

employment emploi **NB** Virtual Job Fair

Nursing Recruitment Fair

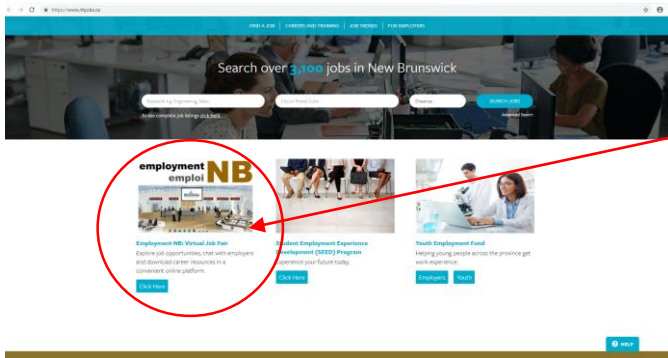


September 19 & 20, 2019

User Guide

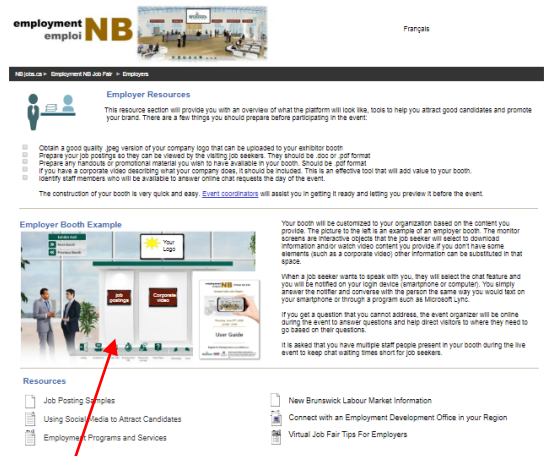
Register for the free event: www.NBJobs.ca





Select the Virtual Job Fair tile.

Step 1: Choose the recruiter option and select options in the right column of the webpage.



You can access additional resources such as step-by-step instructions (this document) and tools to help you prepare for the event.

Nursing Recruitment Fair

September 18 & 20, 2019 10:00 AM to 2:00 PM (ADT)

This Virtual Job Fair is presenting job opportunities for nurses with the 2 Regional Health Authorities in New Brunswick.

Important note: This event is for nurses who are currently living in Canada and/or are legally entitled to work in Canada.

If you live outside Canada and are interested in moving to New Brunswick, you will need to have a work visa before you can participate in the virtual job fairs. For more information on this process visit: [The Department of Population Growth](#).

There is no cost to participate but you will be required to register in advance of the event. Your email will be your access on the day of the event.

For anyone unable to attend the live event, it will still be open for a brief time after the live event hours but there will be no exhibitors available for on-line chat.

To help make this a great online experience, please visit the links below for tips and resources before you enter the job fair event.

What is this?

The Department of Post-Secondary Education, Training and Labour (Employment and Continuous Learning Services Branch) has developed an online platform to make it easy for employers, job seekers and employers to come together in one convenient place.

The online platform simulates the traditional job fairs that a person would normally have to travel to in person to attend. You can explore the event by navigating with your mouse or touch screen and simply clicking on the information item or employer booth you wish to enter.

It's easy, efficient and enjoyable. All you need is a connection to the internet and you can participate from your home, business or portable device.

Step 1: As a job seeker, register for the event (click on the link below to help you get started):

<h4>Job Seekers (Nurses)</h4> <p>This is a great opportunity for people who are seeking employment in New Brunswick. You can find out about opportunities in the workforce as well as supports to help you with your job search.</p> <p>If you have questions about living and working in New Brunswick, you can discuss this with provincial government staff who will be attending the event.</p> <p>Please remember this event is for nurses currently living and working in Canada. Visit this website if you live outside of Canada and are looking for other job opportunities.</p> <p>Instructions Additional job search tools</p>	<h4>Recruiters from Horizon and Vitalité Health Networks</h4> <p>This is an effective recruitment tool for employers. You can promote your organization and speak to potential candidates conveniently from your own office without the cost, time and staffing issues often associated with a physical event.</p> <p>There are government agencies participating in this event that can offer valuable information on programs and services that can help support your human resources.</p> <p>Instructions Additional job search tools</p>
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Step 2: Register

[Nurses Register Here](#) [Recruiters Register Here](#)

REGISTRATION

Step 2: When you are ready to register (which can be any time prior to the event). Select the button for Recruiters/Employers.

The screenshot shows the 'employment NB' website. At the top, there is a navigation bar with 'Job Seeker Login', 'Employer Login', and 'Magnet'. The 'Employer Login' button is circled in red. Below the navigation bar is a large banner image of a virtual job fair. Underneath the banner is a 'Nursing Recruitment Fair' section with details for September 19 & 20, 2019. Below this is a 'What is this?' section explaining the virtual job fair. The 'Step 1: Are you a Job Seeker or Employer?' section is followed by 'Step 2: Register', which contains two buttons: 'Nurses Register Here' and 'Recruiters Register Here'. The 'Recruiters Register Here' button is circled in red. Below the registration buttons is a 'Step 3: More Networking Opportunities (optional)' section featuring the Magnet logo and information about creating a Magnet profile.

