

## **MSEP Virtual Hiring Fair**

**March 10, 2021 • 11 a.m.-3 p.m. EST**

**Navigate to Success:**  
Claim Your Space in Today's Workplace

## **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.**