



ORION
TALENT

B2Match Candidate Registration Guide



Introduction

- ✦ Welcome to Orion Talent's Event Management platform B2match, a powerful platform designed to facilitate interview coordination, presentations, and networking during our Hiring Events. This guide provides detailed, step-by-step instructions to help you navigate the platform and maximize your participation.



✦ You will receive a confirmation email from the Orion Talent team, click “Register for Orion Talent’s Norfolk Hiring Conference”

I am pleased to confirm your participation in our upcoming Military and Veteran Hiring Conference in Hampton, VA on April 6-7, 2025. Below are the event details, registration instructions, and next steps, including how to maximize your experience using our event management platform and app, called B2match.

Event Registration Instructions

1. Register for the event by using this link: [Register for Orion Talent's Norfolk Hiring Conference](#)
2. Once registered, create your candidate profile, which will be used for employer matching and interview scheduling. Be sure to:
 - Complete your profile with accurate and detailed information about your skills and experience.
 - Upload your most current resume.
 - Start reviewing the list of participating companies and express interest in specific employers or roles. Positions will continue to be updated as they confirm.
3. Download the B2Match App - To stay updated and manage your schedule efficiently, download the B2Match app on your smartphone. The app allows you to view your profile, monitor updates, check the conference agenda, and manage your interview schedule in real-time.

Event Dress:

Sunday: Business Casual

Monday: Interview Attire

Event Details

Location:

Embassy Suites (Hampton)

1700 Coliseum Drive

Hampton, VA


Schedule of Events:

- April 3rd, 2025 (Thursday – 5:30 PM Eastern): Company Information Webinar (Live Stream Video via Zoom)
- April 6th, 2025 (Sunday – 8:00 AM): Interview Preparation & Company Briefings (In-Person)
- April 7th, 2025 (Monday – Times TBD): Company Interviews (In-Person)



You will be directed to this page.

- Enter a frequently checked email address
- Create a password you will easily recall.
- Enter First and Last Name
- Agree to terms of service and click continue



Orion Talent Military & Veteran Hiring Conference - Norfolk VA (April 2025) >
6-7 April 2025
Norfolk VA, United States

☒ Create an account
☐ Participation type
☐ Complete your profile

[Cancel registration](#)

Create new Account


or [log in](#) with your existing b2match account


Your email address

Password

First name* Last name*

or

 Continue with LinkedIn

 Continue with Google

☐ I want to receive email recommendations for similar events I might be interested in.

☐ By signing up, I agree to b2match's [terms of service](#) and [privacy policy](#). I understand that b2match will share my information with the event organizers.

[Continue](#)

[b2m/veteran-hiring-conference-norfolk-april2025](#)



Register as...

✦ Select “Job Seeker”

✦ Select “Continue”

Register as...

☐ Company Representative

☐ Job Seeker

Back

Continue



Profile

- ✦ Upload a professional headshot to make your profile more appealing. (this photo will be viewable by company representatives, so make sure it is appropriate)
- ✦ Under Job Position, enter your military rating/title (IE. Navy Electronics Technician)
- ✦ Under Pitch, Enter a short information box about yourself and your background. (Make this concise because you will be able to elaborate in the next box)

Complete your profile

Profile image



Upload profile image

Delete

Your profile picture should be a JPG, PNG, or GIF file, and it should not be larger than 800 kb.

Job Position

Pitch

Introduce yourself to other participants with a short summary.

160



Profile (Cont.)

- ✦ Select your **Country** and Current **City** in the corresponding box
- ✦ Enter a valid **Phone Number**, that you can be reached at for follow up actions
- ✦ **Biography:**
This is the most important part of the profile
- ✦ Write up a two-paragraph description on your background, to include the equipment you have worked on, qualifications that you have completed, special pieces of test equipment/special tools, and any casualties you have repaired.

Country*

Choose an option



City*

Phone number

 v +1

Only the event organiser can see your phone number.

Personal details

Biography

B I |  |  | 



Profile (Cont.)

- ◆ My Skills: Insert tags that speak on your experiences
- ◆ Some examples listed below:
- ◆ Maintenance, Troubleshooting, 4160VAC, 440VAC, 220VDC, Pumps, Motors, HVAC, Chillers, Heat Exchangers, Nuclear Power, Component Level Repairs, Soldering, Welding, Maintenance Management, Motor Rebuilds, etc.
- ◆ My Interest: In this section you will enter types of roles you are interested
- ◆ Some examples listed below:
- ◆ Field Service, Power Plant, Data Center, Power Generation, Semiconductor, Automation, Biomedical Equipment, Sales, Maintenance Management.
- ◆ Social Links:
- ◆ Insert your URL for your accounts.
 - We recommend that you include the URL to your LinkedIn page

My Skills

Add tags that show what you are good at.

50

My Interests

Add tags that show what you are interested in.

50

Social links

Add links to your external profiles so other participants can learn more about you.

x

Facebook

LinkedIn



Profile (Cont.)