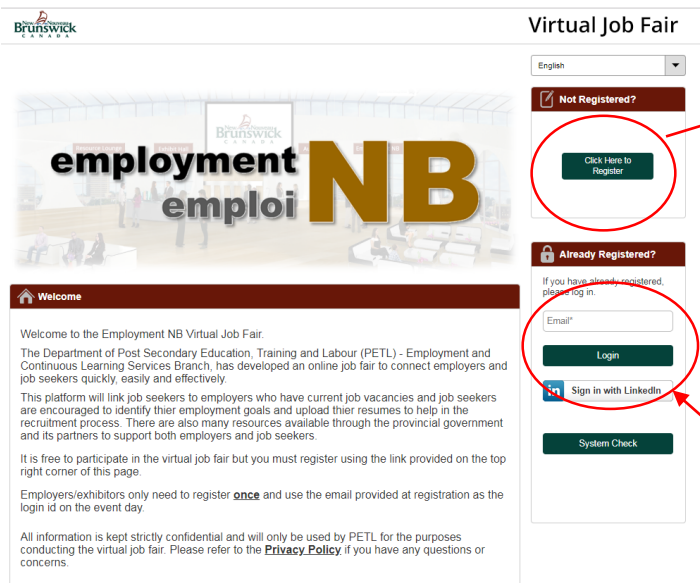
The screenshot shows the 'Virtual Job Fair' registration page. It features a 'Welcome' message and a 'System Check' button. A red arrow points from the 'Employer Login' button in the previous screenshot to the 'Not Registered?' button on this page.

The Employment NB virtual job fair is presented by the Department of Post-Secondary Education, Training and Labour (Employment and Continuous Learning Services Branch).

The login/registration page will be used for completing your registration AND for accessing the virtual fair on the date of the event.

REGISTRATION

Step 2: Register (continued)



Virtual Job Fair

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

Welcome

Welcome to the Employment NB Virtual Job Fair.

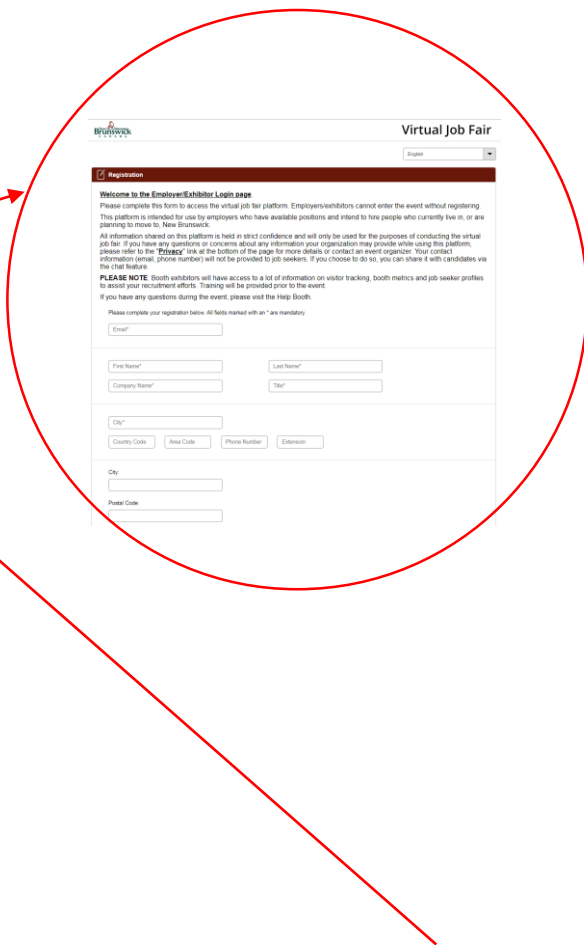
The Department of Post-Secondary Education, Training and Labour (PETL) - Employment and Continuous Learning Services Branch, has developed an online job fair to connect employers and job seekers quickly, easily and effectively.

This platform will link job seekers to employers who have current job vacancies and job seekers are encouraged to identify their employment goals and upload their resumes to help in the recruitment process. There are also many resources available through the provincial government and its partners to support both employers and job seekers.

It is free to participate in the virtual job fair but you must register using the link provided on the top right corner of this page.

Employers/exhibitors only need to register **once** and use the email provided at registration as the login id on the event day.

All information is kept strictly confidential and will only be used by PETL for the purposes conducting the virtual job fair. Please refer to the [Privacy Policy](#) if you have any questions or concerns.



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 entered 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

Registration

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.

Employment NB Virtual Job Fair

employment
emplo **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

Virtual Job Fair

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

Welcome to the Employment NB Virtual Job Fair.

The Department of Post Secondary Education, Training and Labour (PETL) - Employment and Continuous Learning Services Branch, has developed an online job fair to connect employers and job seekers quickly, easily and effectively.

This platform will link job seekers to employers who have current job vacancies and job seekers are encouraged to identify their employment goals and upload their resumes to help in the recruitment process. There are also many resources available through the provincial government and its partners to support both employers and job seekers.

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All information is kept strictly confidential and will only be used by PETL for the purposes conducting the virtual job fair. Please refer to the [Privacy Policy](#) if you have any questions or concerns.

The Employment NB virtual job fair is presented by the Department of Post-Secondary Education, Training and Labour (Employment and Continuous Learning Services Branch)

It is Important to do a quick system check before the event 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.

