



# VIRTUAL JOB FAIR

## VISITOR TRAINING

[www.wrksolutions.com](http://www.wrksolutions.com) 1.888.469.JOBS (5627)

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# Virtual Job Fair Visitor Training

## Step 1

### Register for the fair

The screenshot shows the top portion of a website. At the top left is the Workforce Solutions logo. At the top right, there is a language selector set to 'English' and a notice that the 'Fair opens 12th June'. Below the logo is a 'Register' button. On the right side, there is a user icon and a 'Register / Login' dropdown menu. The main content area features a large 'WELCOME TO THE VIRTUAL FAIR' heading, a sub-heading 'Welcome to the virtual fair. Register and complete your profile before the opening!', and a prominent orange 'Register Now!' button. To the right of the text is a photograph of three diverse young adults, with a blue banner at the bottom containing the Workforce Solutions logo. Below the main content area, the text 'ARE YOU' is visible, followed by an 'E-mail' input field.

# Virtual Job Fair Visitor Training

## Step 2

Fill in the registration form.

Once that's done, upload your resume and your picture.

Workforce Solutions English  
Fair opens 12th June

Register Register / Login

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Virtual Fair Register

**ACCOUNT**  
Fill in your personal data

Name* (max. 40 characters)	Last name* (max. 255 characters)
<input type="text"/>	<input type="text"/>
Email* (max. 40 characters)	Password* (max. 40 characters)
<input type="text"/>	<input type="password"/>
Confirm Password* (max. 40 characters)	ZipCode*
<input type="password"/>	<input type="text"/>
Phone* (max. 13 characters)	Are you currently employed?*
<input type="text"/>	<input type="text"/>
Are you seeking full or part time employment?*	Are you registered with WorkInTexas.com?*
<input type="text"/>	<input type="text"/>
Are you a Veteran or a family member of a Veteran?*	Are you a Youth or Young Adult age 16 -24?*
<input type="text"/>	<input type="text"/>

# Virtual Job Fair Visitor Training

## Step 3

Once the registration is completed, you will receive a confirmation email

to me ▾

fair logo  
[easyvirtualfair.com](http://easyvirtualfair.com)

**THANK YOU FOR SIGNING UP!**  
**Workforce Solutions Virtual Job Fair**

welcome image

Now you can log in with the following credentials:

[katie.lytch@easyvirtualfair.com](mailto:katie.lytch@easyvirtualfair.com)  
<https://evf18.easyvirtualfair.com>

