

**WORKING NB**  
**TRAVAIL NB**

Virtual Job Fair



---

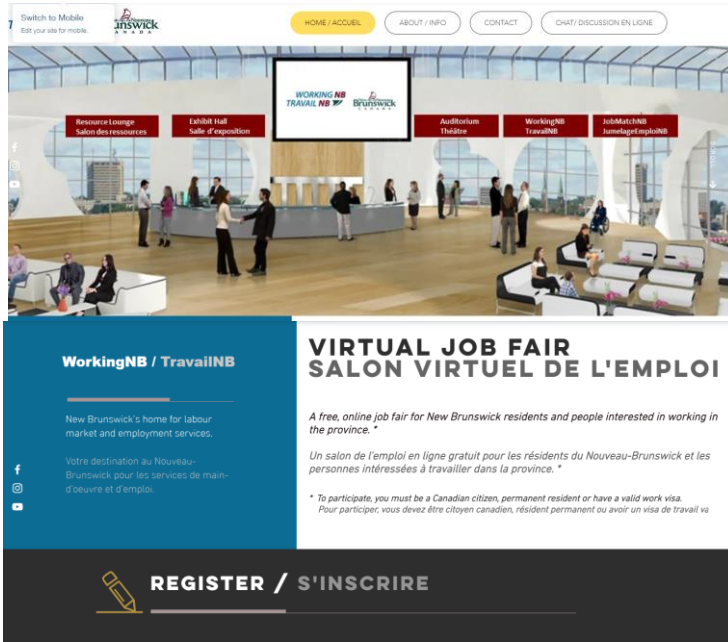
## Student/Job Seeker Guide

---

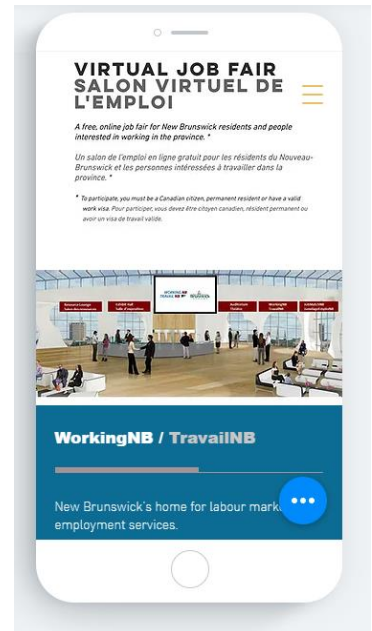
Register for the free event: [www.virtualNB.ca](http://www.virtualNB.ca)



Visit [www.virtualNB.ca](http://www.virtualNB.ca)

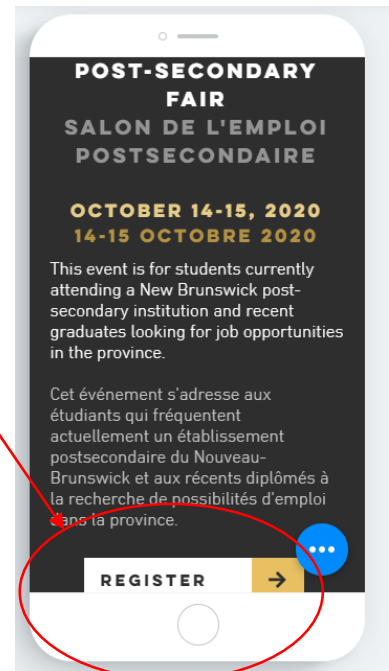
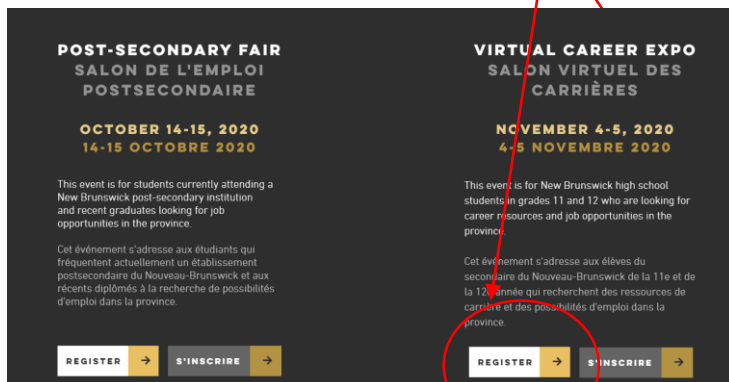


Website (PC/Tablet)



Mobile

**Step 1:** Scroll down the page until you see the event you want to register for. Select “Register”.



**Note: You MUST register to participate. This link will be used for completing your registration AND for accessing the virtual fair on the date of the event**

**REGISTRATION**

You will be inked to the virtual job fair portal where you select your language preference and if you are an employer or a job-seeker.

## Virtual Job Fair

English

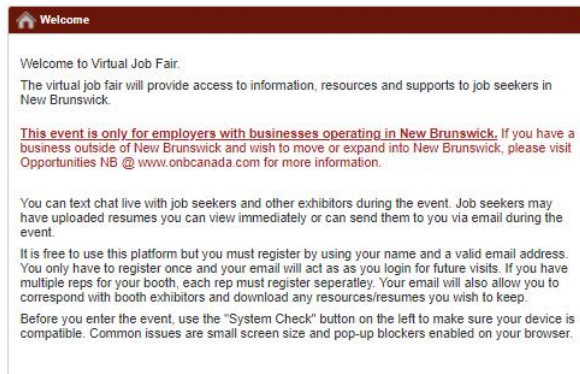
You can select your preferred language



Select the Job-seeker link

Employers / Exhibitors  
Click Here

Job Seekers / Visitors  
Click Here



This event is presented by WorkingNB.

# REGISTRATION



**Welcome**

Welcome to Virtual Job Fair.

The virtual job fair will provide access to information, resources and supports to job seekers in New Brunswick.

**This event is only for employers with businesses operating in New Brunswick.** If you have a business outside of New Brunswick and wish to move or expand into New Brunswick, please visit Opportunities NB @ [www.onbcanada.com](http://www.onbcanada.com) for more information.

