



# Virtual Career Fair Manual for Employers

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Orange County One-Stop Center  
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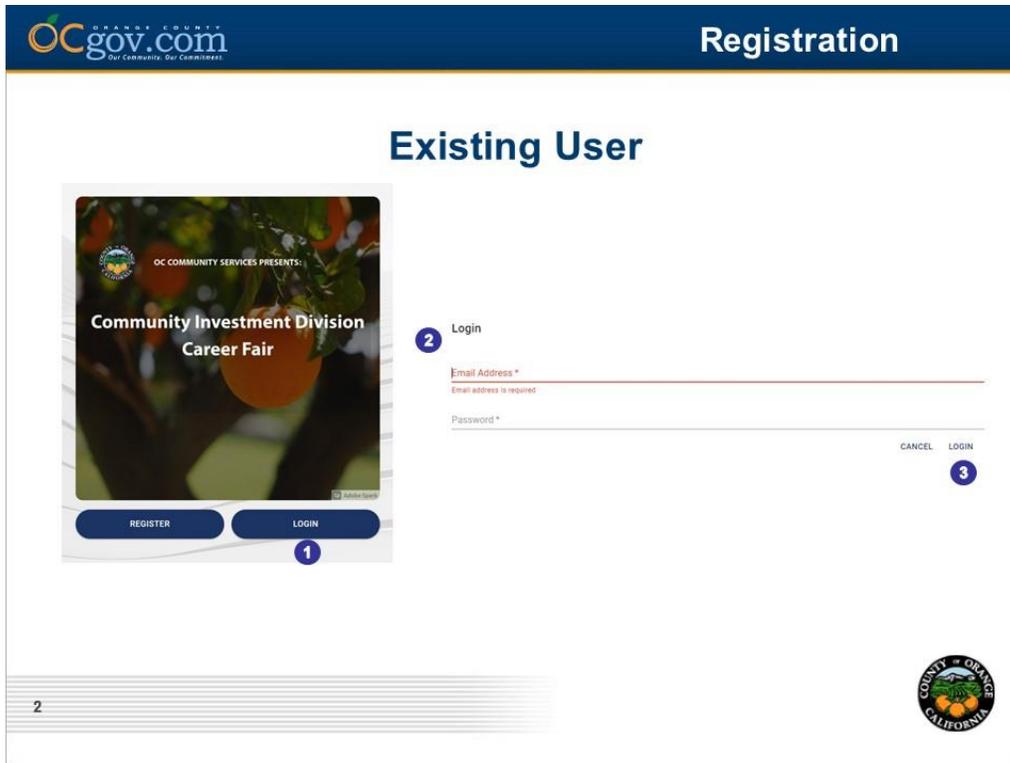
**Virtual Career Fair Training for Employers**  
Presented By: OC One-Stop Center and Partners

County of Orange

## Slide 1: Introduction

Hello, on behalf of the Orange County Workforce Development Board, we would like to welcome you to our Virtual Career Fair Training for Employers.

In this tutorial, you will learn how to use the Premier Virtual online career fair platform.



## Slide 2: Registration – Existing User

To begin, the host of the event will email you a Registration link. This link will bring you to the Registration landing page for your event.

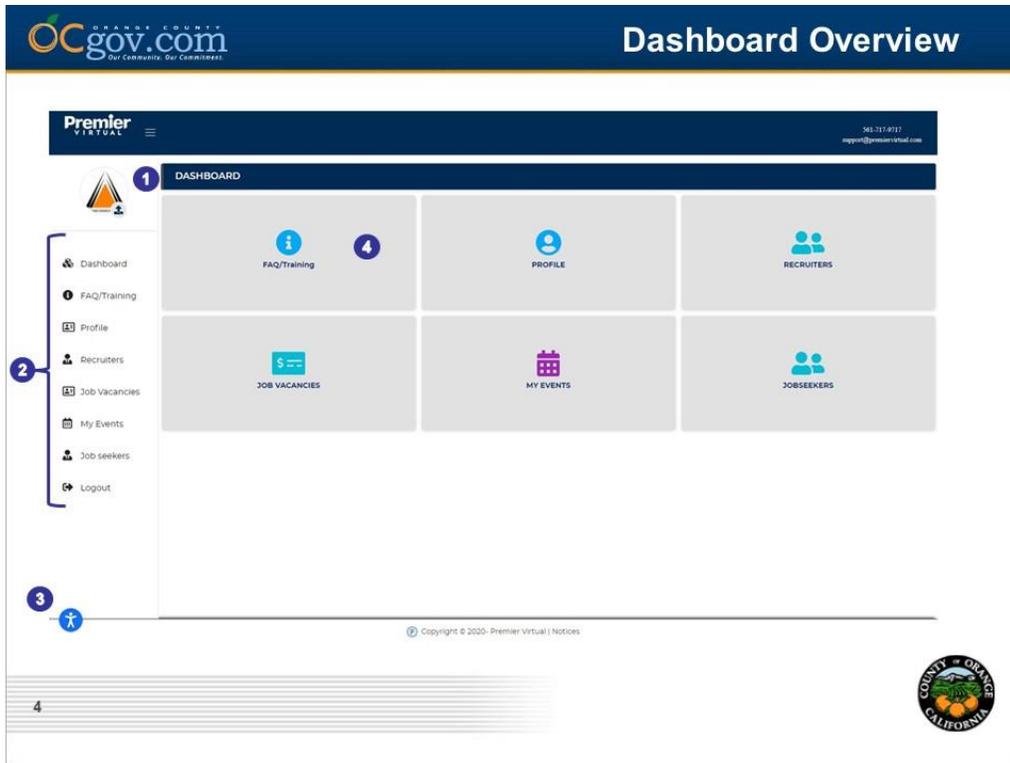
If you already have an account on the Premier Virtual platform, follow the steps below to register for your event:

- Select the LOGIN button (Figure 1).
- Enter your login information (Figure 2).
- Select LOGIN to continue (Figure 3).

### Slide 3: Registration – New User

If you are a first-time user of the Premier Virtual platform, follow the steps below to register your company and create your primary recruiter account:

- Select the REGISTER button (Figure 1).
- Enter your email address (Figure 2). This email address will become the primary email and username associated with your company.
- Fill out your company’s information (Figure 3).
- Create a password for your account.
- Select CREATE ACCOUNT to continue (Figure 4).



#### Slide 4: Dashboard Overview

##### Figure 1 – Central Dashboard menu

This will be the main screen you see when you login to the Premier Virtual platform.