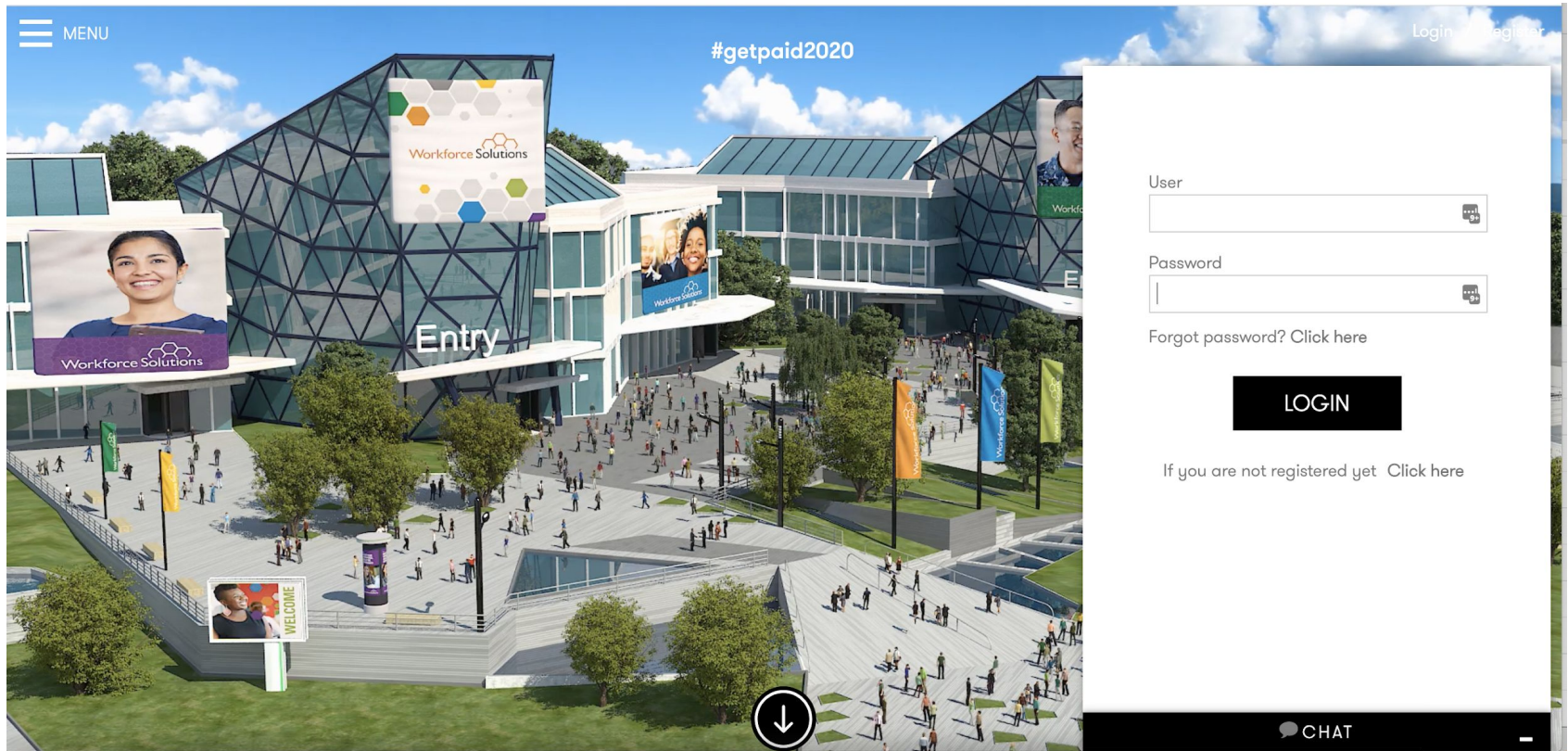
This virtual show has been created with **EasyVirtualFair** .

If you're planning an online event at your company, university, association... or if you want to create a new business line around virtual events, visit us at [www.easyvirtualfair.com](http://www.easyvirtualfair.com)

# Virtual Job Fair Visitor Training

## Step 4

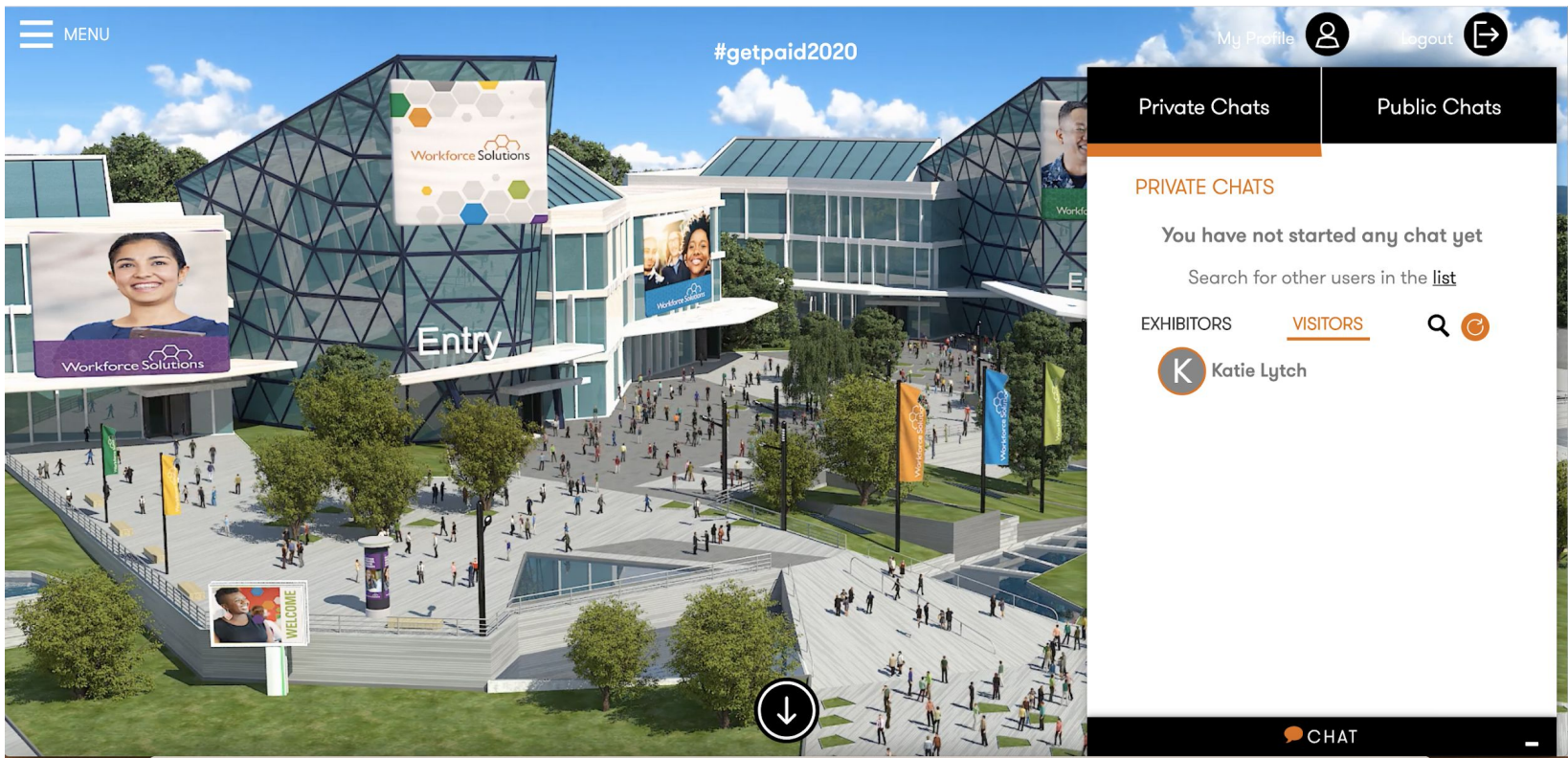
When the fair goes live you can login with your email and password