You can text chat live with job seekers and other exhibitors during the event. Job seekers may have uploaded resumes you can view immediately or can send them to you via email during the event.

It is free to use this platform but you must register by using your name and a valid email address. You only have to register once and your email will act as your login for future visits. If you have multiple reps for your booth, each rep must register separately. Your email will also allow you to correspond with booth exhibitors and download any resources/resumes you wish to keep.

Before you enter the event, use the "System Check" button on the left to make sure your device is compatible. Common issues are small screen size and pop-up blockers enabled on your browser.

This event is presented by WorkingNB.

English

**Not Registered?**

[Click Here to Register](#)

**Already Registered?**

If you have already registered, please log in:

Email:

[Login](#)

[Sign in with LinkedIn](#)

[System Check](#)

**It is Important to do a quick system check before you register to make sure your viewing device and web browser are compatible.** Common issues are not disabling pop-up blockers and the screen size is too small. It is not recommended that you use a smart phone to participate in the event.

### System Check

This system check covers standard platform functionality. It does not cover requirements for any 3rd party services that may be integrated into the experience.

#### Checking...

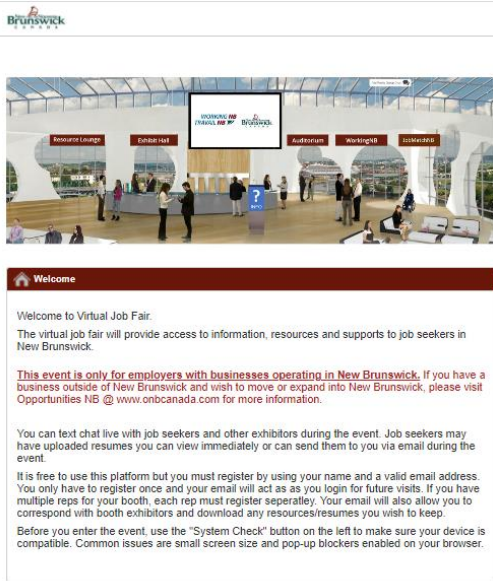
Connection Speed	19010 Kbps	✓
Popup Blocker Disabled		✓
Cookies Enabled		✓
Screen Resolution	1920 x 1080	✓
Browser Size	1903 x 969	✓
Web Browser	Chrome 74.0.3729.169	✓
Operating System	Windows 7	✓
CDN Access		✓
Chat Connectivity		✓
rt		✓
Video Player		✓

**Note: If you have system check issues you can't resolve, contact [steven.carle@gnb.ca](mailto:steven.carle@gnb.ca) immediately.**

**REGISTRATION**



## Step 2: Complete the registration form



English

**Not Registered?**

[Click Here to Register](#)

**Already Registered?**

If you have already registered, please log in.

[Login](#)

[Sign in with LinkedIn](#)

[System Check](#)

**Virtual Job Fair**

**Registration**

**Welcome to the Employer/Exhibitor Login page**

Please complete this form to access the virtual job fair platform. Employers/exhibitors cannot enter the event without registering. This platform is intended for use by employers who have available positions and intend to hire people who currently live in, or are planning to move to, New Brunswick.

All information shared on this platform is held in strict confidence and will only be used for the purposes of conducting the virtual job fair. If you have any questions or concerns about any information your organization may provide while using this platform, please refer to the **Privacy** link at the bottom of the page for more details or contact an event organizer. Your contact information (email, phone number) will not be provided to job seekers. If you choose to do so, you can share it with candidates via the chat feature.

**PLEASE NOTE:** Both exhibitors will have access to a lot of information on visitor tracking, booth metrics and job seeker profiles to assist your recruitment efforts. Training will be provided prior to the event. If you have any questions during the event, please visit the Help Booth.

Please complete your registration below. All fields marked with an \* are mandatory.

Email\*

First Name\*  Last Name\*

Company Name\*  Title\*

City\*

Country Code\*  Area Code\*  Phone Number\*  Extension\*

City\*

Postal Code\*

This event is presented by WorkingNB.

### A few notes about registration:

- You only register **ONCE**. The email you use at registration is your **login** access the day of the event.
- Everyone who is attending must register.**
- Your contact info (email, phone) is for event organizers to contact you. The event organizers are Government of New Brunswick staff and your information will not be shared with anyone without your knowledge. Your information will be used by government staff to send you post event feedback surveys or to forward your contact info to employers or other government services (if requested by you to do so).
- You can attach your LinkedIn profile if you wish, though not required
- You can attach your resume to your registration form too. Recruiters can open your resume to view it. This is not required either as you can participate without uploading your resume.
- You can personalize your profile with a photo if you wish (optional).

# REGISTRATION


A couple more things about registration:


**You will receive a confirmation screen (below) and follow-up email once your registration is complete.**


WorkingNB Virtual Job Fair


**WORKING NB**  
**TRAVAIL NB**



 **Calendar Reminders**

 Click here to download a calendar reminder.

 New Brunswick virtual job fair for nurses

 **Thank You for Registering**

Thank you for registering for the event.

**Please log back in on September 19 and 20, 2019 to [www.nbjobs.ca](http://www.nbjobs.ca).**

The email you used to register is all you need to access the event.

If you would like to put a reminder in your inbox calendar, please select the Reminder button below.

You can create event reminders for yourself in your calendar (Outlook)

**REGISTRATION**

## Step 3: Participating in the virtual job fair

Switch to Mobile  
Visit your site for mobile

HOME / ACCUEIL ABOUT / INFO CONTACT CHAT / DISCUSSION EN LIGNE

Resource Lounge Salon des ressources Exhibit Hall Salle d'exposition Auditorium Théâtre WorkingNB TravailNB JobMatchNB Rencontre employeur/employé

**WorkingNB / TravailNB**

New Brunswick's home for labour market and employment services.

Votre destination au Nouveau-Brunswick pour les services de main-d'œuvre et d'emploi.

