Best Practices for Employers

1. When entering virtual meeting links, highlight the text and click on the “Insert/edit link” icon in the HTML toolbar. Insert the link in the URL field and select Ok. You should then see the link as a hyperlink. This will create easier access and flow when students join the 1-on-1 or Group Chat meetings.

2. When finishing a chat, be sure to remove the current student before admitting the next student so that there are not two students in the virtual meeting room at the same time. You may want to lock the meeting room as well, per meeting software.

3. After entering Notes for a student, revisit your “View Chats” to move to the next student in line in the queue.

4. For employers using Zoom, be sure to clear the chat history after each student. For some meeting software such as Zoom, the chat history remains for the entire session. So you will want to clear out if you have entered student-specific info, prior to the next chat.

5. Before you leave the VCF, make sure to set your status as "Offline." This will clear your queue and end all chat activity.