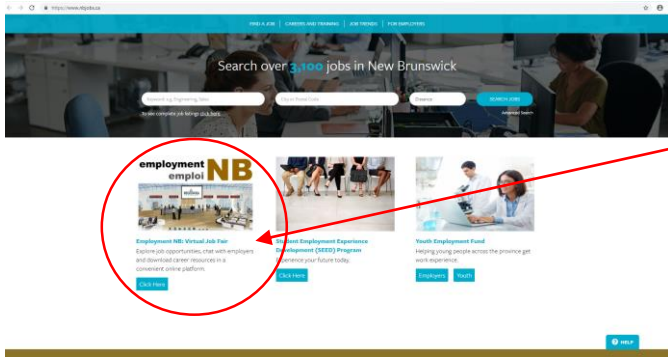
Checking...

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 immediately.

REGISTRATION

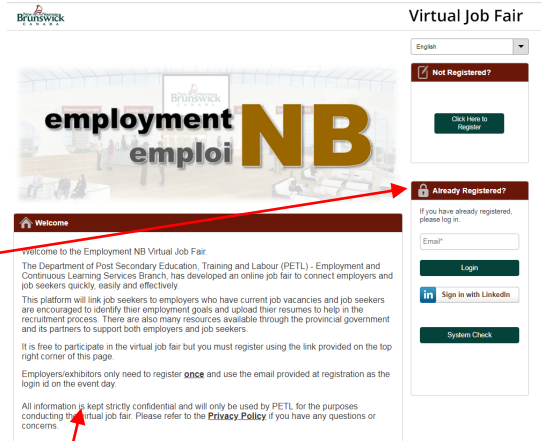
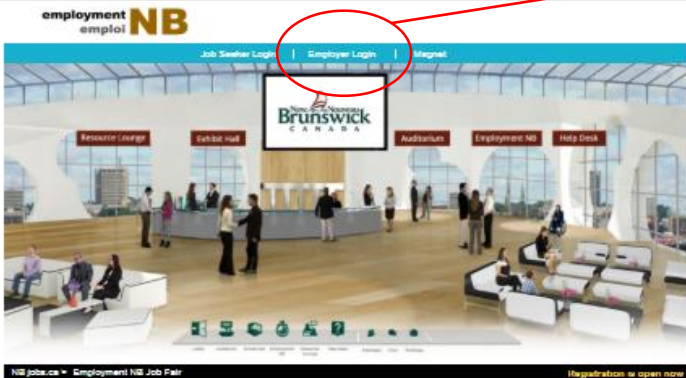
Step 3: Participating in the virtual job fair



Visit www.nbjobs.ca

Select the virtual job fair tile.

Choose the **recruiters/employers portal** using either link option. Enter the email you used at registration to login.



The Employment NB virtual job fair is presented by the Department of Post-Secondary Education, Training and Labour (Employment and Continuous Learning Services Branch)

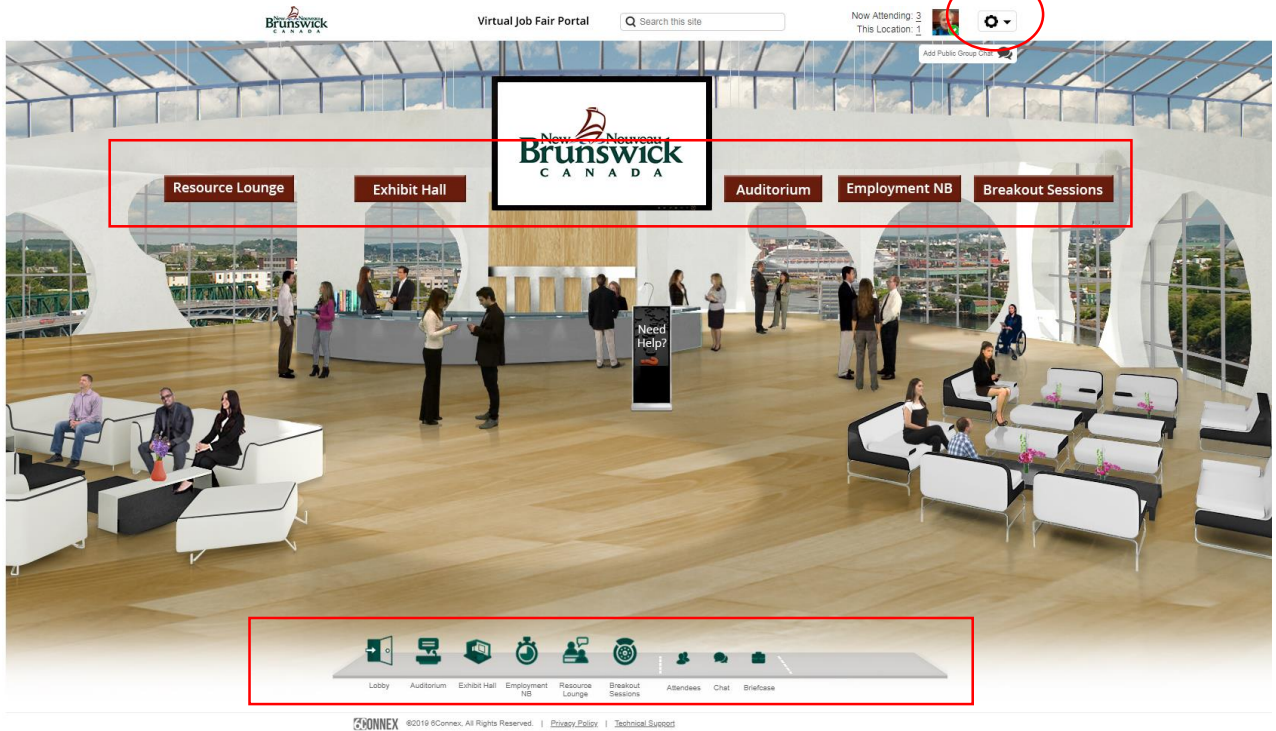
Note: If you haven't registered prior to event day, you can still register on the day of the event and then enter.



