



VIRTUAL JOB FAIR

EMPLOYER GUIDE

www.wrksolutions.com 1.888.469.JOBS (5627)

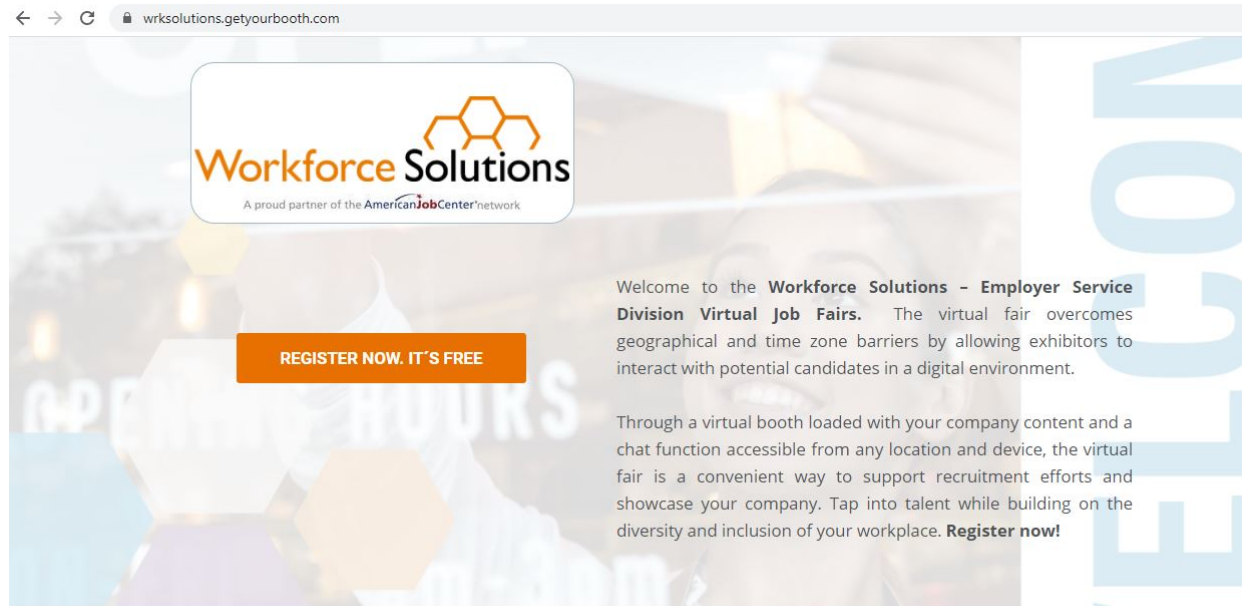
Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. (Please request reasonable accommodations a minimum of two business days in advance.) **Relay Texas:** 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711

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Virtual Job Fair Employer Guide

Step 1

Register for the fair at <https://wrksolutions.getyourbooth.com/>



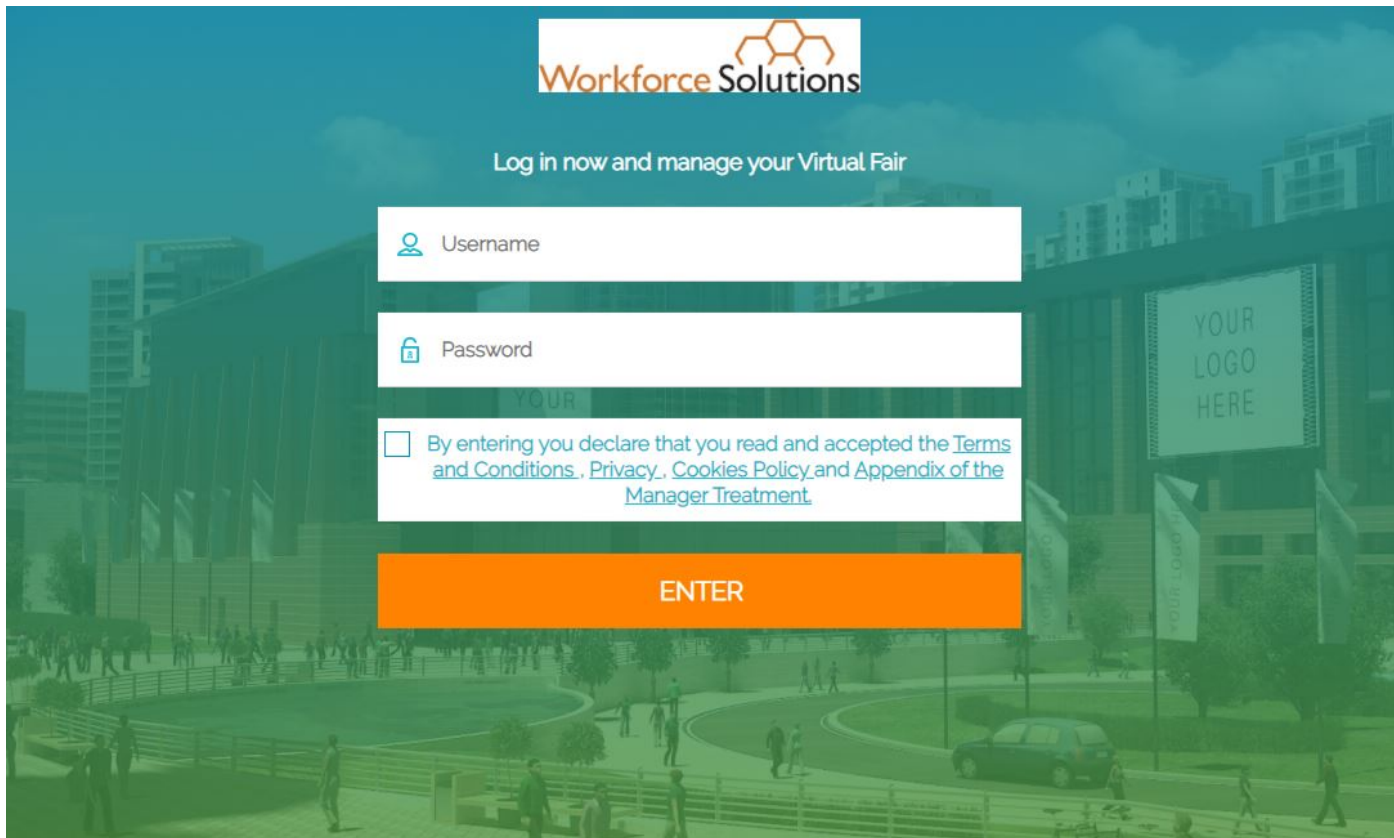
After registration, you will receive an e-mail from Workforce Solutions staff giving you your login information for

1. Setting Up Your Booth (backend site)
2. Chat Login (the actual URL for the job fair in which you can communicate with potential job candidates)

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Step 2

Follow the directions in the e-mail. Log into the provided URL for the backend site to setup your booth.



