Use Case

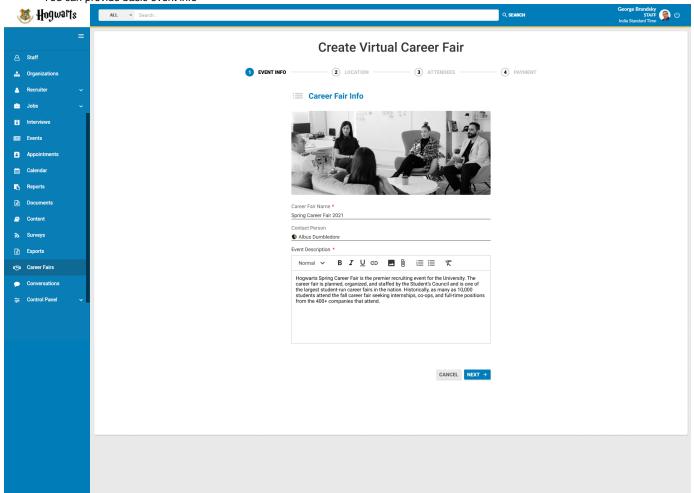
This page shows the flow of VCF

- Staff
 - · Create Career Fair
 - VCF Management
- Student
 - See VCF
 - RSVP for VCF
 - Visit Booth
 - Requesting 1:1
- Recruiter
 - VCF Registration

