

Guide for Booth Representatives

Register for free @ www.WorkingNB.ca

Visit www.nbjobs.ca

WORKING NB
TRAVAIL NB

Services | Find a Regional Office |

Information on support and resources for workers, students and businesses facing hardship as the result of COVID-19.
[Click Here](#)

WorkingNB
We're HERE to help job seekers, adult learners and employers.
[Click Here](#)

COVID-19 Response Job Board
For your recruitment and job search needs.
[Click Here](#)

Virtual Job Fair
June 2 - 3, 2020
[Click Here](#)

Would you like to speak to a WorkingNB representative? You will receive a response no later than 1 business day.

Your nearest WorkingNB office *
Name *
Email *
Phone *

I am an *
☐ Employer ☐ Job Seeker ☐ Student

Message *

[Reset](#) [Submit](#)

[Privacy](#) | [Disclaimer](#)

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Select the Virtual Job Fair tile.

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

2nd and 3rd, 2020 10 AM - 2 PM AST

Job seekers | **Employers** | Jobless NB

WORKING NB
TRAVAIL NB

New Brunswick
CANADA

WorkingNB Virtual Job Fair

Click here to visit the COVID-19 Response Job Board

Quick Links
Click here for employer and job-seeker resources

How can this help me?

The Government of New Brunswick has developed an online platform to make labour market information and employment supports for the public easy to access.

The online platform simulates a physical building with information divided into different areas (rooms) to help you find information easily and quickly. By visiting, you can explore the platform by navigating with your mouse or touch screen and simply click on the information presented. You can download the information to your email for future use.

It is easy and efficient and you can do it from the comfort of your own home on a computer or mobile device.

Are you a Job-seeker or Employer? (Choose one)

Job-seekers

If you are seeking employment in New Brunswick or have questions due to a temporary layoff, you can find out about opportunities in the workforce as well as supports to help you.

- Speak to a WorkingNB Employment Counselor about your employment and/or training concerns.
- Find links and information on how to apply for Employment Insurance (EI).
- Obtain information on immigration programs.
- When online job fairs are available, you can chat directly with employers and upload your resume.

[Click here to register](#)

There is no cost to participate and you can access the platform as much as you wish during the job fair event days.

Employers

Are you looking for skilled talent for your business or have questions about supports/resources available? This platform is a one-stop shop for your human resource needs.

- Discuss your recruitment issues with a WorkingNB Workforce Consultant. They can provide information on many resources to assist in your recruitment, retention and employee training/upskilling as well as information on immigration programs.
- Obtain information on federal relief programs and supports that are in place to help businesses during this outbreak.
- When on the job fairs are available, you have the ability to chat live directly with job-seekers and upload their resume.
- Discover programs available for immigration and international recruitment.

[If your booth has been confirmed for the June 2nd and 3rd event, register here](#)

There is no cost to participate but due to high demand, WorkingNB reserves the right to determine admission access to the event. Visit us to register for the next.

WorkingNB
TRAVAIL NB

Virtual Information Platform
Virtual Job Fair



Guide for Booth Representatives

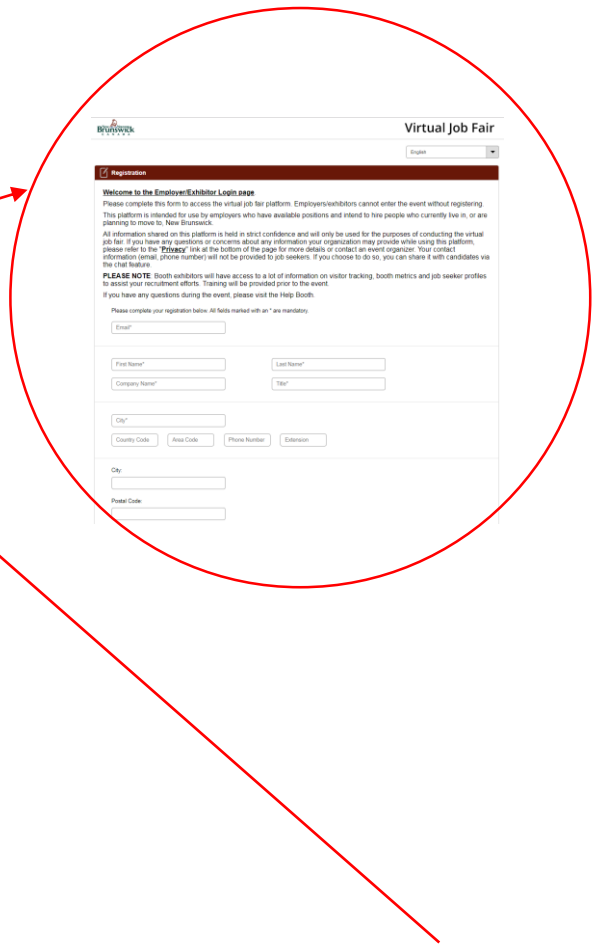
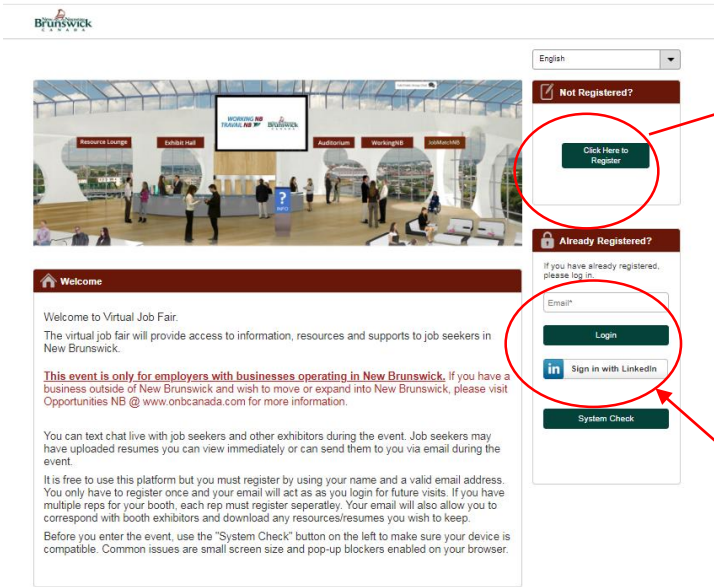
Register for free @ www.NBJobs.ca

