

Premier
VIRTUAL


User Guide for Attendees
Premier Virtual 2.0 Platform

Registration Page

You have been invited to participate in a Virtual Event. The host of the event has sent you a registration link for you to register and build out your profile.


This guide will walk you through that process as well as what the event will look like on event day and some best practices to help you.

We hope this guide will make your set up easy and quick!

 Premier
VIRTUAL Version 2.4.8 Login

Premier Virtual Tutorial

Hosted by Premier Virtual



REGISTER TO EVENT

Information

Premier Virtual Tutorial Event

Welcome to the Premier Virtual Tutorial Event

As an Attendee, you will have an opportunity to visit multiple Organization Booths. In those booths, you will be able to read Organization Bios, view Job Vacancies and see the other content the Organization has added to their booths. If the Organization is of interest to you, you may reach out and chat by text to the recruiters working the booth. The recruiters may ask you to video chat, so please be prepared and ready!

Once again, thank you for taking part in Premier Virtual Tutorial Event and we wish you the best of luck in finding your next career!

Event Videos

Event ends in


99+ : 07 : 47 : 52
DAYS HRS. MINS. SECS.

Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

Start of the Registration Process

On the registration page click on the register button. This will then take you to the area where you will be setting your credentials and username.


 **Premier**
VIRTUAL

Version 2.4.8

Login

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Event Videos

Event ends in

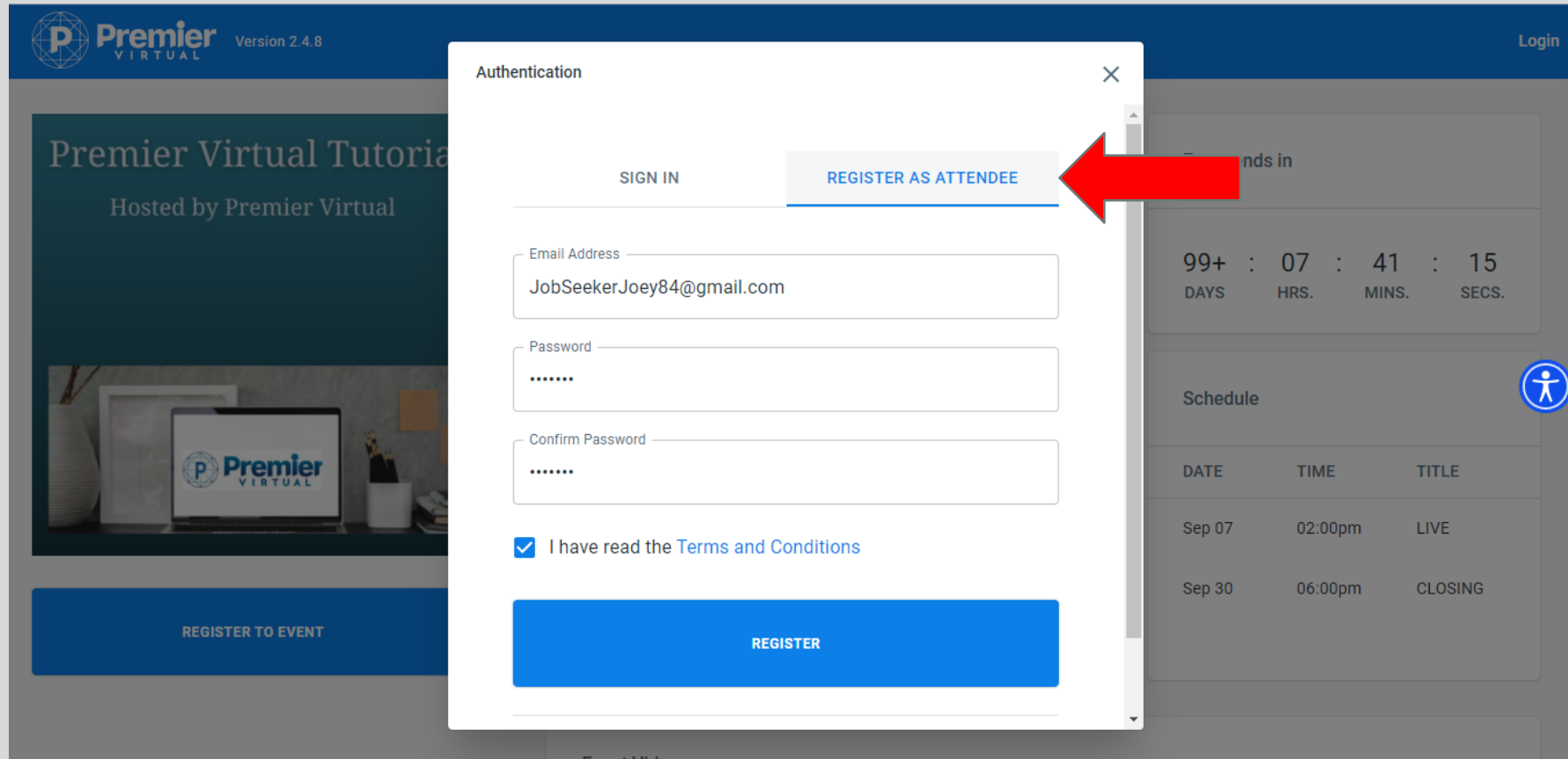
99+ : 07 : 47 : 52
DAYS HRS. MINS. SECS.

Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

Register as Attendee

Once you click on register you will be brought to the Authentication Page where you will be setting up your Username and Password. Click on Register as an Attendee and then enter your email and create your password. Lastly, check off the terms and conditions and select Register.



The screenshot shows the 'Authentication' modal window of the Premier Virtual Tutorial application. The modal has a title bar with a close button (X). Inside, there are two tabs: 'SIGN IN' and 'REGISTER AS ATTENDEE'. The 'REGISTER AS ATTENDEE' tab is selected, and a red arrow points to it. The form contains the following fields and elements:

- Email Address:** A text input field containing 'JobSeekerJoey84@gmail.com'.
- Password:** A text input field with masked characters (dots).
- Confirm Password:** A text input field with masked characters (dots).
- Terms and Conditions:** A checkbox labeled 'I have read the Terms and Conditions' which is checked.
- REGISTER:** A large blue button at the bottom of the form.

In the background, the main application interface is visible, including the Premier Virtual logo, version number (2.4.8), a 'Login' link, a countdown timer showing '99+ : 07 : 41 : 15' (DAYS, HRS., MINS., SECS.), and a 'Schedule' table.

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

Step 1 Personal Information

Once you have selected register the system will automatically walk you into the Set-Up wizard.

This step will be where you will be providing your First and Last name, your most recent Job Title, City, State, Zip and Phone

Attendee Setup Wizard

1

2

3

4

5

Personal information

Photo

Experience

Resumes

Questions

First Name *

Joey

Last Name *

JobSeeker

Job Title

Customer Service Manager

Country

United States

City

Fort Lauderdale

State

Florida

ZIP Code

33334

Country

+1

Phone Number

954-555-5555

CONTINUE

Step 2 Upload Photo

This step will be where you can upload your professional head shot if you choose to.

Images must be .jpg, .jpeg or .png files.

Attendee Setup Wizard

1

2

3

4

5

Personal information


Photo


Experience

Resumes

Questions

Please upload a professional photo for your profile



 **UPLOAD IMAGE**

← PREVIOUS STEP

CONTINUE

Step 3

Adding your experience

In this step, you can add your past and present job experience.

This is a good way for recruiters to learn more about your past job experience.

Attendee Setup Wizard

1

2

3

4

5

Personal information

Photo

Experience

Resumes

Questions

Experience - Click on edit button to add your experience to your profile.

Nothing selected

EDIT

← PREVIOUS STEP

SKIP FOR NOW

Step 3

Adding your experience

Once you click the edit button, it will open all types of industry experience and certifications. You may pick up to 10. Each category you click on will open another layer of more specific experience.

When done, press confirm.

Pick Category

×

Certifications / Security Clearances

IT CERTIFICATIONS

SECURITY CLEARANCE

TEACHER CERTIFICATIONS

Experience

ACCOUNTING

ANALYST COMPANY

ARTISTIC

BUSINESS

BUSINESS OWNERSHIP

C-LEVEL

CONSTRUCTION

COSMETOLOGY

COUNSELING BUSINESS

CUSTOMER SERVICE

DRIVING

ENGINEERING

FOOD SERVICE

HEALTHCARE

HOSPITALITY

IT - TECHNOLOGY

LEADERSHIP

MANUFACTURING

MARKETING

ON-THE-PHONE

OPERATIONS

OTHER

PHYSICAL LABOR

SALES


SCIENTIST BUSINESS

TEACHER

VOLUNTEER

WORKING WITH ANIMALS

WRITING



CONFIRM

Step 4 Adding your Resumes

In this section you will be uploading your **PDF** Resume. You can also upload a cover letter or additional resumes for industry specific jobs.

Once uploaded press continue.

Attendee Setup Wizard

1

2

3

4

5

Personal information

Photo

Experience

Resumes

Questions

No resumes uploaded yet.

+ UPLOAD PDF

← PREVIOUS STEP

SKIP FOR NOW

Step 5 Answer Registration Questions

The host of the event may ask Attendee Registration Questions. If the host has questions for you to answer you will see them in this step.

