



Virtual Job Fair



Employer Guide

Register for the free event: www.virtualNB.ca



Visit www.virtualNB.ca

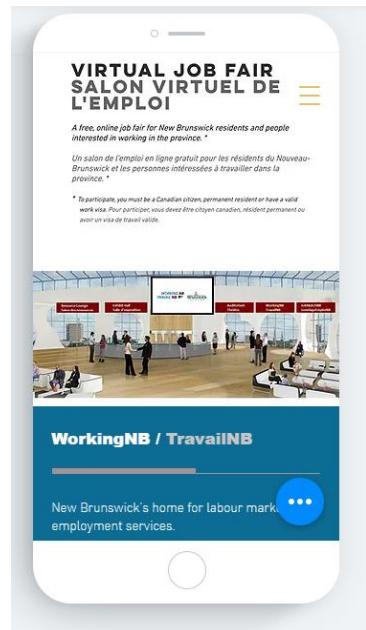
The screenshot shows the WorkingNB website's virtual job fair section. At the top, there are navigation links: "HOME / ACCUEIL", "ABOUT / INFO", "CONTACT", and "CHAT/DISCUSSION EN LIGNE". Below this is a large image of a virtual exhibition hall with people networking. Labels for the hall include "Ressource Lounge/Salon des ressources", "Exhibit Hall/Salle d'exposition", "Auditorium/Theâtre", "WorkingNB TravelNB", and "JobMatchHall/JumelageemploiNB". A central banner reads "VIRTUAL JOB FAIR SALON VIRTUEL DE L'EMPLOI". Below the banner, text states: "A free, online job fair for New Brunswick residents and people interested in working in the province." and "Un salon de l'emploi en ligne gratuit pour les résidents du Nouveau-Brunswick et les personnes intéressées à travailler dans la province." There are also Canadian citizenship requirements: "To participate, you must be a Canadian citizen, permanent resident or have a valid work visa." and "Pour participer, vous devez être citoyen canadien, résident permanent ou avoir un visa de travail valide." At the bottom, there are two buttons: "REGISTER / S'INSCRIRE" and "S'INSCRIRE" (with a pencil icon).

Website (PC/Tablet)

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

The screenshot shows the WorkingNB website's post-secondary fair section. It features a banner for the "POST-SECONDARY FAIR SALON DE L'EMPLOI POSTSECONDAIRE OCTOBER 14-15, 2020 14-15 OCTOBRE 2020". Below the banner, text for the fair is provided in English and French. At the bottom, there are two buttons: "REGISTER" and "S'INSCRIRE". A red circle highlights the "REGISTER" button.

**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**

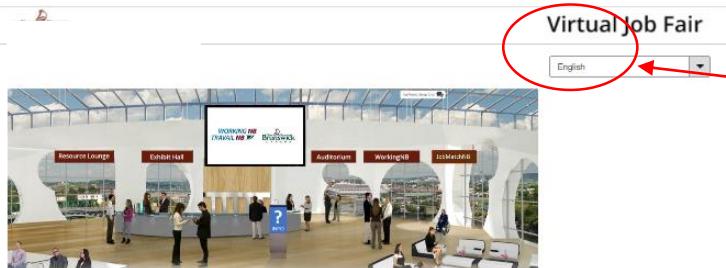


Mobile

The screenshot shows the WorkingNB mobile app's post-secondary fair section. It features a banner for the "POST-SECONDARY FAIR SALON DE L'EMPLOI POSTSECONDAIRE OCTOBER 14-15, 2020 14-15 OCTOBRE 2020". Below the banner, text for the fair is provided in English and French. At the bottom, there is a "REGISTER" button with a red circle around it. The entire screen is framed by a white border, representing a mobile device.

REGISTRATION

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



You can select
your preferred
language

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.

Select the
employer link

The screenshot shows the employer registration process. It features a large image of the event hall, a "Not Registered?" section with a "Click Here to Register" button, and an "Already Registered?" section with a "Login" button. Red arrows from the previous slide point to the "Employers / Exhibitors Click Here" button on the left and the "Click Here to Register" button on the right.

Employers / Exhibitors
Click Here

Job Seekers / Visitors
Click Here

Not Registered?

Click Here to Register

Already Registered?

If you have already registered, please log in.

Email*

Login

Sign in with LinkedIn

System Check

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.onbcanaada.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.

English

Not Registered?

[Click Here to Register](#)

Already Registered?