New Brunswick
CANADA

You can access additional resources such as step-by-step instructions (this document) and tools to help you use the platform and participate in virtual job fairs.

REGISTRATION

Step 2: Register (continued)



A few notes about registration:

- You only register **ONCE**. The email you use at registration is your **login** access for future visits and for virtual job fairs.
- Everyone who is attending must register.** This also includes booth representatives from the same company/organization. Every booth representative must have a unique email for all the platform functions to work properly for them.
- Your contact info (email, phone) is used so Government of New Brunswick staff can contact you (if you request them to do so) or to update you on any important changes. Your information will not be shared with anyone without your knowledge. There is a Privacy Policy available online if you have any questions. **You will receive a confirmation screen and follow-up email once your registration is complete.**

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 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.

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 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.

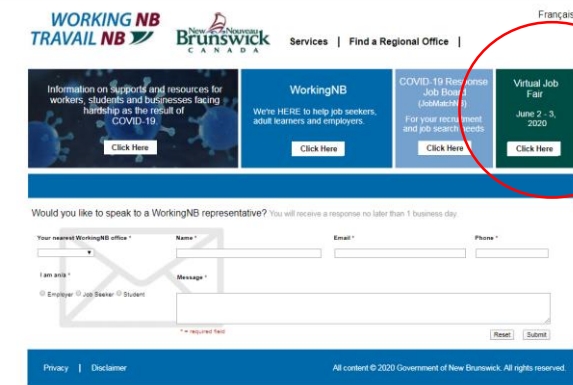
Checking...

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 (Day of the event)

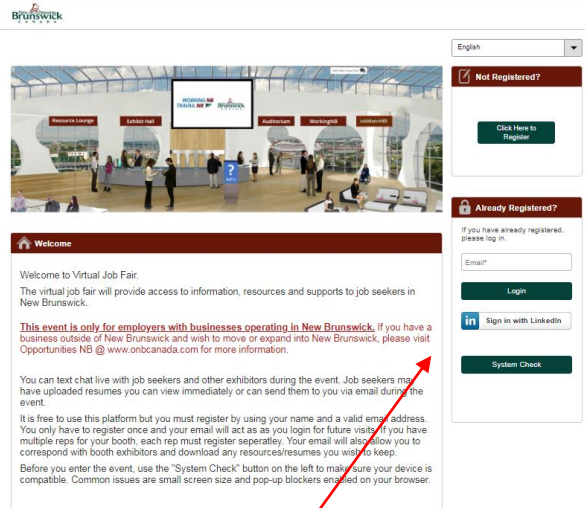
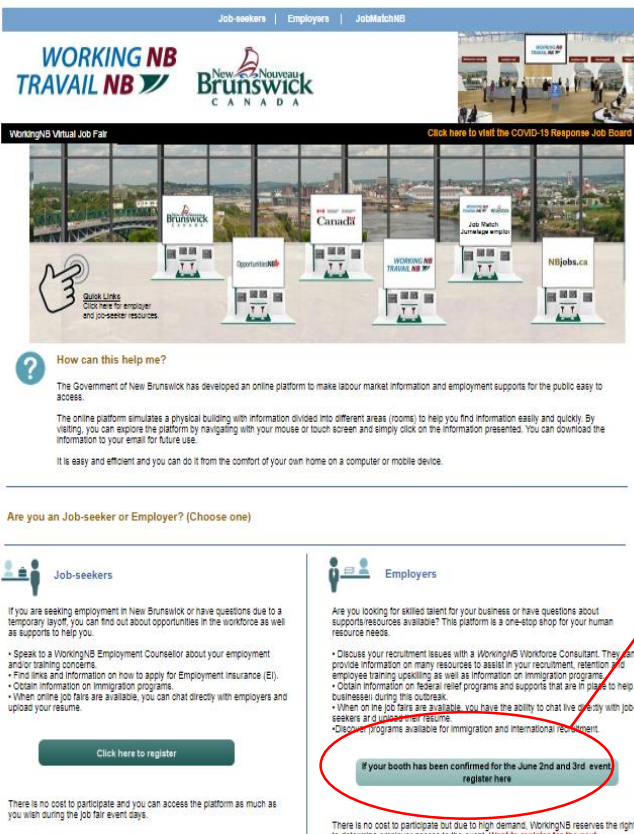


Visit www.nbjobs.ca

Select the virtual job fair tile.