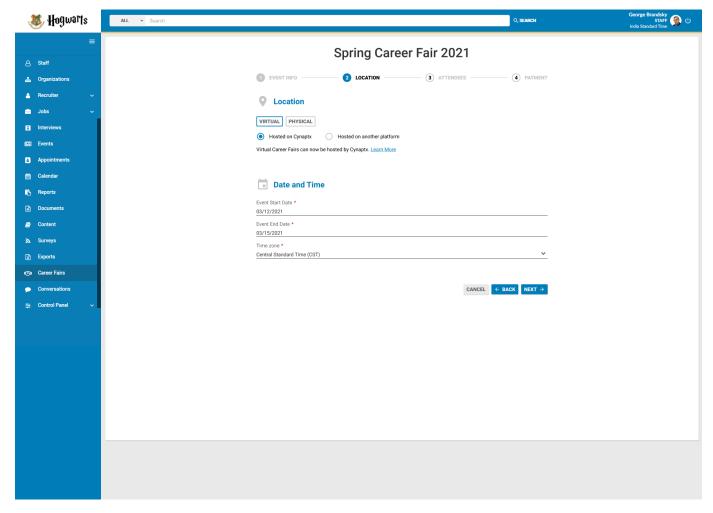
Staff

Create Career Fair

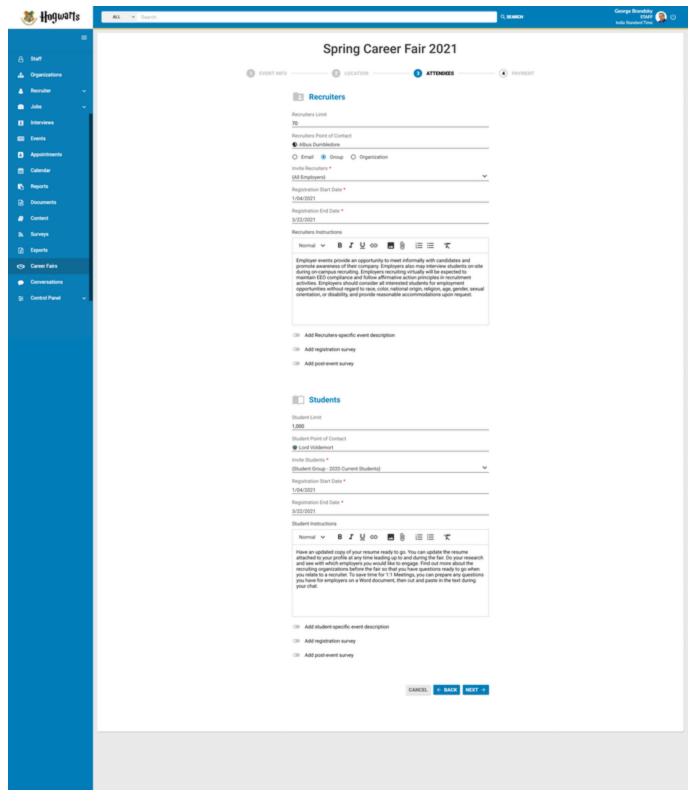
• You can provide basic event info



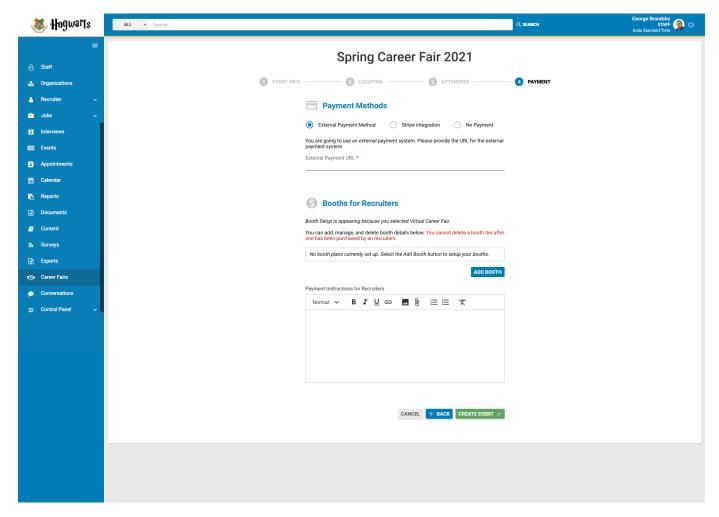
• You can give event timelines



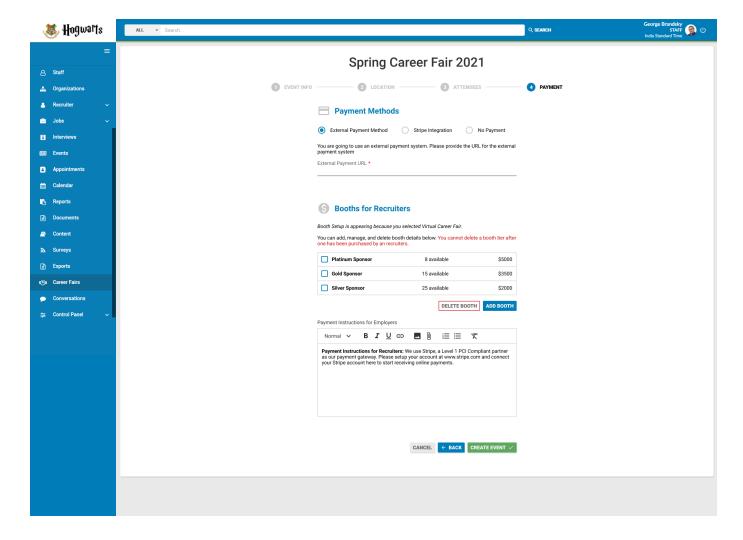
· You can give event instructions and you can connect your VCF with surveys (pre-event and post-event)



• You can then select a payment method. We are currently supporting external payment method.

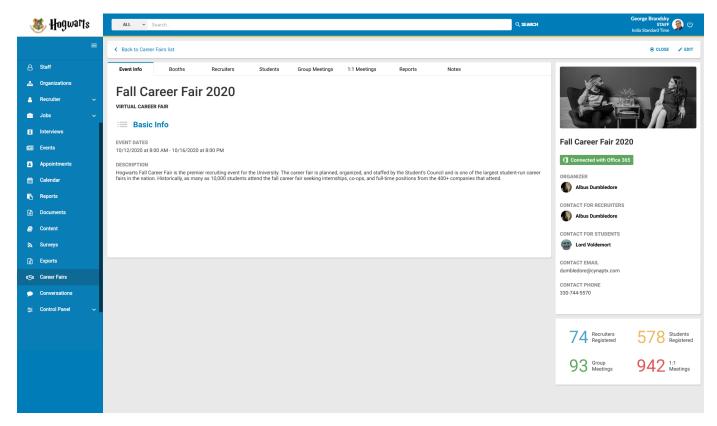


• You can give details about your booths, booth limits and pricing for booth tiers

