

# employment emploi **NB** Virtual Job Fair

## Greater Saint John Region



**Thursday June 27<sup>th</sup>, 2019**  
**10 AM - 2 PM**

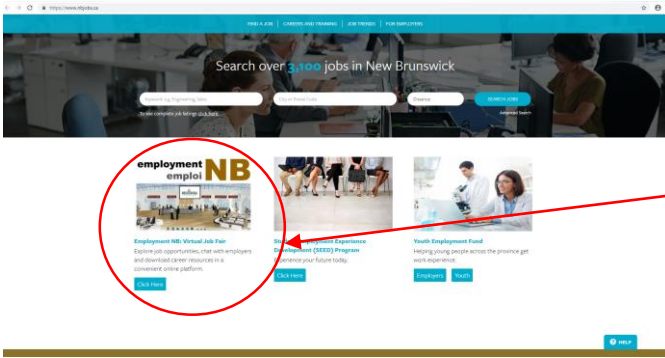
# User Guide

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



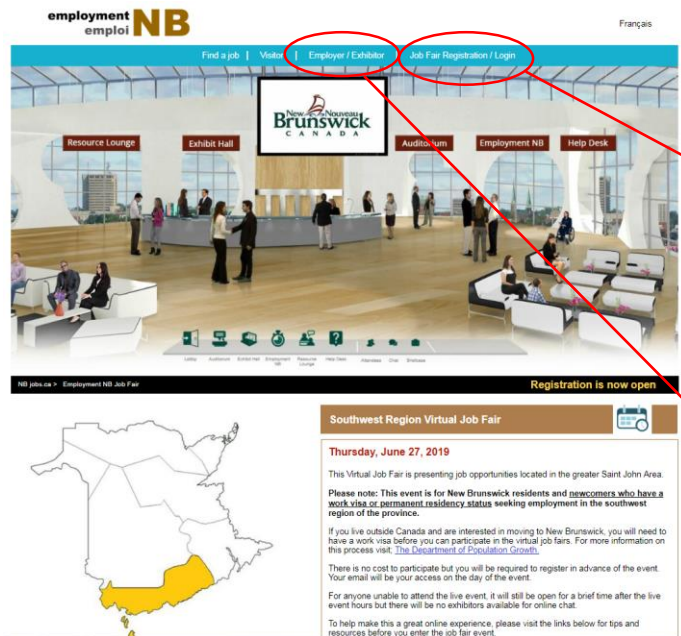
Brought to you by the Department of Post Secondary, Education, Training and Labour (Employment and Continuous Services Learning Branch-Southwest Region), Opportunities New Brunswick and Economic Development Greater Saint John.

