



*Northeast Minnesota*  
**Office of Job Training**

## FALL 2020 VIRTUAL JOB FAIR Employer Information

The *Northeast Minnesota Office of Job Training* is excited to invite you to the  
**FALL 2020 VIRTUAL JOB FAIR.**



As a company, you will have access to talent at all levels for any number of jobs *virtually*. We have hired **Premier Virtual**, a company with outstanding customer service and a visually pleasing “storefront” as the platform for this event.

### Here is a list of their features:

- ◆ Companies are able to follow up with candidates by text, email or voicemail directly from the platform
- ◆ "Interactive Hiring Room" allows companies to view real time visitors, resumes, applications and live chat/video
- ◆ Candidates can log in from their phone, tablet or computer and speak directly with recruiters, apply to open positions and research companies all in one location
- ◆ All candidate activity while in hiring rooms is tracked and available to the company
- ◆ A list of registered job seekers is available to all companies following the event

*So yes, a career fair with an easy schedule, no travel, instant access with hundreds of job seekers who are in your virtual storefront reviewing your jobs, shoes optional– and you get to keep the candy bars!!!*

**Dates: Tues Oct 27, Wed Oct 28, & Thurs Oct 29 This is a 3-day event**

**Time: 10:00 a.m. to 1:00 p.m. each day**

**Cost: \$100 Advertising Fee  
(This is the total fee to participate in this event. There are no additional or hidden fees.)**

*This event will be heavily promoted.*

To view a Premier Virtual booth example and our flyers please open the attachments below:

[Premier Virtual Booth](#)

[Job Seeker Flyer](#)

[\\*High School Flyer](#)

**\*Note:** A High School Career Fair will be a ‘sub-event’ of this job fair so we are inviting high schools from the Northeast Minnesota region to attend. You will need to register for this ‘sub-event’ if you plan to participate. We will be staging a scavenger hunt for the students to get them to attend a lot of booths. There is nothing that you need to do for the scavenger hunt but you may choose to do virtual presentations on your company and positions or upload videos for students to view.



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**Steps to participating in the Fall 2020 Virtual Job Fair:**

1. Go to this link <https://www.nemojt.org/employers/> to register your business for the event.
2. Once you have registered with us, you will receive a link to Premier Virtual to register your company and set up a username and password. You will also receive links to view a training video on setting up your booth. According to Premier Virtual, setting up the booth should take about 30 minutes.

**The deadline for setting up your booth is Friday October 16th.**

**Important:** We do not want you to miss out due to lack of experience with this technology so if you find that you need help with booth setup, Premier Virtual staff and our agency will be here to help.

Click the customer service link on the Premier Virtual website or contact Teri Dudley at:  
[teri.dudley@nemojt.org](mailto:teri.dudley@nemojt.org)

3. Add job openings under the job categories and register for the high school career fair sub-event if you are participating in that. Please note that you can post as many jobs as you like in as many job categories as you like as long as the job posting fits the category it's in. The high school career fair sub-event may not be ready when you register but we will send you an email alert when it is ready for you.

**Please watch for email updates regarding the Virtual Job Fair  
from the [Northeast Minnesota Office of Job Training](#)**

**Questions?**

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Minnesota's Career Resource

Upon request, the information in this document can be made available in alternative formats for people with disabilities by contacting Teri at 218-499-6092.

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