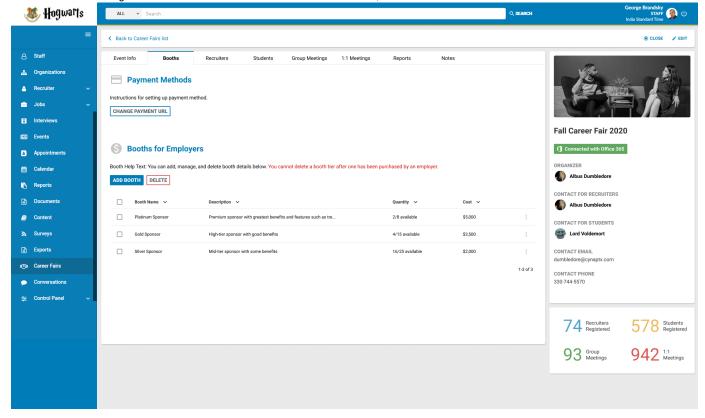


VCF Management

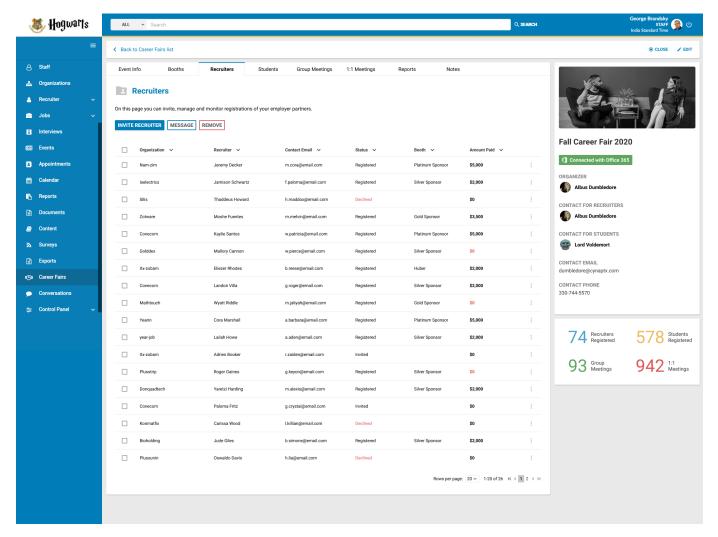
• You can see VCF event info and high level counts of registrations and meetings. You can also connect your Office 365 account to create and manage Microsoft Teams meetings.



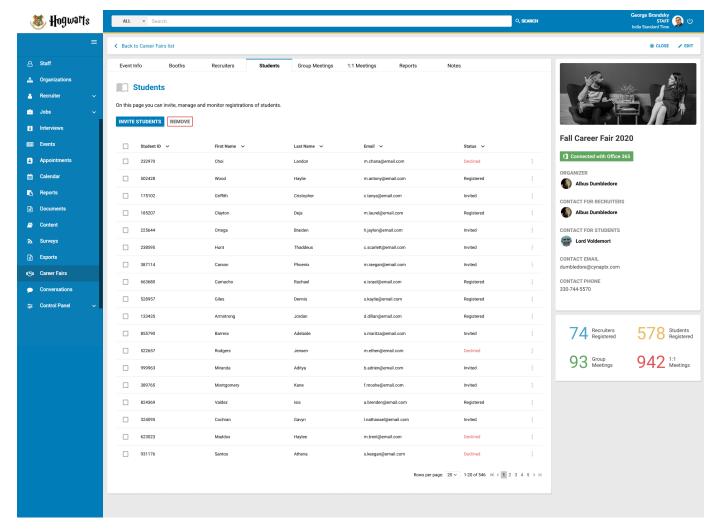
• You can manage booths. You will be able to monitor booth selections, add and remove booths



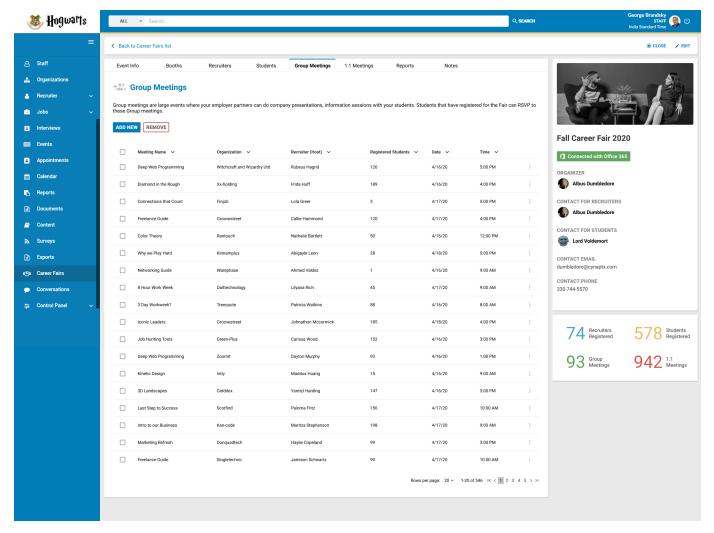
• You can invite recruiters and manage them.



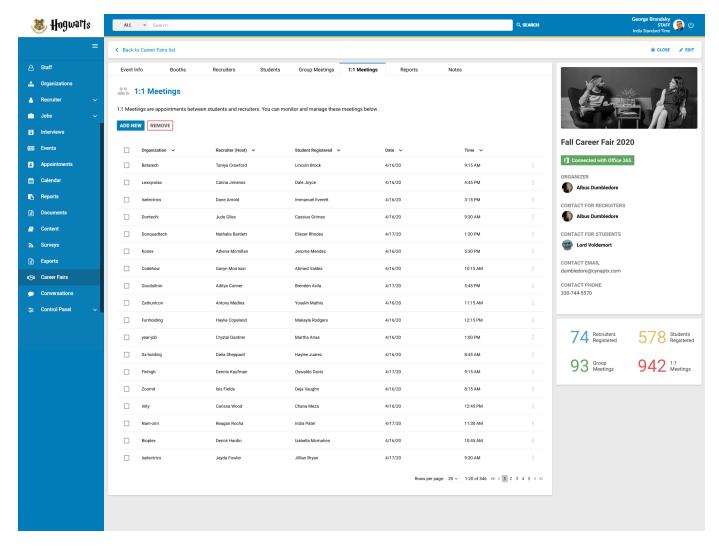
• You can invite students and manage them