##### Figure 2 – Sidebar Navigation menu

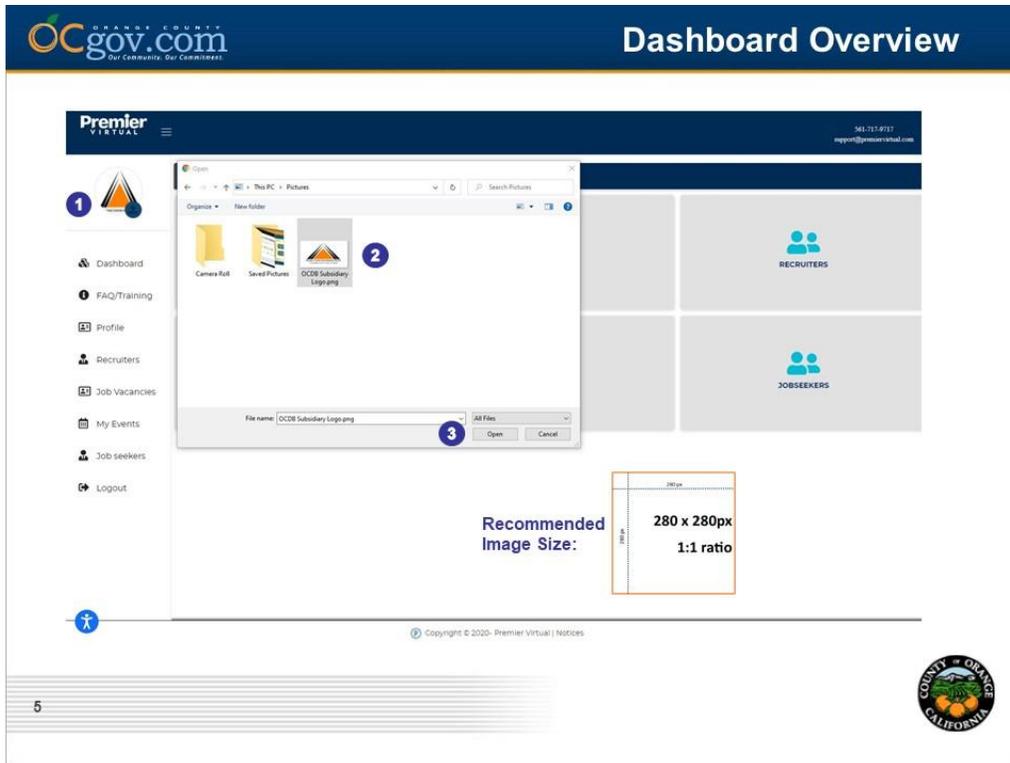
This menu will be accessible from anywhere on the platform. You can collapse/expand this menu by selecting the menu icon located next to the Premier Virtual logo on the blue ribbon.

##### Figure 3 – Accessibility Adjustments

This feature allows users to adjust page settings to assist with accessibility issues. Settings include adjustments for type size, color, contrast, and cursors.

##### Figure 4 – FAQ/Training

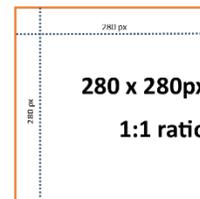
For your convenience, Premier Virtual has created an FAQ/Training section where you can find additional training videos and information to assist with setting up your hiring room.

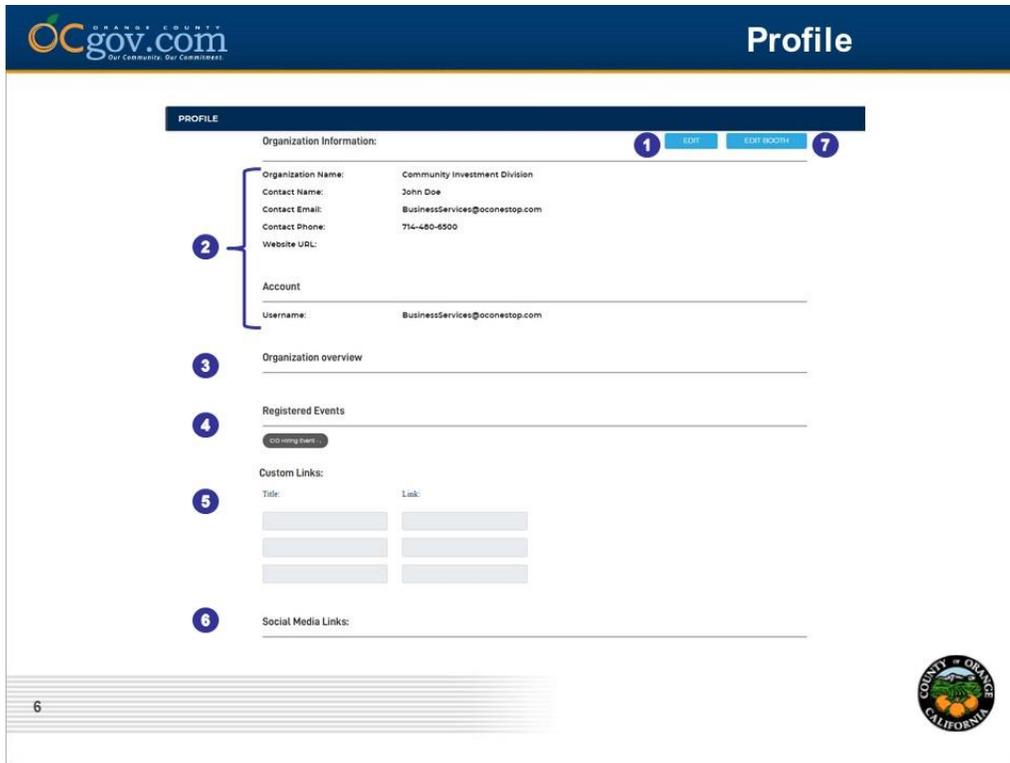


### Slide 5: Upload your Company Logo

To upload your company logo, follow the steps below:

- Select the blue upload icon (Figure 1).
- In the pop-up window, select your file (Figure 2).
  - Your file must be in either a .png or .jpeg format.
  - Recommended image size: 280 x 280 pixels.
- Select Open to continue (Figure 3).
- A pop-up will appear on the page notifying you the image uploaded successfully. Select OK to continue.





**Slide 6: Profile Overview**

This information will be displayed to Job Seekers in your virtual hiring booth. The company profile must be complete before your event. To maximize your outreach and engage job seekers, be sure to complete all sections of the company profile.

**Figure 1 – Edit Button**

Through this edit feature, you can update your company profile, contact information and user account.

**Figure 2 – Organization Information**

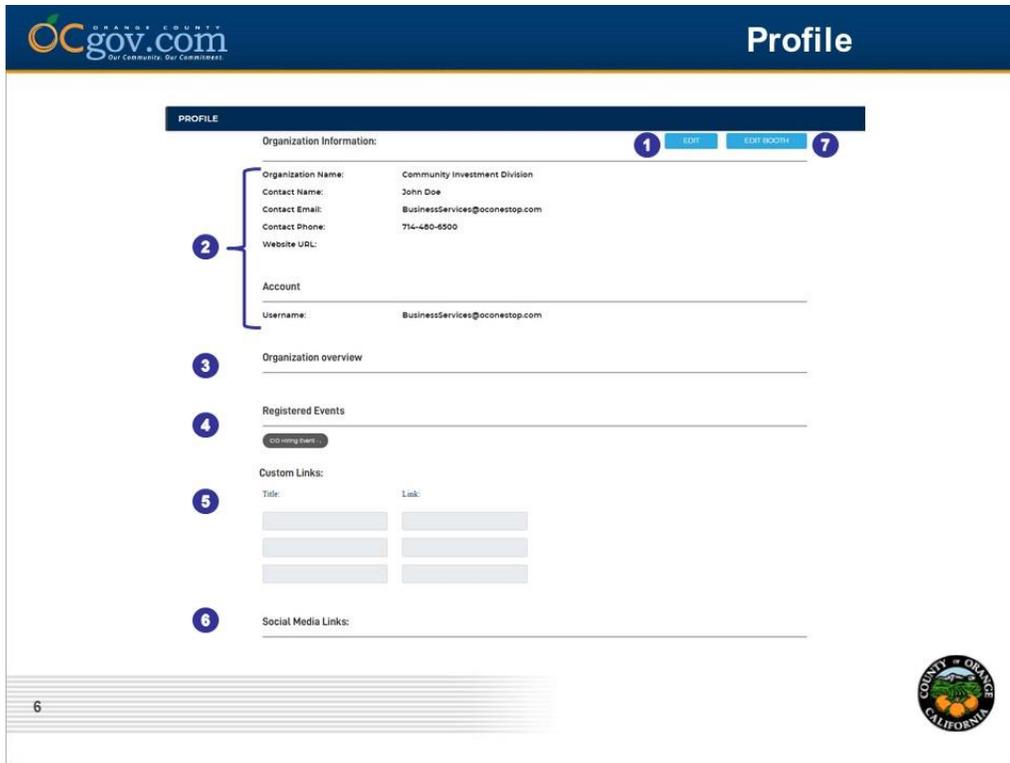
The Contact Name will be that of your primary recruiter. The primary recruiter is established when you first register your company.