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

Welcome to the virtual job fair. June 2nd and 3rd, 2020 10 AM - 2 PM AST

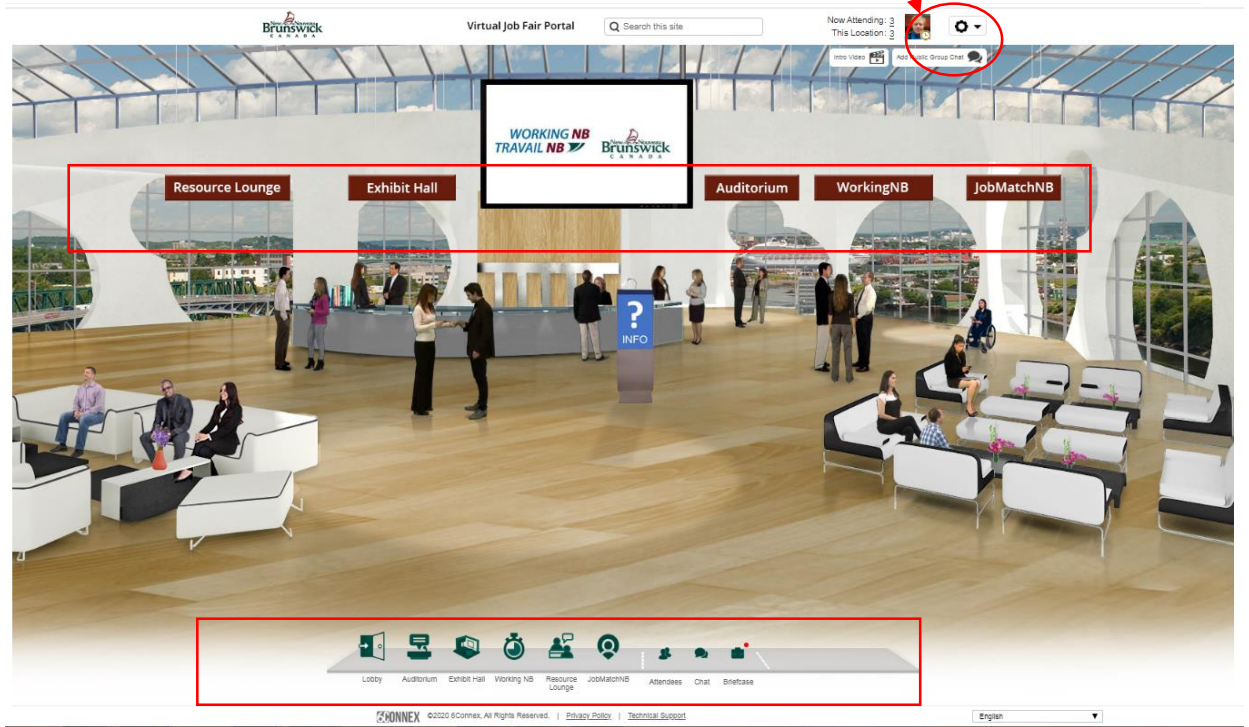


Note: You ,must register prior to the event so that you can be assigned to your company booth. This is how job seekers will find you.

EVENT DAY

Virtual Information Platform / 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 information and employer booths are located in the Exhibit Hall