• You can create and Manage Group Meetings



• You can monitor all 1:1 meetings

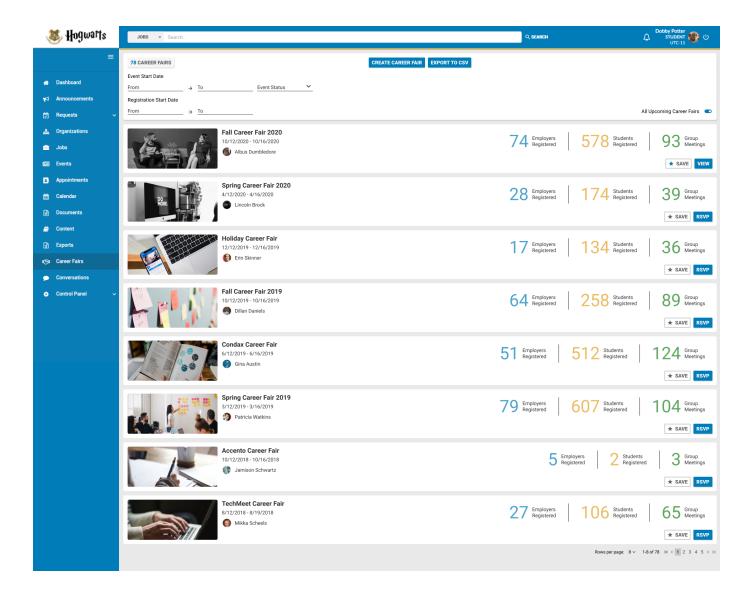


• You will be able to see reports and add notes on VCF as needed.

Student

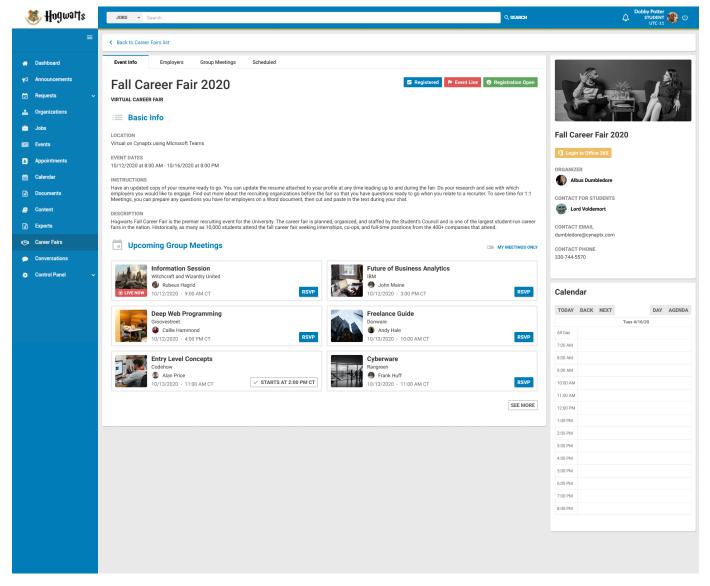
See VCF

You can see list of all VCF and their timelines.

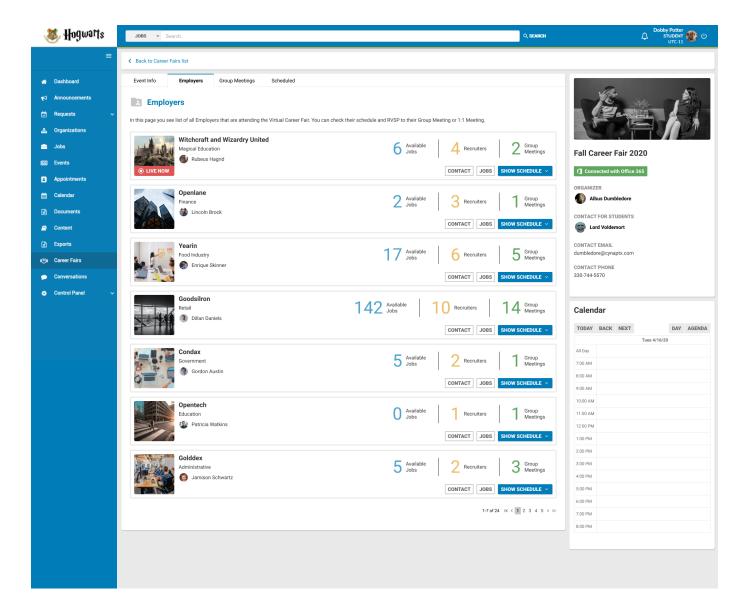


RSVP for VCF

You can see details of a VCF and then RSVP. You can connect your O365 account to VCF.

