

Frequently Asked Questions

Premier Virtual FAQs

What should I put in the About tab?	Here is where you can put 2 or 3 sentences about the company to attract attendees.
What should I put in the Links tab?	This is where you can put videos or any other links that you want to showcase to the attendees.
What are the recruiter permissions?	<i>Administrator</i> is the main person on the account and will create other recruiters, set up the booth and participate in chat/video. <i>Editor</i> can create, edit Booths and participate in chat/video. <i>Representative</i> can participate in chat/video only. They cannot edit Booths.
How many job vacancies can I post?	As many as you would like.
Can I drive the candidates to my ATS?	Yes, you can add the ATS link in your description, so candidates can apply through there. You want them to also hit the submit resume so you know how many resumes/interviews/hires you got from the event.
How do I set up my booth?	Click on the booth you like and then choose the avatar you want in the booth. Most booths have multiple options for avatars. Review the " <i>How to Set up Your Booth</i> " guide for step-by-step instructions.
What does the day of an event look like?	You will log in and access your booth. In there you will see the submitted resumes tab on left. You can download the resume or just open. When a candidate logs into your booth, you will see them in the visitor tab under active. The show all tab is people that are no longer in your room but have visited. You can still send them messages. The My chats tab is your individual chats. The show all is all the recruiters chat messages. You can click on the attendee icon next to their name and see their profile. This is where you can leave notes on candidates (they do not see), change status (make sure you mark if interview scheduled or hired so you can track what you got out of the event). If you mark interested, the candidate will be notified that you are interested. Here is where you can also see their experience they put in, resume and video resume they submitted. When you hit the video icon it sends a video to the attendee and once they accept, your video will pop up. Make sure you hit the accept usage of microphone and camera on top left. x out of screen once video over.
How does the chat work?	Click on their name and send them a message. If a candidate send a chat 1st, it will say that there is a pending message. Even if a candidate is no longer in your room, you can send them a message. The chat follows the candidates. You can chat with multiple candidates in a 1 on 1 chat.
What are quick reply messages? Why do I need them?	Quick reply messages are messages you type and save ahead of time to help you be more efficient when connecting with job seekers. For instance, you might want to create a quick reply message to welcome people to your booth. Think about the typical questions job seekers have and common answers that you give them. For suggestions review the best practice guide.

What is the experience tab?	This is where candidates can add their previous experience and any certifications they have (please note that not everyone will have this section completed as this is an optional section for job seekers). As an organizations you can see this to match with your open positions.
What is the video resume and how does it work?	Attendees will be asked 4 questions and they can record their answers. This is not mandatory, so some may not have this. You have the ability to watch the attendees answers.
It says I am registered but I cannot get into the event.	The event may not be open yet or is already over.
Will I get reminders for the event?	Yes, Email.
Is there reporting after the event?	In your dashboard you can see live reports and after the event, you can download the reports to see all your data from the event. For further details watch the " How to Access the Reports and Manage the Event " tutorial.
How many recruiters can I add to my booth?	You can add as many recruiters to your booth as you need. There is no limit on the number of active recruiters during the event.
I'm having trouble adding my recruiters	Unfortunately, with Premier Virtual, emails can only be used once, so if you have recruiters that are part of another booth, you have two options. 1.Remove them from the list of recruiters from the booth that will not be used. 2.Or have them either change their email address on the booth that will not be used or use a different email on the new booth.
What is the "My Schedule" feature?	If this feature is turned on by the host, every booth in the event will have a button that says, "Book a Time with a Recruiter". In order for times to show to the candidate, recruiters must add the availability to their calendar. Learn more here
How to add/edit jobs after registering to the event?	On your Dashboard, select "My Organization" from the bottom of the column on the left. Then, select "Offers" on the top of the screen. Afterward, select "Job Fair Event." From there, you can add your job vacancies.