The screenshot shows a login interface for Workforce Solutions. At the top, the Workforce Solutions logo is displayed. Below it, the text "Log in now and manage your Virtual Fair" is centered. The login form consists of three main sections: a "Username" field with a person icon, a "Password" field with a lock icon, and a checkbox area. The checkbox is currently unchecked, and the text next to it reads: "By entering you declare that you read and accepted the [Terms and Conditions](#), [Privacy](#), [Cookies Policy](#) and [Appendix of the Manager Treatment](#)". Below these fields is a large orange button labeled "ENTER". The background of the page is a teal-tinted image of a modern city building with a sign that says "YOUR LOGO HERE".

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Step 3

Fill out the relevant information by clicking the tabs on the left side.

Your Booth Tab
(Corporate Data)
Use this tab for basic information, logo, contact information, social media, company profile.



Hi Jobs287!
Welcome to your content manager

BASIC INFORMATION SAVE CHANGES

Corporate Data

| | | |
|--|--------------------------------------|--------------------------------------|
| Company name* | Display name in the fair* | Location |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Creation date | Number of employees | Corporate website |
| <input type="text" value="MM/YYYY"/> | <input type="text"/> | <input type="text" value="http://"/> |
| Company slogan <small>max. 150 characters</small> | | |
| <input type="text"/> | | |
| Name External link | External link | |
| <input type="text"/> | <input type="text" value="http://"/> | |
| Name Complementary Link 1 | Complementary Link 1 | |
| <input type="text"/> | <input type="text" value="http://"/> | |
| Name Complementary Link 2 | Complementary Link 2 | |
| <input type="text"/> | <input type="text" value="http://"/> | |

Tip- If the data is not saving and you are receiving error notices, refresh your browser and save periodically. Chrome seems to work best.

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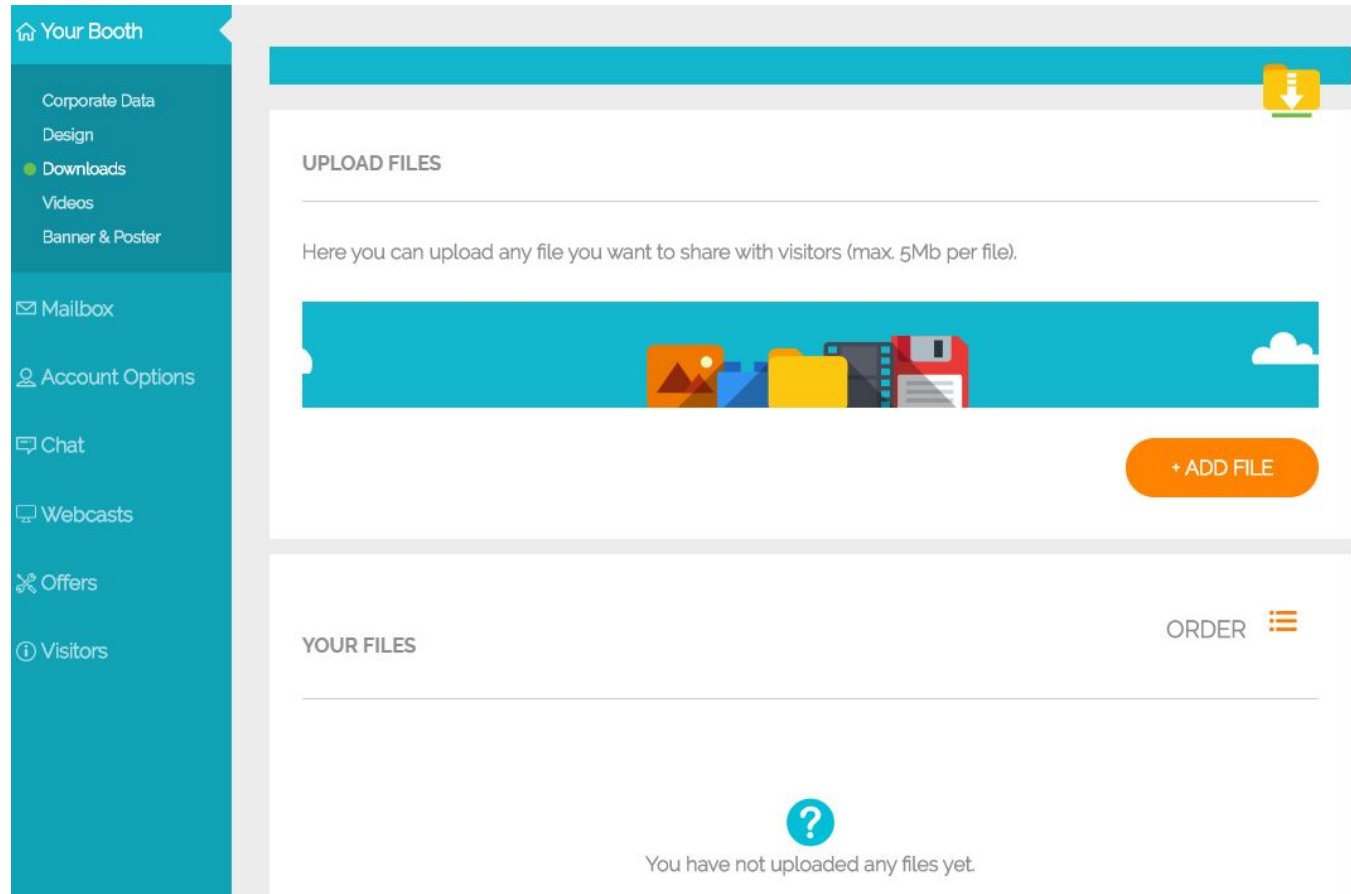
Your Booth Tab (Design)

Use this tab to choose which booth and host you want to represent your company.

The screenshot displays the 'Your Booth' configuration page. On the left, a sidebar menu includes 'Your Booth', 'Corporate Data', 'Design', 'Downloads', 'Videos', 'Banner & Poster', 'Mailbox', 'Account Options', 'Chat', 'Webcasts', 'Offers', and 'Visitors'. The 'Design' tab is active. The main content area prompts the user to 'Select your booth template and host.' Below this, there are two dropdown menus: 'Templates' (set to 'Classic2') and 'Hosts' (set to 'Léa'). A 3D rendering of a booth is shown, with three orange arrows pointing to specific elements: 'Banner' (a large white panel on the wall), 'Poster' (a smaller white panel on the wall), and 'Logo' (a small sign on the counter). At the bottom right, there is an orange 'SAVE CHANGES' button.