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

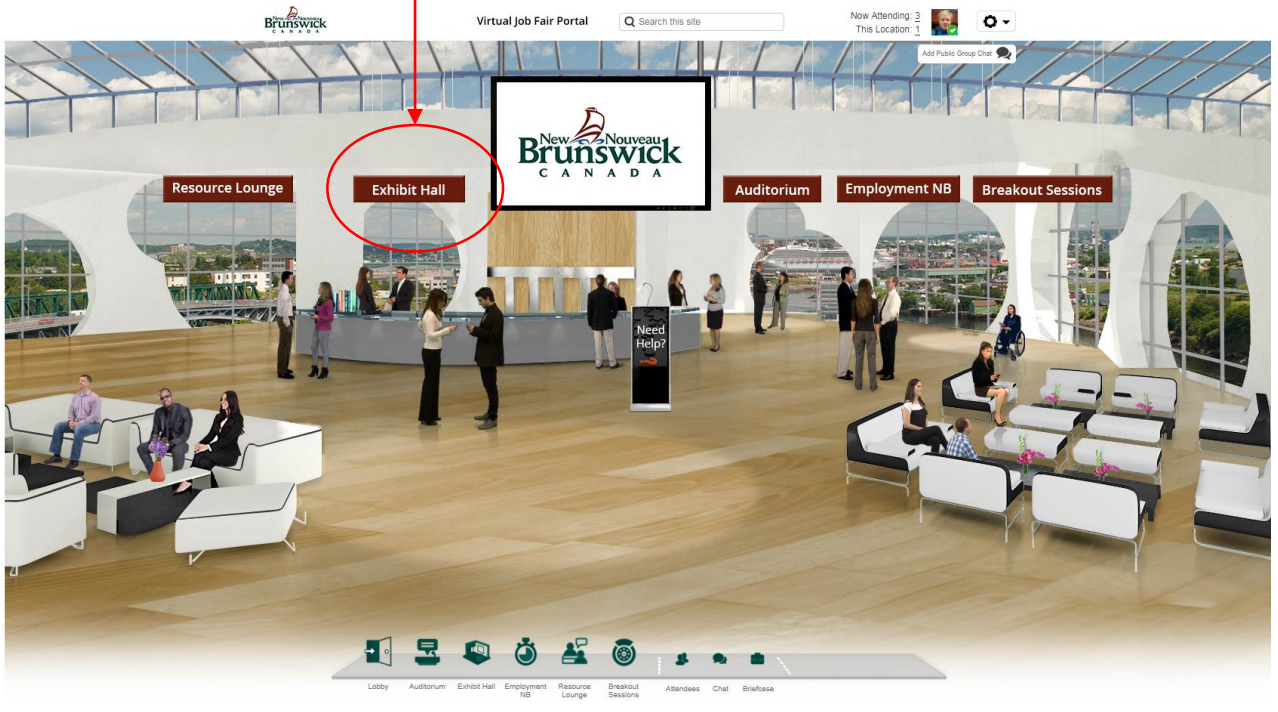
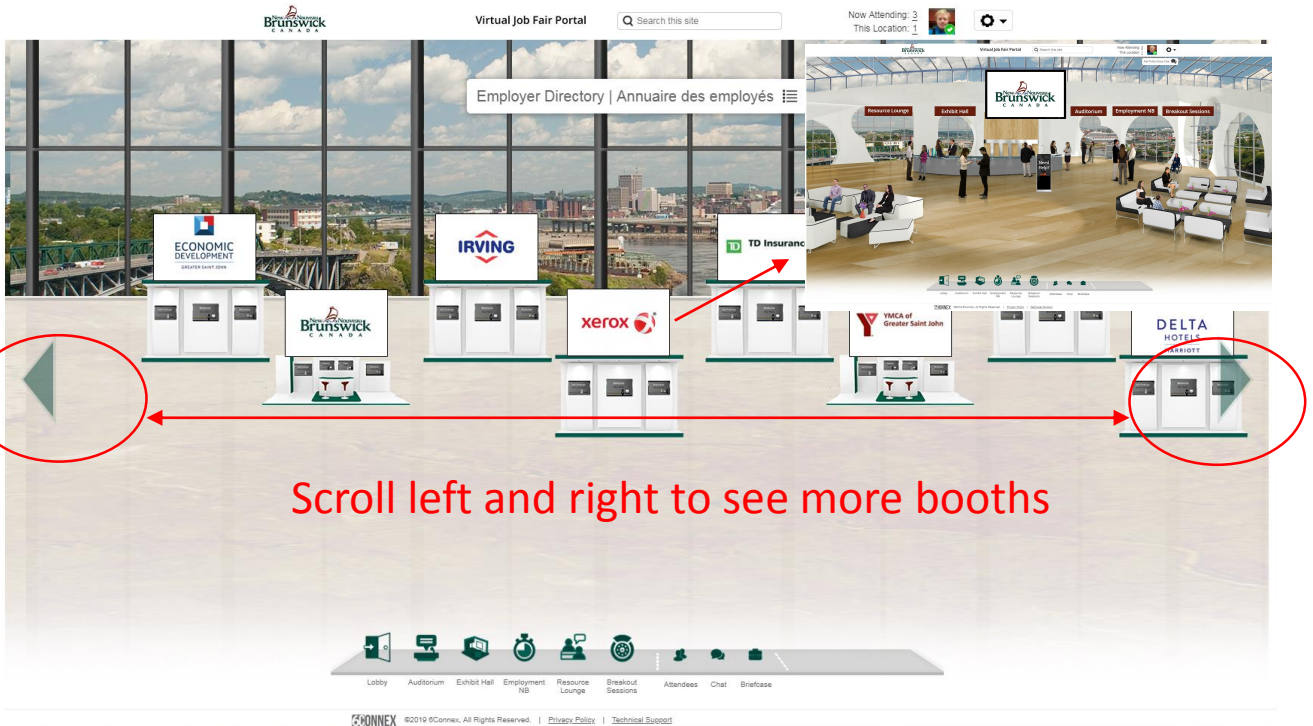