Questions will vary for each event you attend.

Attendee Setup Wizard

1

2

3

4

5

Personal information

Photo

Experience

Resumes

Questions

Please answer the following question(s) to complete your event registration.

Are you in Northern or Southern Florida?
(Select single answer)

NORTHERN

☒ SOUTHERN

← PREVIOUS STEP

CONTINUE

Step 5 Answer Registration Questions

On the last question you will
see COMPLETE
REGISTRATION.

Attendee Setup Wizard

1

2

3

4

5

Personal information

Photo

Experience

Resumes

Questions

Please answer the following question(s) to complete your event registration.

What industry are you looking for work in?
(Please type your answer, min. 2 characters)

Your answer...

Customer Support

← PREVIOUS STEP

COMPLETE REGISTRATION

You Are Now Registered!

Dashboard > Registration Page > Attendee

Premier Virtual Tutorial

Hosted by Premier Virtual



REGISTERED FOR EVENT ✓

GO TO LOBBY

Information

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Once again, thank you for taking part in Premier Virtual Tutorial Event and we wish you the best of luck in finding your next career!

Event ends in

99+ : 06 : 08 : 18
DAYS HRS. MINS. SECS.

Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING


Event Videos



Adding your Bio

When you go into your profile, you can ADD your Bio to tell recruiters about yourself.

Premier VIRTUAL Version 2.4.8 Joey JobSeeker



Joey JobSeeker
Attendee

MENU

- Dashboard
- Events
- Training

SETTINGS

- My Profile
- Notifications

Profile

First Name *

Last Name *

Email Address *

Job Title

** Email update pending. Please click the link in the confirmation email sent to JobSeeker.Joey84@gmail.com*


Bio

Tell us about yourself...

I am a dedicated and hard working individual with strong organizational skills. I have a positive attitude and have worked with leadership in past positions to improve company culture. I have spent the last 15 years the customer service and feel my positive attitude shines when working with customers.

Experience - Click on edit button to add your experience to your profile.

Avatar

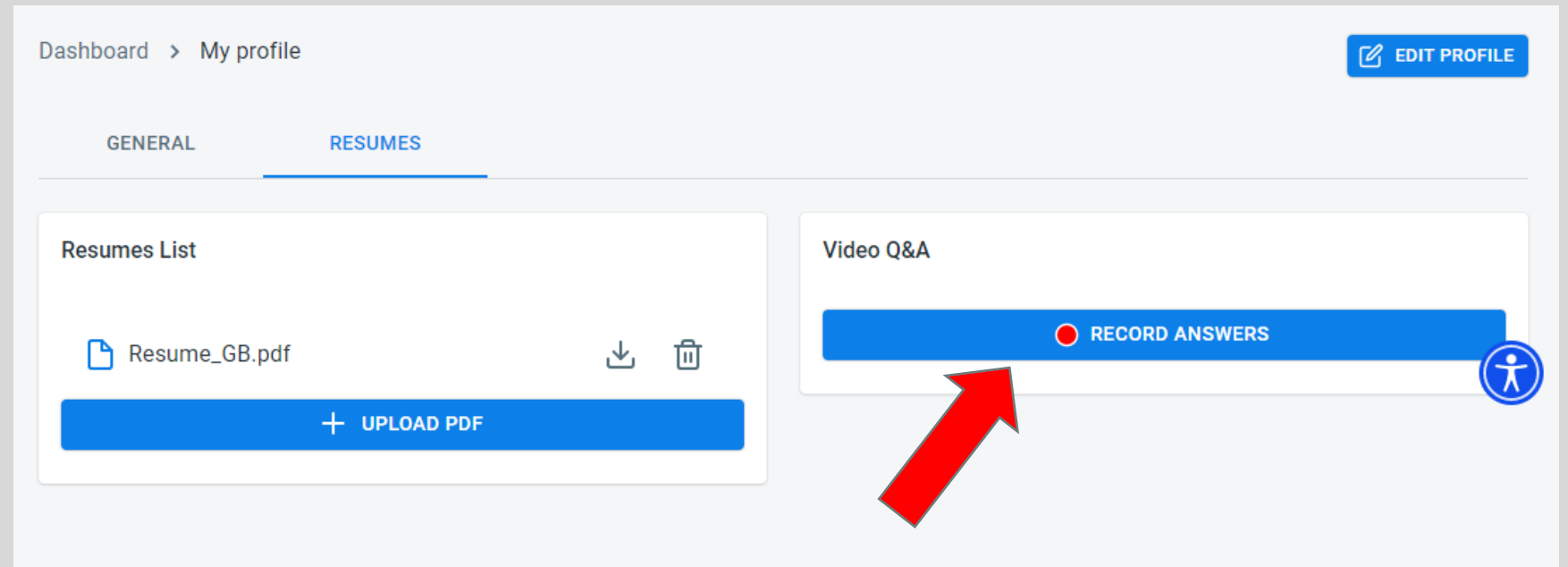


[UPLOAD IMAGE](#)

Password ☐ Edit password

Adding your Video Resume

When you go into your profile, you can ADD a Video Resume to your profile. The Video Resume is 4 questions, and you get to record your responses. Select Record Answers to begin.



