



Virtual Career Expo Info & FAQs

When will it take place? Wednesday, March 3, 2021

What is the deadline for registering to participate? December 1st, 2020

How can my institution register?

Visit [this form](#). We will need the name, email address, and phone number of the point of contact at your school who should receive event communications from the GCC VCE Committee.

How can my institution participate?

1) Provide a list of at least 30 employer contacts to CareerEco who will send the official invitation. We also ask you to give those employers a "heads up" about the fair and that an invite is coming from CareerEco. Don't worry - we'll send you the text/materials to use!

OR

2) Recruit 3 employers to sign up and specifically participate in the event.

What is the deadline for submitting employer contacts? December 1st, 2020

What information is needed for the employer contact list?

Send an Excel spreadsheet with the following details (in separate columns):

- Company Name
- Contact First Name
- Contact Last Name
- Contact Email address

Note: These employer contacts are *only* used to promote this GCC event.

Do I need to contact my employers in advance? Yes! We will provide you with text and documents that you can use to contact your 30 employers, giving them a "heads-up" **BEFORE** CareerEco sends out the invitations to employers. We find that a personal touch is helpful in explaining why your employers are being contacted by CareerEco and why you recommend they participate. After all, it is you who is providing them a national venue for recruiting the country's best qualified postdocs, Master's and PhD students!

Why should I send my BEST employer contacts? Many employers seek creative ways to engage with talent. By inviting them to participate in this low cost, high impact recruitment opportunity, you will be providing them with an additional, innovative platform for sourcing advanced degree talent...essentially helping them to do their job better! You will be seen as an even more valued partner to the employer, and not just another institution at which they recruit!

Won't the employer contacts I contribute be spammed by CareerEco encouraging them to participate in other events? No! Your employer contacts are only used for the GCC's VCE.

Will the employer contacts be openly distributed to GCC members? No! Your specific employer contact information is viewed only by CareerEco and the GCC VCE Committee. Participating employers will then develop a profile online, which is viewable by the public.

What else do I have to do? We ask that you promote the event to your students, postdocs, and/or alumni. CareerEco & the Committee will provide outreach email materials for you to use. Once your contacts are received, we will list your school on our event on the CareerEco website.

Questions? Contact the GCC VCE Committee at gccvirtualcareerfair@gmail.com