Tip- After uploading any Banners or Posters, use this tab and save changes. They will not show up on your booth if you do not click save changes here.

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The screenshot displays the 'Your Booth' interface. On the left is a teal sidebar with a home icon and the text 'Your Booth'. Below this are menu items: 'Corporate Data', 'Design', 'Downloads' (highlighted with a green dot), 'Videos', and 'Banner & Poster'. Further down are 'Mailbox', 'Account Options', 'Chat', 'Webcasts', 'Offers', and 'Visitors'. An orange arrow points from the text on the left to the 'Downloads' menu item. The main content area has a teal header with a download icon. Below is the 'UPLOAD FILES' section with a horizontal line and the text: 'Here you can upload any file you want to share with visitors (max. 5Mb per file)'. A teal banner with file icons is below that, followed by an orange '+ ADD FILE' button. The 'YOUR FILES' section is empty, with a question mark icon and the text 'You have not uploaded any files yet.' and an 'ORDER' link with a menu icon.

Your Booth Tab
(Downloads)
Use this tab to upload
any hiring/marketing
items. Examples
could be company
brochures or flyers.

Jpegs or pdfs preferred

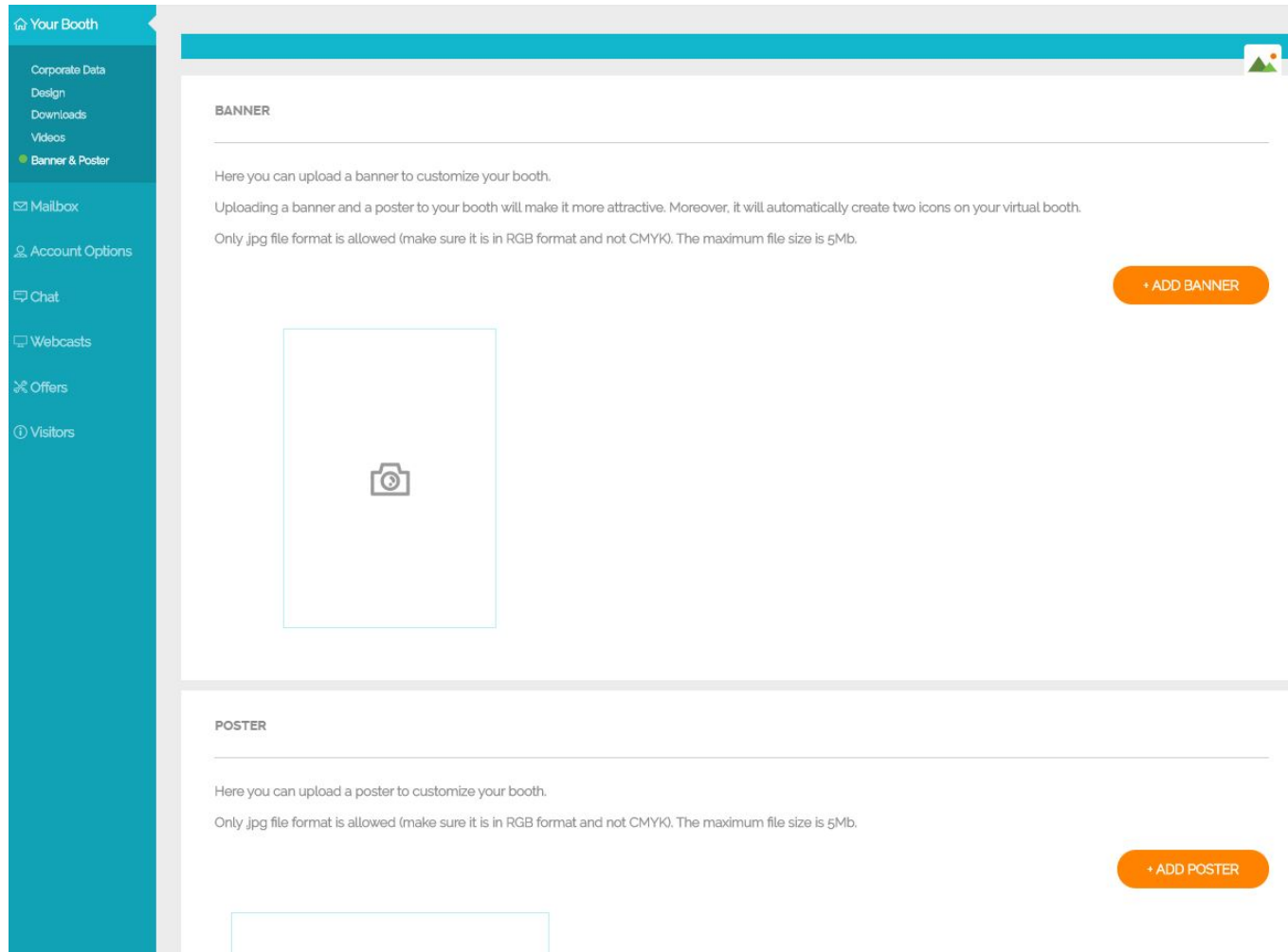
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**Your Booth Tab
(Videos)**
Use this tab to link
any YouTube video

The screenshot displays the 'Your Booth' interface. On the left is a teal sidebar with navigation options: 'Your Booth' (home icon), 'Corporate Data', 'Design', 'Downloads', 'Videos' (highlighted with a green dot and an orange arrow), 'Banner & Poster', 'Mailbox' (envelope icon), 'Account Options' (person icon), 'Chat' (speech bubble icon), 'Webcasts' (screen icon), 'Offers' (tag icon), and 'Visitors' (info icon). The main content area is white with a teal header. It features an 'ADD VIDEOS' section with a horizontal banner containing a laptop icon and a '+ ADD VIDEO' button. Below this is a 'YOUR POSTED VIDEOS' section with an 'ORDER' dropdown menu and a message: 'You have not uploaded any videos yet.' with a question mark icon.

Tip- Do not use the share short link from Youtube. Copy and paste the main URL of the video.

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Your Booth

- Corporate Data
- Design
- Downloads
- Videos
- Banner & Poster**
- Mailbox
- Account Options
- Chat
- Webcasts
- Offers
- Visitors

BANNER

Here you can upload a banner to customize your booth.