If you have already registered, please log in:

Email*

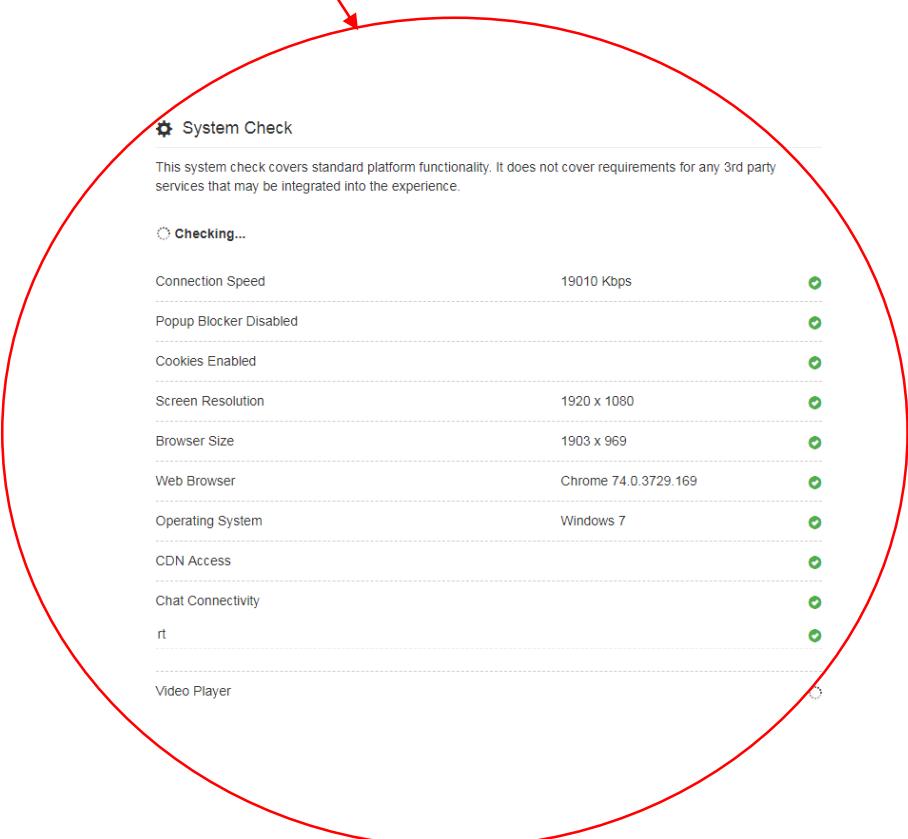
[Login](#)

[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.

This event is presented by WorkingNB.

 **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 immediately.

REGISTRATION

Step 2: Complete the registration form

The screenshot illustrates the registration process for the Virtual Job Fair. It starts with a welcome page featuring a photograph of the event venue. Below the photo, there's a brief introduction and some specific instructions for employers. A large red circle highlights the 'Click Here to Register' button on the registration landing page. Another red circle highlights the 'Login' button on the detailed registration form page. A large red arrow points from the landing page's registration button to the registration form's login button.

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 job seekers 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

The screenshot shows a registration confirmation page for the WorkingNB Virtual Job Fair. At the top left is the WorkingNB logo. To the right is a small thumbnail image of the virtual job fair interface, showing a virtual lobby with people and booths. Below the logo are two main sections: 'Calendar Reminders' and 'Thank You for Registering'. A red circle highlights the 'Calendar Reminders' section, and a red arrow points from it down towards the bottom of the page. The 'Calendar Reminders' section contains two items: 'Click here to download a calendar reminder.' and 'New Brunswick virtual job fair for nurses'. The 'Thank You for Registering' section contains a message thanking the user for registering, instructions to log back in on September 19 and 20, 2019, and information about the email used for registration.

**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.
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

The screenshot shows the WorkingNB Virtual Job Fair website. At the top, there's a navigation bar with links for HOME / ACCUEIL, ABOUT / INFO, CONTACT, and CHAT / DISCUSSION EN LIGNE. Below the navigation is a large image of the virtual lobby. The lobby features a large screen displaying the WorkingNB logo, and several people are seen networking. Below the lobby image, there are two main sections: 'WorkingNB / TravailNB' and 'VIRTUAL JOB FAIR SALON VIRTUEL DE L'EMPLOI'. The 'WorkingNB / TravailNB' section includes a brief description of New Brunswick's home for labour market and employment services, social media links, and a 'REGISTER / S'INSCRIRE' button. The 'VIRTUAL JOB FAIR SALON VIRTUEL DE L'EMPLOI' section provides details about the event, including dates (October 14-15, 2020), descriptions for post-secondary students and high school students, and registration buttons for 'REGISTER' and 'S'INSCRIRE'. A red arrow points from the 'REGISTER / S'INSCRIRE' buttons down to a smaller screenshot of the 'Virtual Job Fair' lobby.

This screenshot shows the 'Virtual Job Fair' lobby. It features a large image of the lobby with people networking. Below the lobby image, there's a 'Welcome' message and a 'System Check' button. To the right, there's a registration/login section with a 'Not Registered?' link, a 'Click Here to Register' button, and a 'Already Registered?' section with a 'Login' button. A red circle highlights the 'Login' button. Another red arrow points from the 'Virtual Job Fair' lobby down to this registration/login section.

This screenshot shows the 'Virtual Job Fair' lobby again. A red circle highlights the 'Employers / Exhibitors Click Here' button. A red arrow points from this button up to the registration/login section.