Adding your Video Resume

You will need to accept Camera & Mic Usage and then press Start Interview.

The screenshot shows a web browser window with the URL `testportal.premiervirtual.com`. A permission dialog box is open, asking to "Use your microphone" with "Allow" and "Block" buttons. A red arrow points from the "Allow" button to the "Start Interview" button on the page. The page itself has a progress bar with four steps: "Start Interview" (checked), "About You" (checked), "Test Audio/Video" (active), and "Questions (0/4)". A large black box in the center of the page says "Please allow access to your camera and microphone to start your video." To the right, there are dropdown menus for "Choose your camera:" (showing "No Video Devices") and "Choose your audio device:" (showing "No Audio Devices"). Below these are buttons for "TEST AUDIO/VIDEO" and "START INTERVIEW". At the bottom, contact information is provided: "Call +1 561-717-9717 or email interviews@premiervirtual.com for help." and "Powered by" with a logo.

Adding your Video Resume


Press play on the left to hear the question. When you are ready hit Start Recording to answer the question. Press Submit to move to the next question.

Repeat the process for all 4 questions.

Answer questions


Question *


Tell me about yourself.



▶ PLAY

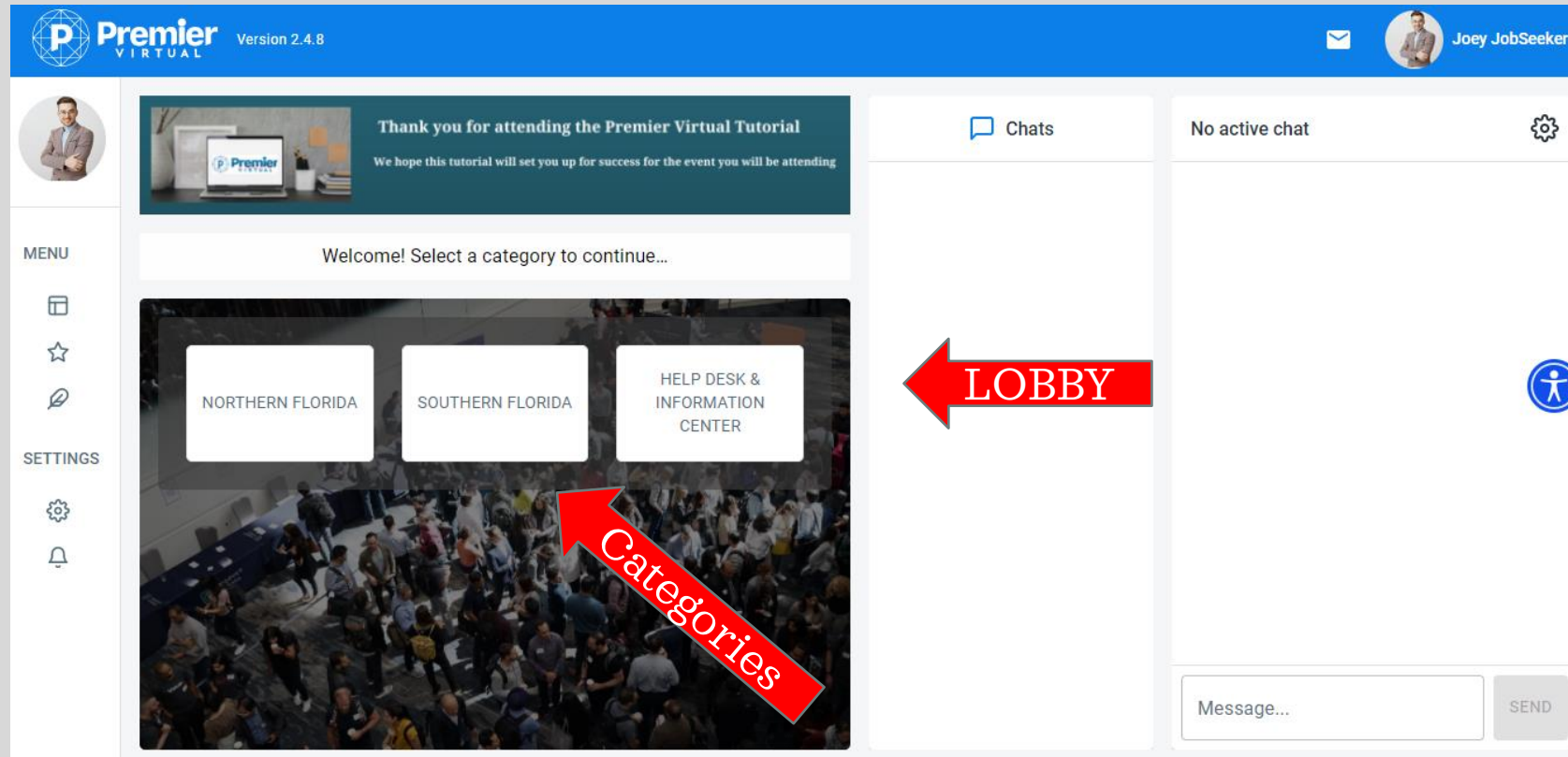
Your Answer



 START RECORDING

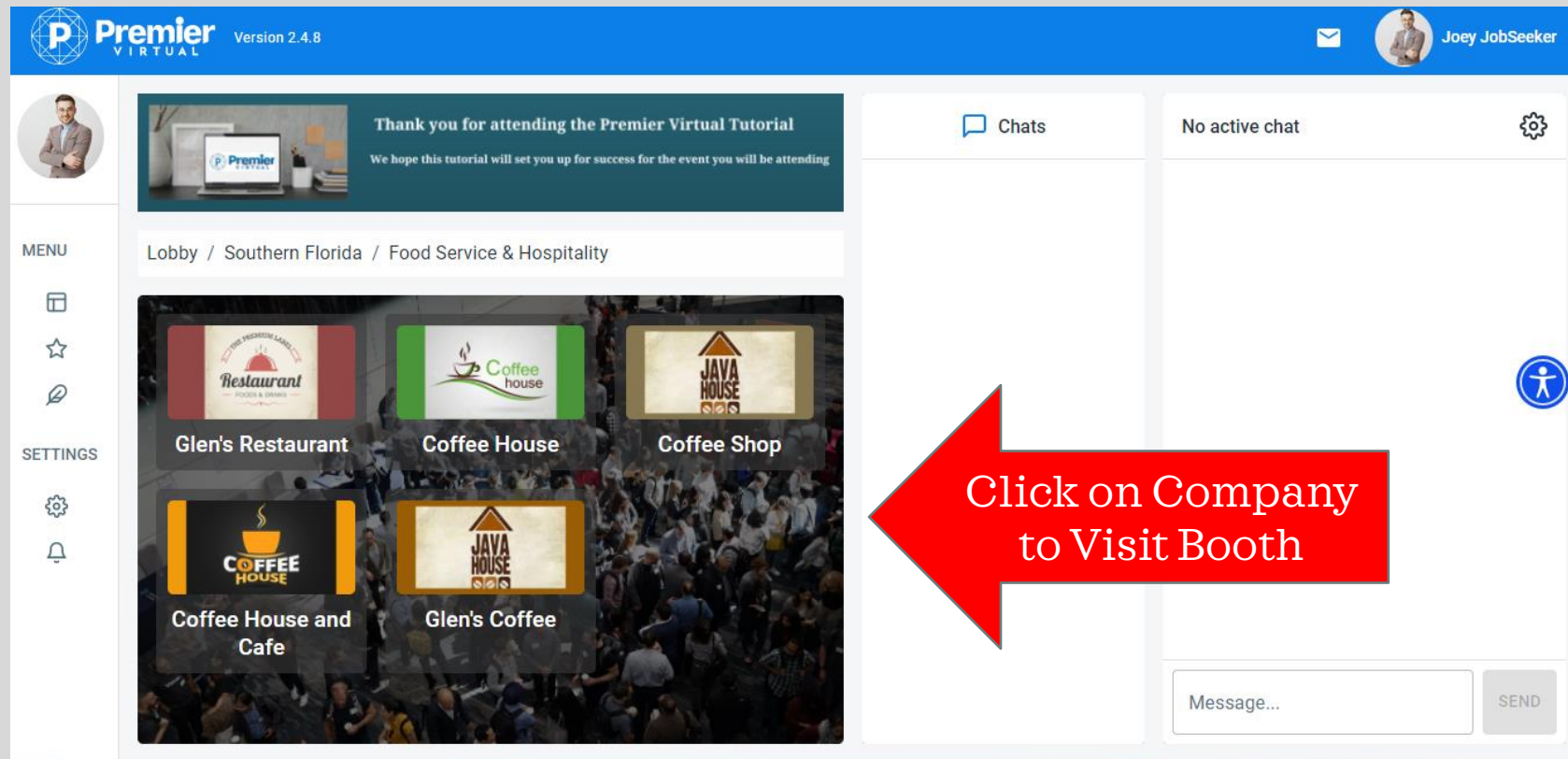
Entering the Lobby

Once you enter the Lobby of the event, you will be able to visit booths that you may find laid out in the lobby, or they may be separated out into categories.