Uploading a banner and a poster to your booth will make it more attractive. Moreover, it will automatically create two icons on your virtual booth.

Only .jpg file format is allowed (make sure it is in RGB format and not CMYK). The maximum file size is 5Mb.

+ ADD BANNER

POSTER

Here you can upload a poster to customize your booth.

Only .jpg file format is allowed (make sure it is in RGB format and not CMYK). The maximum file size is 5Mb.

+ ADD POSTER



Your Booth Tab
(Banner & Poster)
Use this tab to upload
images that will be
seen in your virtual
booth.

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Mailbox Tab

Candidates have the ability to message your booth. These are only accessible in this backend site.



Home Your Booth

Mailbox

Account Options

Chat

Webcasts

Offers

Visitors

MAILBOX

Here are the messages visitors sent on your virtual booth. Please, note that these emails will only be accessible from your content manager.

View: all unread SENT

Received after: 2020/08/30

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EASY VIRTUAL FAIR

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Account Options

LOGIN DATA

Here you can change your password (the username cannot be changed). If you need further assistance, please contact support@easyvirtualfair.com.

Username
HOUSTJobs287

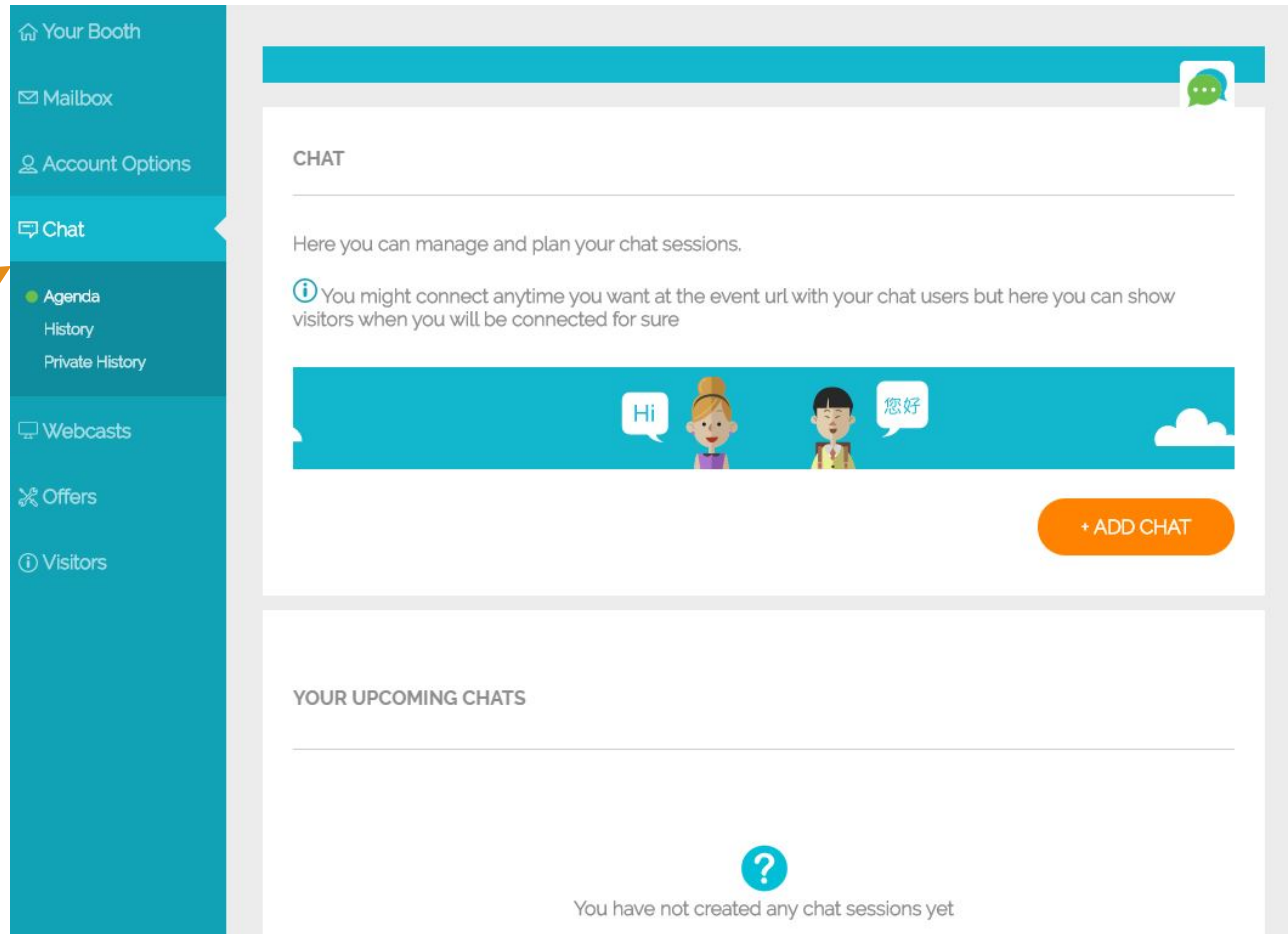
Change password

Current password New password Confirm new password

SAVE CHANGES

Account Options Tab
Please **DO NOT**
change the password
provided to you. Staff
may need to access
your booth so stay will
the standard “password”

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The screenshot displays the 'Chat' tab selected in the left sidebar. The main content area is titled 'CHAT' and contains the following text: 'Here you can manage and plan your chat sessions.' Below this is an information icon with the text: 'You might connect anytime you want at the event url with your chat users but here you can show visitors when you will be connected for sure'. A decorative banner features two cartoon characters with speech bubbles saying 'Hi' and '您好'. An orange button labeled '+ ADD CHAT' is positioned on the right. The bottom section, titled 'YOUR UPCOMING CHATS', shows a question mark icon and the text: 'You have not created any chat sessions yet'.