Exhibit Hall

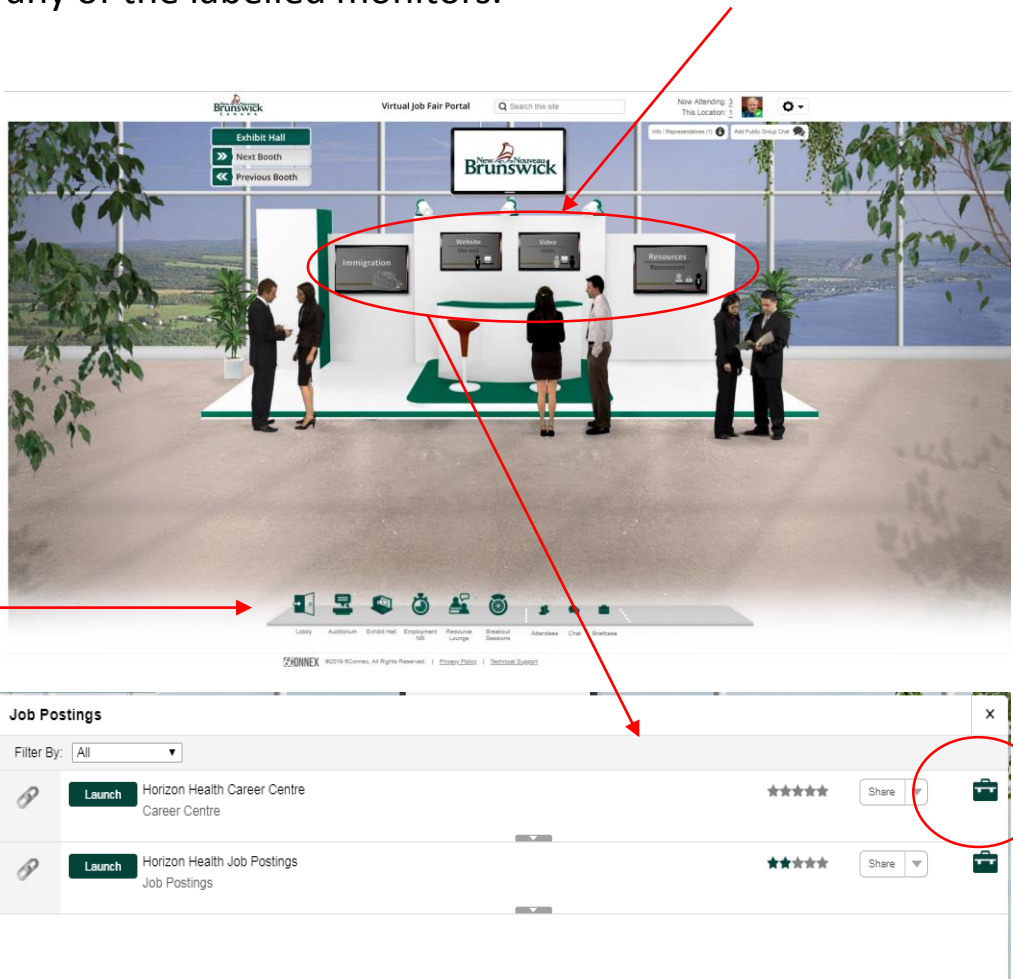


Scroll left and right to see more booths

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 to your inbox once you leave the event.