**Figure 3 – Organization Overview**

This section must be complete before your event in order to complete your booth. Here, you can share a brief overview of your organization or something about your company that you wish to showcase to Job Seekers.

**Figure 4 – Registered Events**

Here, you will find listed all the events, current and past, that you are registered to attend.



**Slide 6: Profile Overview (cont'd)**

Figure 5 – Custom Links

You have the option to create up to 3 custom links to display on your booth.

Tip: Use this feature to provide links to your company’s careers webpage so that Job Seekers can easily access job opportunities while at your booth.

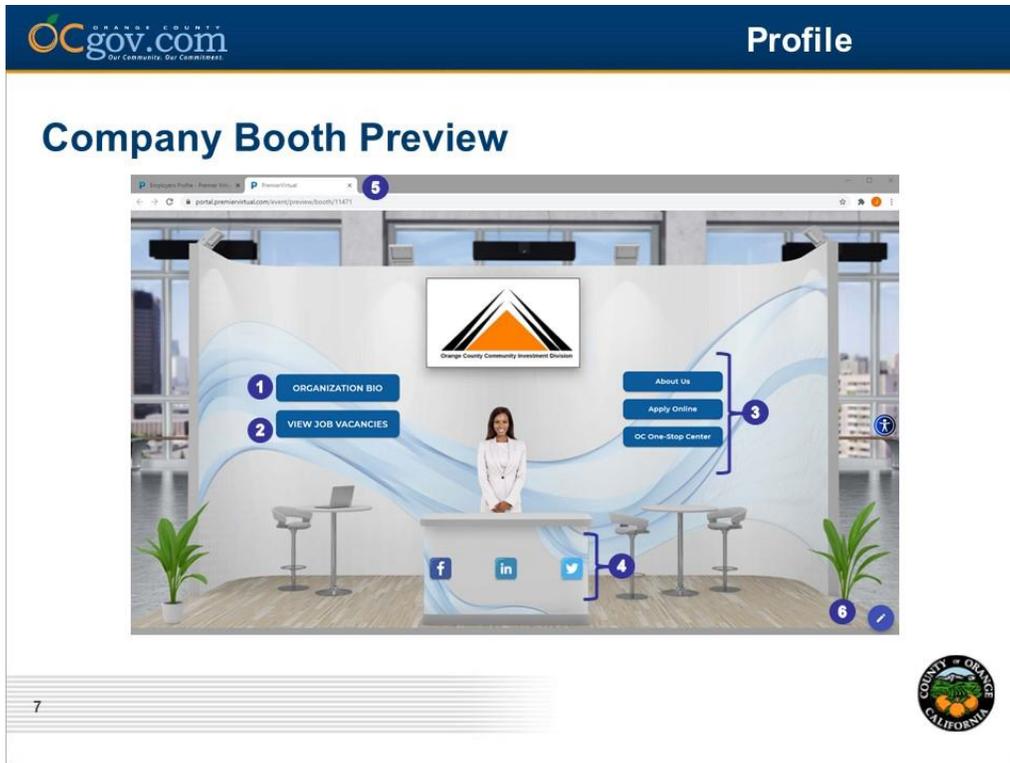
Figure 6 – Social Media Links

These links will display as shortcut icons on your booth for the Job Seeker to access during the event.



Figure 7 – Edit Booth Button

This feature will take you to the Company Booth Preview.



**Slide 7: Company Booth Preview**

This is a preview of what the Company Booth will look like from the Job Seeker perspective. The booth will not be visible to the Recruiter during the event.

Figure 1 – Organization Bio Preview

Figure 2 – Job Vacancies Preview

Figure 3 – Custom Links

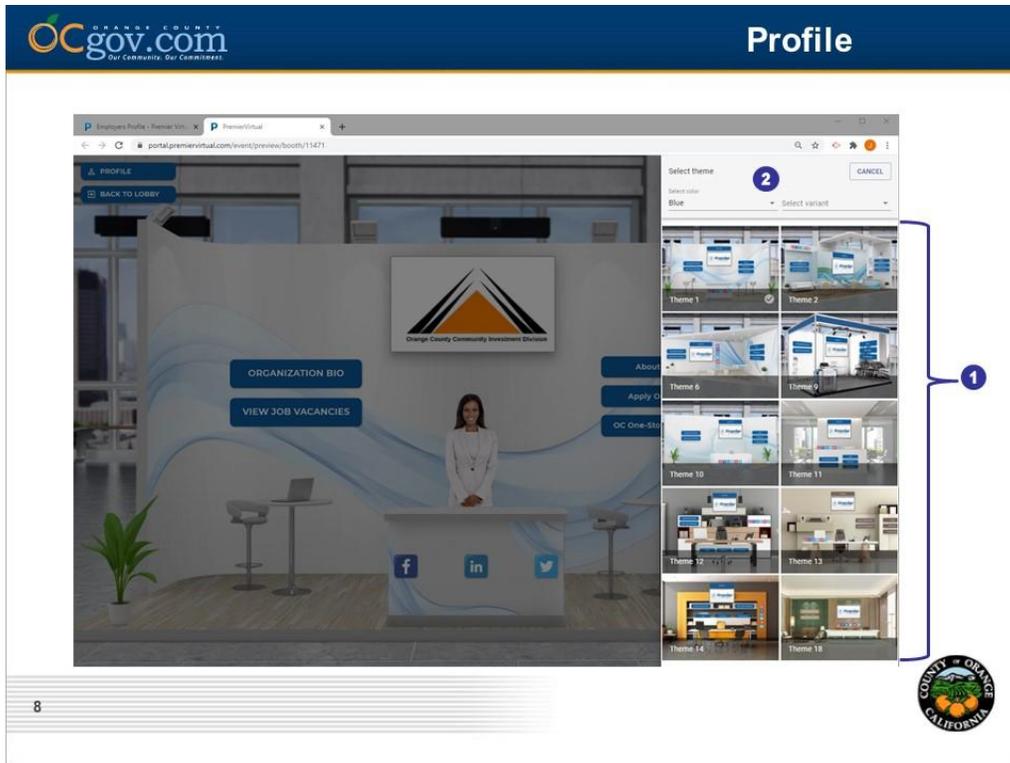
Figure 4 – Social Media Links

Figure 5 – Exit Booth Preview

Figure 6 – Edit Booth Theme

On the bottom right-hand corner, you will find a blue pencil icon. When you select this icon, the Booth Theme options will open on the right-hand side of the page.