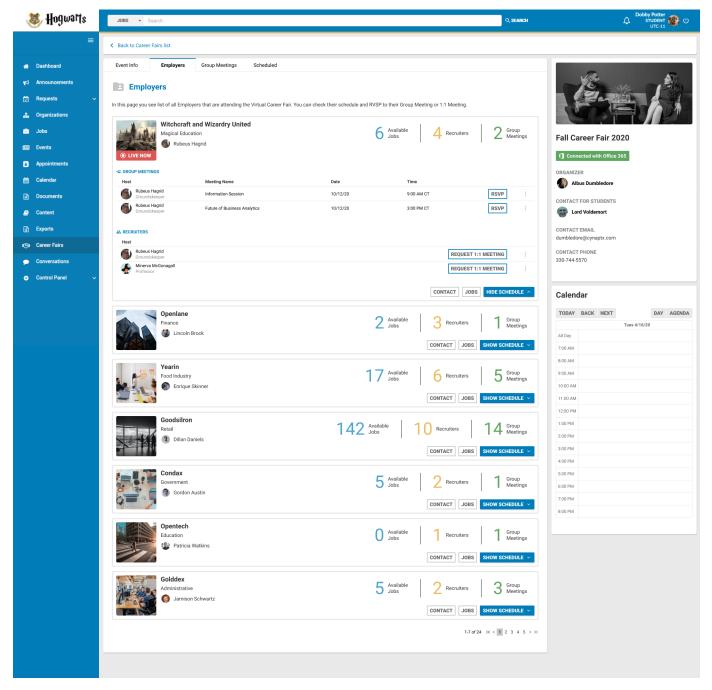


 You can browse list of employers booths. You will be able to see availble jobs, # of recruiters attending VCF and group meetings by each employer.

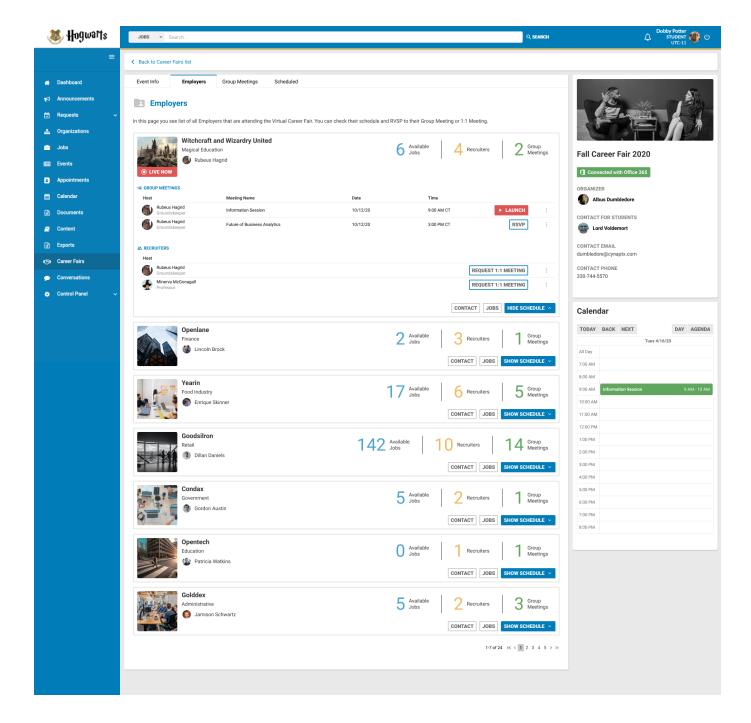


Visit Booth

• You can see schedule of an employer booth. You will be able to RSVP for individual Group Meetings by employer. Once you RSVP you will get this event on your Outlook and MS Teams calendar.

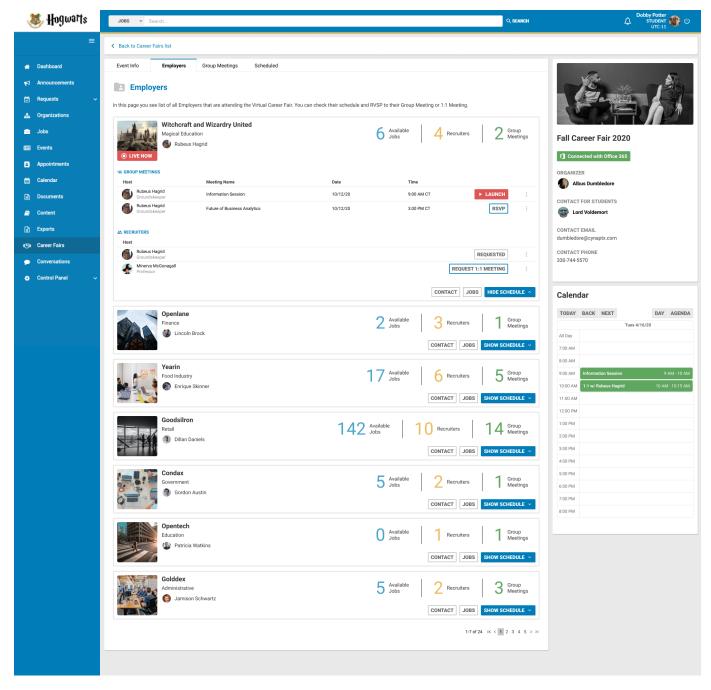


• You can launch Microsoft Teams session from Launch button.