# Step 1: Visit [www.nbjobs.ca](http://www.nbjobs.ca)

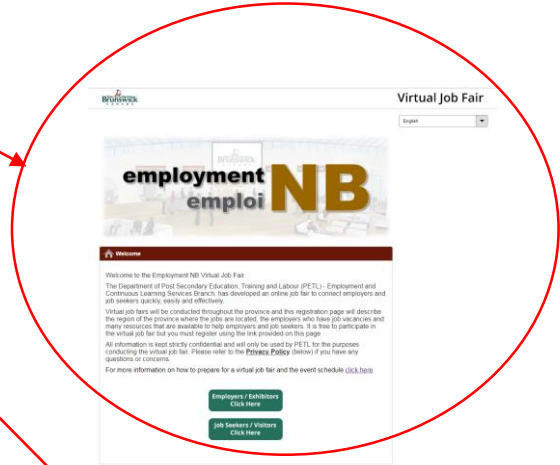


Select the virtual job fair icon

# Step 2: Explore resources for employers then go to the registration/login page



Registration / Login



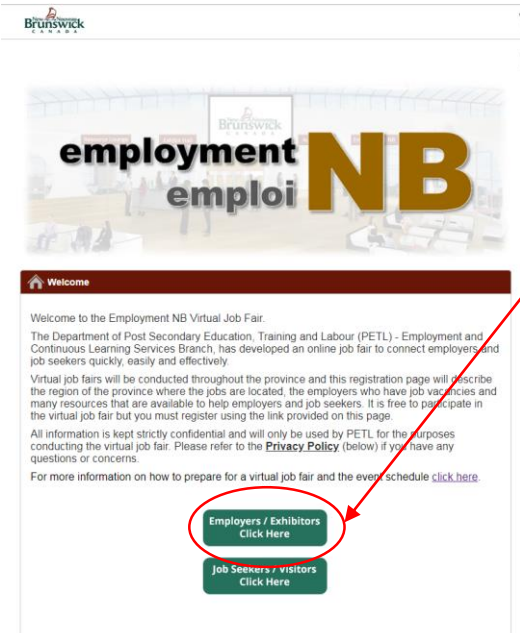
Employer Resources

### Step 3: Go to the “Employer” event portal

From the Registration tab (previous step) you can get to the employer event portal where you select the “Employer” option.

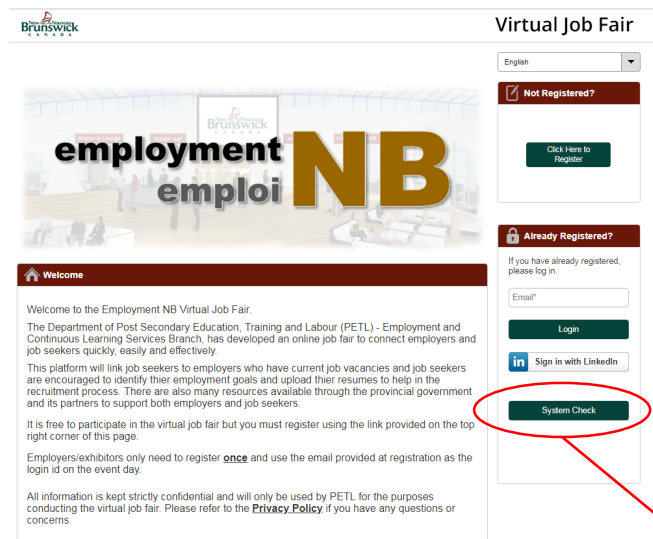
Direct URL:

<https://gnb.6connex.com/event/vnbjobfair/login>



### Step 4: System check

**It is Important to do a quick system check 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.**

## Step 5: Register

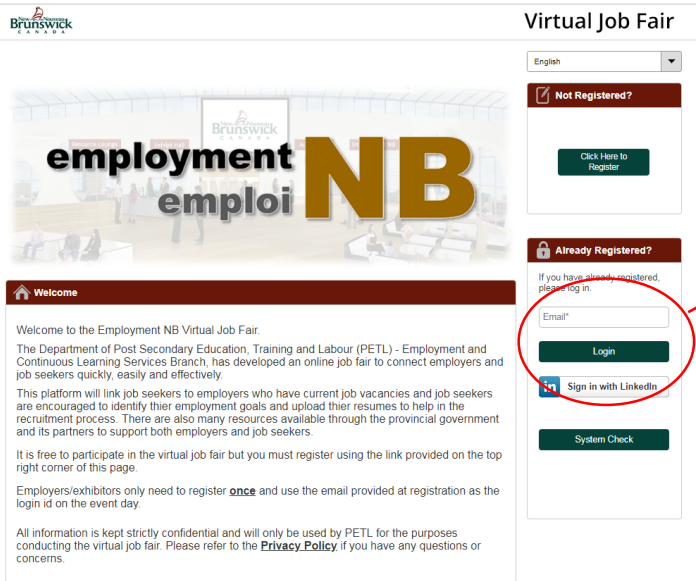
The screenshot displays the 'Virtual Job Fair' registration interface. On the left, the 'Not Registered?' section features a prominent 'Click Here to Register' button. Below it, the 'Already Registered?' section includes an 'Email' input field and a 'Login' button. A large red circle on the right encompasses the registration form, which contains various fields for personal and contact information, including a 'Sign in with LinkedIn' option. Red arrows point from the circled buttons on the left to the registration form on the right.

### 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.** If you have more than one staff person attending on behalf of your company, each person has to register individually.
- Your contact info (email, phone) is for event organizers to contact you. Your contact info is not provided to job seekers. Job seekers can send you emails or chat with you during the event but they do not see your contact info.
- There are some mandatory fields that the event organizers (PETL) need to collect labour market info. This information is not shared with the public.
- You can attach your LinkedIn profile if you wish, though not recommended unless you want a lot of contact requests after the event.
- Your photo or company logo is recommended to add a personal touch.



