The PMF Program Office, in partnership with the Volcker Alliance’s Government to University Initiative (G2U), is hosting the PMF Finalist Class of 2022 Virtual Hiring Fair, to be held on Thursday, May 12th from 10:00am to 4:00pm (ET). This Guide provides in-depth, step-by-step instructions on preparing for and participating in the Hiring Fair. Please read the Guide before sending questions to the PMF Program Office.

NOTE: Supplemental documents (such as the Hiring Fair Overview for Agencies, Hiring Fair Checklist for Agencies, Hiring Fair FAQs for Agencies, Interview Scheduling Sheet for Agencies, List of Participating Federal Agencies, and a link to the List of Agency PMF Coordinators) can be found on the “Agencies/Find Candidates/Hiring Fair” webpage at https://www.pmf.gov/agencies/find-candidates/hiring-fair/. Agencies should monitor this webpage for any updates and Coordinators should forward copies to their agency personnel participating in the Hiring Fair.

This year, the Virtual Hiring Fair will take place virtually and hosted on the hiring events platform Brazen. Brazen is a platform designed specifically to host hiring fairs at scale and in a secure environment. Through Brazen you will be able to customize a virtual “booth,” include six other representatives from your agency (in addition to yourself as the Agency PMF Coordinator), and host one-on-one conversations between your “agency reps” and Finalists. Below are steps to follow and other guidance to ensure you have a successful hiring fair and recruit the right Finalists to your agency.

**Step 1. Coordinate with hiring officials and post Appointment Opportunities to the PMF TMS.**
*Participation in the hiring fair is conditional on having at least one Appointment Opportunity posted on the PMF TMS in the month of May.* This is to ensure that the hiring fair remains focused on filling PMF positions. *We cannot accommodate recruiting efforts for non-PMF positions.* If your agency or sub-agency does not have an Appointment Opportunity live in May on the day of or before the Hiring Fair, you will not be able to participate.

**Step 2. Search Finalists in the PMF TMS**
With the Portal Site of the PMF TMS, use the “Manage Finalists” function under the “Recruitment” module to search Finalists and browse resumes for individuals who may be strong fits for your appointment opportunities. You can provide hiring officials access to the PMF TMS as well. If you have a live appointment opportunity, you may reach out to Finalists and schedule interviews for the Hiring Fair. See Step 7 for how to schedule interviews within Brazen.

**Step 3. Register with Brazen**
An email from notifications@brazen.com will be sent to your work email address with a notification that you have been added as a booth owner for the Hiring Fair. The email will contain a link to RSVP to the event. Click on the link and follow the registration instructions. An example screenshot of the email can be found below:
NOTE: It is possible that the automated email will go to your spam filter. Please check your spam filter and ensure that your spam filter allows all future emails from Brazen (i.e., add the above email address to your “safe senders” list). If you are unsure how to do so, reach out to your agency’s IT Help Desk and tell them you need to whitelist Brazen’s IP address: 168.245.116.172.

Step 4. Customize Your Booth
Once you have registered with Brazen, log in following the site’s instructions and begin customizing your booth. This is the virtual space where Finalists will visit and chat with your agency representatives. Where available, the PMF Program Office has imported content from your agency’s profile page in the PMF TMS to help initially establish your booth. We highly encourage you to add and modify content to make the booth as welcoming and informative as possible. The more content in the booth – including photos, videos, and links to agency resources – the more Finalists will learn about your agency and become excited to talk to you about positions.

For more on how to customize booths, read this resource from Brazen on how to edit and manage your booth: [https://support.brazenconnect.com/hc/en-us/articles/360043156654-Edit-and-Manage-Booths](https://support.brazenconnect.com/hc/en-us/articles/360043156654-Edit-and-Manage-Booths). (Note that some features described may not be enabled for this Hiring Fair. We are trying to keep things a little simper, since this is the first time that everyone is using the Brazen platform).

You can also list information about live appointment opportunities in the Add Opportunities section. This will allow Finalists to see which announcements are currently live on the PMF TMS. For more information on Opportunities, go to [https://support.brazenconnect.com/hc/en-us/articles/221656407-Add-Opportunities-Screening-Questions](https://support.brazenconnect.com/hc/en-us/articles/221656407-Add-Opportunities-Screening-Questions). (NOTE: The Smart Queue and Screening Questions features will not be enabled.)