Entering a Category and Visiting a Booth

Once you click into a category you will find all the companies that fit that criteria. Click on a Company Logo to visit that booth.



Visiting a Booth

Once in the booth feel free to view the content provided by the organization. You can click on Job Vacancies to view and apply to jobs, and you can chat with a recruiter.

The screenshot displays the Premier Virtual interface, Version 2.4.8, with a user profile for Jack Jobseeker. The interface is divided into several sections:

- Header:** Premier VIRTUAL Version 2.4.8, Jack Jobseeker profile, and navigation icons for lobby, about, and jobs.
- Left Sidebar:** MENU (grid, star, leaf) and SETTINGS (gear, bell).
- Main Content Area:** A booth for Health Care featuring a logo, a woman at a desk, and a large red arrow pointing to the 'Website and Social' section. The booth also includes buttons for 'To Lobby', 'About Us', 'Job Vacancies', 'CULTURE', 'BENEFITS', and 'DIVERSITY'.
- Right Sidebar:** Chats section showing a list of chat partners (Glen's Coffee, Coffee House and Cafe, Health Care 4 U, Healthcare Center, Best Healthcare, Coffee House, Glen's Restaurant) and a chat window for Best Healthcare.
- Bottom Bar:** Leave Note, Rank Company, and Status buttons.

Red arrows highlight key features:

- About Us:** Points to the 'About Us' button in the top navigation bar.
- Jobs:** Points to the 'Job Vacancies' button in the top navigation bar.
- Website and Social:** Points to the social media icons (globe, LinkedIn, Facebook, YouTube) on the right side of the booth.
- Send Chat Message:** Points to the 'SEND' button in the chat window.

Applying to a Job

Once you click on Job Vacancies you will see all jobs the organization has available.
Click into a job to view the details and apply.

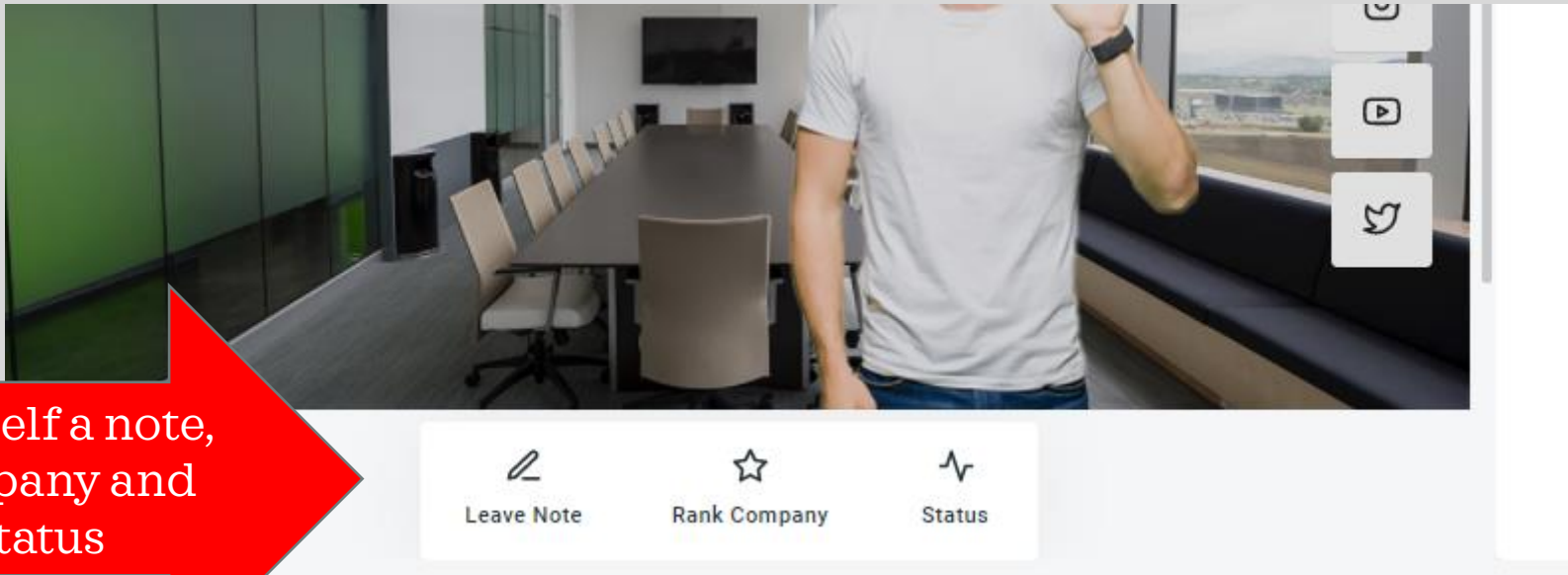
The screenshot shows a mobile application interface for an "Arizona Statewide Virtual Job Fair" held on March 30th, 2021, from 10 am to 2 pm. The app features a sidebar menu with options like "Job Vacancies" and "To Location". A modal window for a "Barista" job is displayed, containing the following information:

Barista		
DESCRIPTION Sell our amazing coffee		
VACANCIES	LOCATION	SALARY
3	Tempe	\$14/hour + TIPS

At the bottom of the modal is a blue button labeled "SUBMIT RESUME". A red arrow points to this button with the text "Click Here to Apply". The background of the app shows a chat interface for "Glen's Coffee and Cafe" with a "Start of chat" message and a "Message..." input field.

Disposition a Company

Once you have finished with the organization, you can click on Leave note to write a note to yourself about this company. You can also rank the company and leave a Status. Any disposition you do will be for you to view only. The company will not see your notes, ranking or status. After the event, the disposition notes will be in the My Journey tab of your Dashboard.



Leave yourself a note,
Rank Company and
mark status

Text and Video Chat

All Chats are one on one and not in a group setting. Recruiters can reach out to you as well as you reaching out to them. They may also request you to join them on a face-to-face video chat. Text chat will follow you everywhere you go in the platform. If you go from a booth back to the lobby your chat will always be on your right side. This allows you to continue talking with recruiters no matter where you are in the event.

The screenshot displays the Premier Virtual interface. At the top, a blue header bar contains the Premier Virtual logo, version 2.4.8, and a user profile for Jack Jobseeker. The main area is divided into three sections. On the left is a sidebar with a 'MENU' section containing icons for a grid, a star, and a notepad, and a 'SETTINGS' section with a gear icon and a bell icon. The central section shows a 'Thank you for attending the Premier Virtual Tutorial' message and a list of booths: Healthcare Center, Best Healthcare, Healthcare Center - Ft Laud, and Health Care 4 U. On the right is a 'Chats' panel with a list of chat partners: Glen's Coffee, Coffee House and Cafe, Health Care 4 U, Healthcare Center, Best Healthcare, Coffee House, and Glen's Restaurant. A red arrow points from the text 'Chat Messages Follow You' to the 'Health Care 4 U' chat entry. Below the chat list, a chat window for 'Health Care 4 U' is open, showing a conversation with Glen Bressalmo. The chat window includes a date separator for 'Sep 08, 2021' and a 'SEND' button. A red arrow points from the text 'Type Message Here' to the message input field at the bottom of the chat window.

Premier VIRTUAL Version 2.4.8

Jack Jobseeker

Thank you for attending the Premier Virtual Tutorial
We hope this tutorial will set you up for success for the event you will be attending

Lobby / Southern Florida / Healthcare

Healthcare Center
Best Healthcare
Healthcare Center - Ft Laud
Health Care 4 U

Chats

Glen's Coffee
Coffee House and Cafe
Health Care 4 U
Healthcare Center
Best Healthcare
Coffee House
Glen's Restaurant