## Step 6: Login on June 27<sup>th</sup> @ 9:30 AM



The screenshot shows the 'Virtual Job Fair' registration page. At the top left is the 'Brunswick CANADA' logo. The main heading is 'employment NB' with 'emploi NB' below it. A 'Welcome' section contains text about the event and registration instructions. On the right, there are two registration options: 'Not Registered?' with a 'Click Here to Register' button, and 'Already Registered?' with a 'Please log in' prompt and an 'Email' input field. Below the email field are 'Login', 'Sign in with LinkedIn', and 'System Check' buttons. A red circle highlights the 'Email' input field and the 'Login' button.

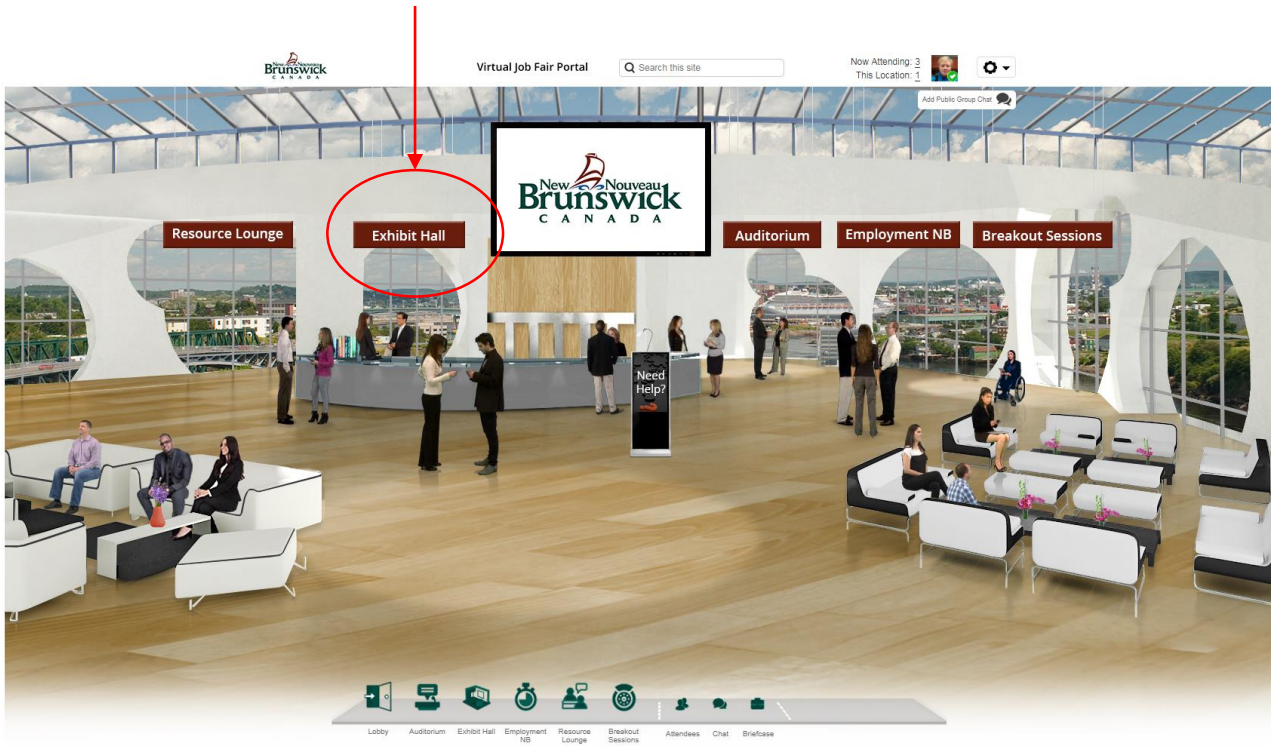


The live event runs from  
10 AM until 2 PM.

