



GOVERNMENT & NONPROFIT CAREER FAIR

2020 Government & Nonprofit Career Fair Premier Virtual Resources and Instructions

For technical issues or for additional help with setting up your virtual booth, email support@premiervirtual.com, or call 561-717-9717.

Booth Admin - Your Virtual Booth

You should have received an email from me with your login information and instructions for setting up your virtual booth. To log into your Premier Virtual account, visit

<https://www.premiervirtual.com/employer/login/>.

- Your **username** will be your email address (the email address this email was sent to).
- Your **password** will be the same password you used for your registration on the **Government & Nonprofit Career Fair's** website at www.govnonprofitfair.org. If you can't remember your password, reply to this email or click the [Forgot your username or password?](#) link on the job fair website.

Training Tutorial

Once you have logged into your account, click the "FAQ/Training" button for an FAQ list and links to other resources. For help with setting up your virtual booth, you can also watch this [Training Tutorial](#). Once you have edited your booth and clicked "save", you can preview your virtual booth at any time so you can see what students will see during the career fair. For additional help with setting up your virtual booth, email support@premiervirtual.com or feel free to reach out to me with any questions.

Adding Representatives to your Booth

Only representatives that have been added to your virtual booth can participate in the virtual fair. After logging into your account, you'll be brought to your Dashboard. Click the "Recruiters" button and then "Add Recruiter". You can then enter their email address and create a password for them that they will use to log in at <https://www.premiervirtual.com/employer/login/>. **Note that they won't automatically receive an invite email once their account has been created.** You'll need to reach out to them to let them know their account's password. Once they have logged in, they can make any changes to their profile or password as needed.

Video Chatting

Default chats with students on Premier Virtual are chat-based and Premier Virtual does not have a built-in video chat function. If you are interested in video-chatting with students during the career fair (we highly recommend doing so), make sure you include your "Video Chat Link" in your organization's profile. This can be a link to your private video room via Zoom, GoToMeeting, WebEx, etc. When you are chatting with students, if you have provided a link to your video chat room, you can click the blue "camera" logo in the top of the chat window you are in, and it will automatically send a link to the student inviting them to your video chat room.

Job Vacancies

You can add job vacancies to your organization's profile that students can apply to. From your organization's Dashboard, click the "Job Vacancies" icon to add positions to your organization. From there you can add

specific jobs that students will see and will be able to apply and submit resumes to. After entering your organization's booth, you'll be able to see all of the students and the jobs they applied for, along with their resumes.

Custom Links

There are 3 open links you can include on your profile. You can name them and provide the links you want to include on your virtual booth. They could be links specific position openings, links to videos, or anything else you want student's to be linked to.

Pre-Defined Messages

For each attending recruiter, you and/or the recruiters can set their own pre-defined messages that they can use during the fair. These can be messages that are utilized often by your organization's reps so the rep doesn't have to type them for each chat they are in. In the "Recruiters" section of the Dashboard, click the edit button on the recruiter you want to add a pre-defined message for, then under "Messages", click "Add". While you're in a chat with a student, your pre-defined messages will appear in a dropdown menu at the top. Simply select the message you want to send and it will automatically be put into the chat box. Examples of pre-defined messages could be:

- *Thank you for visiting our booth! Please list your major and the specific position(s) you are interested in!*
- *I am finishing up with another chat and I'll be right with you!*
- *It was a pleasure speaking with you. We will be following up with any candidates in the next few weeks.*

Job Seekers Tab

After the event has ended, from your Dashboard you can visit the "Job Seekers" tab. This will not only show you the students that submitted resumes to your specific job openings, but also the list of visitors that entered your booth during the fair. You will also have the ability to download a spreadsheet with all of their contact information so you can follow up with all of these students afterwards.