Visit www.virtualNB.ca

Select registration/login tab.

This screenshot shows the registration/login page for the Virtual Job Fair. It features a large image of the lobby. The registration section includes fields for 'Email' and 'Password', and a 'Login' button. A red circle highlights the 'Login' button. Below the login form, there's a 'System Check' button. A red arrow points from the 'Login' button up to the registration/login section.

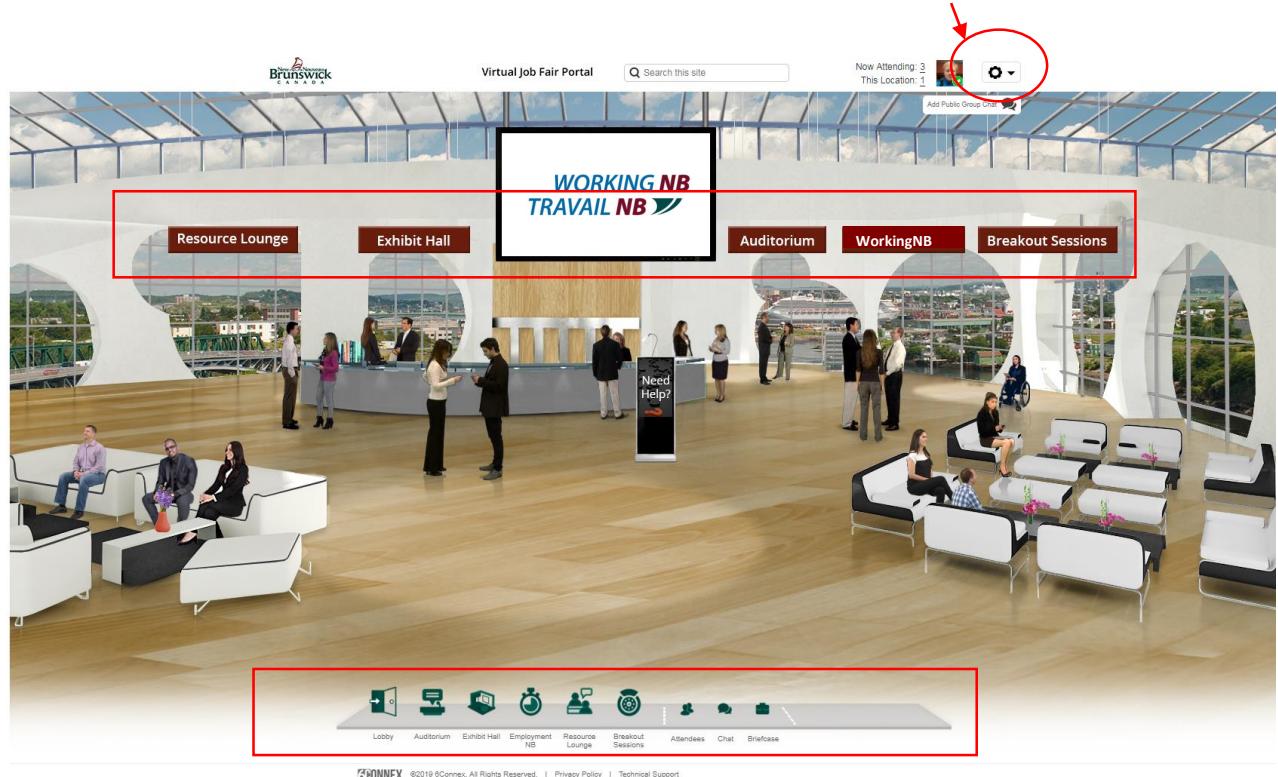
Note: If you haven't registered prior to event day, you can still register on the day of the event and then enter.

Choose the employers portal to take you to the login page.

