The PMF Program Office is hosting the PMF Finalist Class of 2022 Virtual Hiring Fair, in partnership with the Volcker Alliance's Government to University (G2U) Initiative on the virtual hiring event platform Brazen. The Hiring Fair will take place on Thursday, May 12th, from 10:00am to 4:00pm (ET). This resource provides Finalists with the information they need to register, access, and navigate the Virtual Hiring Fair on Brazen.

NOTE: Supplemental documents (such as the *Hiring Fair Overview for Finalists, Hiring Fair Checklist for Finalists*, *Hiring Fair FAQs for Finalists*, *List of Participating Federal Agencies*, and a link to the *List of Agency PMF Coordinators*) have been, or soon will be, posted to the hiring fair webpage; however, please check frequently for updates. Finalists should monitor the "Become a PMF/Find a Job/Hiring Fair" webpage at https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/ for updates and these documents.

How to Register
1. To register, you will first need to create an account with Brazen. To do so, click on the following link to access the Virtual Hiring Fair landing page: https://app.brazenconnect.com/a/the_volcker_alliance/e/0Zdk8tL.
2. At the landing page, review the instructions and *Welcome* message, and then click the red "Register" button at the bottom of the screen. From there, follow the instructions and choose "Finalist".
3. Next, you'll be asked to enter your name, email address, and a password. Alternatively, you can sign in through Facebook, Google, or LinkedIn. This creates your Brazen account.
4. To finish registering, complete the form to sign you up for the Virtual Hiring Fair. The only required field is your name, but you have the option of including the academic discipline of your qualifying advanced degree, your earliest available start date for a position, and a link to your LinkedIn profile, if you choose. The information in this form will be visible to hiring agencies during the Hiring Fair.
5. After you register, you will receive a confirmation email from Brazen that thanks you for registering. **The email contains the link to the Hiring Fair; please retrain for your records.** Use this link to enter the Fair on May 12th. The email also allows you to add the event to your calendar (Apple, Google, Outlook, or Yahoo). If you do not receive the email, check your spam filter or junk email folder, as automated emails are often detected as spam. If you still cannot find the email, email support@brazen.com for further assistance.

Your confirmation email will also link to helpful resources to help you navigate Brazen on the day of the Hiring Fair. We also recommend that you check out Brazen's resources for attendees, found at https://support.brazenconnect.com/hc/en-us/categories/1500000013481-Attendees.

Guidance on Using Brazen to Navigate the Hiring Fair
On the day of the Hiring Fair, log in to the event using the link provided in the confirmation email. You will automatically be taken to the Virtual Hiring Fair Lobby, where you can browse through the booths of participating agencies. You can find a list of participating agencies on the PMF website at https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/. Note that the list of participating Federal agencies is subject to change. To participate, agencies are required to have a live or recently closed appointment opportunity posted in the PMF TMS (Talent Management System).

Chatting and Queuing

To talk to an agency, click on its virtual booth. You will be placed into a queue to talk to the next available agency representative. When a representative is available, you will be notified and allowed to enter a chat room with him or her. The representative may then invite you to an audio or video call. Representatives can transfer you to other representatives, if they determine another person is better positioned to answer your questions. For instance, if you are interested in a particular appointment opportunity, you may be transferred to the hiring manager for that position. A standard chat has a maximum duration of fifteen minutes.

You are allowed to queue in as many booths as you would like. Therefore, if the queue in one booth is long, you can navigate to other booths while maintaining your place in the first booth's line. When an agency representative at the first booth becomes available, you will be notified. The booths also have plenty of other content to explore while you wait. You will also be able to see how many other Finalists are queueing at the booth and, once you have entered the queue, you can see the average chat duration. NOTE: We anticipate high interest in chatting with agencies, please be patient while agency representatives respond.

For more on how to chat with agency representatives during the Hiring Fair, read Brazen's resources on:
- How to Register for and Chat in an Event: https://support.brazenconnect.com/hc/en-us/articles/115005968567-How-to-Register-for-Chat-in-an-Event
- Video and Audio Chats: https://support.brazenconnect.com/hc/en-us/articles/360048560453-Video-Audio-Chats
- Booth Activity Analytics: https://support.brazenconnect.com/hc/en-us/articles/360057784993-Booth-Activity-Analytics-Attendee-View-
- View Your Chat History: https://support.brazenconnect.com/hc/en-us/articles/1500002339321-View-Your-Chat-History
- Troubleshooting Chat: https://support.brazenconnect.com/hc/en-us/sections/360001780973-Chat

Scheduled Chats

In addition, an agency may invite you to a scheduled chat, which has a maximum duration of 60 minutes. Agencies can use this feature to schedule job interviews to take place during the Hiring Fair. If you are invited to a scheduled chat, you will receive an email notifying you that a particular individual at an agency would like to chat with you. If you accept, you will be automatically connected with that individual during the Hiring Fair. For more on scheduled chats, read Brazen resource on the topic at https://support.brazenconnect.com/hc/en-us/articles/1500001491242-Accept-Scheduled-Chats-with-Representatives.

Tech Issues and Troubleshooting

To prevent tech issues, make sure your device meets Brazen's system requirements, which can be found at https://support.brazenconnect.com/hc/en-us/articles/202377628-System-requirementsl. On PCs, Chrome tends to work better than other internet browsers. In addition, make sure that emails from Brazen are whitelisted from your email's spam filter. Finally, if you are accessing Brazen through a VPN, please disconnect the VPN to see all available features.

The following resources can help you with troubleshooting specific problems:
- Password Reset: https://support.brazenconnect.com/hc/en-us/articles/360043654173-Password-Reset
- Firewall Troubleshooting: https://support.brazenconnect.com/hc/en-us/articles/360044211714-Firewall-Troubleshooting-Guide

- Troubleshooting Audio and Video for Live Video Features in Brazen: https://support.brazenconnect.com/hc/en-us/articles/360056765153-Troubleshooting-Audio-Video-for-Live-Video-Features-in-Brazen

If you run into an issue that you are unable to resolve, submit a help request to Brazen here: https://support.brazenconnect.com/hc/en-us/requests/new.

PMF Virtual Hiring Fair Info Webinar
The PMF Program Office will host two Pre-Hiring Webinars on Thursday, May 5th, and Friday, May 6th, at 4:00pm (ET) to help Finalists understand what they can expect at the Hiring Fair. The webinars will include reminders on getting set up in Brazen, preparation advice, and general guidance on how to use the event to your maximum benefit. Separate invitations will go out to RSVP'd Finalists. The Webinars will cover the same content; therefore, your attendance is recommended only at one.

Please monitor the hiring fair webpage for any updates at https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/ and continue monitoring the Apply Site of the PMF TMS for any agency PMF appointment opportunities.