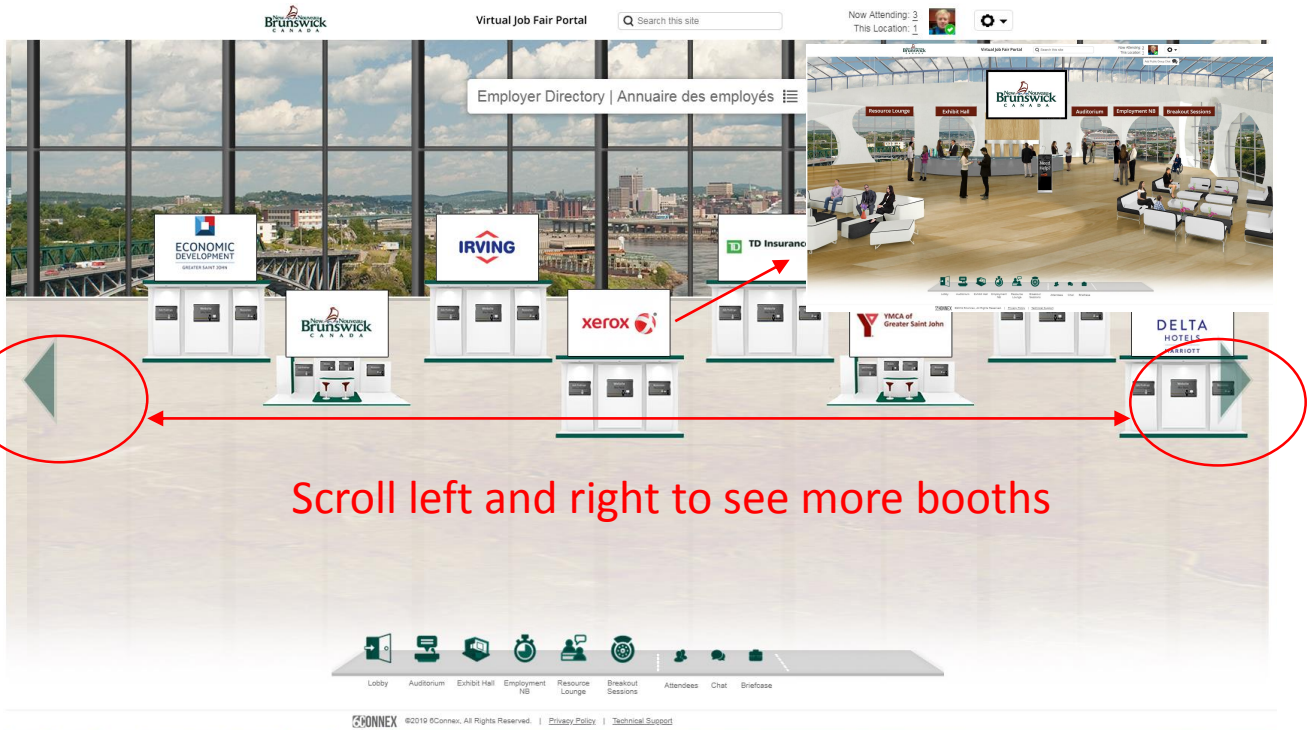
The Employment NB virtual job fair is presented by the Department of Post-Secondary Education, Training and Labour (Employment and Continuous Learning Services Branch)