EVENT DAY

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

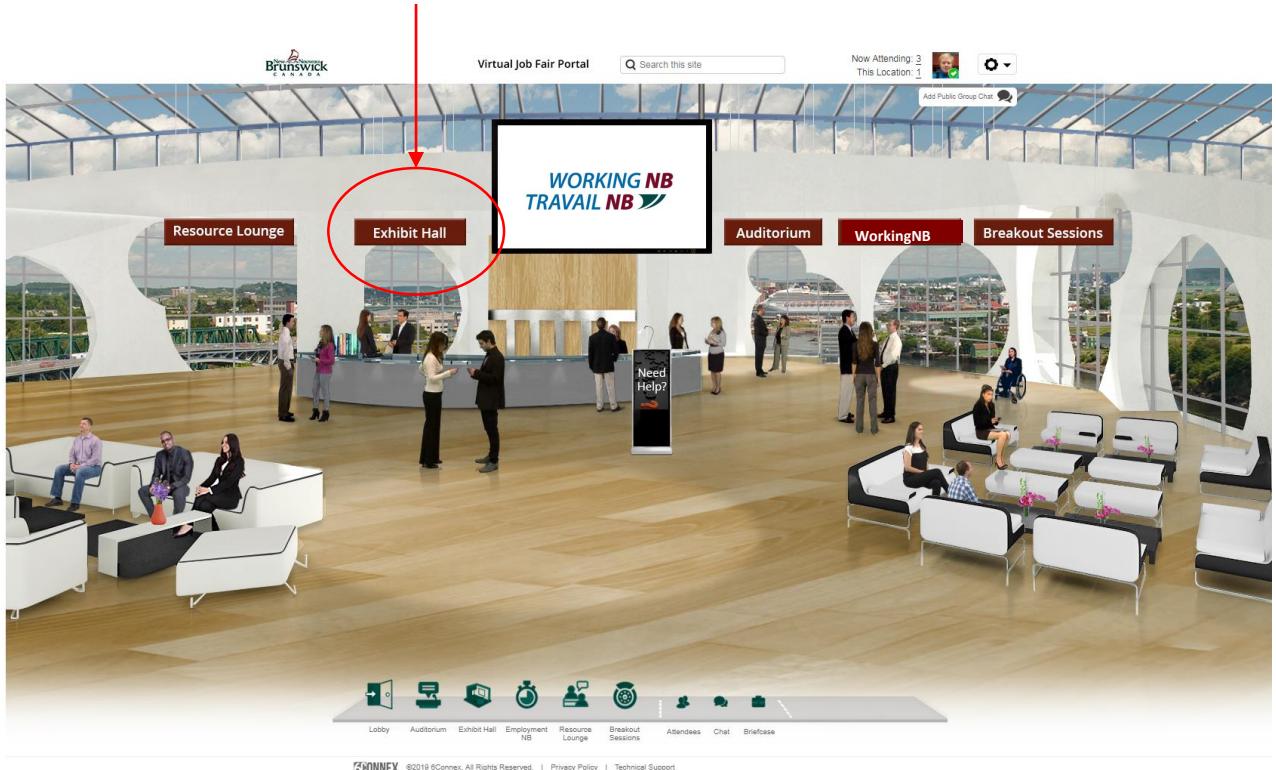
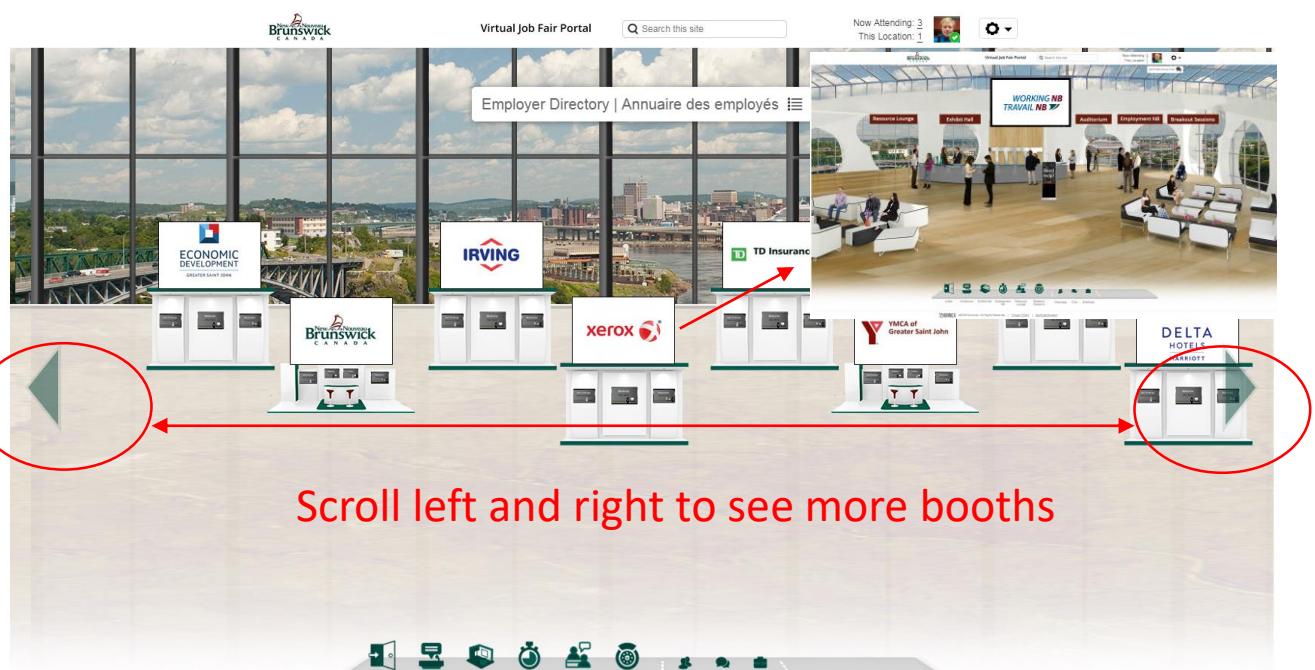


