

Working Through Change:

Agility in a Changing Workspace



Partners: Tips to Navigate the Virtual Hiring Fair

- Log in to the hiring fair platform through <https://msephire.vfairs.com/>.
- You will arrive in the exhibit hall. Once inside, your primary role will be to chat with attendees.

Chatting with Attendees

- Click on Chat in the blue navigation bar at the top of the webpage. A separate tab will open, taking you to the chat window. It is best for you to stay in this chatroom throughout the event in order to monitor spouse conversations.
- You can also post a public message in your booth chatroom by clicking the name of your company or organization on the left side of the chat window under Chatrooms. Feel free to post a welcome message and introduce yourself. Remember, this message will be seen by all spouses who enter your booth.
- When a military spouse enters your booth, their name will appear under Online Users. Hover over their name and click the blue Chat Now button to start a direct message.
 - ▶ When chatting with a military spouse, you can directly call them or video chat by clicking the respective icons at the top of your chat conversation.

Navigating to View Your Booth

If you would like to view your booth, you can:

- Search for your company or organization's name by using the search bar at the top of the page.
- Scroll through the list of employers under Employer's Index in the bottom left corner of the screen.
- Hover over the arrows in the exhibit hall on the left and right side of the screen until you reach your booth.

Editing Your Profile

- You can add a profile picture or update your profile description by clicking your name in the top right-hand side of the webpage window.

Need Assistance?

- Check out the Info Desk to visit the technical assistance booth or MSEP specialist booth.
- Chat with a representative from either of these booths for help.



**If you have questions or would like additional
information, contact your MSEP specialist.**

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