**VIRTUAL JOB FAIR  
SALON VIRTUEL DE L'EMPLOI**

A free, online job fair for New Brunswick residents and people interested in working in the province.\*

Un salon de l'emploi en ligne gratuit pour les résidents du Nouveau-Brunswick et les personnes intéressées à travailler dans la province.\*

\* To participate, you must be a Canadian citizen, permanent resident or have a valid work visa.  
Pour participer, vous devez être citoyen canadien, résident permanent ou avoir un visa de travail valide.

**REGISTER / S'INSCRIRE**

**POST-SECONDARY FAIR  
SALON DE L'EMPLOI  
POSTSECONDAIRE**

**OCTOBER 14-15, 2020  
14-15 OCTOBRE 2020**

This event is for students currently attending a New Brunswick post-secondary institution and recent graduates looking for job opportunities in the province.

Cet événement s'adresse aux étudiants qui fréquentent actuellement un établissement postsecondaire du Nouveau-Brunswick et aux récents diplômés à la recherche de possibilités d'emploi dans la province.

**REGISTER → S'INSCRIRE →**

**VIRTUAL CAREER EXPO  
SALON VIRTUEL DES  
CARRIÈRES**

**NOVEMBER 4-5, 2020  
4-5 NOVEMBRE 2020**

This event is for New Brunswick high school students in grades 11 and 12 who are looking for career resources and job opportunities in the province.

Cet événement s'adresse aux élèves du secondaire du Nouveau-Brunswick de la 11e et de la 12e année qui recherchent des ressources de carrière et des possibilités d'emploi dans la province.

**REGISTER → S'INSCRIRE →**

Visit [www.virtualNB.ca](http://www.virtualNB.ca)

Select registration/login tab.

English

☒ Not Registered?

Click Here to Register

☒ Already Registered?

If you have already registered, please log in.

Email\*

**Login**

in in with LinkedIn

System Check

Welcome

Welcome to Virtual Job Fair.

The virtual job fair will provide access to information, resources and supports to job seekers in New Brunswick.

This event is only for employers with businesses operating in New Brunswick. If you have a business outside of New Brunswick and wish to move or expand into New Brunswick, please visit Opportunities NB @ [www.onbcanada.com](http://www.onbcanada.com) for more information.

You can text chat live with job seekers and other exhibitors during the event. Job seekers may have uploaded resumes you can view immediately or can send them to you via email during the event.

It is free to use this platform but you must register by using your name and a valid email address. You only have to register once and your email will act as you login for future visits. If you have multiple reps for your booth, each rep must register separately. Your email will also allow you to correspond with booth exhibitors and download any resources/resumes you wish to keep.

Before you enter the event, use the "System Check" button on the left to make sure your device is compatible. Common issues are small screen size and pop-up blockers enabled on your browser.

This event is presented by WorkingNB.

**Note:** If you haven't registered prior to event day, you can still register on the day of the event and then enter.

Choose the **job-seeker portal** to take you to the login page.

**EVENT DAY**

Virtual Job Fair

English

Welcome

Welcome to Virtual Job Fair.

The virtual job fair provides access to information, resources and supports to job-seekers and employers in New Brunswick.

Job-seekers can text chat live with employers and other exhibitors during the event and collect resources to assist with your job search.

This event is only for residents of New Brunswick and/or job-seekers who are legally entitled to work in Canada and are seeking employment in the province.

Employers can text chat live with potential candidates and other exhibitors during the event as well. There are many resources available to support businesses in New Brunswick.

This event is only for employers with businesses operating in New Brunswick.

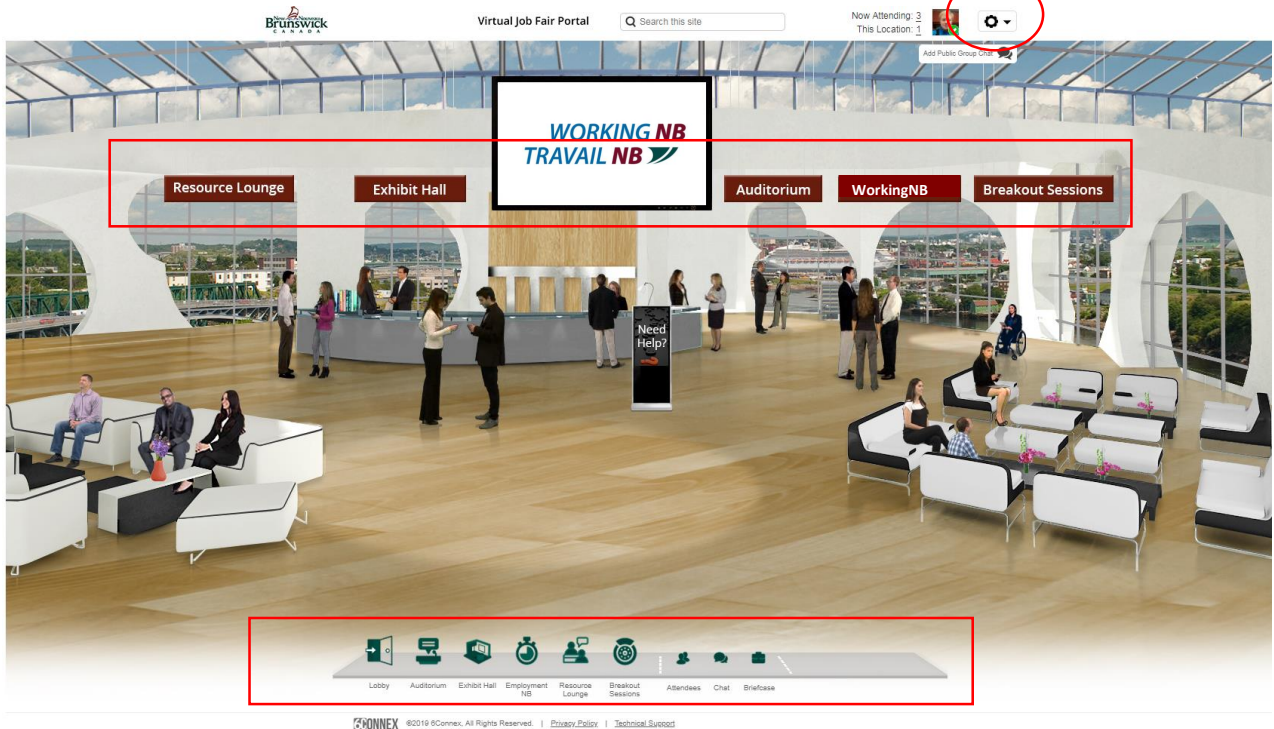
Select an option to get started.