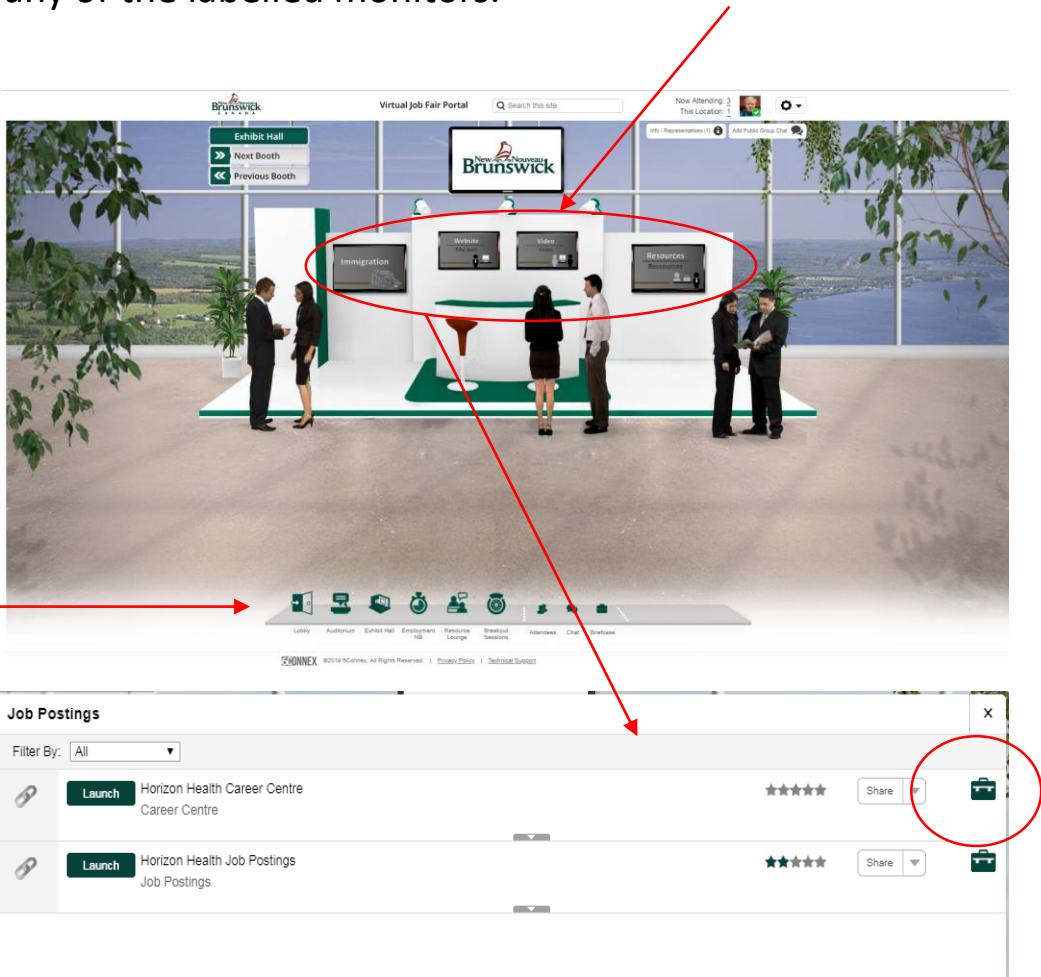
Exhibit Hall



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.

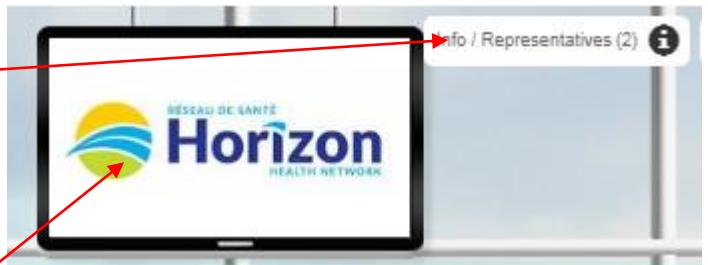
You can also move through the entire virtual event using the navigation bar at the bottom of the screen

NAVIGATION

Communicating with job seekers – text chat

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

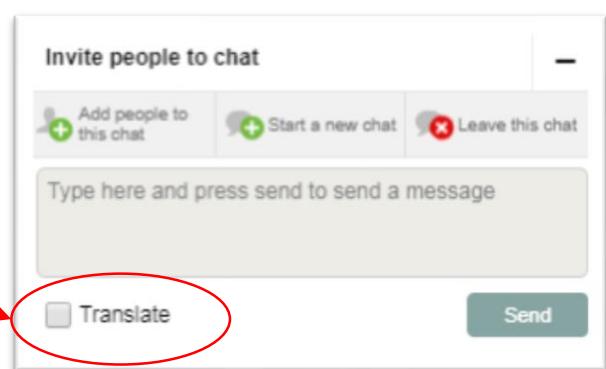
This is how job seekers find you.