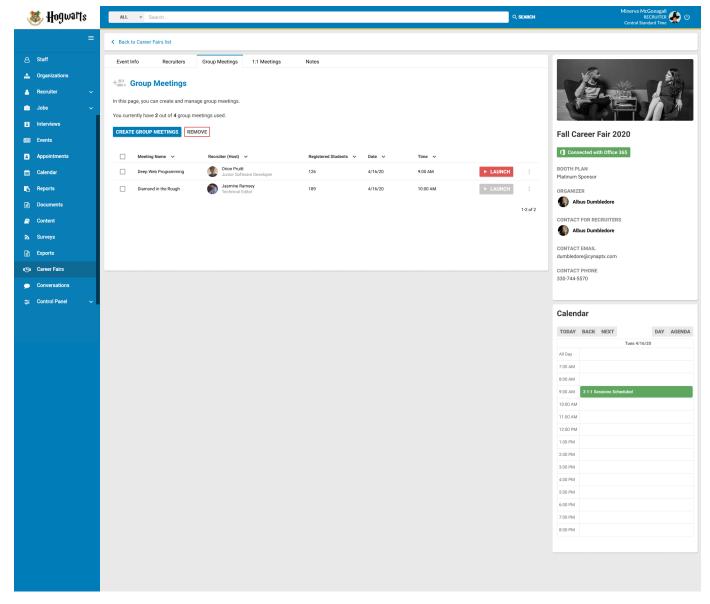


Requesting 1:1

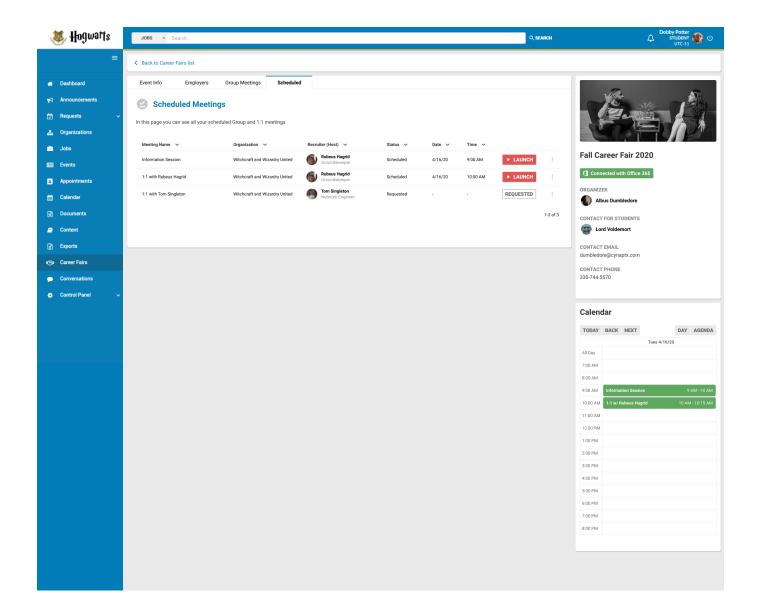
• If you are interested in this organization and want to do a 1:1 meeting with them then you can request a 1:1 with a recruiter. You can give your availability and a resume while you request 1:1. Your 1:1 will go into Requested status and the Recruiter will setup. Once it's confirmed you will get a confirmation and calendar invite which will be on your Outlook and Teams calendar. This 1:1 will also show in Scheduled tab.



• You can browse list of all Group meetings that is happening in this VCF.