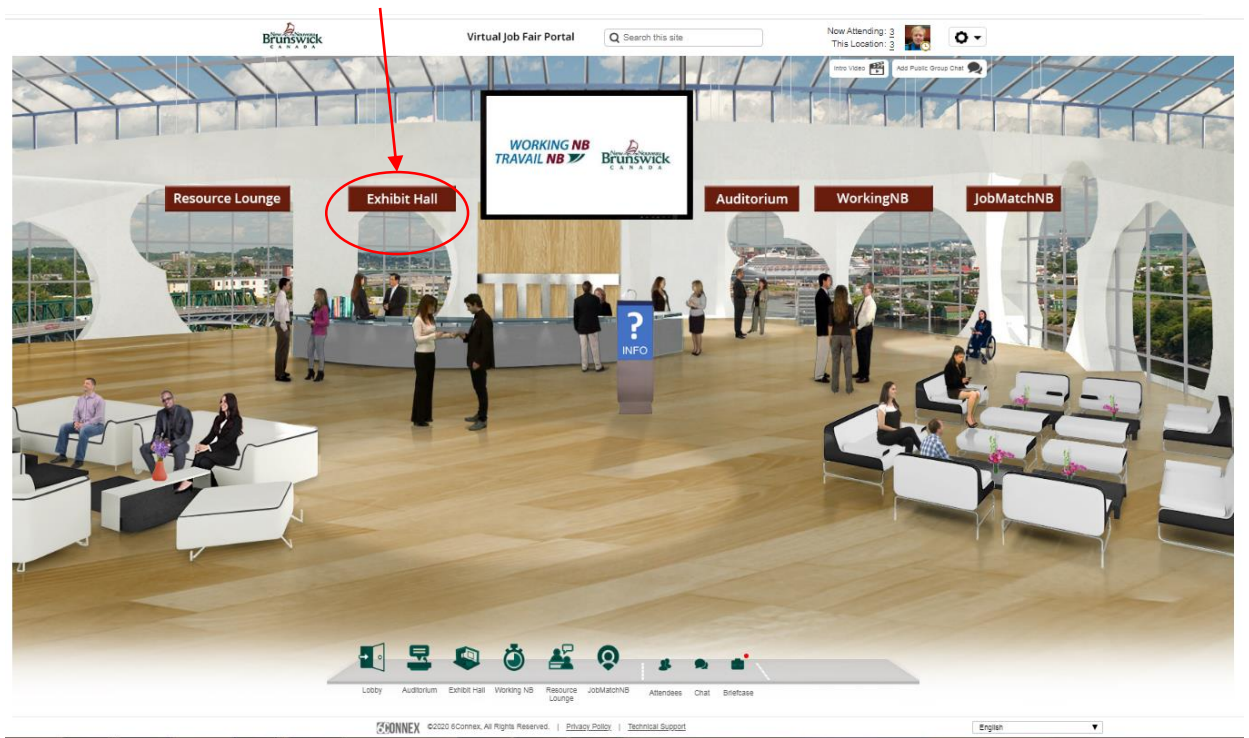
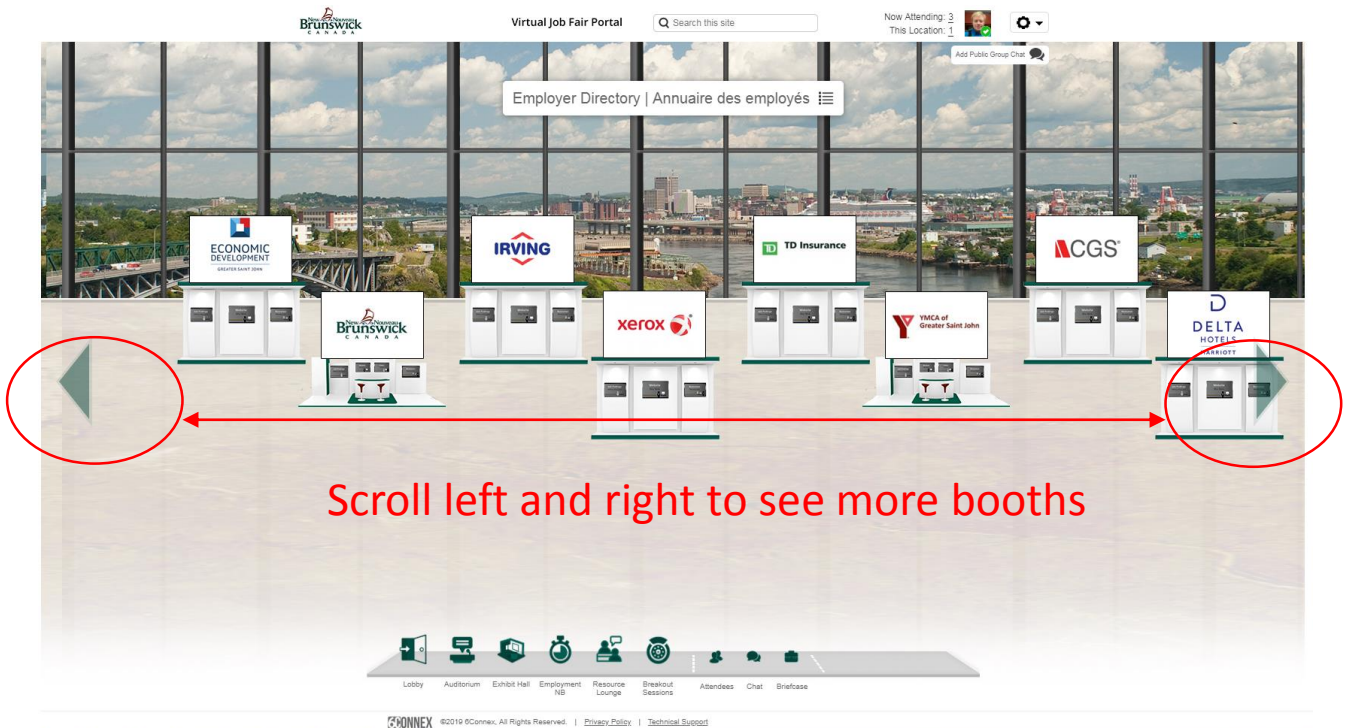