For information on the Company/Recruiter Virtual Hiring Room view, please refer to Slide 14: Virtual Hiring Room on page 15 of the manual.



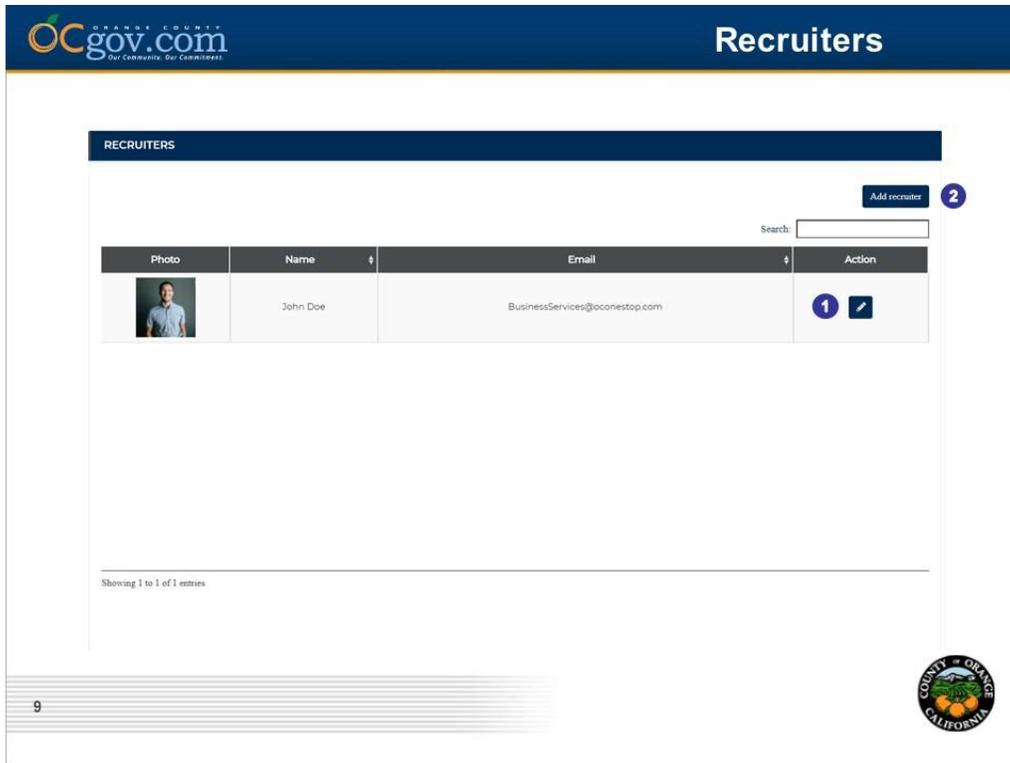
**Slide 8: Edit Booth Theme**

Figure 1 – Booth Options

You can choose to use the default Theme 1 or use an alternative theme style. Choose the booth that best fits your organization and target audience.

Figure 2 – Edit Theme

Some themes may have a color variant option that you can preview here.



### Slide 9: Recruiters

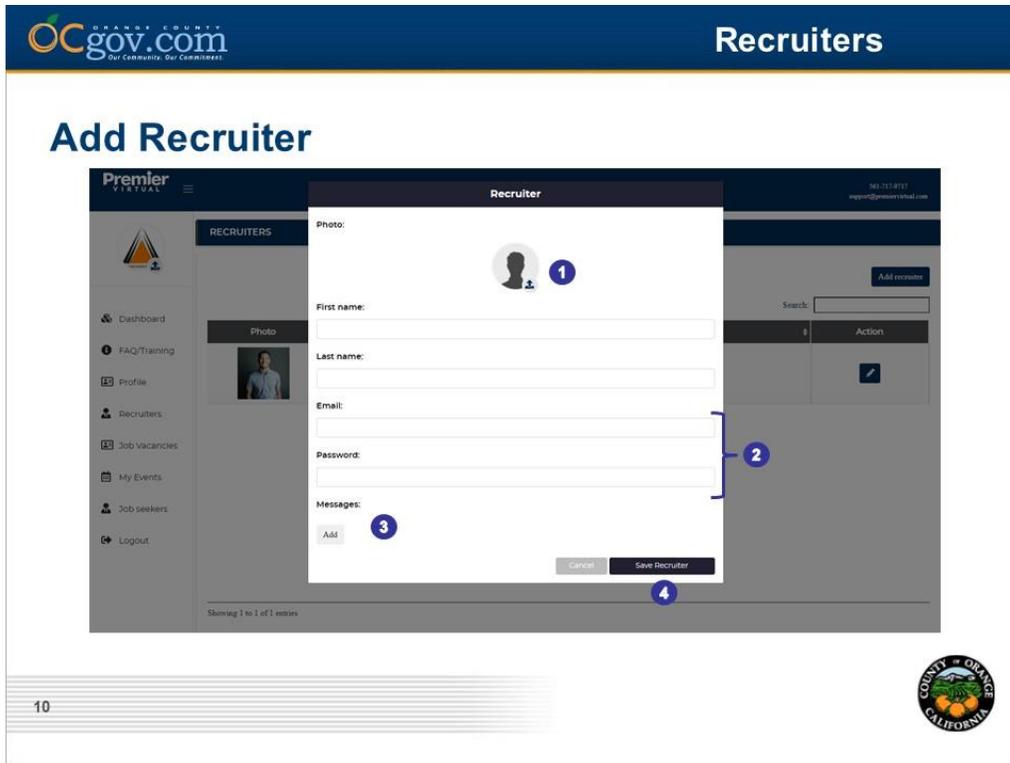
You will find that you may already be listed as a Recruiter. This is generated from the information you entered during registration.

#### Figure 1 – Edit Recruiter

To edit an existing recruiter, select the blue pencil icon in the Action column.

#### Figure 2 – Add Recruiter

Select this option to add recruiters to your company's account. You can have an unlimited number of recruiters.



## Slide 10: Add Recruiter

### Figure 1 – Recruiter profile image

To upload a profile photo, select the blue upload icon. Your file must be in either a .png or .jpeg format.