Feel free to use any relevant marketing and recruitment content you would like for your booth. However, it is important that all content is Section 508 compliant and you may need to follow any agency policies and procedures.

Step 5. Add Agency Representatives
Agency Representatives (or “agency reps”) are the people staffing your booth and talking to Finalists. When customizing your booth, add your agency reps, following the instruction at https://support.brazenconnect.com/hc/en-us/articles/221655387-Add-Representatives-to-a-Booth. Remember to also add yourself as an agency representative, since this gives you the ability to talk to Finalists yourself.

When you add agency reps, they will receive an automated email from Brazen inviting them to register that also includes step-by-step instructions showing them how to register, create a profile, and use Brazen during the event. You will be able to track which agency reps have successfully registered and which have not in the booth. You can also send reminder emails to those who have not registered.

**NOTE:** These automated emails may also be caught in your colleagues’ spam filters. Per above, please advise your colleagues to monitor their spam filter for the email and adjust their spam filter to allow all future emails from Brazen. If they are unsure how to do so, advise them to reach out to the agency’s IT Help Desk and tell them to whitelist Brazen’s IP address: 168.245.116.172.

**Step 6. Attend our Brazen Training**
Be sure to attend our training on Thursday, May 5\(^{th}\), from 1:00 – 2:30 pm (ET), which will include representatives from the Volcker Alliance and Brazen. This training will cover everything you need to know about using Brazen to participate in the Hiring Fair.

If you cannot attend, a link to a video recording will be posted under the “Resources” section on the Portal Site of the PMF TMS. The PMF Program Office and the Volcker Alliance will also host an Office Hours for agencies specifically on the Hiring Fair, tentatively scheduled on Tuesday, May 10\(^{th}\), from 1:00 – 2:00 pm (ET). An invitation for both events will be sent out to all Agency PMF Coordinators and invited agency reps.

**Step 7. Attend the Hiring Fair**
On May 12\(^{th}\), please be logged into Brazen and at your booths at 9:50am (ET). Finalists will enter the Hiring Fair promptly at 10:00am (ET). All booths must be continually staffed for the duration of the hiring fair from 10:00am through 4:00pm (ET).

When Finalists enter the booth, you and the other agency reps will have the opportunity to chat with them. You can also invite Finalists to pre-scheduled chats. For more on interacting with Finalists, read Brazen’s guidance for agency reps at https://support.brazenconnect.com/hc/en-us/categories/360005982353-Representatives.

For other tips and best practices on ensuring great engagement with Finalists, see the following guidance from Brazen: https://support.brazenconnect.com/hc/en-us/articles/360000514027-Set-your-team-up-for-success-Share-these-tips-.

Lastly, a few technical notes to be mindful of during the setup and the Hiring Fair itself:

- Check your spam filter for any notifications from Brazen
- The preferred browser for Brazen is Google Chrome. Brazen’s system requirements are listed at https://support.brazenconnect.com/hc/en-us/articles/202377628-What-are-the-system-requirements.-
- Turn off your VPN when using Brazen, if applicable; this will ensure the platform runs more smoothly.

Below is a list of recommended resources on Brazen. You can also browse the Brazen Help Center at https://support.brazenconnect.com/hc/en-us.

1) (For Agency PMF Coordinators) How to Build Your Booth: https://support.brazenconnect.com/hc/en-us/categories/360004925974-Booth-Owners
2) (For Agency PMF Coordinators and all Agency Reps) How to Engage with Finalists: https://support.brazenconnect.com/hc/en-us/categories/360005982353-Representatives
3) Tips for Logging In: https://support.brazenconnect.com/hc/en-us/articles/204259248-Tips-for-Logging-In
4) System Requirements: https://support.brazenconnect.com/hc/en-us/articles/202377628-System-requirements
6) Testing Internet Connection: https://support.brazenconnect.com/hc/en-us/articles/206054848-Testing-Internet-Connection
8) Brazen Application and Spam Filters: https://support.brazenconnect.com/hc/en-us/articles/360043652693-Brazen-Application-Emails-and-Spam-Filters

If you have any other questions, please email the PMF Program Office at pmf@opm.gov. We look forward to a successful Hiring Fair and helping agencies fill their talent needs!