# Virtual Job Fair Visitor Training

## Step 5

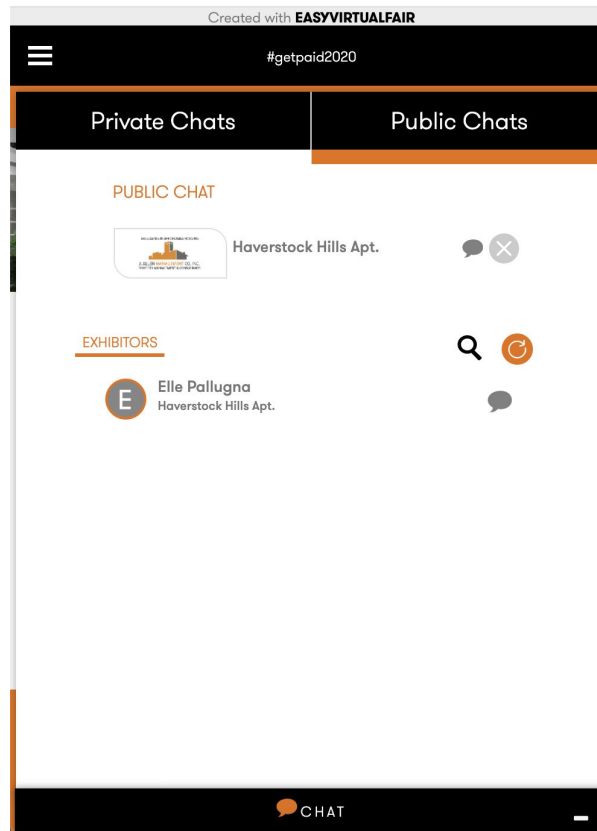
When you log in you will notice our integrated chat feature. You will be located under the visitors tab. Click on the exhibitors tab to chat with them. Only the exhibitors that are online will appear on the list.