- ◆ Military Status:
 - ◆ Select from the dropdown menu that matches your current military status
- ◆ Branch Of Service
 - ◆ Select from the dropdown menu the Branch you are currently or previously served in.
- ◆ Years of Military Service:
 - ◆ Fill in the years you served. Round up to the half of the year
- ◆ Rank/Paygrade:
 - ◆ Fill in your current rank/paygrade or the rank you were upon discharge (ie. ETC/E-7, SSG/E-6)
- ◆ Date earliest available to start a new position
 - ◆ Enter the date that you are able to start the new role, select this date while taking into account any PTDY or terminal leave.
- ◆ End Of Active Service:
 - ◆ Enter when your contract ends (the last day you will be in the military), if this has passed, enter the date of discharge.

Additional information

Military Status

Choose an option



Branch of Service

Choose an option



Years of Military Service?

Rank/Paygrade?

Date earliest available to start a new position?

End of Active Service date (EAS)?



Profile (Cont.)

- ✦ Select all states you are open to moving to. (this can be updated at anytime)

Location Preference (Select all that apply)*

- ☐ WY
- ☐ WI
- ☐ WV
- ☐ WA
- ☐ VA
- ☐ VT
- ☐ UT
- ☐ TX
- ☐ TN
- ☐ SD
- ☐ SC
- ☐ RI
- ☐ PA
- ☐ OR
- ☐ OK
-



Profile (Cont.)

- ✦ Military Career Field:
 - Enter your MOS/Rate (ie. Fire Controlman, Combat Engineer, Nuclear Electrician's Mate)
- ✦ Upload Resume:
 - Select "Add File" and upload your most recent resume
 - Do not upload resumes generated within Indeed.
 - Select Continue

Military Career Field/Military Job Title*

Fire Controlman

Upload Resume

 Add file

Maximum upload file size: 20MB

Save



Dashboard

- ✦ The dashboard serves as your homepage, providing a summary of your event activities

The screenshot displays a user dashboard for the Orion Talent Military & Veteran Hiring Conference. The header includes the event title, dates (6-7 Apr 2025), location (Norfolk VA, United States), and navigation links for Home, Companies, and Positions Available. A top bar contains icons for a calendar, chat, and notifications, along with a user profile picture. The main content area is divided into several sections: a profile card for Adam Rodriguez (Navy Electronics Technician Chief, Indio, United States) with a 'Go to my profile' button; an 'Add opportunities' button; a 'Prepare your schedule' section with an 'Add sessions' button; a 'Book meetings' section with a 'Book meetings' button and a 'My availability' button; and an 'Invite participant' section with instructions to send an invitation. The bottom of the dashboard shows a 'Completed Steps' section.

Orion Talent Military & Veteran Hiring Conference - Norfolk VA (April 2025)
6-7 Apr 2025 | Norfolk VA, United States

Home Companies Positions Available

Add opportunities

Adam Rodriguez
Navy Electronics Technician Chief
Indio, United States

Go to my profile

Prepare your schedule
Prepare for the event by adding sessions to your schedule.

Add sessions

Book meetings
You can request 10 more meetings until 7 April 2025, 23:59.

Book meetings My availability

Invite participant
Send an invitation to your friend or colleague to participate in the event by

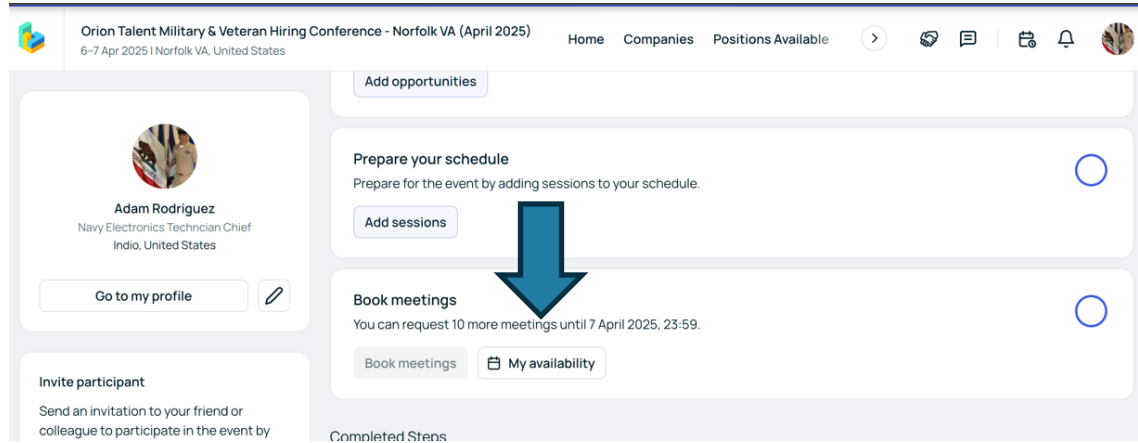
Completed Steps



Booking Meetings

✦ Click on "My Availability"

- ✦ Highlight all times you will be available for the Monday of the event to complete interviews
- ✦ Click "Save"