Chat Tab

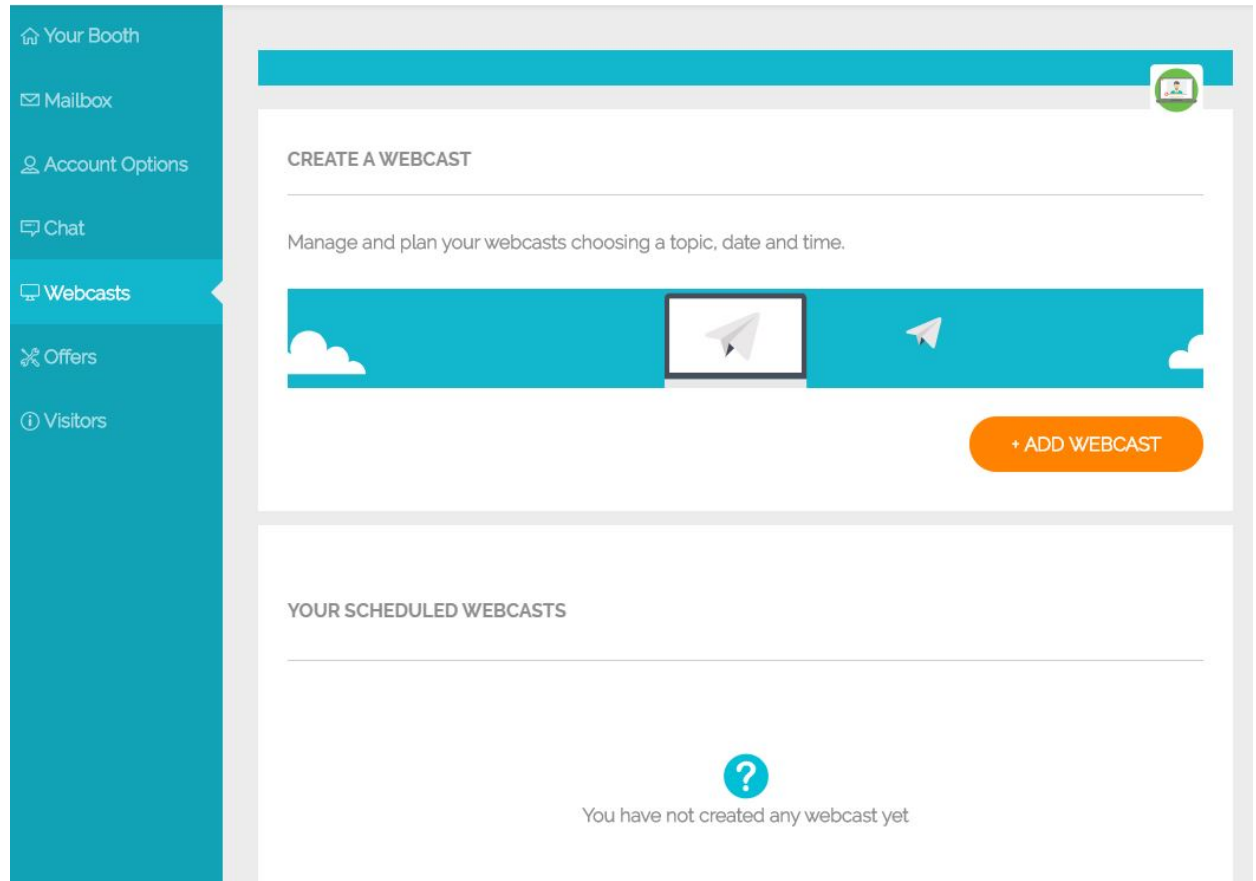
Use this tab to schedule the times you will be available to chat. Sometimes these fairs can last multiple days. Be sure to let people know when you are available.

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Webcast Tab

This feature allows you to add link to a scheduled third party webcast such as Zoom, Skype or Teams Meeting.

Just create the meeting in the separate program and link the information here.



The screenshot displays the 'Webcasts' tab in the employer guide interface. The left sidebar contains navigation options: 'Your Booth', 'Mailbox', 'Account Options', 'Chat', 'Webcasts' (highlighted), 'Offers', and 'Visitors'. An orange arrow points from the 'Webcasts' tab to the main content area. The main content area is titled 'CREATE A WEBCAST' and includes the instruction: 'Manage and plan your webcasts choosing a topic, date and time.' Below this is a decorative banner with a paper airplane icon and a '+ ADD WEBCAST' button. The section 'YOUR SCHEDULED WEBCASTS' is currently empty, showing a question mark icon and the message: 'You have not created any webcast yet'.

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Offers Tab (Job Postings)

This is named “offers” in the backend site but shows up as Job Postings in the Job Fair.

Input all available positions here

Name – Title of position

External Link – If the job has a web link, input it here

Description – any relevant information of the job

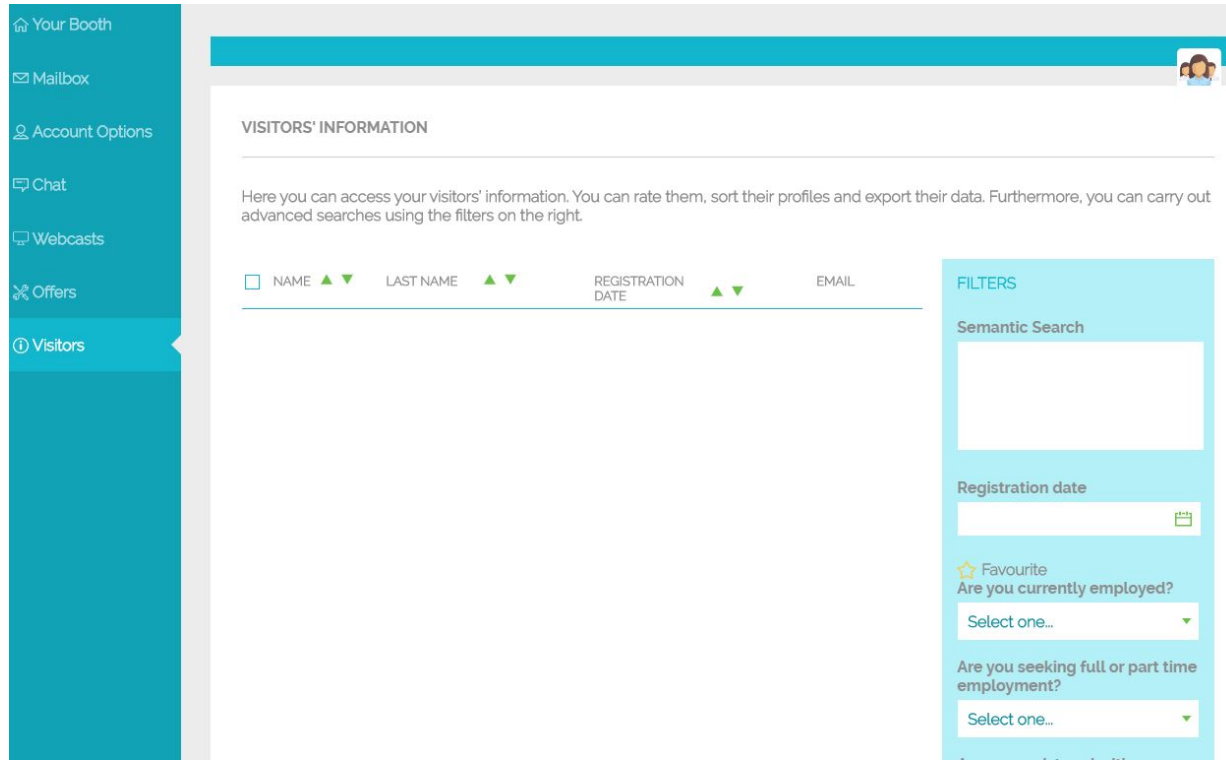
(**Tip-** copy and paste entire description from web link if one is available)

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Visitor Tab

Registered users who are logged into the fair and visit your booth will show up here.