Exhibit Hall

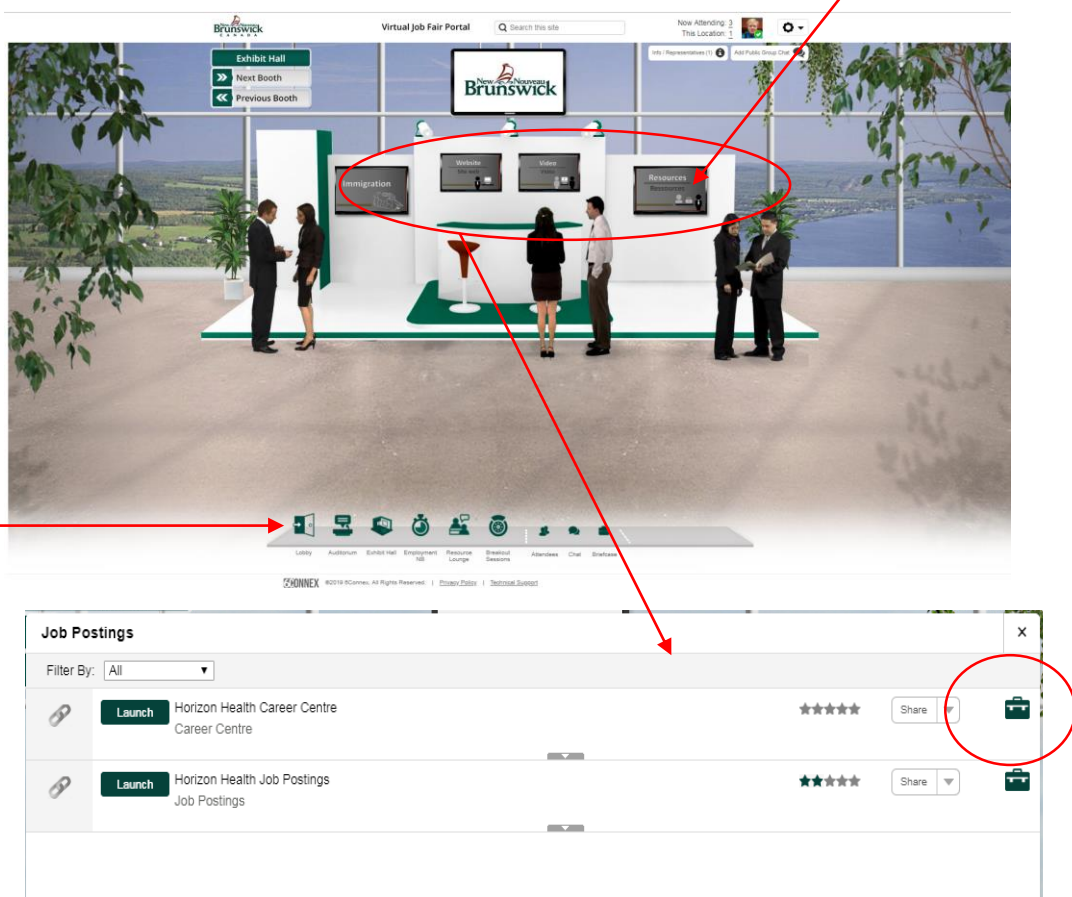


Scroll left and right to see more booths

NAVIGATION

Visiting Booths

Booth representatives should explore the other booths (especially WorkingNB) to access valuable info. 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.

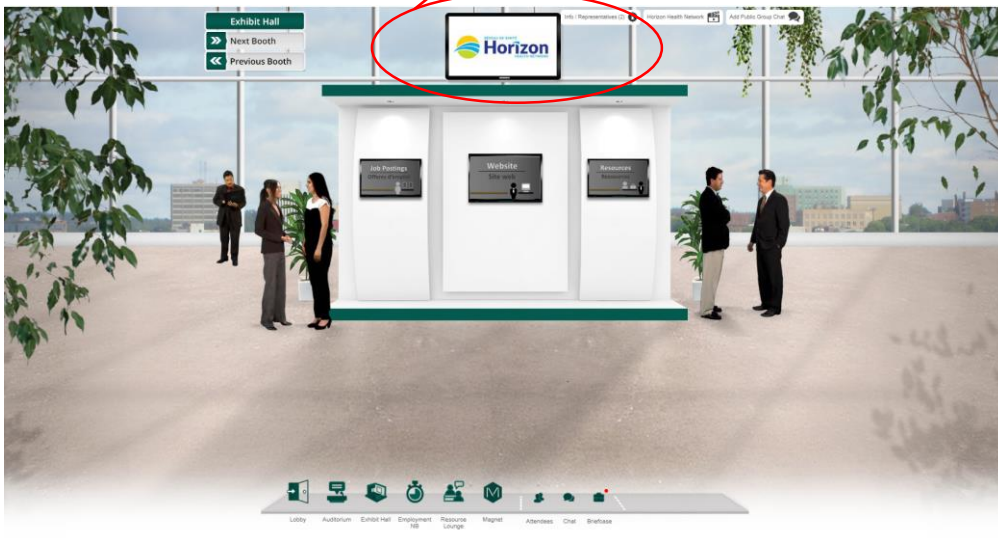
You can also move through the entire virtual event using the navigation bar at the bottom of the screen