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Completed Steps



Monday 7 April 2025

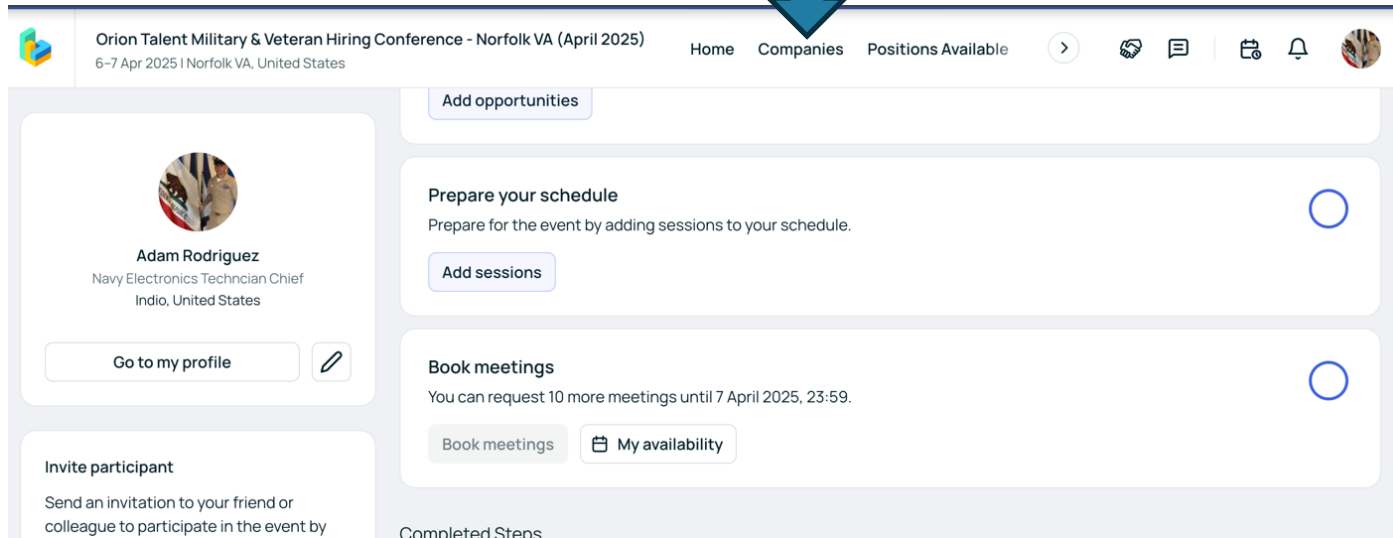
On-site
Scheduled meetings will be held at the dedicated meeting point.

☒ Mark all free time slots as available

✓	08:00
✓	08:45
✓	09:30
✓	10:30
✓	11:15
✓	13:00
✓	13:45
✓	14:45
✓	15:30
✓	16:15



Companies



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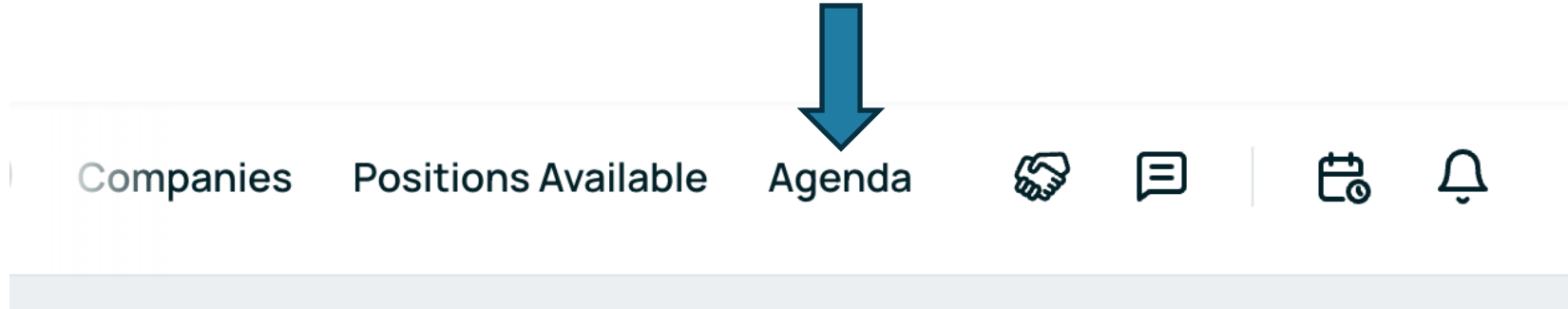
Book meetings My availability

Completed Steps

- ✦ On the top toolbar you can click on “Companies” to see the companies that are currently registered for the event.
- ✦ This list is updated daily, so make sure to check back frequently.



Agenda



- ✦ On the top toolbar you can click on “Agenda” to see the complete schedule of events starting with the Webinar the Thursday prior to the event and the two day on-site schedule.
- ✦ You can download the agenda as a quick reference.



CONCLUSION

Great news! You have completed your profile; an Orion Talent coordinator will reach out to you to answer any questions you may have.