# Virtual Job Fair Visitor Training

## Step 6

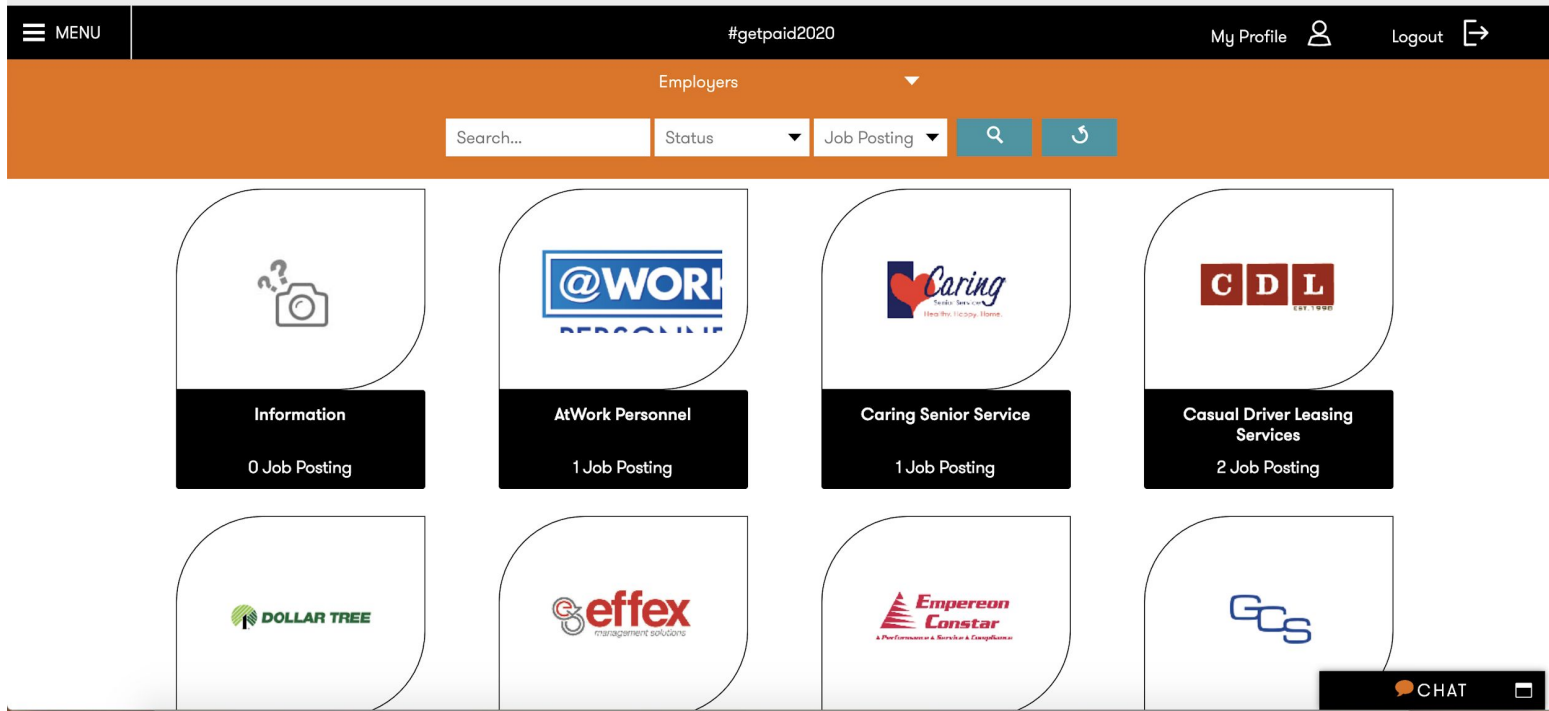
You can use a one to one private chat with each recruiter or choose the shared public chat. You can have more than one conversation at the same time.



# Virtual Job Fair Visitor Training

## Step 7

You can also navigate through the fair to see the different companies and everything they have to offer. Just by clicking into the company you will be able to enter their booth.