## Step 7: Orientation

All employer booths are located in the Exhibit Hall

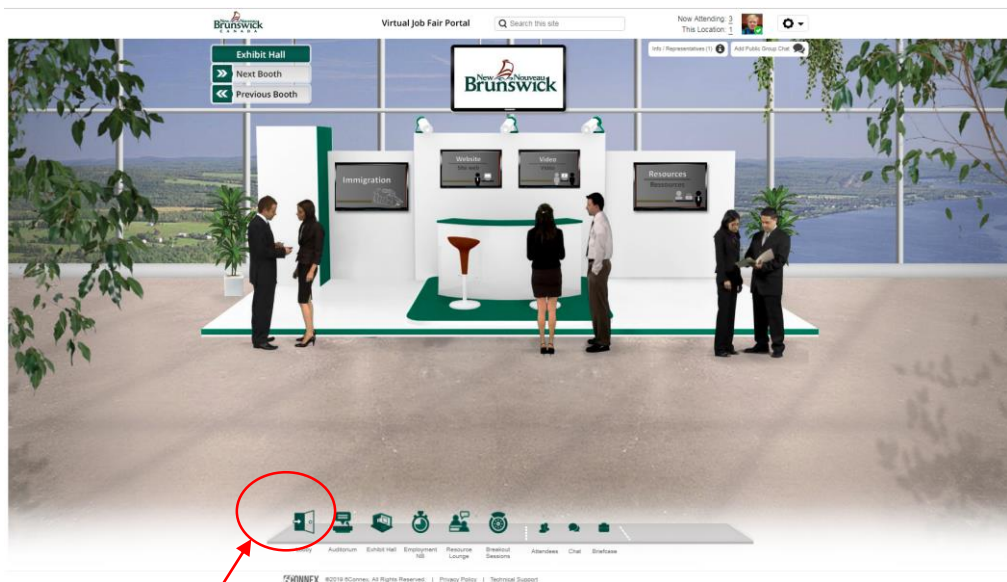


## Step 8: Booth Check



Find your booth by using the scroll arrows or the drop-down employer directory.

View your booth and all the links to make sure everything is correct and working properly. If there is a question or concern visit the Help Booth in the main lobby to speak with an event organizer.