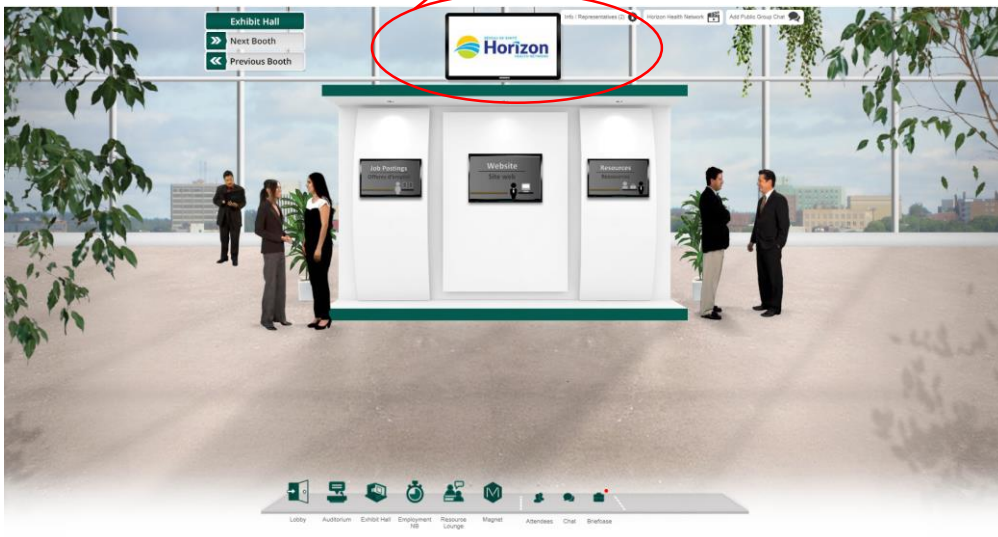
You can also move through the entire virtual event using the navigation bar at the bottom of the screen

NAVIGATION

Communicating with job seekers – text chat

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

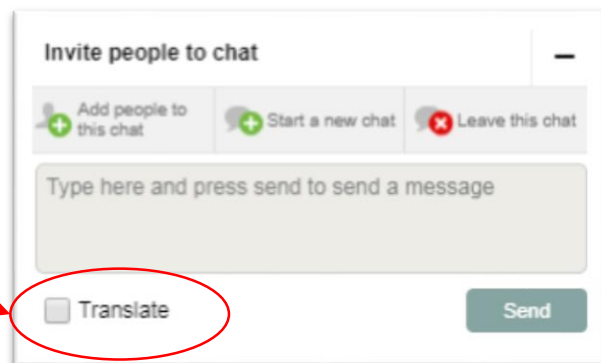
This is how job seekers find you.



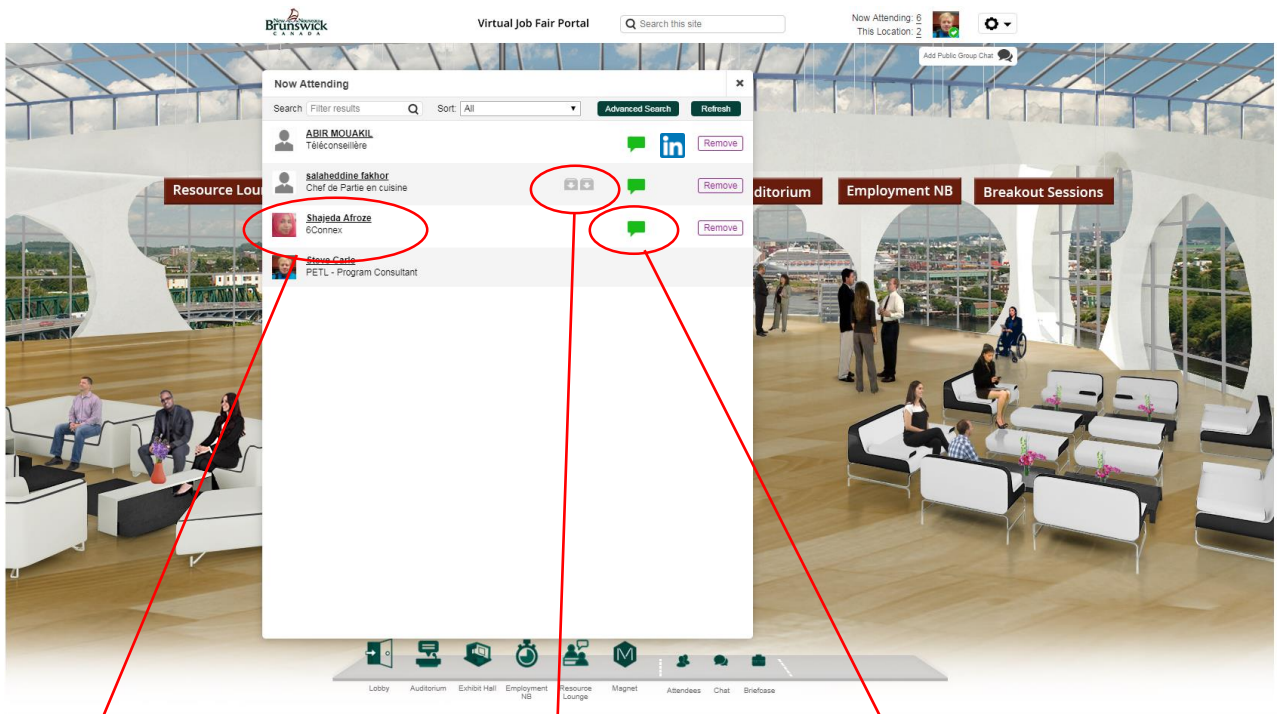
To start a chat, a job seeker will find you in the Info/Representative tab and click on your name to start a chat. You can initiate a chat with a job seeker by finding them in the “This Location” or “Now Attending” tabs at the top right hand corner.

Did you know?

