



VIRTUAL JOB & INTERNSHIP FAIR – MARCH 12, 2021, 10AM-1PM

TIPS FOR EMPLOYERS

BEFORE THE EVENT - SET UP YOUR EMPLOYER DASHBOARD & VIRTUAL BOOTH

- Your first step is to enter details within your employer dashboard. **Please read the next page for details.**
- Your employer dashboard, company profile, and virtual booth **must be completed no later than 03/05/2021.**
- Be sure that you select each “sub-event” (which are HCC’s Pathways - Business, Health Sciences, Liberal Arts, Social Sciences, STEM, and Teacher Education), which corresponds to the job/internship seeker audience you are seeking.
- Make your virtual booth as complete as possible. For example, enter information about your organization and enter all vacant positions. Participants will be able to directly submit their resume to you for each position through the system. **Please read the next page for details.**
- Prepare automated direct messages to save time when interacting with job/internship seekers.
- You have the option to invite job/internship seekers to participate in video chats, using the platform of your choice (e.g., Zoom). Your video link must be uploaded into your account. Only recruiters are able to initiate video chats.
- Review the training video ([//www.youtube.com/embed/0V2FyjQ87s4](https://www.youtube.com/embed/0V2FyjQ87s4)) to learn more about how to use the platform.
- It is recommended that 1-2 recruiters be present during the virtual event.

DURING THE EVENT - TIPS FOR A SUCCESSFUL EVENT

- Login at least 15 minutes early to ensure all technology is working properly. For best results, use a personal computer or laptop, as well as Google Chrome as your web browser.
- Once logged in, go to “My Events” and enter your recruiting booth.
- You can receive messages from candidates as well as click on each candidate’s resume. Please note that we have strongly encouraged students to upload their resume, but it is not required for them to participate. For participants who upload a resume, you will have access to their resume during, and after, the event.
- You may use direct messages or invite a participant to a video chat. Click on the camera icon to provide a video link to a particular job seeker.

AFTER THE EVENT – FOLLOW-UP WITH YOUR CANDIDATES

- Download the .CSV file which provides information on visitors as well as applicants to vacant positions.
- Follow-up with job/internship participants after the event.
- Complete the survey, which will be emailed to you after the event. We appreciate any feedback.

For technical questions on the day of the event, call 561-717-9717 or email support@premiervirtual.com.

For non-technical questions, email jobfair@howardcc.edu.

STEP-BY-STEP INSTRUCTIONS (COMPLETE BY 03/05/2021)

1) EMPLOYER DASHBOARD

- Set up your Recruiter by clicking on “Add Recruiter”
- Upload photo
- Add name
- Create pre-determined messages for candidates

Here are some examples of pre-determined messages that you might use:

- Thank you for coming to our booth today.
- What positions are you interested in?
- When are you hoping to begin work?
- You have the option of adding additional recruiters
- Click <Save>

2) COMPANY PROFILE

- Use recruiter login to log into Employer Login screen
- Company information
- Company URL
- Video Chat Link (Zoom, Google Meet, etc.)
- Company overview
- Custom links
- Social Media links
- The more information you provide, the better it is for the job seekers
- Click <Save>

3) BOOTH SET-UP

- Add job vacancies
 - Job title
 - # of vacancies
 - Job descriptions
 - Indicate targeted “sub-events” – Pathways at HCC (Business, Health Sciences, Liberal Arts, Social Sciences, STEM, and Teacher Education)
 - Select the specific Pathway(s) where you want your company to appear in the “lobby”