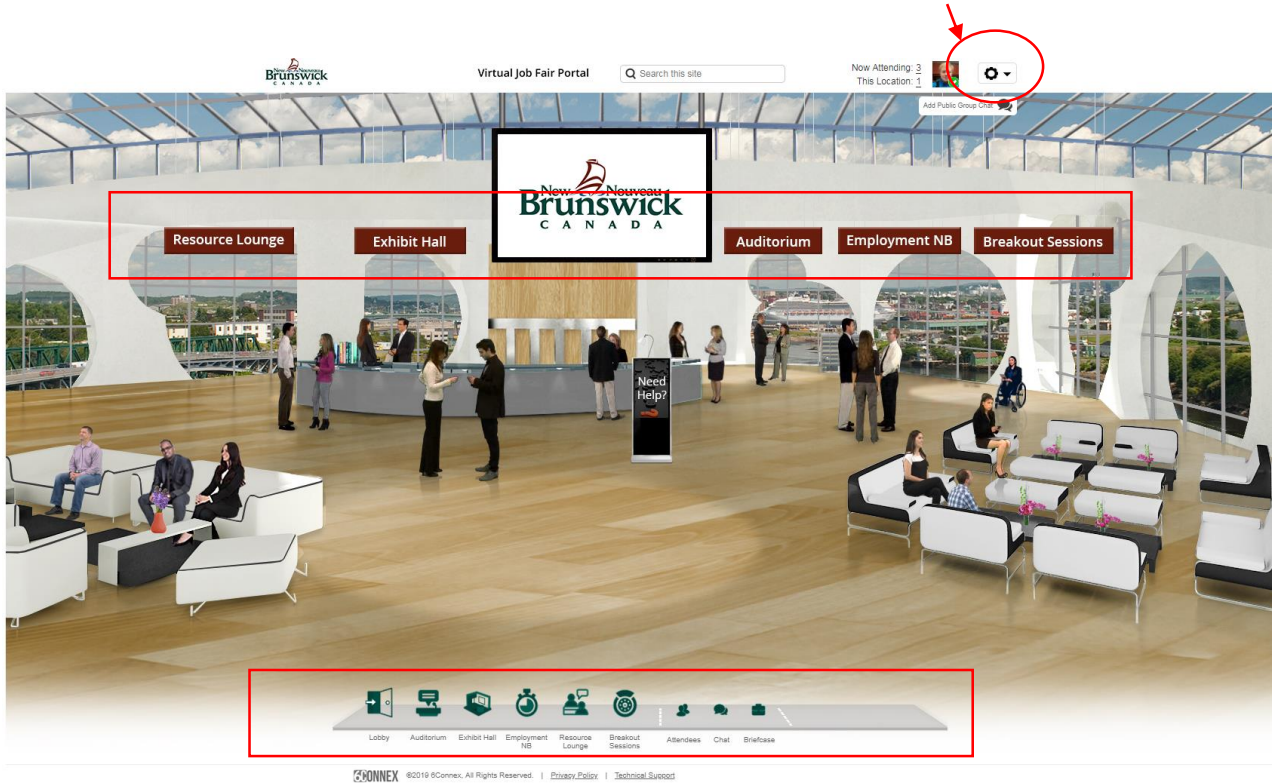


Go back to main lobby



## Step 9: Explore

FYI. If you need to modify your settings

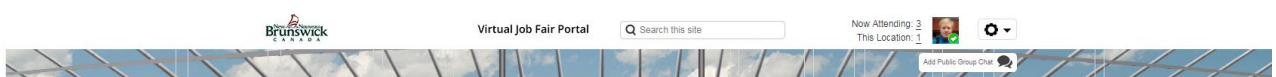


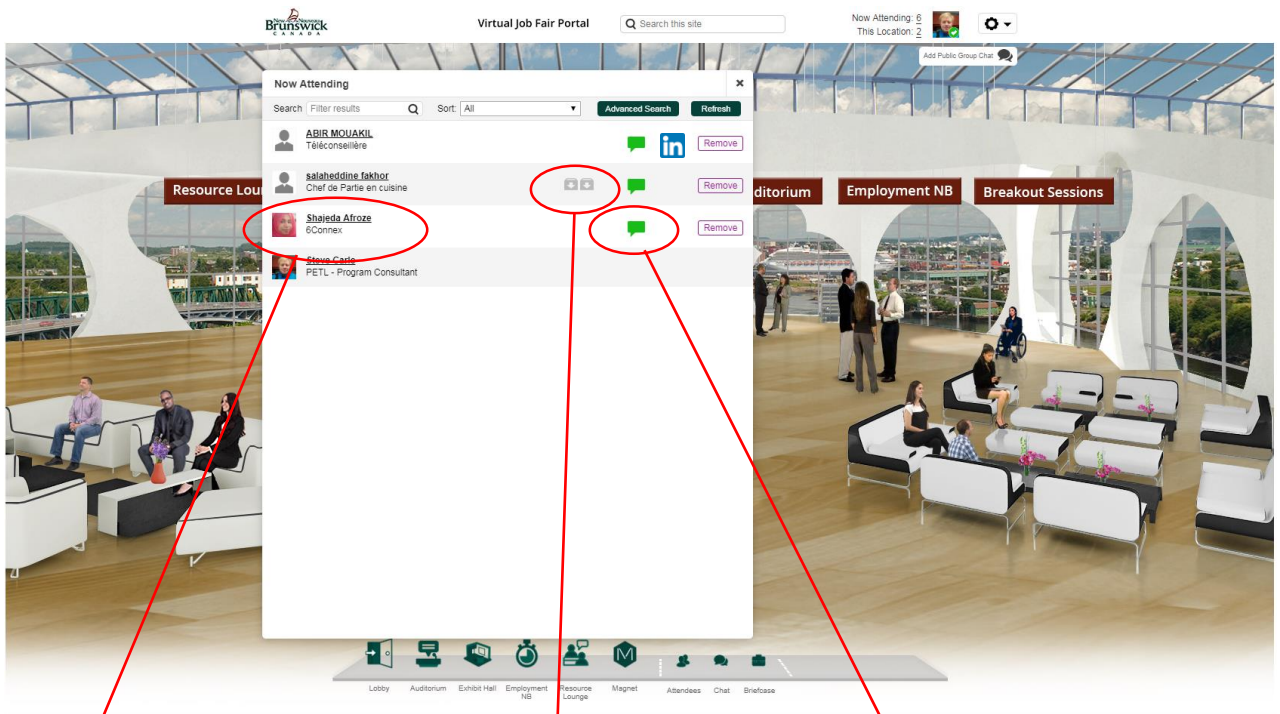
You can navigate the event by using the event signage at the top of the screen or the navigation bar at the bottom of the screen.

You do not have to stay in your booth screen all event. 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.**

## Step 10: Communication

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.





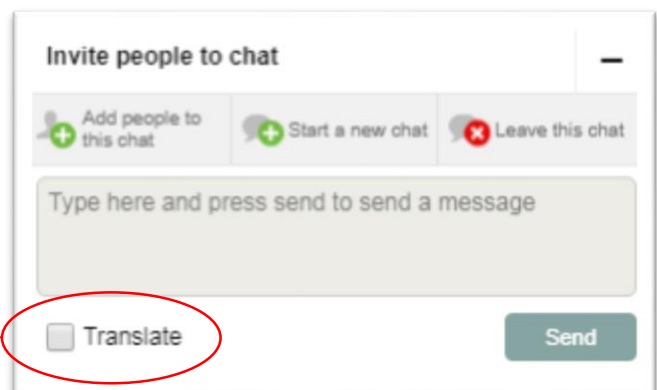
Select the person's name to view their profile. Their occupational goal is under their name as well. This is the information the job seeker was asked to provide at registration.

