Walk-in Events

No learning outcome assessment required

Option 1:

Have students scan the **Hire U SmartCode** as they exit.

Suitable completion report for event should be transferred to Qualtrics to serve as event attendance.

Option 2:

Have students sign in as they enter.
Sign in sheet data event should be transferred to Qualtrics post event.

Have students scan the **Hire U SmartCode** as they exit.

AVOID SHARING 2 QR CODES AT ONCE WITH STUDENTS

Share the **Hire U SmartCode completion link** as they exit..

Zoom attendance transferred to Qualtrics attendance post event.

Workshops
Learning outcome assessment required

Attendance choices: (pick one)

Have participants scan the Qualtrics QR code as they enter.

Have participants sign in as they enter.

If participants are enrolled students, ask them all to scan the Hire U SmartCode at the end to serve as attendance. *Note any early leavers or non-student attendees and ask them to complete an attendance survey or sign in.*

Have participants complete the attendance using a direct link. *(for virtual events only).*

Assessment choices: (pick one)

Have participants scan the Qualtrics QR code for the assessment.

Have participants complete a pen & paper assessment.

Direct students to the Qualtrics link for the assessment in the Suitable event.

Share the Qualtrics link for the assessment in the chat. *(for virtual events only)*

Hire U points choices: (pick one)

Have participants scan the Hire U SmartCode code for the event.

Share the Suitable direct completion link for the event. *(for virtual events only)*

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TRANSFER ANY PEN & PAPER ATTENDANCE OR ASSESSMENT TO QUALTRICS POST-EVENT