NAVIGATION

Communicating with job seekers – text chat

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

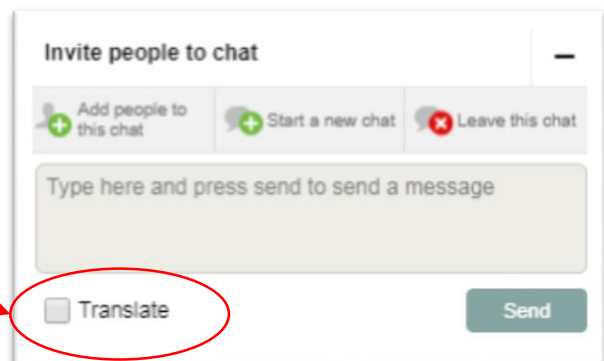
This is how job seekers find you.



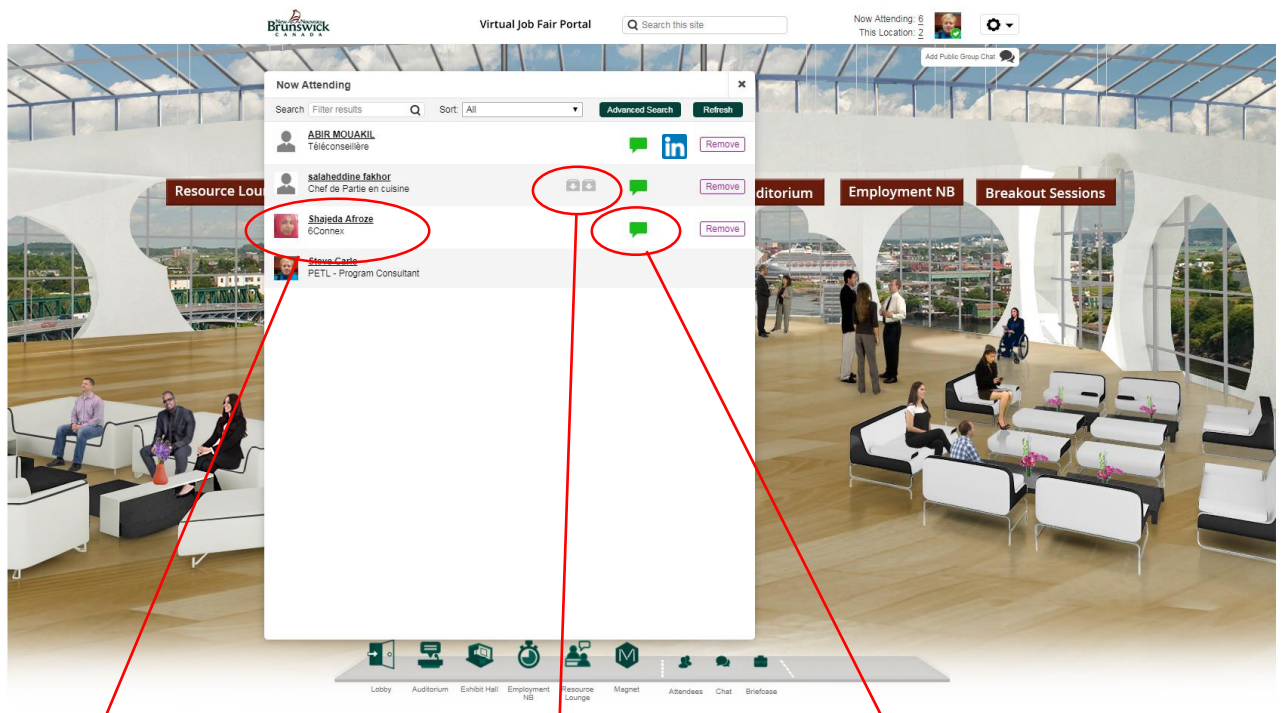
To start a chat, a job seeker will find you in the Info/Representative tab and click on your name to start a chat. You can initiate a chat with a job seeker by finding them in the “This Location” or “Now Attending” tabs at the top right hand corner.

Did you know?