**Employers / Exhibitors  
Click Here**

**Job Seekers / Visitors  
Click Here**

# Virtual Job Fair Lobby

FYI. If you need to modify your settings



You can navigate the event by using the event signage at the top of the screen or the navigation bar at the bottom of the screen.

You can be anywhere in the virtual environment and still be available to chat with people. **IMPORTANT TIP: Turn your sound on your device as a bell will ring to notify you when you have a chat request. Your screen will also flash in the bottom right hand corner with the person's name.**

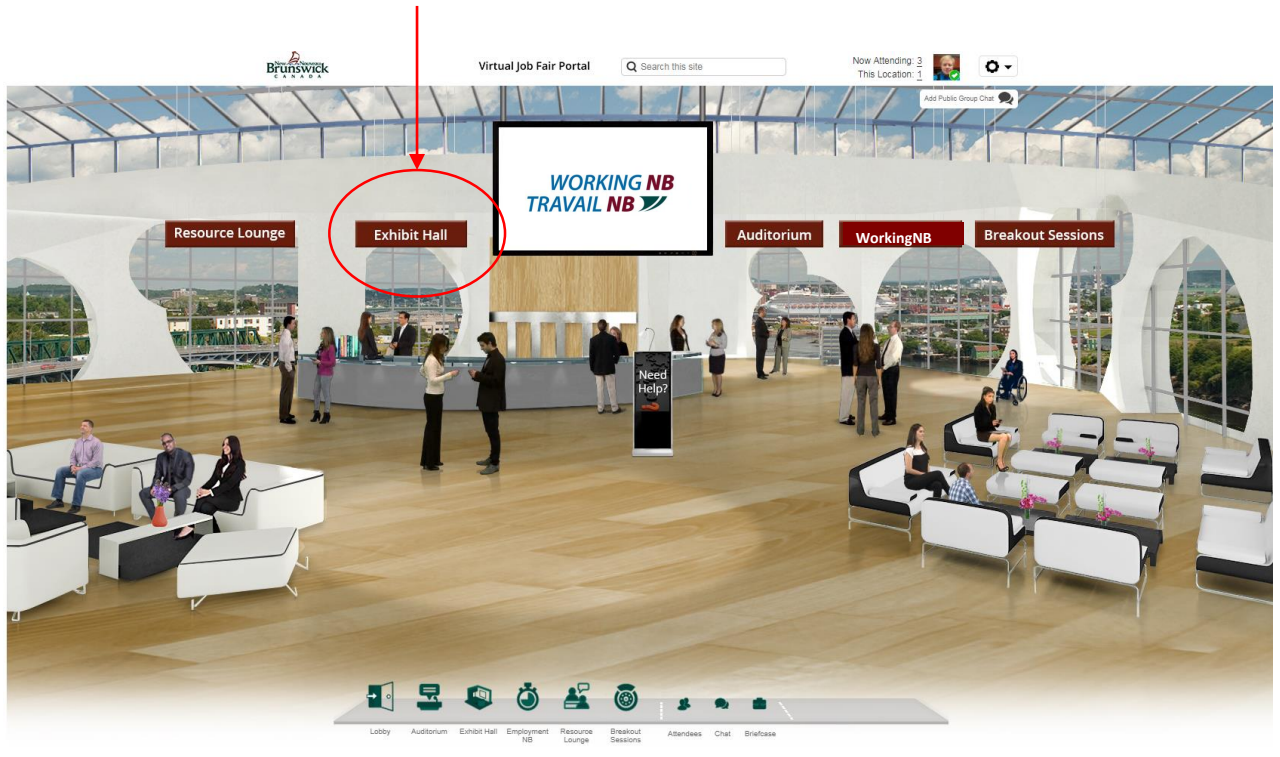
At the top of the page, you can see everyone who is attending the event (Now Attending) and who is in the same location you are currently viewing (This Location). If you click on the number a drop down list will appear.

If you need help finding information or are experiencing technical difficulties, visit the help kiosk in the main lobby. The event organizer can assist you.