### Figure 2 – Recruiter login

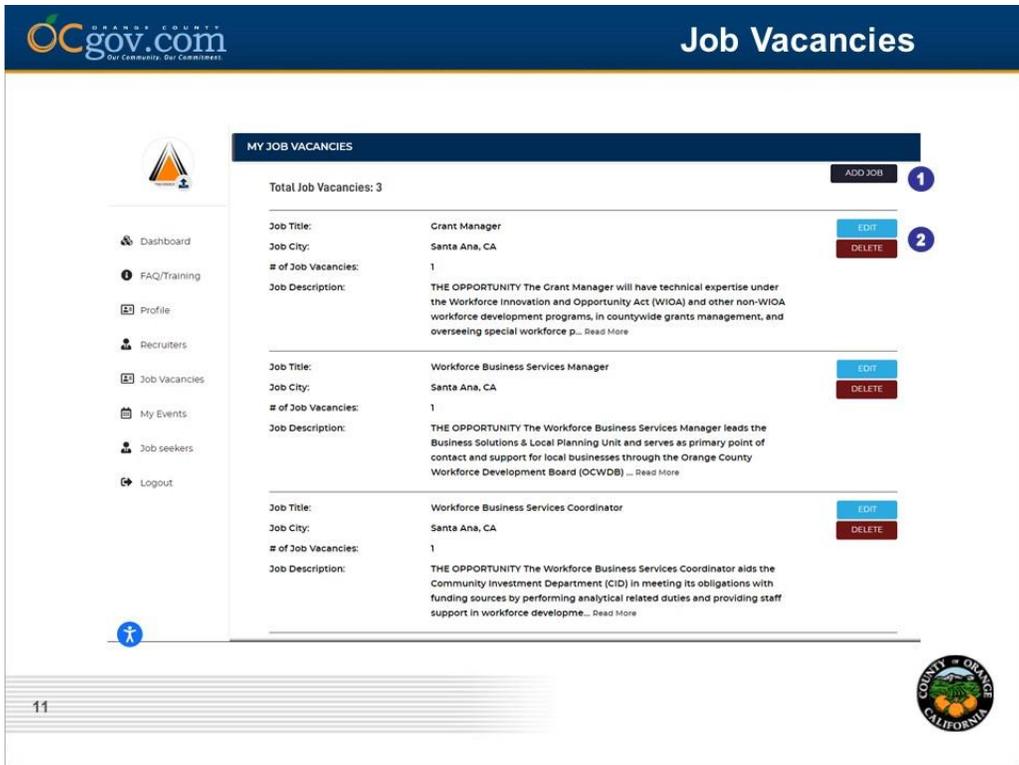
The information you enter in these fields will become the Recruiter's username and password for the virtual hiring event. Once the account is established, the Recruiter can change their password by signing in to their account, selecting the Recruiters option from the menu, and selecting the Edit option on their account.

### Figure 3 – Predefined messages

You have the option to create predefined messages to use in the chat with Job Seekers. Utilize this tool for commonly used messages, such as an introduction or contact information. Using a predefined message will save you from having to retype it each time you interact with a Job Seeker.

### Figure 4 – Save Recruiter

To save your changes select Save Recruiter to finish adding the recruiter.

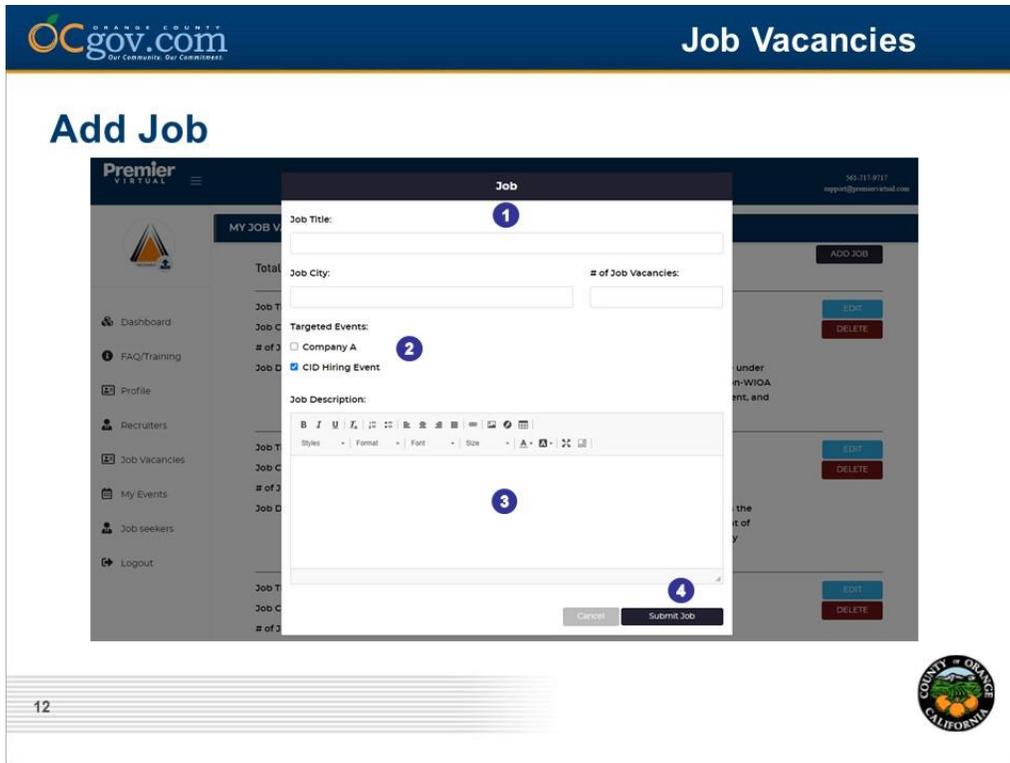


**Slide 11: Job Vacancies – Overview**

This is a sample of what your My Job Vacancies page will look like.

Figure 1 – Add Job

Figure 2 – Edit/Delete Existing Job Post



## Slide 12: Add Job

### Figure 1 –Job Details

Enter the job title, location (city, state), and the number of vacancies for this position.

### Figure 2 – Targeted Events

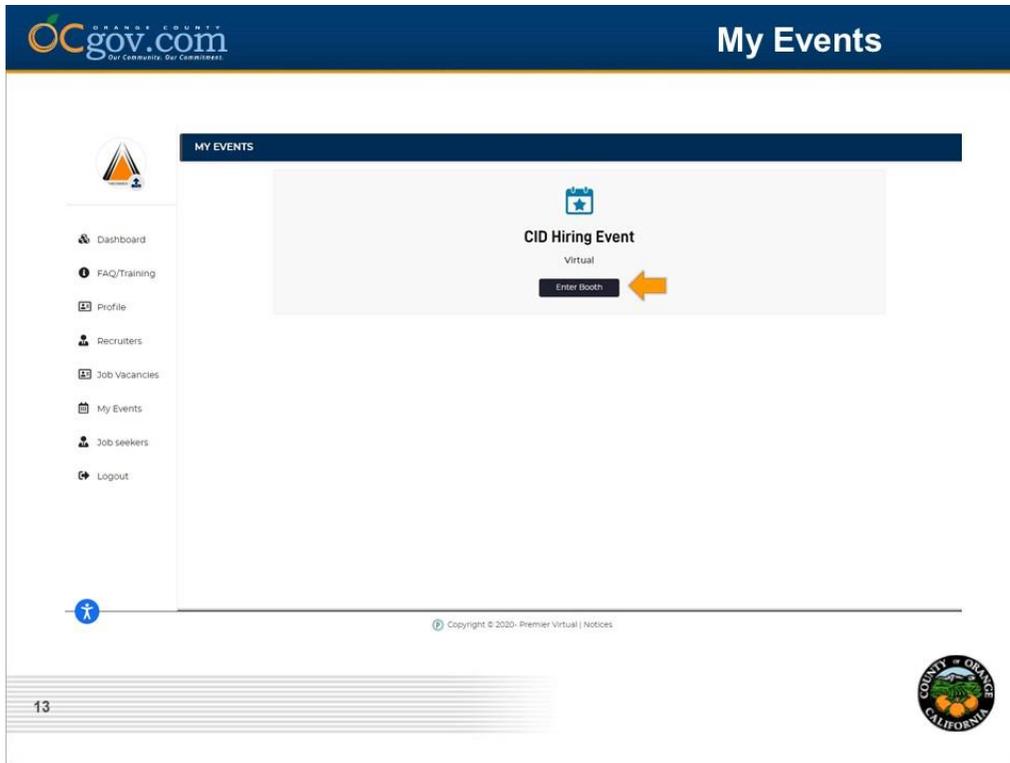
Select the registered events to which you would like your job posting to be listed.