Workforce staff will e-mail a final list of people who visited your booth after the event. Information emailed will be name, email address, phone number and resumes (if provided)

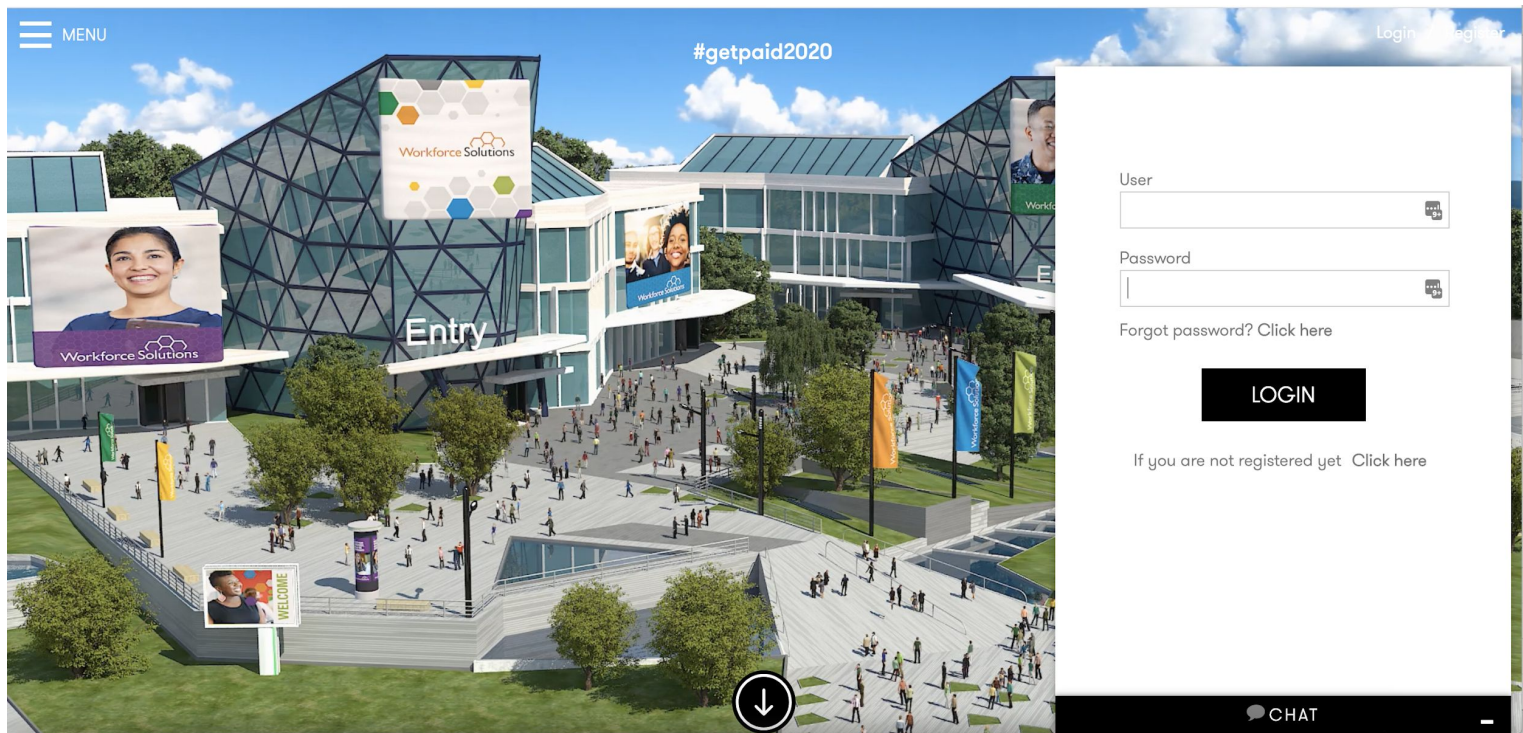


The screenshot displays the 'Your Booth' dashboard with a sidebar menu on the left. The 'Visitors' tab is selected and highlighted with an orange arrow. The main content area is titled 'VISITORS' INFORMATION' and includes a description: 'Here you can access your visitors' information. You can rate them, sort their profiles and export their data. Furthermore, you can carry out advanced searches using the filters on the right.' Below this is a table with columns for 'NAME', 'LAST NAME', 'REGISTRATION DATE', and 'EMAIL'. To the right of the table is a 'FILTERS' sidebar containing a 'Semantic Search' input field, a 'Registration date' calendar picker, and two dropdown menus: 'Are you currently employed?' and 'Are you seeking full or part time employment?'.

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Step 4 (After your booth is setup)