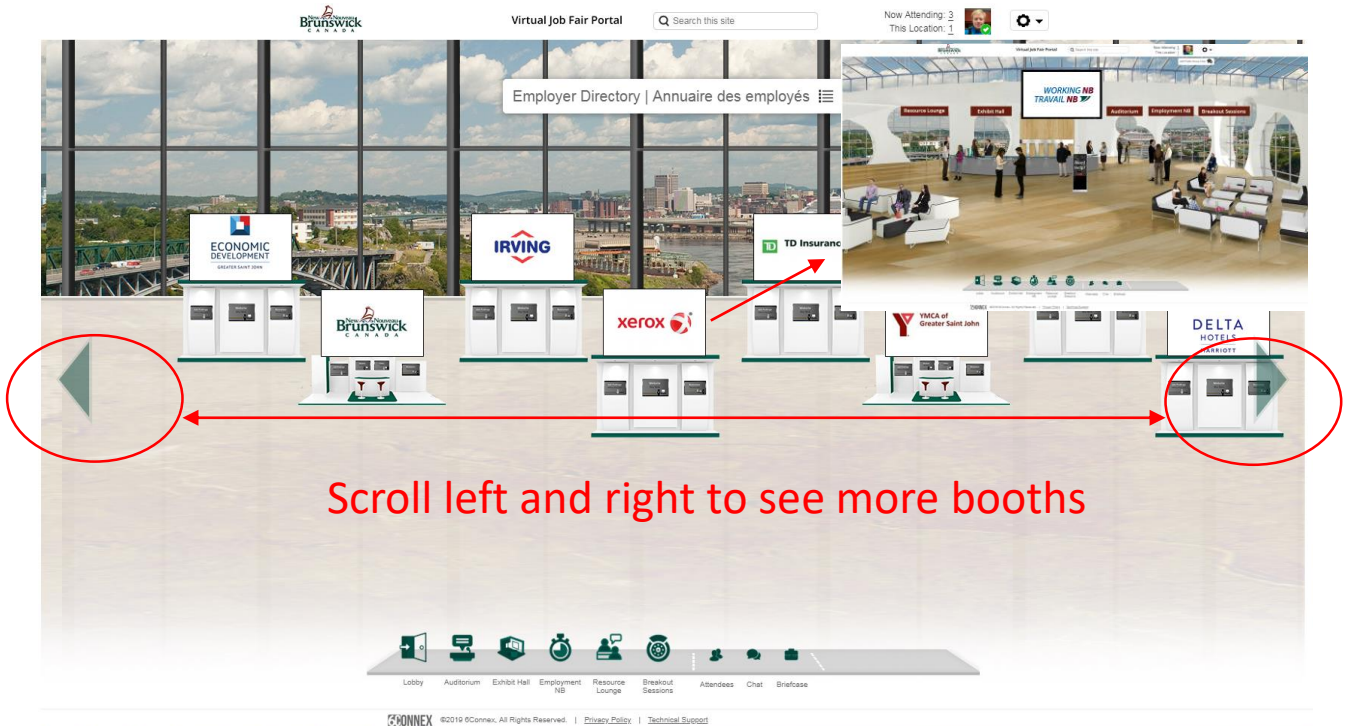
## NAVIGATION



All employer booths are located in the Exhibit Hall



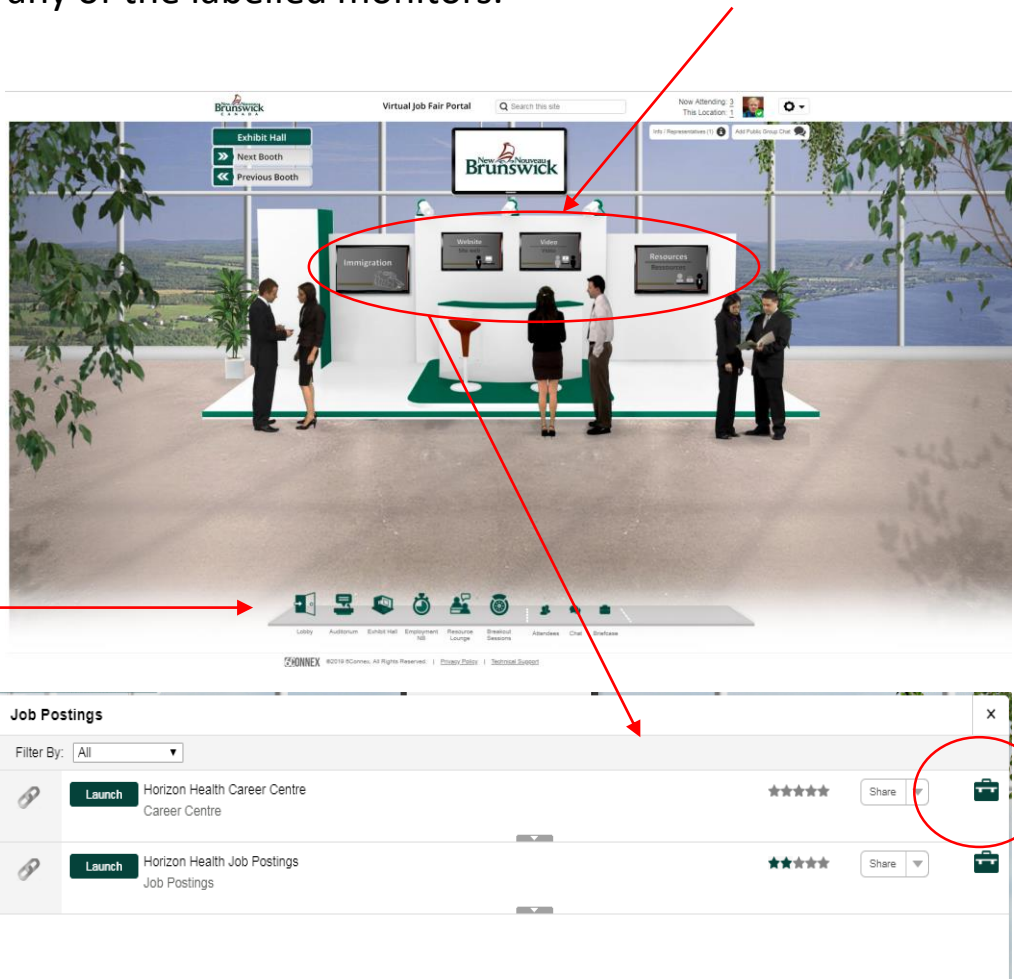
## Exhibit Hall



NAVIGATION

## Employer Booth

Once you enter a booth, you can view any of the booth resources by selecting any of the labelled monitors.



Clicking on a monitor will give you access to the contents. You can watch videos, visit websites and/or download content to view later.

You will notice a green briefcase next to each item. If you click on it, that item will be saved for you and emailed it to your inbox once you leave the event.