### Figure 3 – Job Description

Enter a brief job description, job duties, and/or desired skills.

### Figure 4 – Submit Job

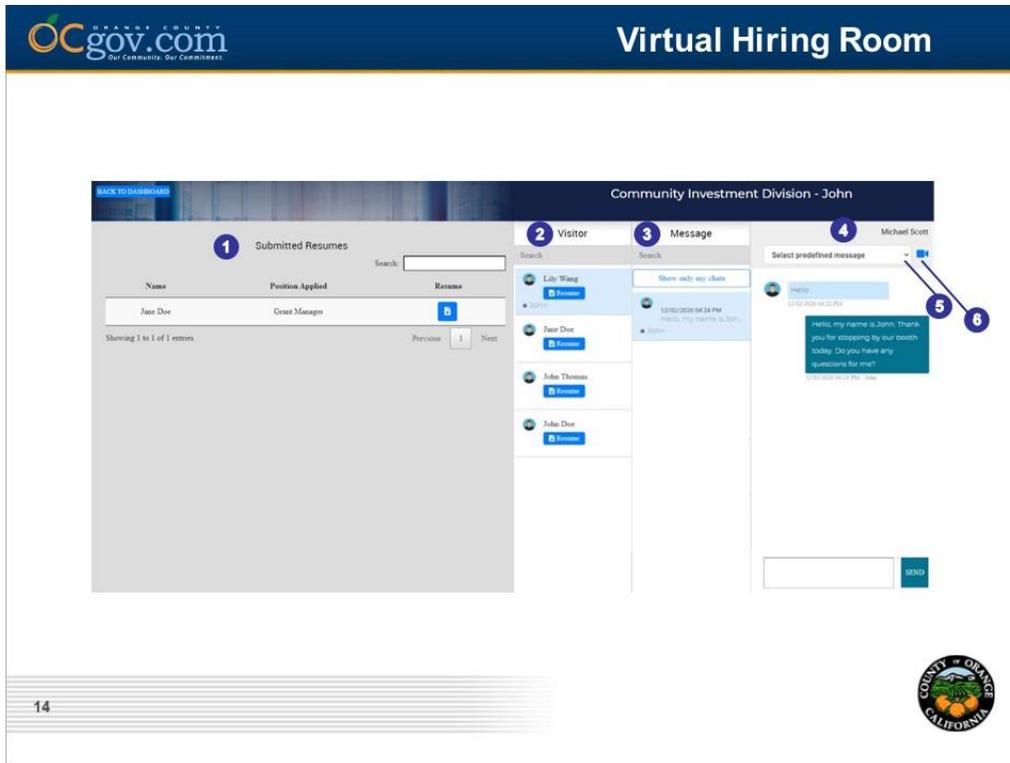
To save your changes select Submit Job to finish adding the job.



### Slide 13: My Events

In the My Events section of the Navigation Menu, you will find your registered events listed on the screen.

- Select the Enter Booth option to enter your virtual hiring room.



## Slide 14: Virtual Hiring Room

This is your Virtual Hiring Room. Previously, we went over the company booth from the Job Seeker perspective. The company booth is not visible to recruiters while inside the Virtual Hiring Room. For Recruiters, the view of the Virtual Hiring Room will not change regardless of which theme you select for your booth.

### Figure 1 – Submitted Resumes

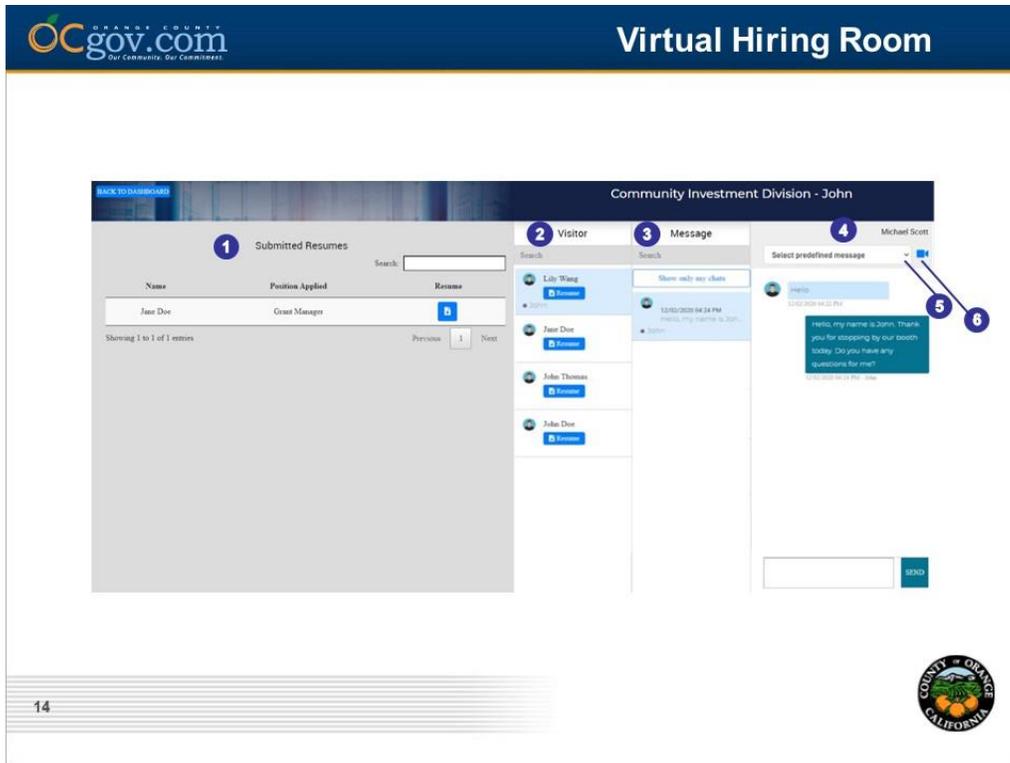
Here you will find a list of job seeker resumes as they are submitted. To view a resume, select the blue icon in the Resume column. The resume will open in a separate window.

### Figure 2 – Visitors

When a candidate enters your room, you can see them in the Visitor column. Here, you will see the job seeker's name and a blue Resume icon that links to their resume if they submitted one at registration. Below the resume icon is the name of the Recruiter that is actively chatting with the Job Seeker. A colored dot will appear next to the recruiter's name to help distinguish each recruiter.

### Figure 3 – Message Inbox

Here you will see all the messages that have been sent by Recruiters and Job Seekers. Recruiters will have access to view and join all the messages exchanged with Job Seekers in the hiring room. You also have the option to filter the messages by selecting Show only my chats.



**Slide 14: Virtual Hiring Room (cont'd)**

**Figure 4 – Chat Column**

The job seeker’s message will appear in a light blue text box on the left and your recruiter messages will appear in a dark blue text box on the right. You can send messages by typing in the message box located at the bottom of the column.