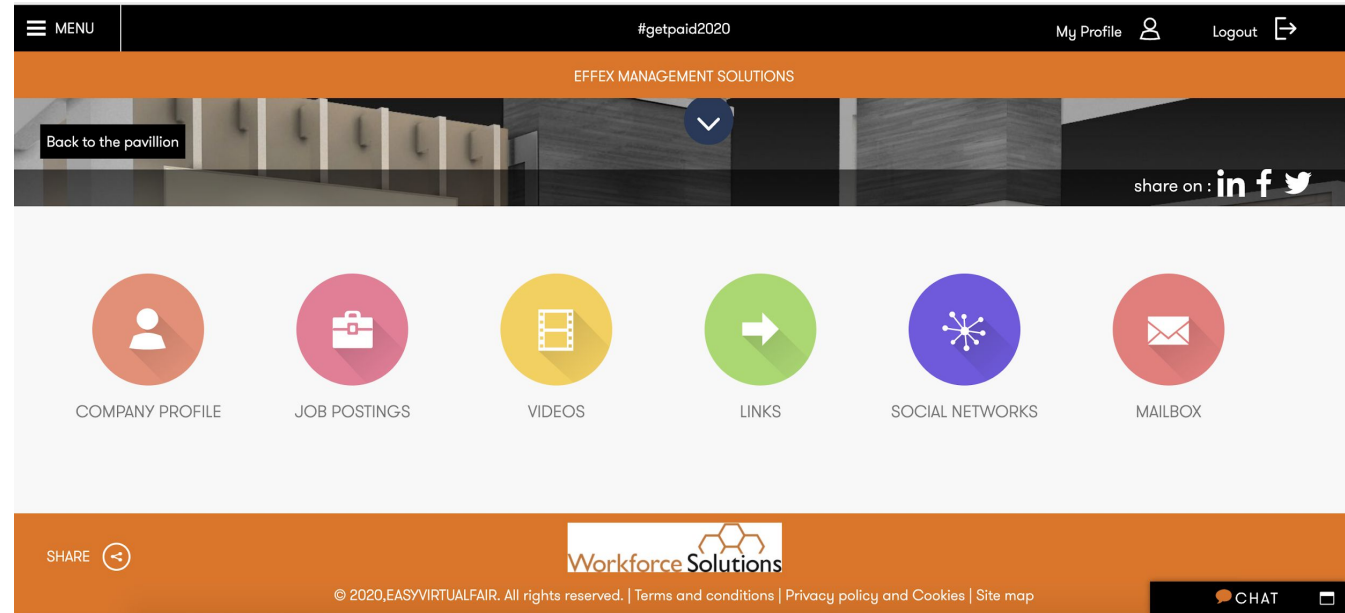


# Virtual Job Fair Visitor Training

## Step 8

Here you can:

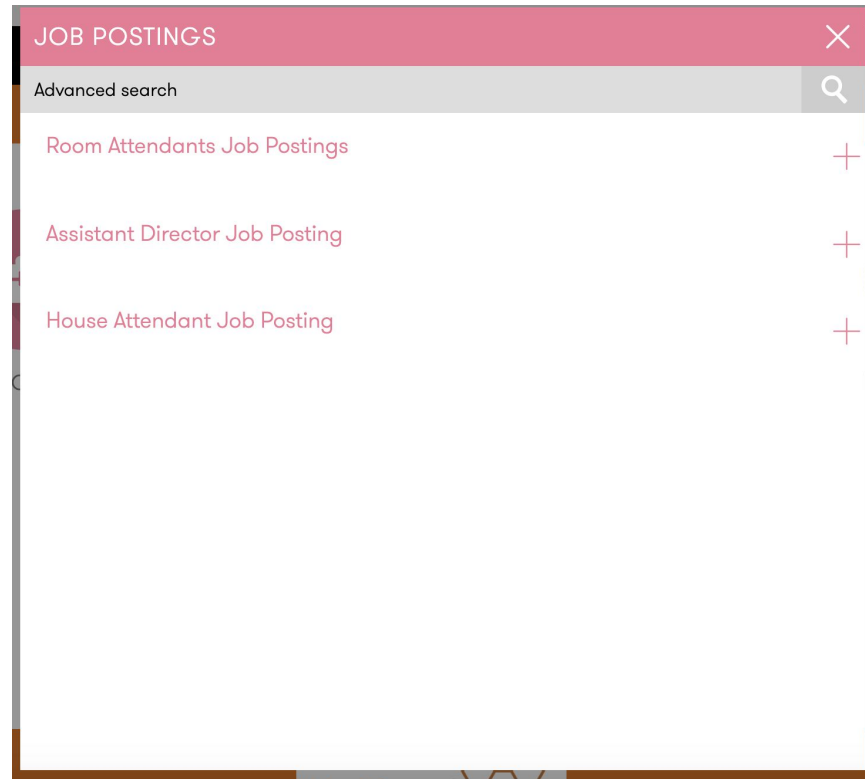
- View the Company profile
- View job opportunities
- Connect to their social media
- Download attachments
- Message recruiters
- View their videos



# Virtual Job Fair Visitor Training

## Step 9

Apply to a job by clicking on it and then again to the “apply now” button. The recruiter will be notified that you showed interest in this position. You will also receive an email stating that you have applied to the job opportunity.



# Virtual Job Fair Visitor Training

## Step 10

Click the menu button on the top left corner to navigate through the platform.  
Here you can visit different halls and view all the available jobs in the fair.