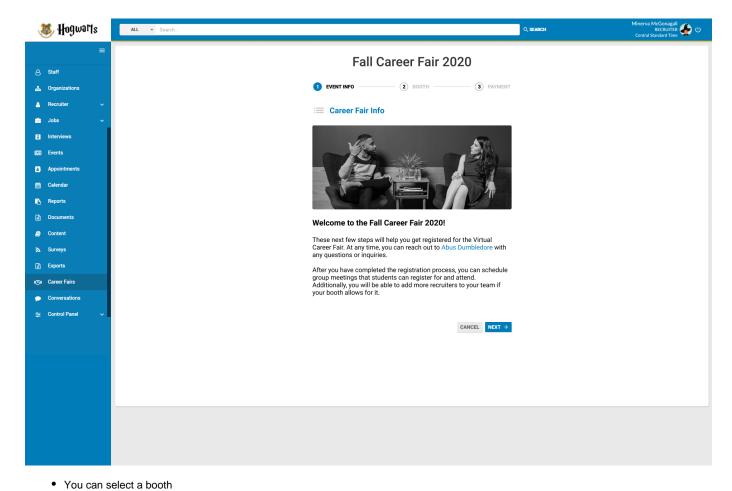


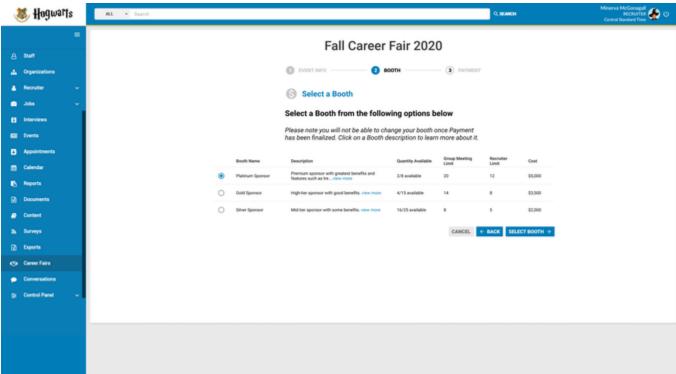
• You can launch your scheduled Group and 1:1 meetings from Scheduled tab. You can do so from your calendar as well.



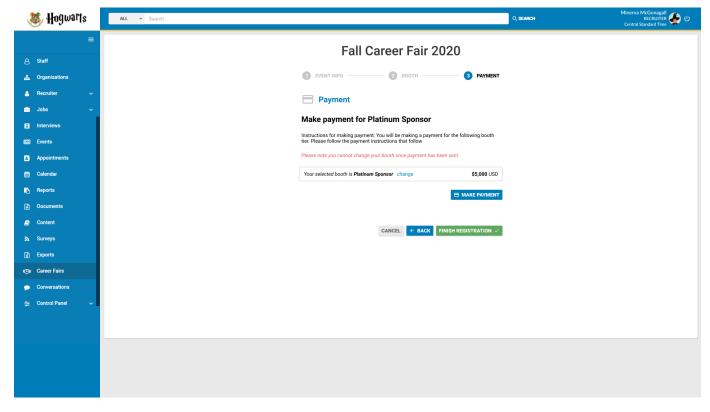
Recruiter

VCF Registration

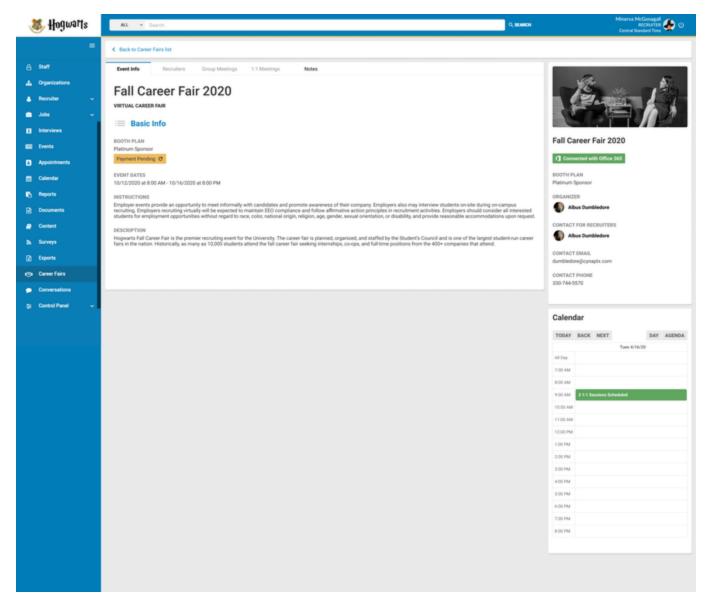




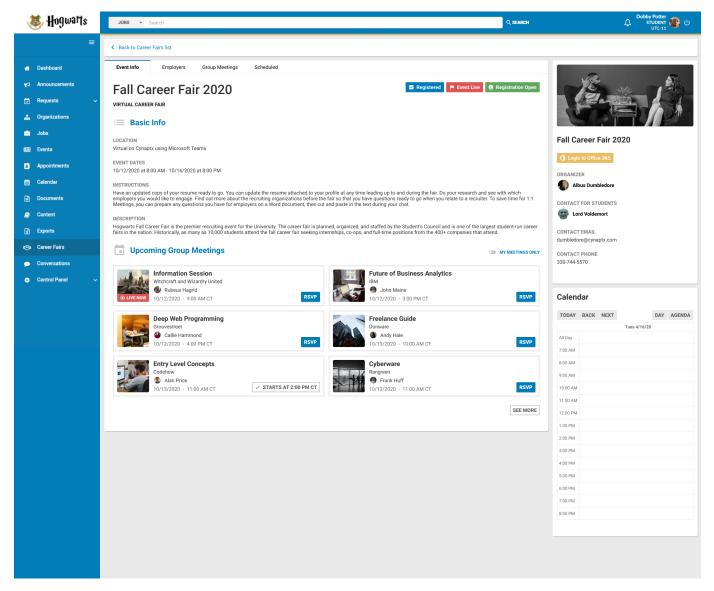
• Once you have selected a booth, you can make a payment. Currently we are supporting only External Payment. You will be taken to an external page to make the payment.