View a job seeker's resume (if they uploaded one). The icon will appear if they have included a resume.

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

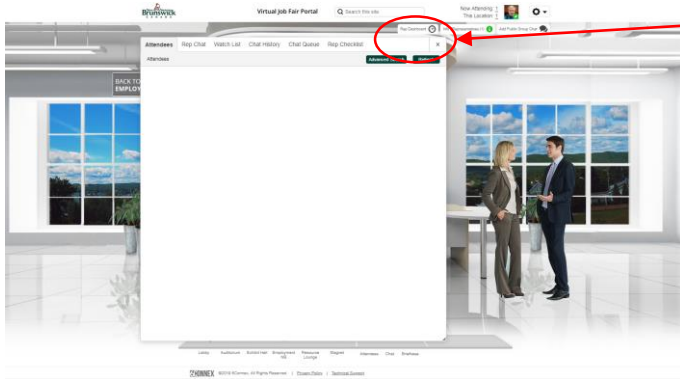
## Did you know?

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





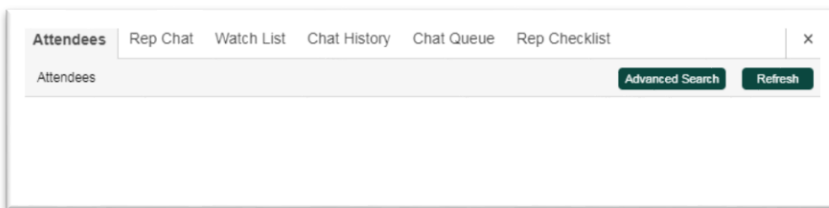
## Step 11: Rep Dashboard (Tracking and Metrics)



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

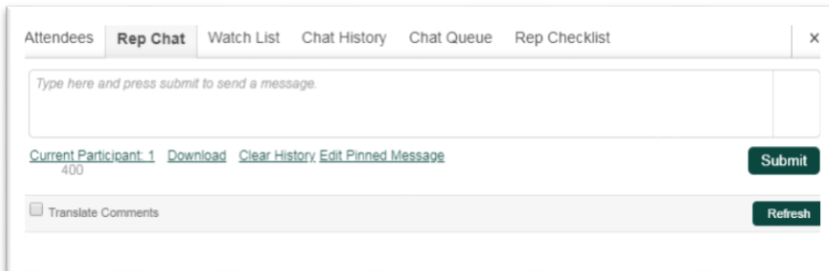
### Attendees Tab:

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



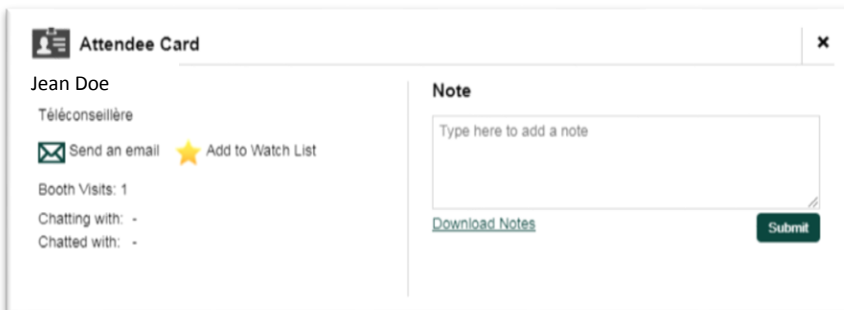
### Rep Chat Tab:

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



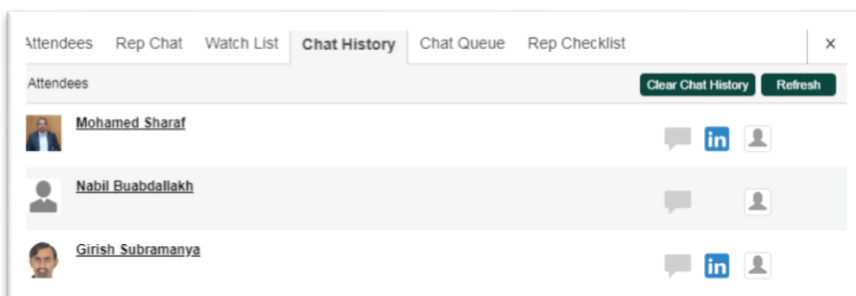
### Watch List Tab:

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

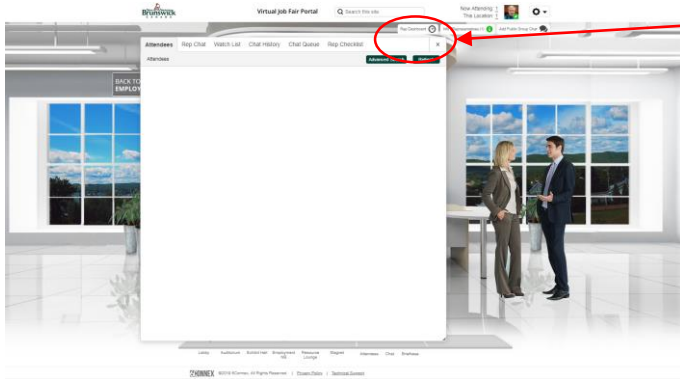


### Chat History Tab:

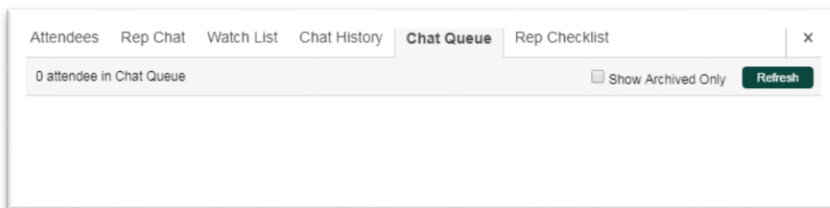
Quick access to all rep chats.



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

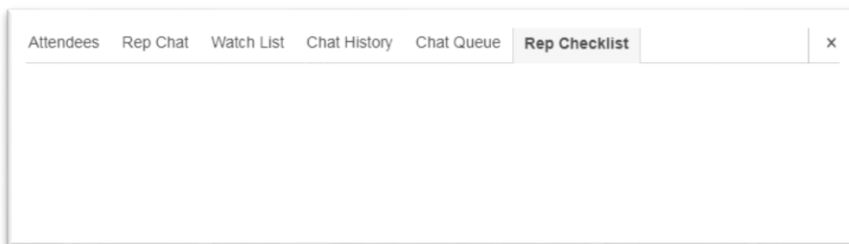


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### Chat Queue:

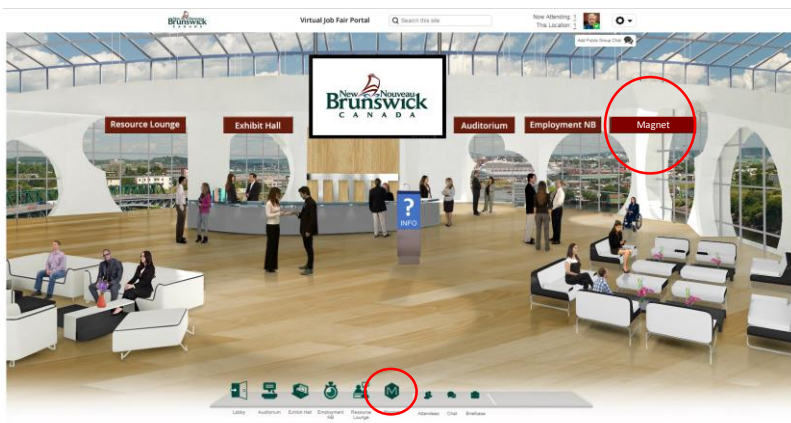
Time stamps will be visible to show you how much time each person has been waiting in your booth.



### Rep Checklist:

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

## Step 12: Magnet (BONUS)



### Magnet

The Province of NB is introducing an exciting new resource tool to help connect employers with job seekers. Make sure you stop by the booth!