- Appoint a lead person from your organization for this event. This person will be responsible for registering the organization for the event and managing users.
- All recruiters review training videos under Premier Virtual Tutorials to ensure you are ready for the event.
- At least two days prior to the event finalize/review your booth
  - Add recruiters that will be attending the job fair for your booth
    - Multiple recruiters are recommended
      - *The first hour of the event can be overwhelming for just one recruiter.*
      - There should be *at least* ONE recruiter in your booth interacting with job seekers for the duration of the event.
    - We recommend that you assign *a general password* as you add recruiters to the booth.
  - Add Quick Replies Messages -think about common phrases that you would use to interact with jobseekers at an in-person job fair)
    - Examples:
      - 'Welcome to the (your organization) booth!' I will be with you shortly.
      - 'What position are you interested in?'
      - 'What shifts are you available for - days, evenings, overnight?'
      - 'Do you have a driver's license?' (or required certifications for your open positions)
      - Instructions/next steps that job seekers need to follow.

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

75 Federal Street, 3rd Floor • Boston, MA 02110 • 617.399.3100
www.MasshireDowntownBoston.org
Deisry Huliselan @ DHuliselan@MassHireDowntownBoston.org
Maricela Menaker @ MMenaker@masshiredowntownboston.org

        - Closing message: 'Thank you for stopping by. Don't forget to apply to that position online. I look forward to reviewing your application.'
    - Each recruiter needs to add their *own* Quick Replies Messages to their profile.
  - Use the Scheduler feature, this allows attendees are able to book a specific time to meet with you. Click here (or review the organization user guide).
  - Job Vacancies
    - If you have positions that have many openings, cluster them into one job vacancy regardless of the shift or whether it is a PT, FT or per-diem position.
    - Add a vacancy title "other", to gather resumes for positions that might not be posted on your website yet, or you are not responsible of hiring.
- Once you have a profile and booth created, you will be able to use it for all future job fairs – please save your username and password!

During The Event

- Take time to review the candidate's profile by clicking on the person icon at the top of your chat box. Take a moment to disposition your candidate once you are done speaking with them.
- Utilize your Internal Chat to coordinate with your team during the event, this tool can make it easier to manage the job seeker flow.
- Be patient if a candidate does not respond right away, remember they are browsing the event.

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

- When chatting with jobseekers, remember that many are using mobile devices and "autocorrect" or "fat fingers" will cause grammar errors.
- Video chat option – Before initiating a video chat, ask the jobseeker whether they are comfortable with it doing so. Click here to learn how to use the video chat feature.

After The Event

- Reports- After the event, go to your dashboard and click MANAGE EVENT. Here you will find a tab for your reports. You can find 3 reports on Premier Virtual after the event:
  - *Visitor Log* – List of attendees in the event, including contact info.
  - *Chat* – List chat transcripts for every candidate you had conversations with.
  - *Resumes*- Resume link for every candidate that applied to your posted jobs.
- Be sure to reach out to jobseekers soon after the job fair with the next steps! We have advised all jobseekers to check their emails and empty their voicemailboxes.

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

MASSHIRE DOWNTOWN BOSTON CAREER CENTER
75 Federal Street, 3rd Floor • Boston, MA 02110 • 617.399.3100
www.MasshireDowntownBoston.org
Deisry Huliselan @ DHuliselan@MassHireDowntownBoston.org
Maricela Menaker @ MMenaker@masshiredowntownboston.org