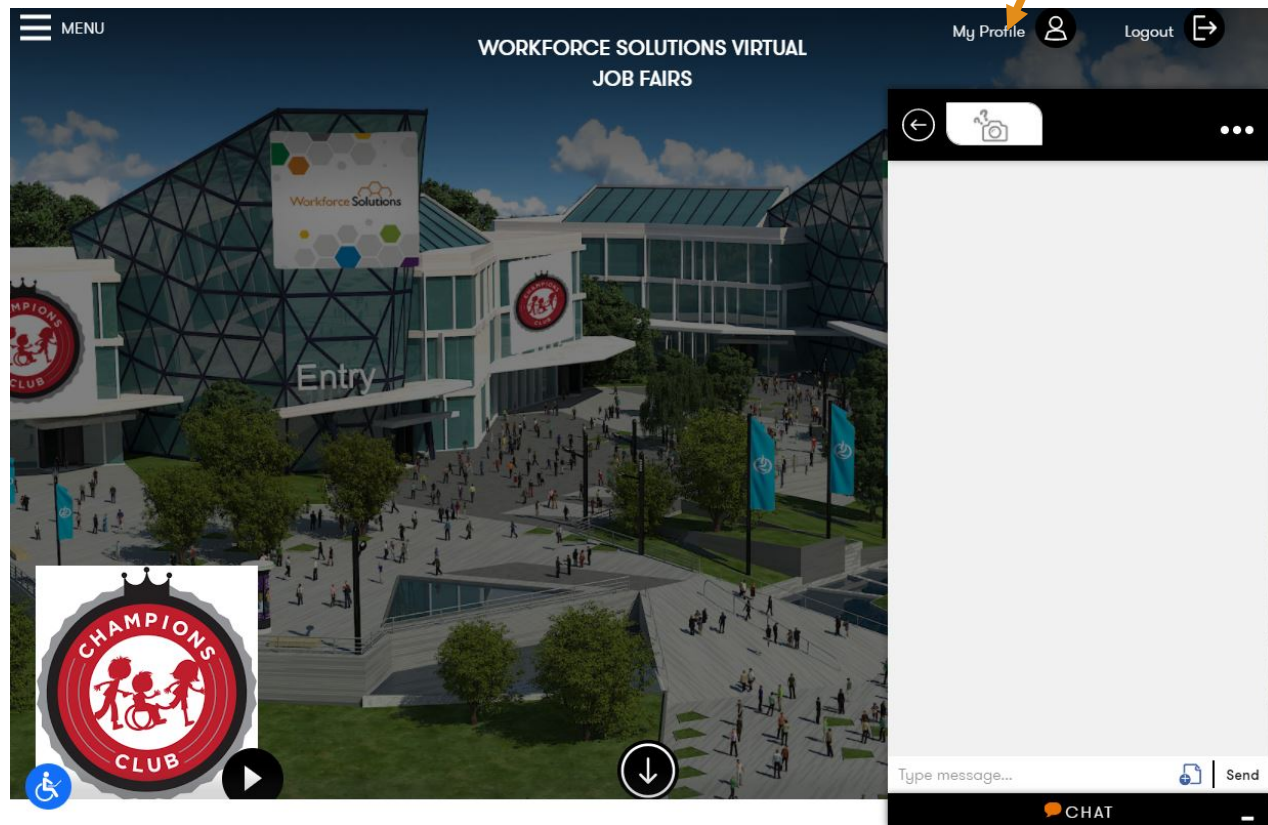
When the fair goes live you can login to the provided job fair URL with your username and password provided in initial email from Workforce Staff.



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Step 5

After logging in with the provided Username and Password, Click on “My Profile” in the top right side of the screen



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Step 6

Change Name* to the name of your company. Change Last Name* to the name of whomever has been assigned to represent your company. Enter an e-mail address and click Save

MENU WORKFORCE SOLUTIONS VIRTUAL JOB FAIRS My Profile Logout

MY PROFILE

Hello!
HOUSTJobs268_CHAT8

add photo

DO YOU WANT TO CHANGE YOUR PASSWORD

Change password

EDIT YOUR DATA

Name* (max. 40 characters)
COMPANY NAME

Last name* (max. 40 characters)
REPRESENTATIVES NAME

Email* (max. 40 characters)

Skype (max. 40 characters)

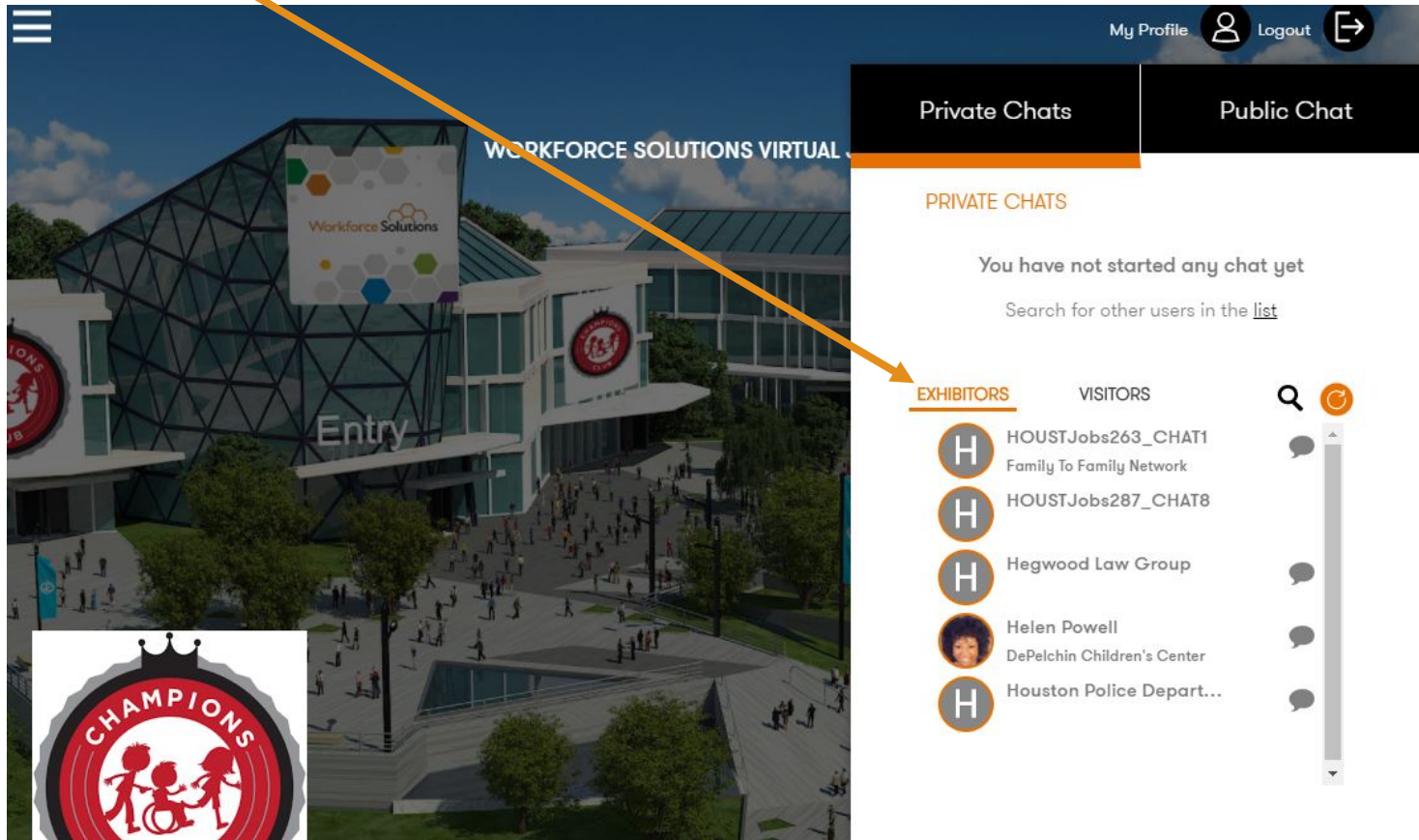
Save

CHAT

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Step 7

You will notice our integrated chat feature. You will be located under the exhibitors tab.

