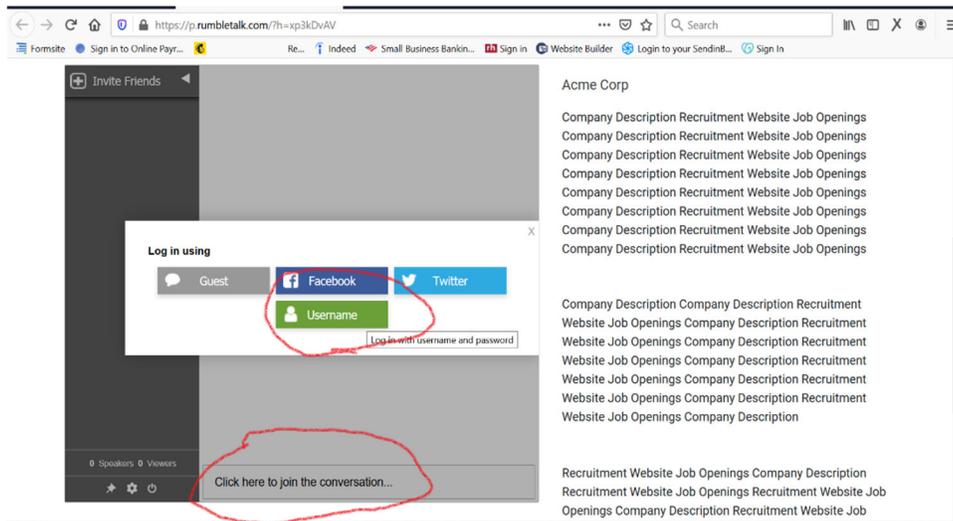


Virtual Job Fair Instructions (Basic)

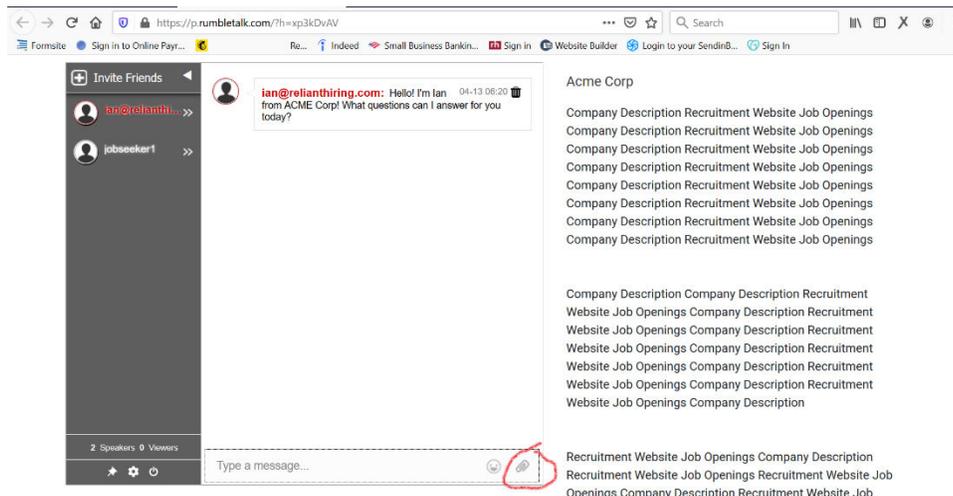
Logging In

1. **Navigate to our Virtual Booth-** You will be provided a direct link to your virtual job fair booth landing page in an email from Reliant Hiring Solutions at least 24 hours ahead of the event.
2. **Moderator log in credentials-** You will be provided with moderator login credentials as well. These credentials will be the email address you originally used to register for the VIRTUAL job fair and a password we generate for you.
3. **How to log in to your Virtual Job Fair Booth-** Navigate to your virtual job fair booth and click in the open space towards the bottom of the chat window that reads “click here to join conversation”. The login box should appear. Click the **GREEN** box marked “username”. Enter the username and password mentioned above. Once successfully logged in, you will see your username to the left of the chat window in **RED**.

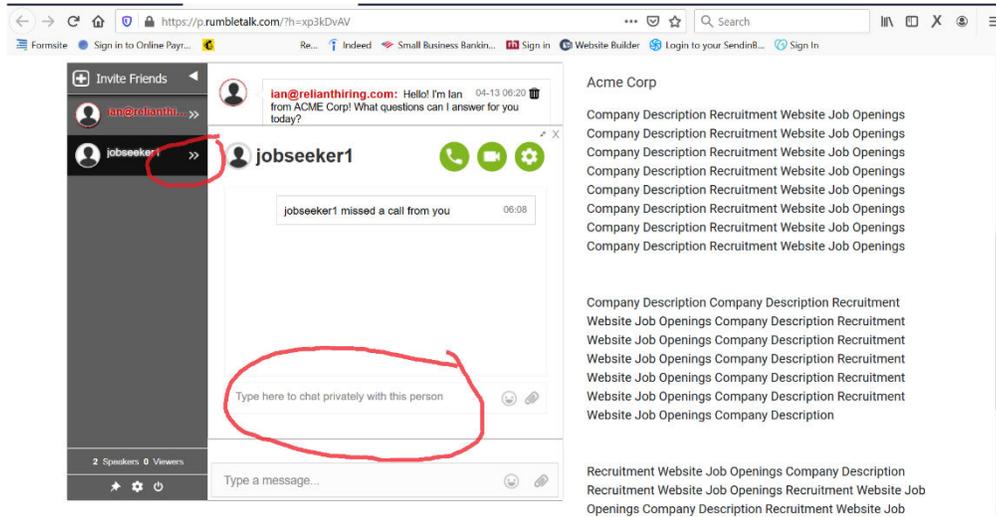


Basic Group Moderation- Chatting, File Share and Individual Chat

1. **Communicating with a group-** The chatroom default is set to text chat with all job seekers who are in the room at any given time. You can share information about your company, answer questions that everyone can see the answers to.
2. **Sharing Files-** You can share files with the group by clicking the paperclip in the lower right of the chat box. Share company information, job info- anything you'd like!



- Private Chat-** To chat privately with a job seeker, click the right arrow symbol next to their name >>. This will create a one-on-one sub-window within the group chat. Begin the chat by typing in the “type here to chate privatly with this person” box. You can have as many private chats as you like. You may also share and receive files while chatting privately- great for **requesting resumes**. **To return to the group chat, simply click the >> again.**



Virtual Job Fair Instructions- Advanced

- Video/Audio Chat-** You may engage job seekers in video and audio chat **INDIVIDUALLY** while in **PRIVATE CHAT** mode only. Enter a private chat with a job seeker (as outlined above) and start a video/audio chat with them by clicking the appropriate GREEN icon as outlined below. Make sure your computer is webcam enabled and the microphone is not muted. Only YOU can initiate a video/audio chat with a career seeker. They cannot initiate the process with you.