**Figure 5 – Predefined Messages**

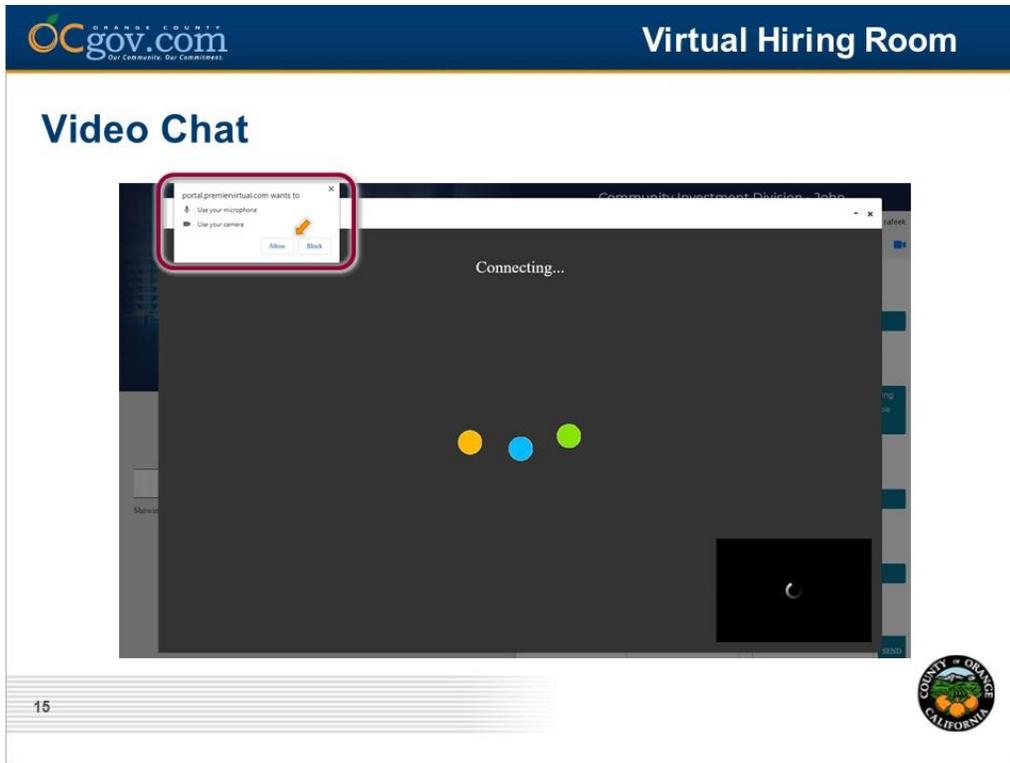
Recruiters’ predefined messages are found at the top of the Chat Column. To send a predefined message, select the drop-down icon ( v ) and select the message you wish to send.

Note: Predefined messages cannot be edited in the Virtual Hiring Room. To edit a predefined message, visit the Recruiters section and select Edit Recruiter.

**Figure 6 – Video Chat Feature**

During your Virtual Hiring Event, you will have the option to invite a visitor to a video chat. If you wish to video chat with the Job Seeker select the blue video icon.

Note: Video chats can only be initiated by the Recruiter. Job Seekers cannot start video chats.



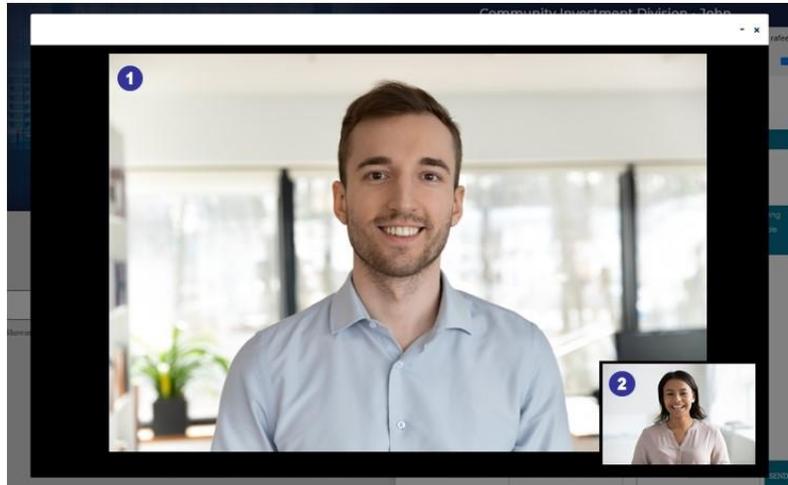
### Slide 15: Video Chat Setup

When you click the video chat icon, you will receive a pop-up message that requests you allow Premier Virtual access to your microphone and camera.

- You must select Allow to use this feature.

Once you select Allow, the video chat window will appear on your screen. It may take a few seconds for the chat to connect depending on the quality of each individual's internet connection.

## Video Chat



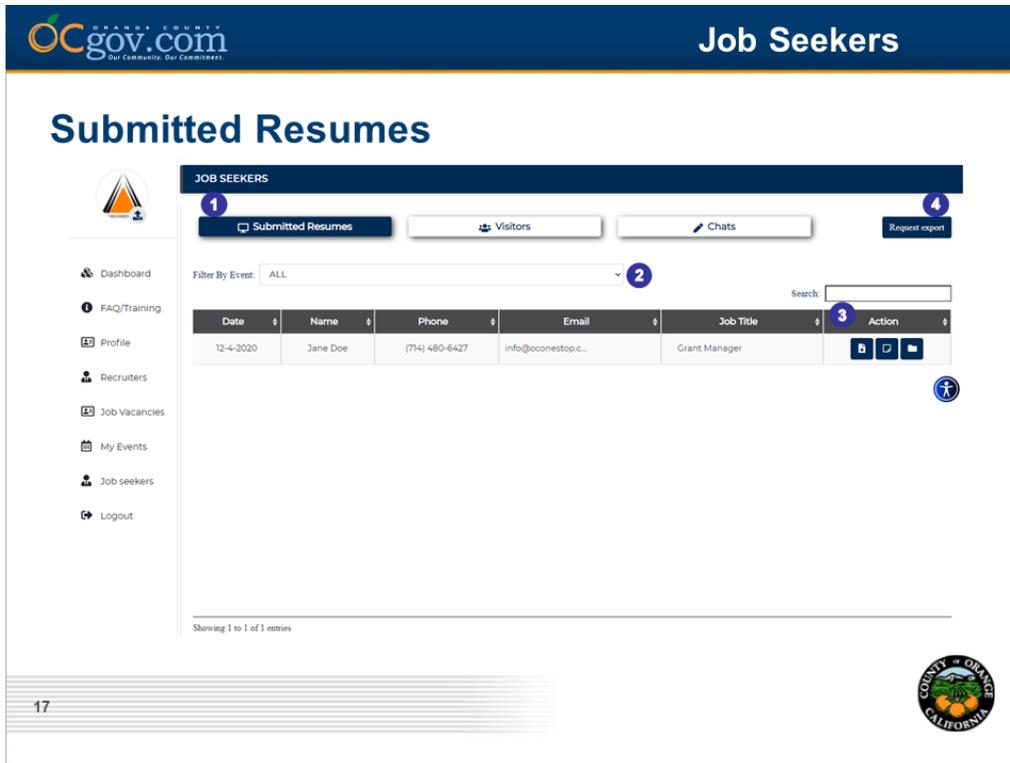
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### Slide 16: Video Chat Preview

Figure 1 – Job Seeker

Figure 2 – Recruiter



## Slide 17: Job Seekers – Submitted Resumes

To view the submitted resumes, select the Job Seeker option from the Navigation Menu.