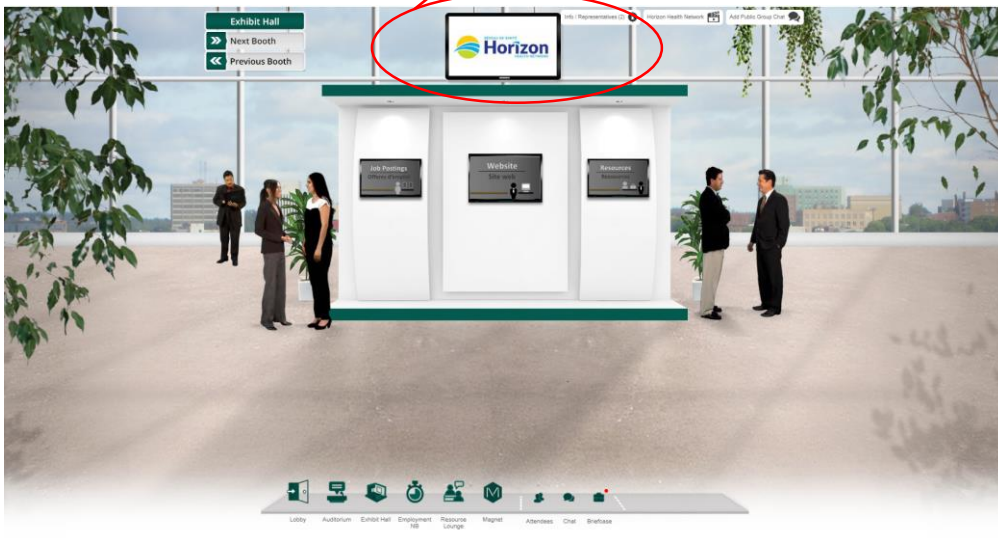
You can also move through the entire virtual event using the navigation bar at the bottom of the screen

**NAVIGATION**

## Communicating with job seekers – text chat

At the top of each booth is an Info/Representative tab.

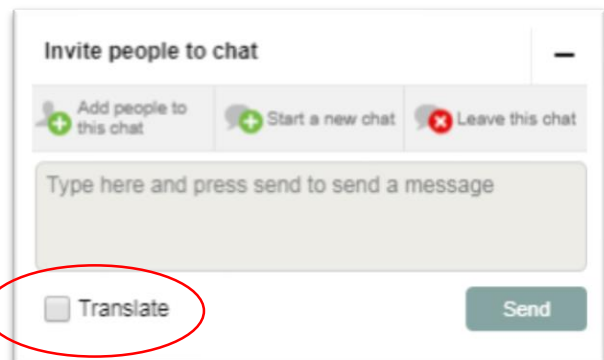
This is how to  
find a booth  
representative  
(employer).



This icon will be **green** when a representative is available to chat. You can initiate a chat by clicking on the representatives name. If they are temporarily unavailable because they talking to someone else, you will be placed in a queue and when they are available, they will respond.

Did you know?

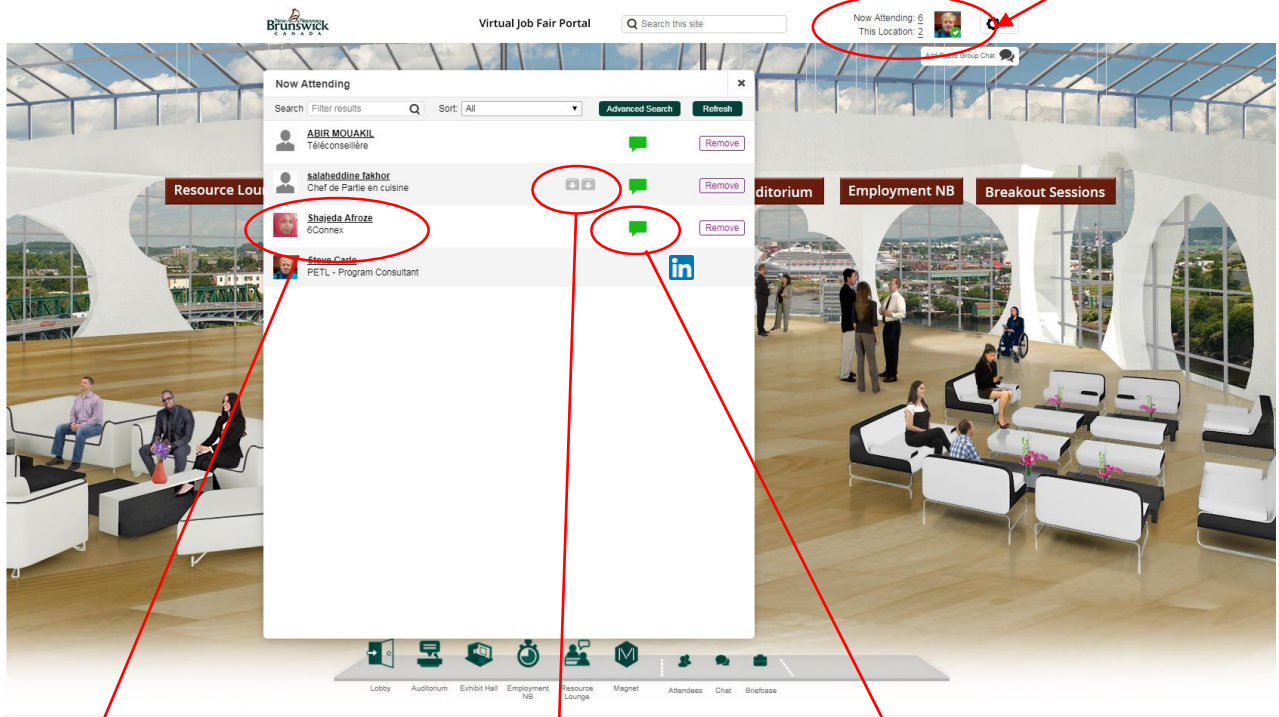
There is a Google  
translate function built  
into the chat feature!



# TEXT CHAT



You can also chat with people even when you are not in an employer's booth. Select the "Now Attending" menu at the top of the screen.



Select a person's name to view their profile and begin a text chat.

You can converse with employers and government representatives attending the job fair.

This is where an employer may display a LinkedIn profile, you will see an icon for that beside their name if one is available.