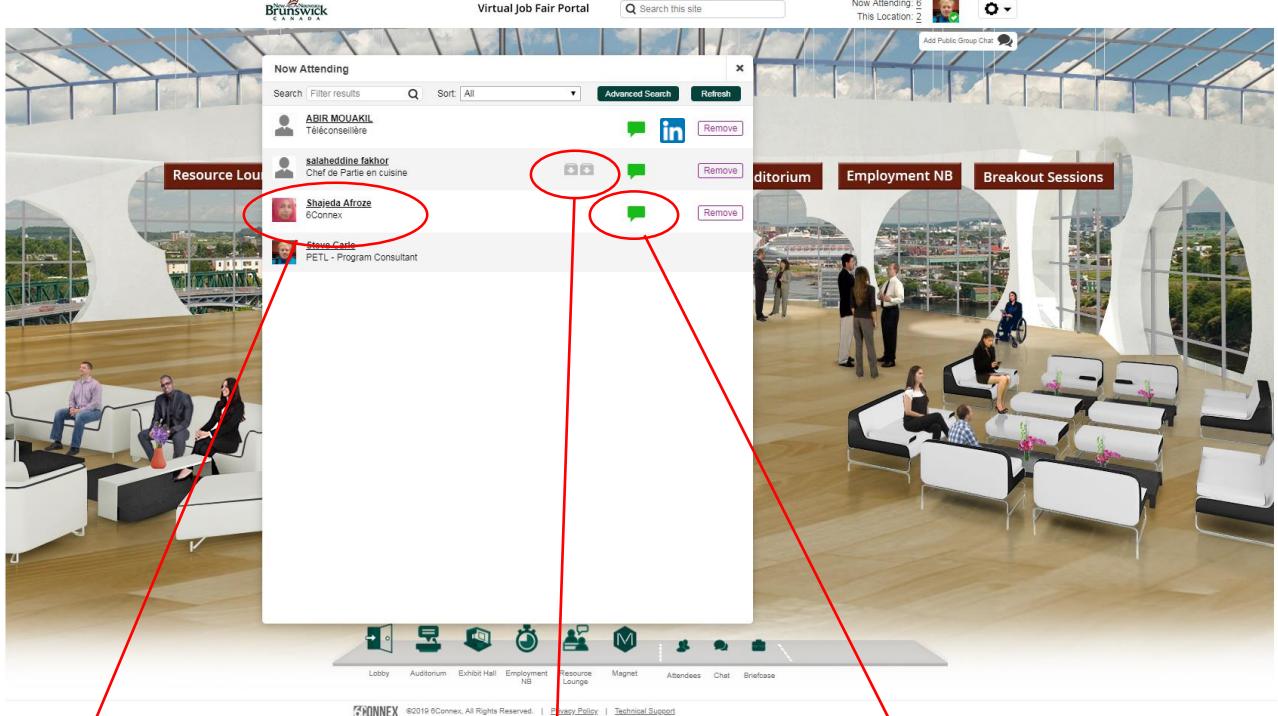
To start a chat, a job seeker will find you in the Info/Representative tab and click on your name to start a chat. You can initiate a chat with a job seeker by finding them in the “This Location” or “Now Attending” tabs at the top right hand corner.

Did you know?

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



TEXT CHAT



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

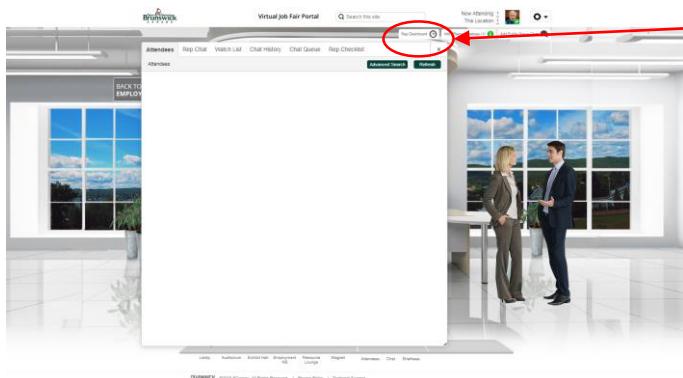
You can converse with other job seekers, employers and government representatives attending the job fair.

This is where a job seeker's uploaded resume will appear (as an icon). Click to view it. If someone connected their LinkedIn profile, you will see an icon for that beside their name as well.

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

TEXT CHAT

Rep Dashboard (Tracking and Metrics)



Every employer booth has a Rep Dashboard so you can track visitors, conversations and manage your booth in many convenient ways.

Attendees Tab:

One view of all attendees within the room; access to profile details, LinkedIn, chat.

Rep Chat Tab:

Enables reps to connect with each other to better manage the attendees.