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



TEXT CHAT



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

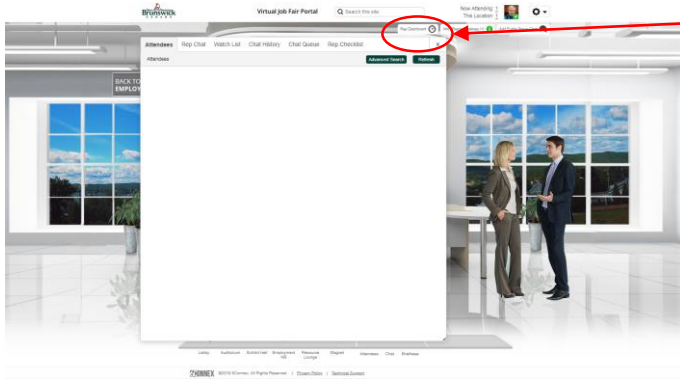
You can converse with other job seekers, employers and government representatives attending the job fair.

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.

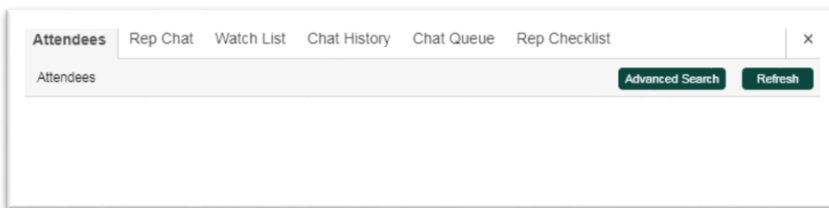
The green chat balloon indicates the person is available for a chat. Click the icon to open the chat window.

TEXT CHAT

Rep Dashboard (Tracking and Metrics)

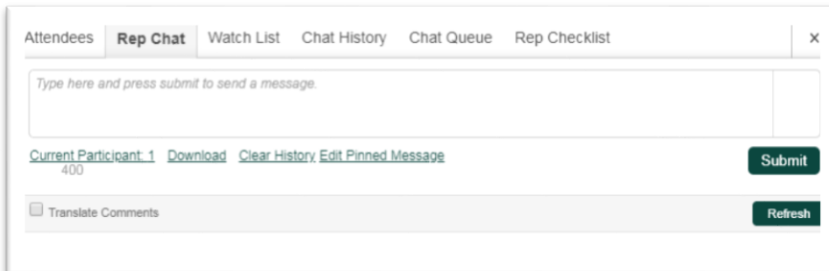


Every employer booth has a Rep Dashboard so you can track visitors, conversations and manage your booth in many convenient ways.



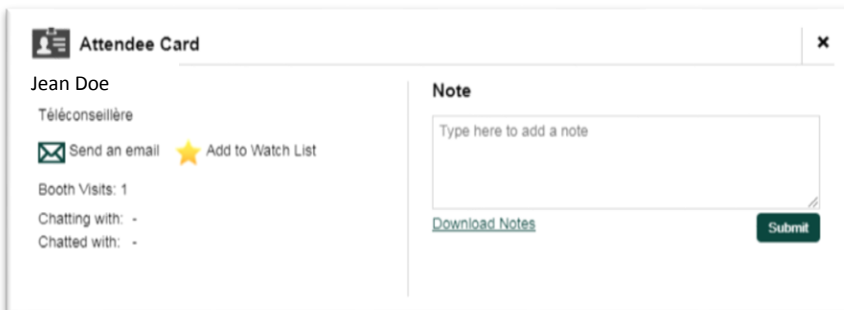
Attendees Tab:

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



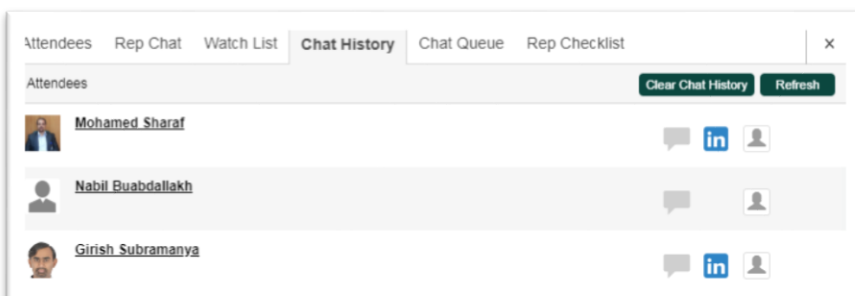
Rep Chat Tab:

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



Watch List Tab:

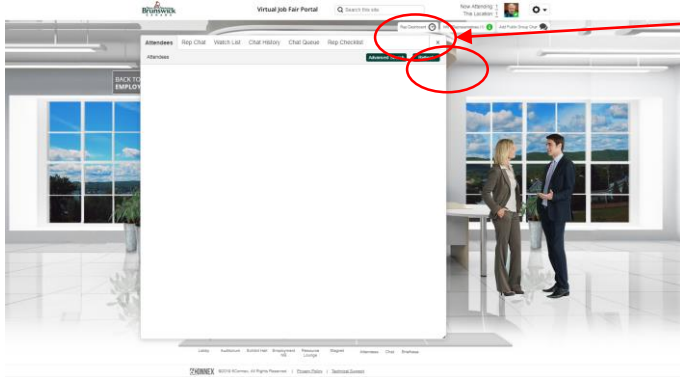
An easy way to save attendees for follow up or tracking by individual reps or the whole account team.