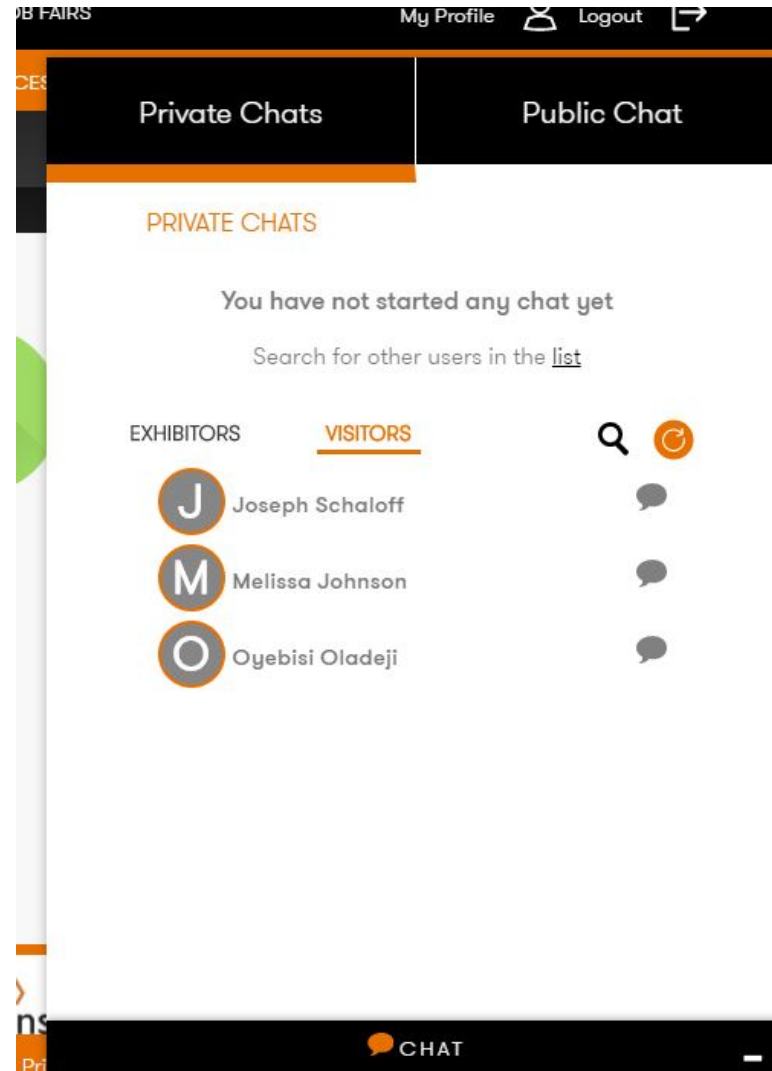


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Step 8

You can use a one to one private chat with each visitor or choose the shared public chat.

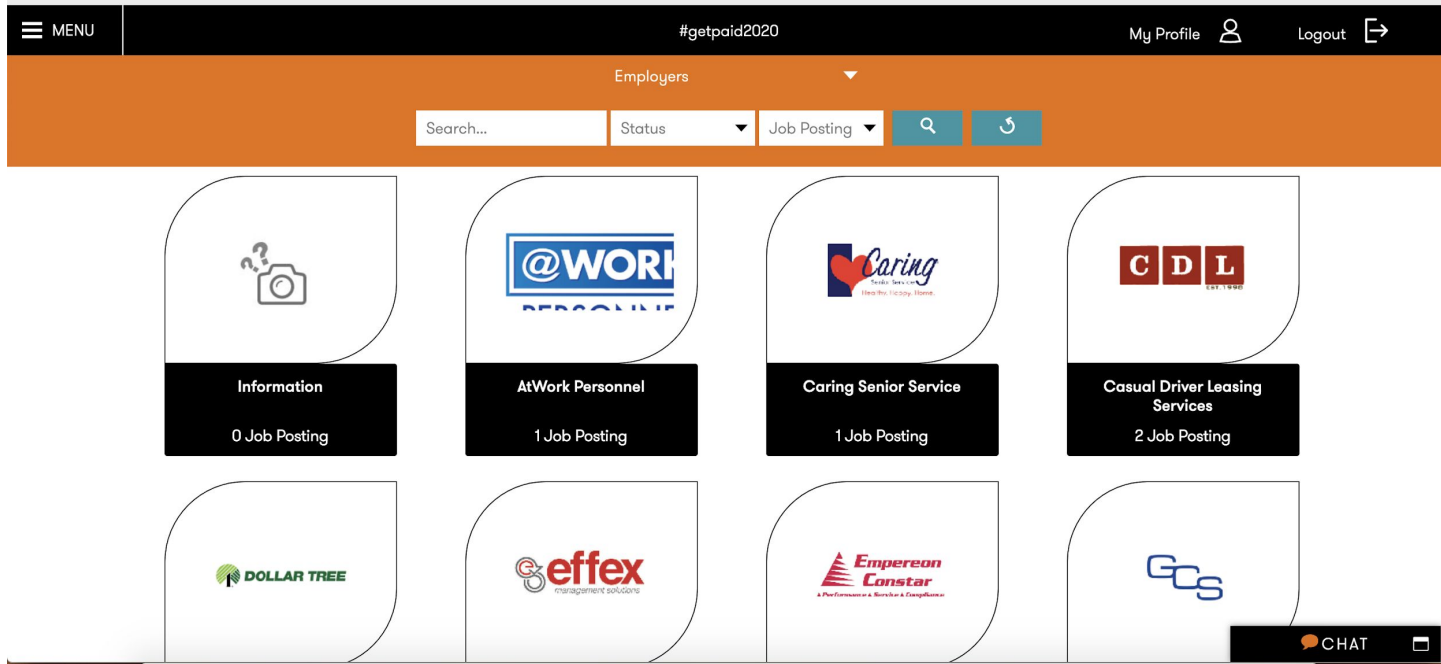
You can have more than one conversation at the same time.



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Step 9

After setting up your chat profile, you can also navigate through the fair to see the different companies and everything they have to offer. You can check on your booth to see if all your information is correct.



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Step 10

Click on your booth you will be able to see all the information you input in the backend URL.
To make any corrections to your booth, logout of the job fair and login to the backend URL and make the corrections there

