below. The background of the man's video is a cityscape. At the bottom is a control bar with icons for "Turn off" (video), "Unmute" (audio), "Chat" (speech bubble), "More" (three dots), "Network" (signal strength), and "Leave" (exit door).

After the student has joined the employer in the Virtual Room, the meeting will begin. If the employer representative's wi-fi quality is low, they can decrease the quality of their video stream to ensure the audio is still crystal clear by clicking *More*. If any connection issues arise, we recommend disconnecting from VPN as it usually the cause of poor connection.

Step 5

Join Next Virtual Room



Two minutes before your next session begins, you'll see a notification to join your next room. When you click *Join Call*, you will leave the current interview and join the next interview. If you click *Remind Me*, the notification will be snoozed for 1 minute. Continue this process until the end of your schedule. After all of the sessions are complete, the representative can exit the tab or click *Leave* to exit.

If you have any questions or concerns, you can use the in-app chat, which is the blue icon on the bottom left of the screen.