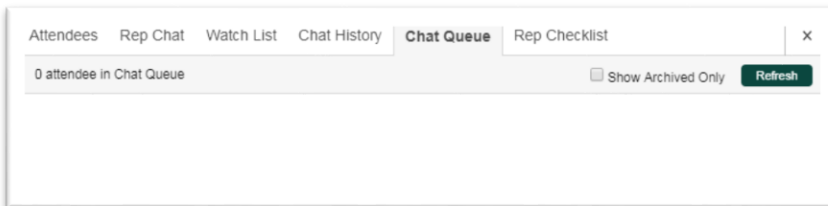
Chat History Tab:

Quick access to all rep chats.

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

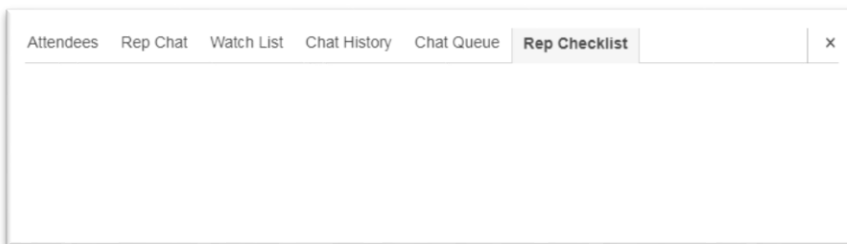


Every employer booth has a Rep Dashboard so you can track visitors, conversations and manage your booth in many convenient ways.



Chat Queue:

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



Rep Checklist:

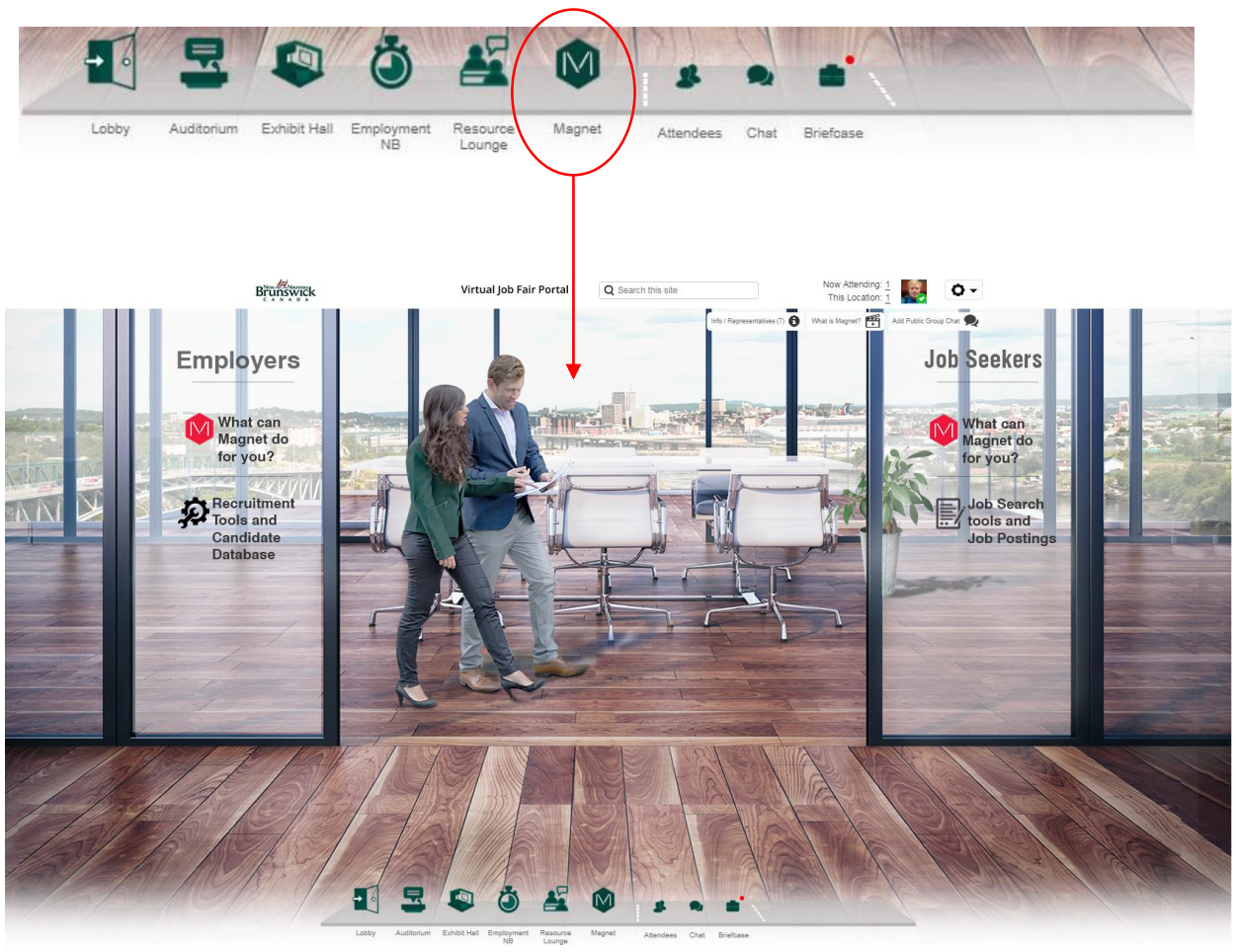
Important reminders will be placed here by the event coordinator for booth exhibitors to view.

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.

Bonus Step: Magnet (optional)

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 candidate 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!). This is just a recruitment resource the Province of New Brunswick is building to support employers.



See you at the Employment NB Virtual Job Fair!