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



TEXT CHAT



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

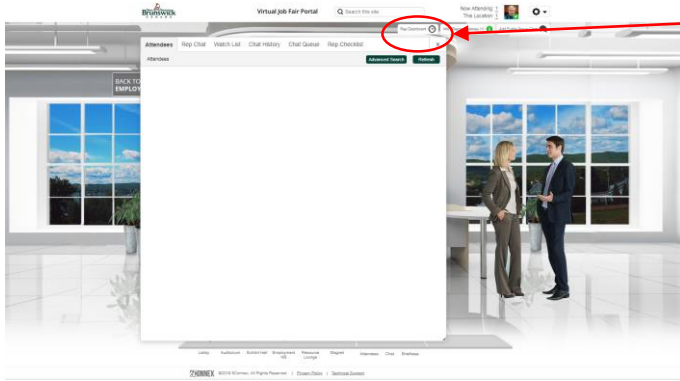
You can converse with other job seekers, employers and government representatives attending the job fair.

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

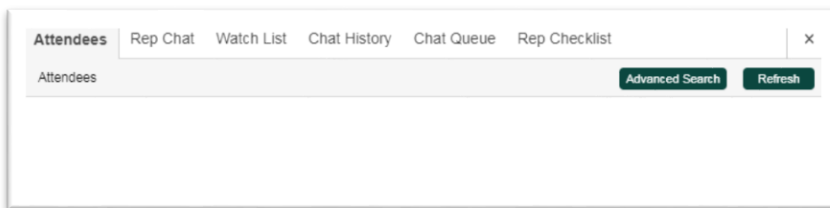
Rep Dashboard (Tracking and Metrics)



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

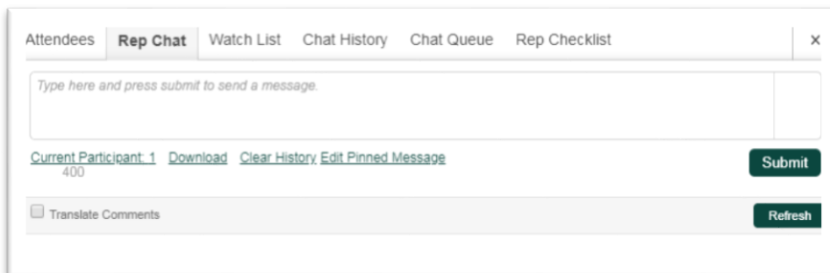
Attendees Tab:

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



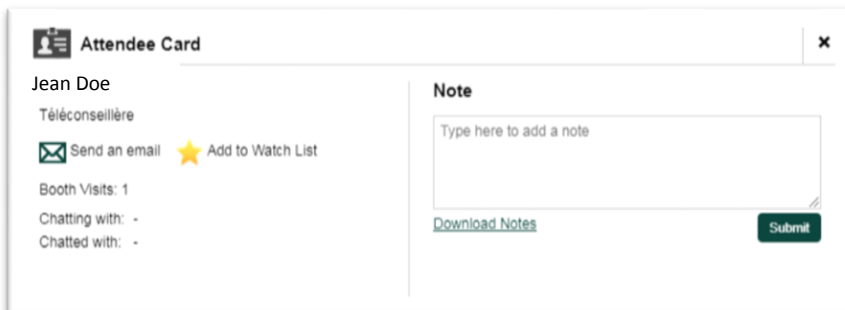
Rep Chat Tab:

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



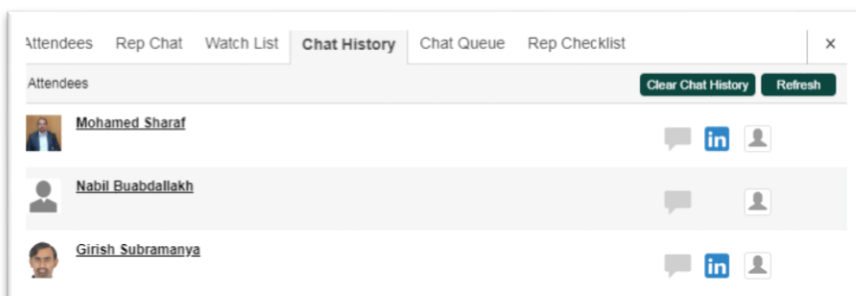
Watch List Tab:

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



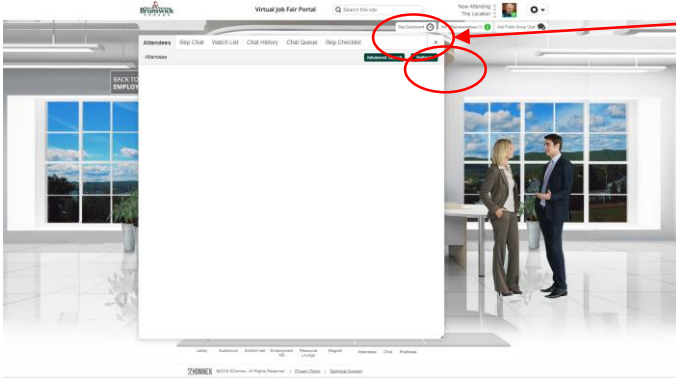
Chat History Tab:

Quick access to all rep chats.