Chat Messages Follow You

Sep 08, 2021

Hello 02:05 pm

Glen Bressalmo
Thank you for visiting out booth. Any questions?
02:07 pm

Are you willing to do a video chat?
02:11 pm

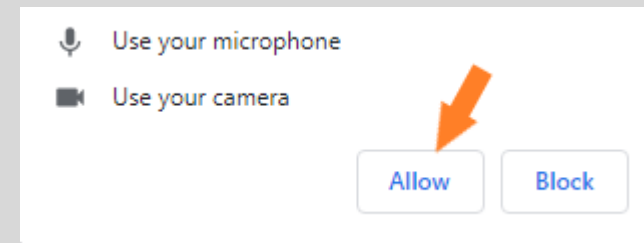
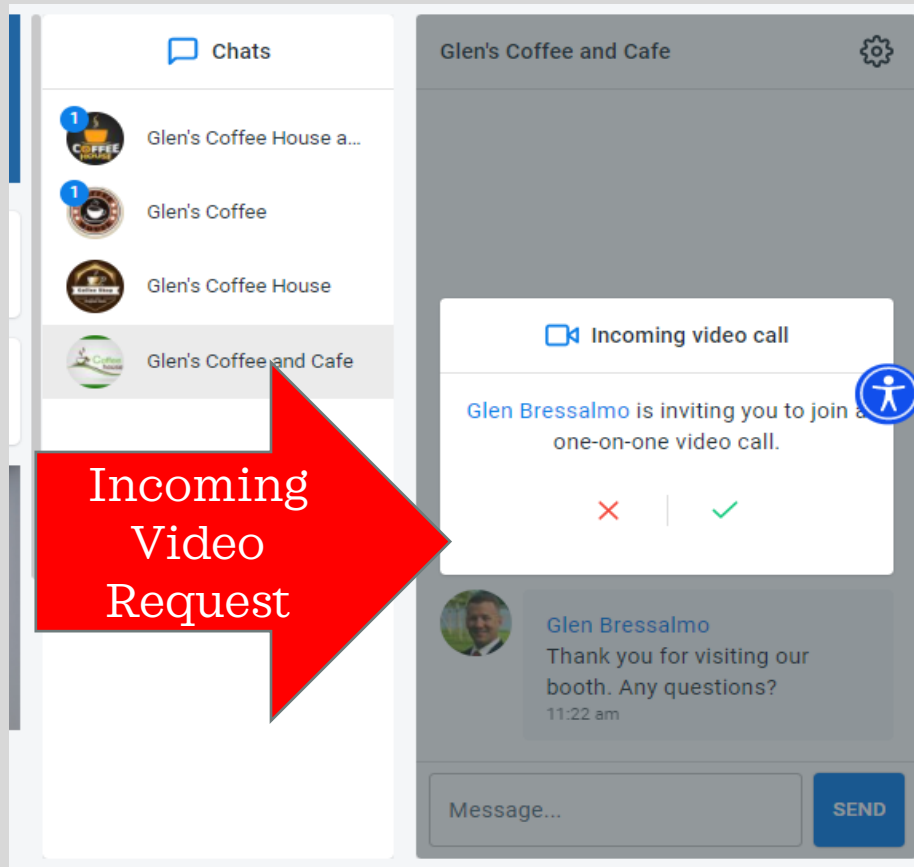
Hello Jack
02:16 pm

Type Message Here

Message... SEND

Receiving a Video Call from a Recruiter


A recruiter can send you a one-on-one video chat request. You can either accept the call or deny the chat. Below you will see what this looks like. It is very important to accept Camera and Video usage.



IMPORTANT
You Must Accept Camera
and Microphone Usage




Attendee My Journey

For each event that you attend, you will have a My Journey tab in your Dashboard. This will track your actions in the event and assist with your follow up after the event is over. Here you can review your Notes, Company Ranking, Status and Chat Logs from the booths that you visited. The My Journey is a great tool to follow up with companies you spoke with at the event.




Josh Jobseeker
Attendee

MENU


-  Dashboard
-  Events
-  Training

Dashboard

My latest events



Arizona Statewide Virtual Job Fair
March 30th, 2021
10 am - 2 pm



Statewide job Fair - DEMO

ABC WORKFORCE COUNCIL

PUBLISHED

Early Access in


11 : 00 : 13 : 52


DAYS HRS. MINS. SECS.

EVENT INFO

ACCESS LOBBY

MY JOURNEY





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Click through these
4 tabs to review

My Journey: Statewide job Fair - DEMO

ACTIONS TAKEN

VISITED BOOTHS

ORGANIZATION ACTIONS

CHAT TRANSCRIPTS

Updated status [interview-scheduled] for Glen's Coffee and Cafe.	Aug 06; 11:25 am
Left rank of 4 for Glen's Coffee and Cafe.	Aug 06; 11:24 am
Left note of Great convo and I got the interview!!! for Glen's Coffee and Cafe.	Aug 06; 11:24 am
Applied for Barista with organization Glen's Coffee and Cafe.	Aug 06; 11:20 am

Rows per page: 10 1-4 of 4 < >

Attendee Best Practices Tips to help you have a successful event

- Review training videos in the training tab of your dashboard to ensure you are ready for your event.
- Prepare and upload your well polished and most recent resume to your profile.
- Be ready to respond to all recruiters reaching out to you. This will be your chance to show them you are the best choice.
- Perfect your Elevator Pitch prior to the event so you are able to sell yourself to the recruiters you speak with.
- Dress for success! You may be asked to join a recruiter by video chat so be prepared and ready.
- Take time to fill out all your information in your profile. An incomplete profile will show the recruiter that you may not be the best fit.
- After speaking with a company, take a second to take a note, rank and fill in a status. This is found at the bottom of each booth.
- Utilize the My Journey after the event to start your follow up with companies you are interested in.

Have a GREAT Event and Good Luck from The Premier Virtual Team