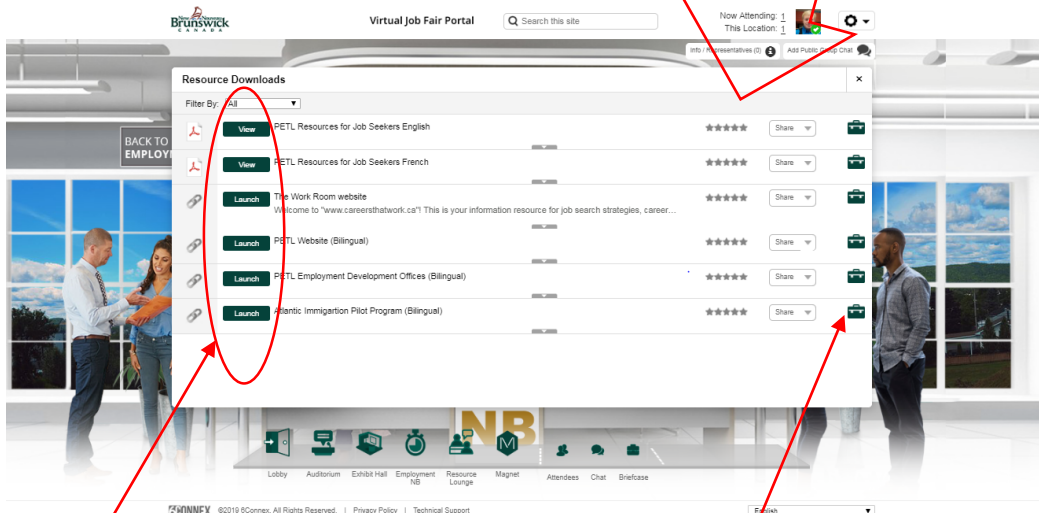
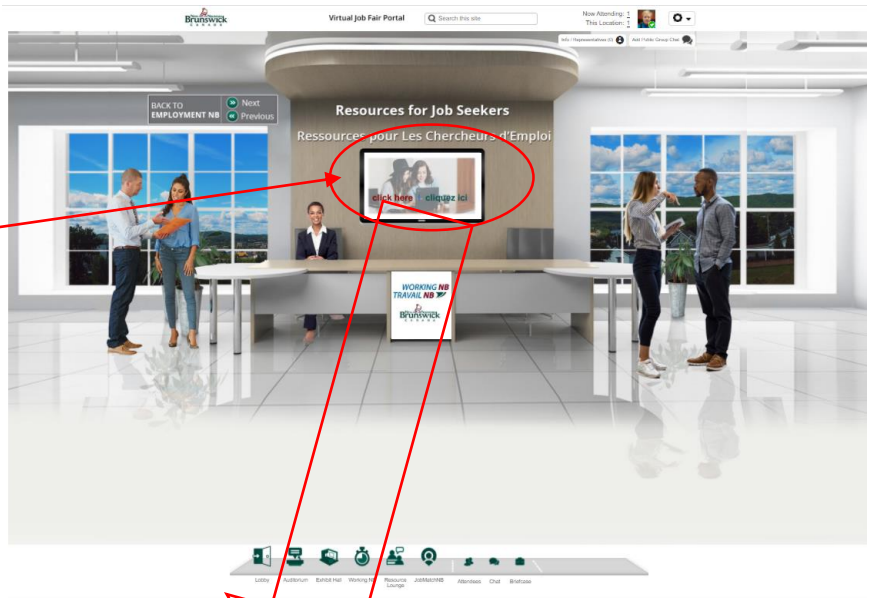
The green chat balloon indicates the person is available for a chat. Click the icon to open the chat window.

**TEXT CHAT**



## Collect tools, info and resources

There are interactive spots in the booths where you can find more information. These are accessed by clicking the booth monitors.



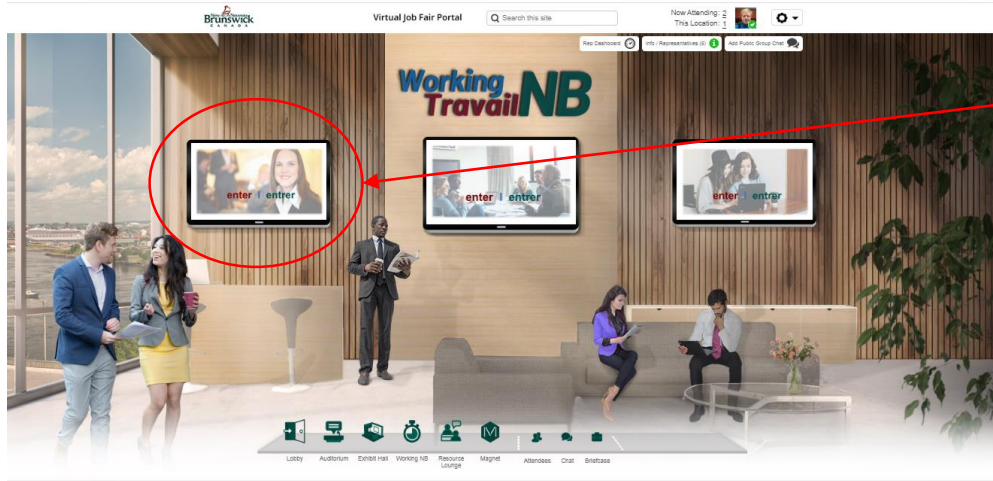
View the items by selecting the “View” button. It will appear in a new window. If it doesn’t, your pop-up blocker in your browser need to be deactivated.

If you would like to keep a document or link to a video, select the briefcase item located beside each item. Each item you have selected will be sent to your inbox when you leave the event.