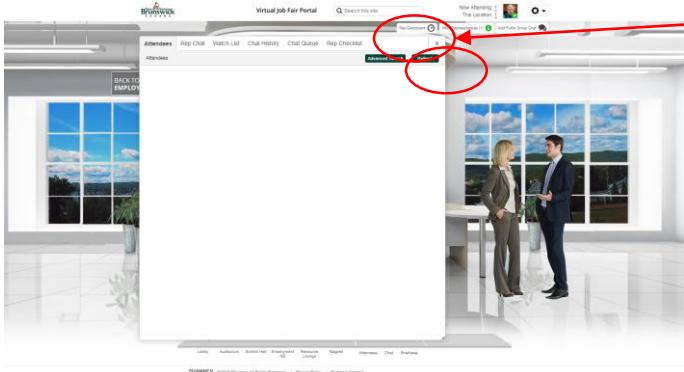
Watch List Tab:

An easy way to save attendees for follow up or tracking by individual reps or the whole account team.

Chat History Tab:

Quick access to all rep chats.

Step 11: Rep Dashboard (Tracking and Metrics) - continued



Every employer booth has a Rep Dashboard so you can track visitors, conversations and manage your booth in many convenient ways.

A screenshot of the 'Chat Queue' section of the Rep Dashboard. The top navigation bar shows 'Attendees', 'Rep Chat', 'Watch List', 'Chat History', 'Chat Queue' (which is highlighted), and 'Rep Checklist'. Below this, a message says '0 attendee in Chat Queue'. There is a 'Show Archived Only' checkbox and a 'Refresh' button.

Chat Queue:

Time stamps will be visible to show you how much time each person has been waiting in your booth.

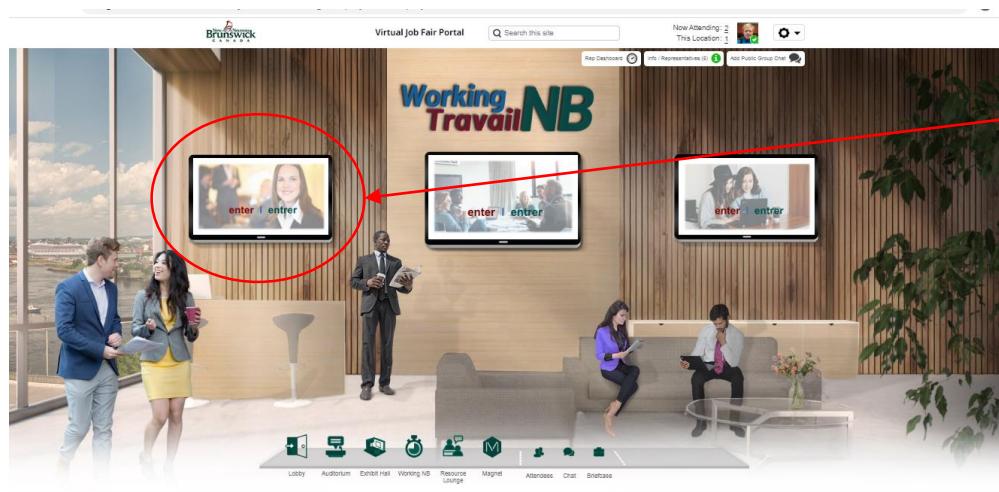
A screenshot of the 'Rep Checklist' section of the Rep Dashboard. The top navigation bar shows 'Attendees', 'Rep Chat', 'Watch List', 'Chat History', 'Chat Queue', and 'Rep Checklist' (which is highlighted). Below this, there is a large, empty white area.

Rep Checklist:

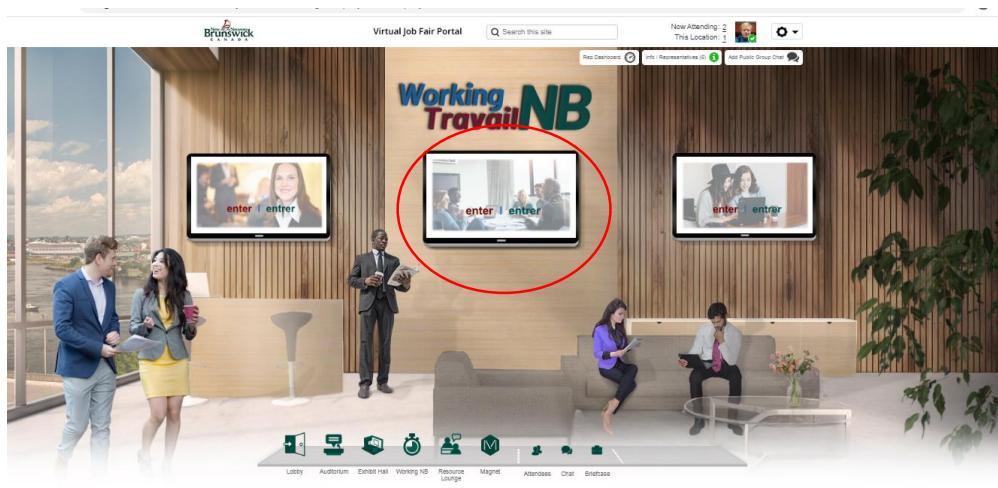
Important reminders will be placed here by the event coordinator for booth exhibitors to view.