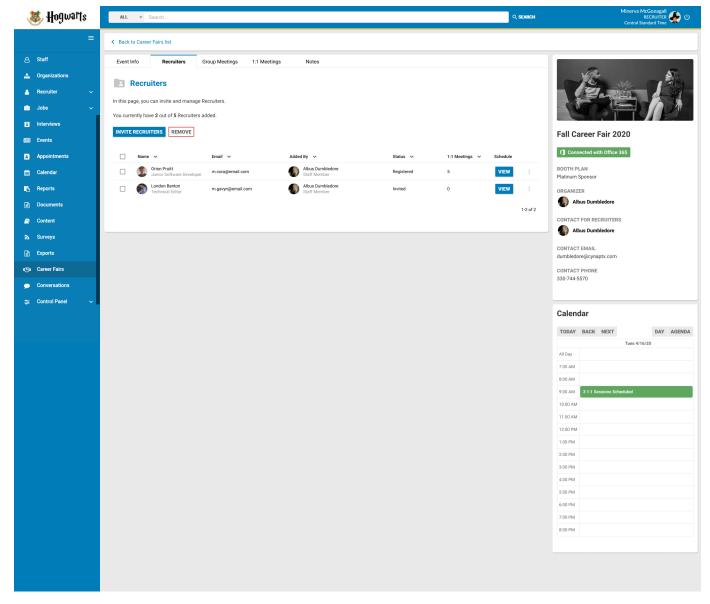
- Once you finish registration, you will land on VCF Event info page. Your status will be in Pending status. You can notice that all other tabs are disabled. Once the organizer/staff member approves you will be able to take further actions.
- You can connect your Office 365 account here. This will enable you to create Microsoft Teams meetings.



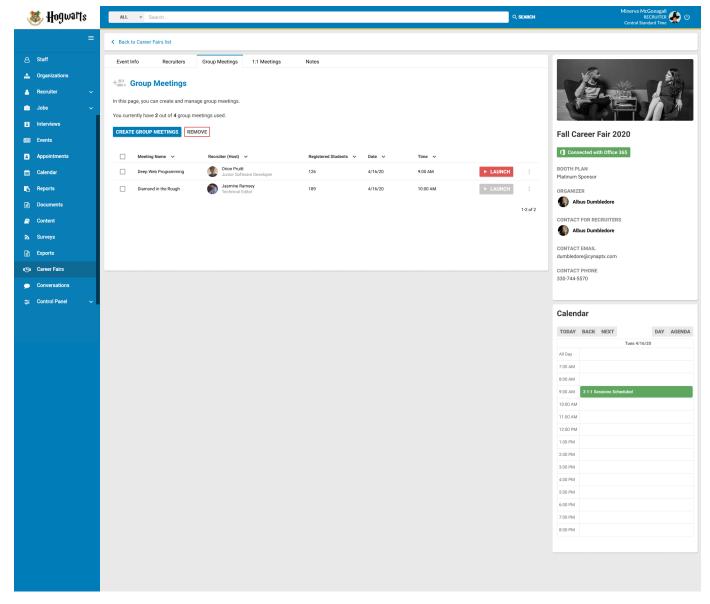
• Once payment is realized and staff member approves your registration you will see the status change and also all tabs will get enabled.



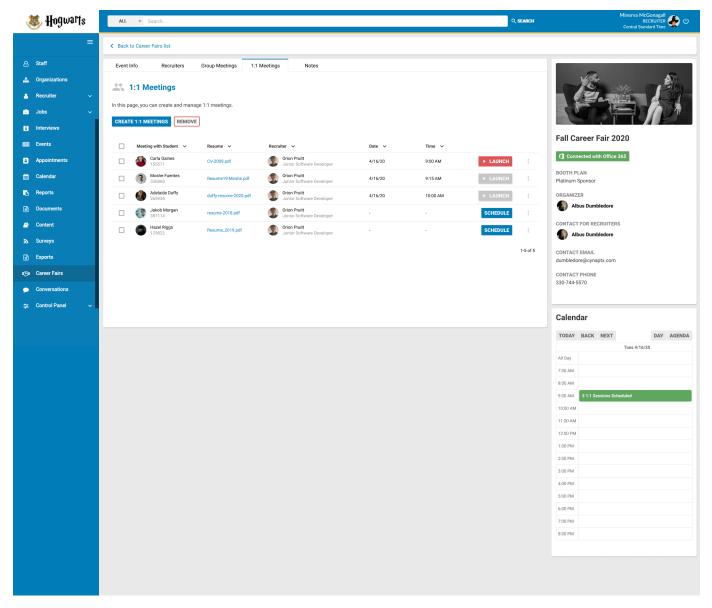
 You will be able to invite your collegues (recruiters from your organizations) join you in this VCF. There may be restrictions on # of recruiters in your booth tier.



· You can create Group Meetings. This will create Microsoft Teams meeting that students can RSVP and join.



You can see all 1:1 meeting requests and schedule them with students. You can see student profiles and resume as well.



• You can launch events from Launch button or from calendar..