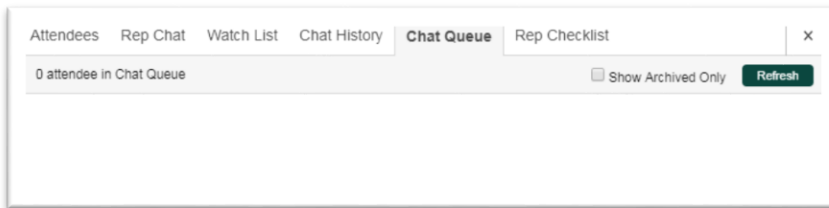


METRICS

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

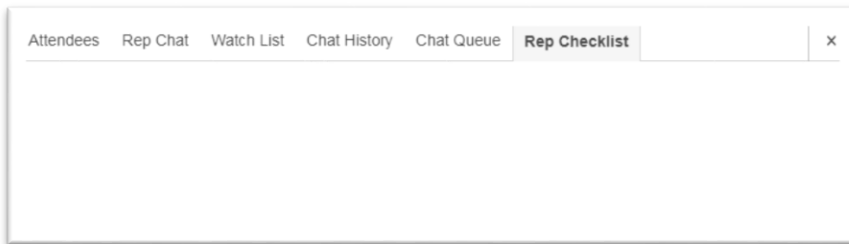


Every info/employer booth has a Rep Dashboard so you can track visitors, conversations and manage your booth in many convenient ways.



Chat Queue:

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

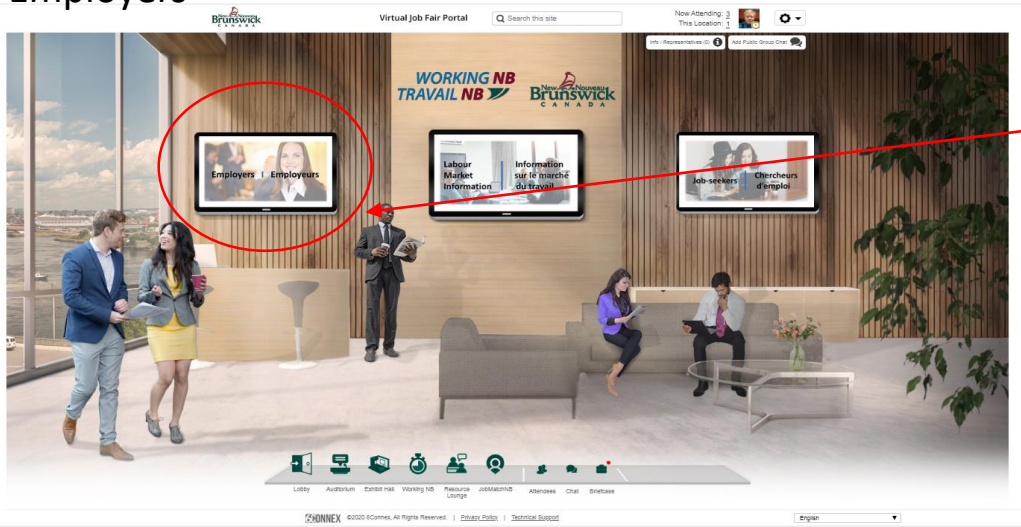


Rep Checklist:

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

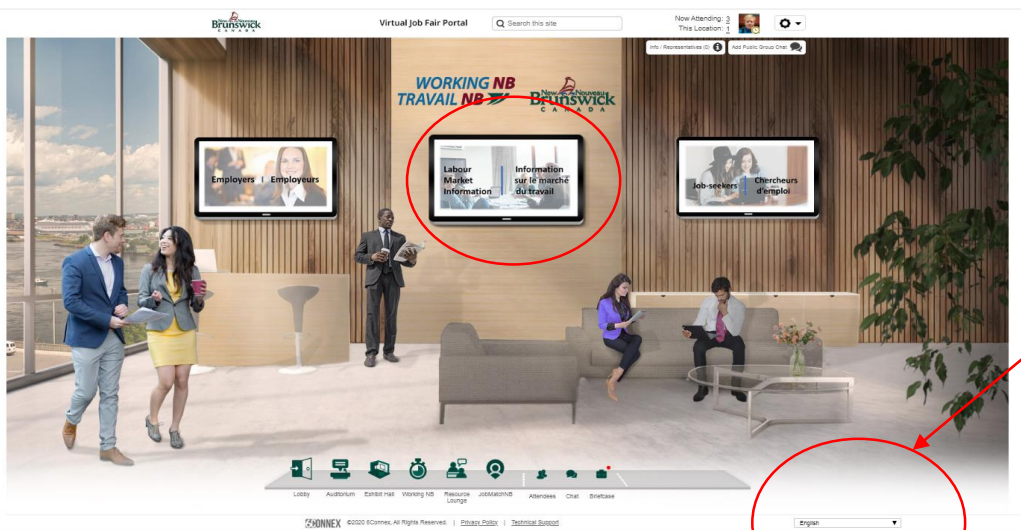
If you do not have time to use any of these features, the event organizers can compile them for you after the event in a report.

Employers



Speak with a Workforce Consultant.

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.



Language Preference

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

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