### Figure 1 – Submitted Resumes

In this table, you will find the date of interaction, the job seeker’s name, contact information and the job title they submitted a resume for.

### Figure 2 – Filter by Event

To filter the data by event, select the drop-down icon ( ∨ ) and select the event you wish to display.

### Figure 3 – Action Column

-  Download Resume – Download a copy of the job seeker’s submitted resume.
-  View/Add Notes – The notes that you add here are not visible to the candidate. They will be included in the job seeker report for your reference.
-  View Logs – View a timeline of the job seeker’s activity while in your hiring room such as whether they viewed any job postings or click on any links.

### Figure 4 – Request Export

This will generate an email with a .zip file attached. Within this file, you will find copies of the submitted resumes as well as a spreadsheet with the candidates’ contact information and your notes.

**Job Seekers**

**Visitors**

**JOB SEEKERS**

Submitted Resumes **1** Visitors **2** Chats **3** Request export **4**

Filter By Event: ALL **2** Search:

Date	Name	Phone	Email	Action <b>3</b>
11-23-2020	anthony rafeek	(714) 926-7591	anthony.rafeek@occcr.ocgov.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
11-23-2020	Lily Wang	111-111-1111	johnson@yahoo.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
12-3-2020	Jane Doe	(714) 480-6427	info@oconestop.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
12-4-2020	John Thomas	111-111-1111	example@example.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
12-4-2020	John Doe	222222222	johndoe@yahoo.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
12-14-2020	Yvonne Sachon	(333) 333-3333	ysachon@gmail.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
12-22-2020	Nancy Estrada	(714) 480-6500	Nancyestrada@occcr.ocgov.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
12-22-2020	Julissa Hernandez	(714) 480-6500	Julissa.Hernandez@occcr.ocgov.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]
12-22-2020	rayleen soto	(714) 248-4631	rayleen.soto@occcr.ocgov.com	[Download Resume] [View/Add Notes] [View Logs] [Chat Logs]

Showing 1 to 9 of 9 entries

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## Slide 18: Job Seekers – Visitors

### Figure 1 – Visitors

In this table, you will find contact information for job seekers who visited your company booth.

### Figure 2 – Filter by Event

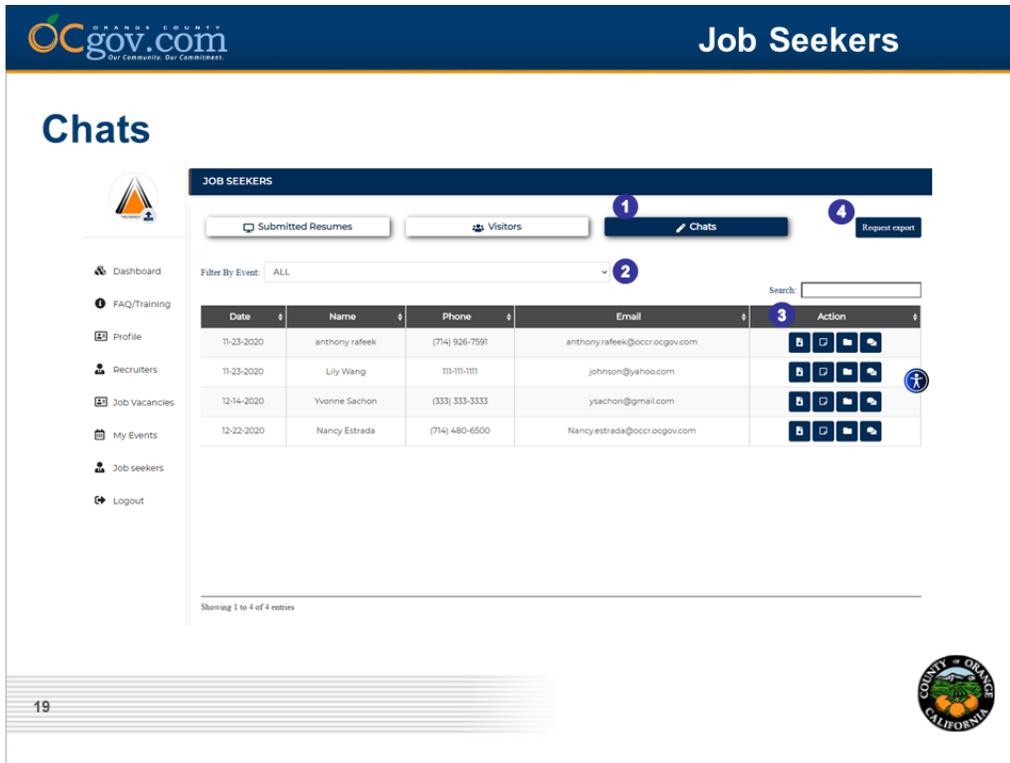
To filter the data by event, select the drop-down icon ( ) and select the event you wish to display.

### Figure 3 – Action Column

- Download Resume – Download a copy of the job seeker’s submitted resume.
- View/Add Notes – The notes that you add here are not visible to the candidate. They will be included in the job seeker report for your reference.
- View Logs – View a timeline of the job seeker’s activity while in your hiring room such as whether they viewed any job postings or click on any links.
- Chat Logs – View a copy of messages exchanged with the job seeker and recruiters.

### Figure 4 – Request Export

This will generate an email with a .zip file attached. Within this file, you will find copies of the submitted resumes as well as a spreadsheet with the candidates’ contact information and your notes.



## Slide 19: Job Seekers – Chats

### Figure 1 – Chats

In this table, you will find contact information for job seekers who initiated chats with recruiters.

### Figure 2 – Filter by Event

To filter the data by event, select the drop-down icon (  ) and select the event you wish to display.

### Figure 3 – Action Column

-  Download Resume – Download a copy of the job seeker’s submitted resume.
-  View/Add Notes – The notes that you add here are not visible to the candidate. They will be included in the job seeker report for your reference.
-  View Logs – View a timeline of the job seeker’s activity while in your hiring room such as whether they viewed any job postings or click on any links.
-  Chat Logs – View a copy of messages exchanged with the job seeker and recruiters.

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This will generate an email with a .zip file attached. Within this file, you will find copies of the submitted resumes as well as a spreadsheet with the candidates’ contact information and your notes.

## Employer Tutorial Conclusion

For technical assistance and Employer Services,  
please contact our Business Services Team

Phone: (714) 480-6500

Email: [businessservices@oconestop.com](mailto:businessservices@oconestop.com)

Visit Us Online: [www.oconestop.com/business](http://www.oconestop.com/business)

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### Slide 20: Conclusion

This concludes our tutorial on the Virtual Premier platform. We would like to thank you for joining us today.

If at any time you require technical assistance with your event, please contact our Business Services team at [businessservices@oconestop.com](mailto:businessservices@oconestop.com) or call us at (714) 480-6500.