# RESOURCES

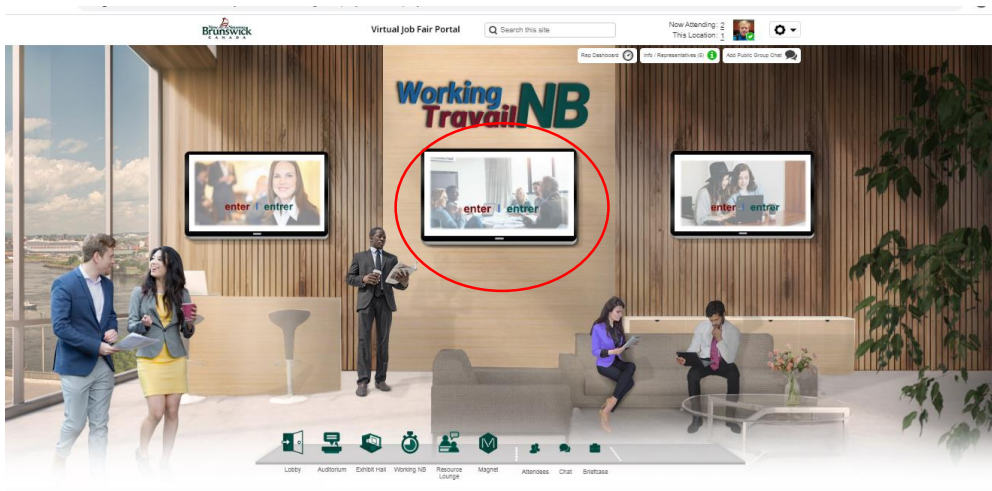
# WorkingNB

## Students and Job-seekers



Speak with an  
Employment  
Counsellor

Speak with an Employment Counsellor about your career plans, job search and/or training goals. Discover what Working NB can do to help you find employment and access training if you need it.



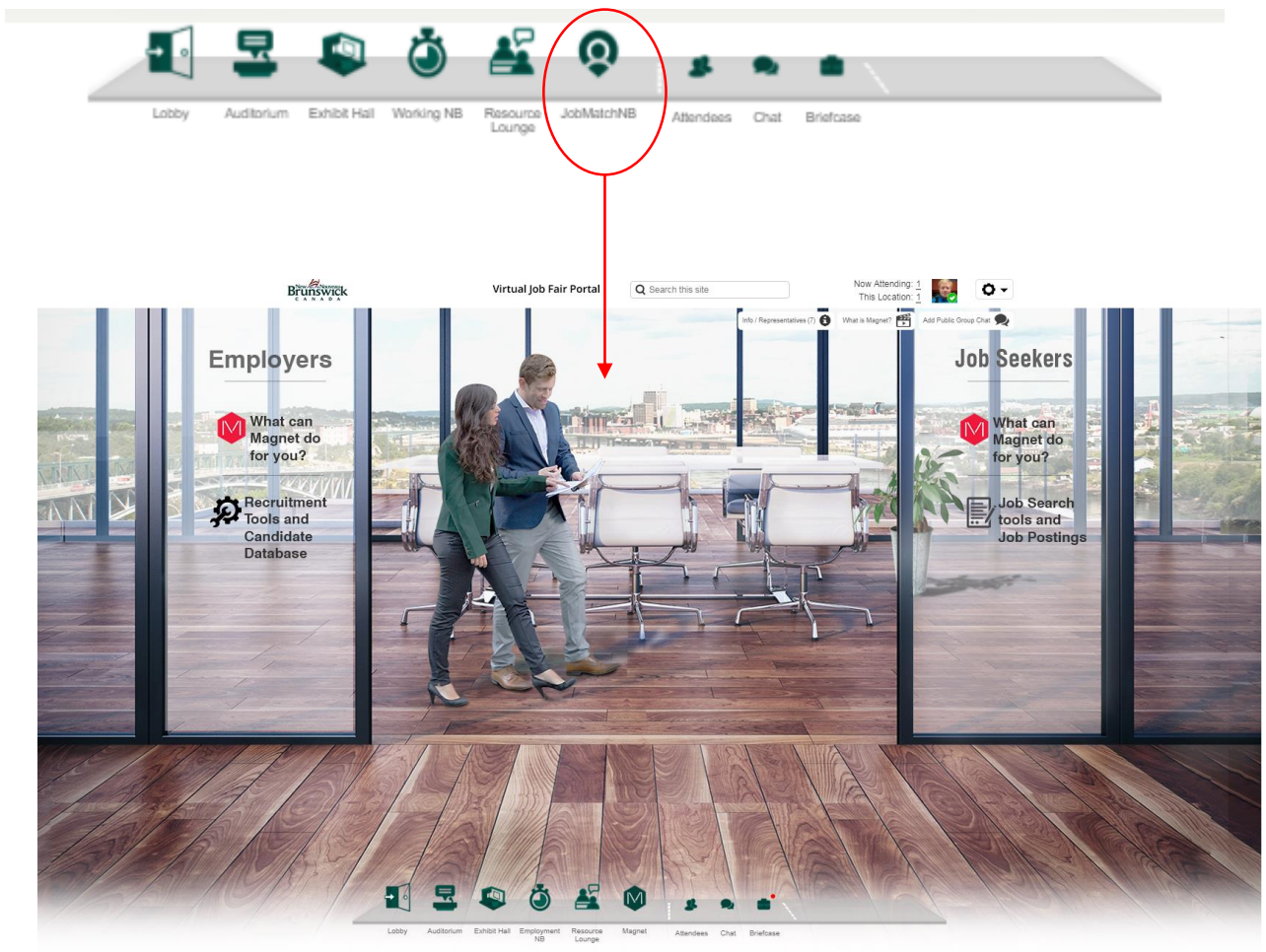
Students and job-seekers can benefit from learning what the New Brunswick labour market looks like. You can find that information in the Labour Market Information (LMI) portal.

# RESOURCES FOR STUDENTS/JOB-SEEKERS

## Bonus Step: JobMatchNB (optional, but recommended)

JobMatchNB (powered by Magnet) is another tool you can use after the virtual job fair to continue your job search efforts. It operates much like a job board where you can post your resume, but you can do so much more like refine your search for very specific skills and target market (connect) with employers in the labour market who are seeking your skills. This will save you a lot of time and effort.

Check out the information in the booth and talk to the representatives if you have questions. No obligation (and it's free!).



**See you at the WorkingNB Virtual Job Fair!**