If you do not have time to use any of these features, the event organizers can compile them for you after the event in a report.

Employers



Speak with a Workforce Consultant about your human resource issues (recruitment, employee retention and/or training). Discover what Working NB can do to help you find and retain talent.



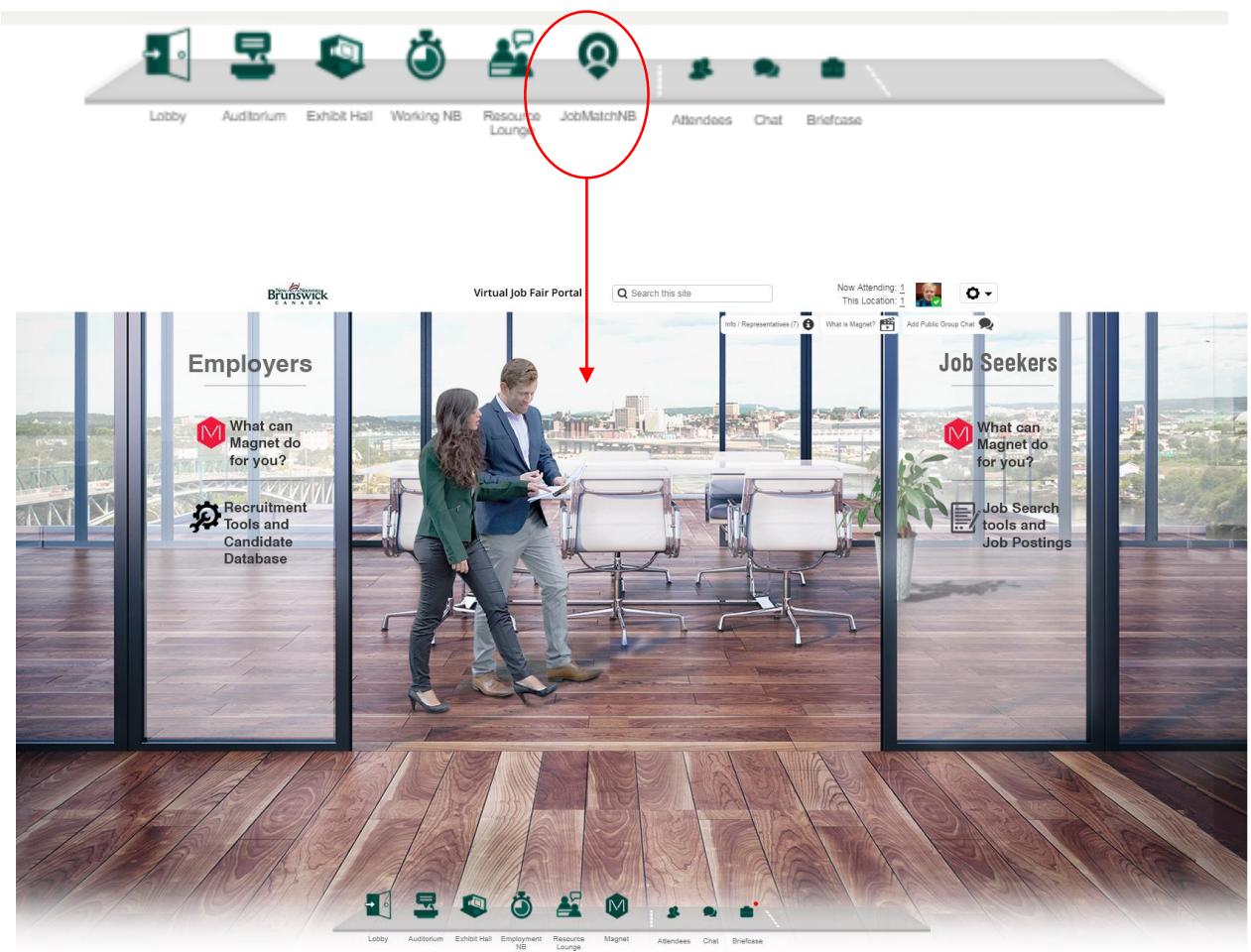
Employers and jobseekers can benefit from learning what the New Brunswick labour market looks like. You can find that information in the Labour Market Information (LMI) portal.

RESOURCES FOR EMPLOYERS

Bonus Step: JobMatcNB (optional)

JobMatchNB (powered by Magnet) is another tool you can use after the virtual job fair to continue your recruitment efforts. It operates much like a job board where you can post your jobs, but you can do so much more like refine your search for very specific skills and target market (connect) with candidates in the labour market who have those 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!