employment emploi NB Virtual Job Fair

Greater Saint John Region

Thursday June 27th, 2019

10 AM - 2 PM

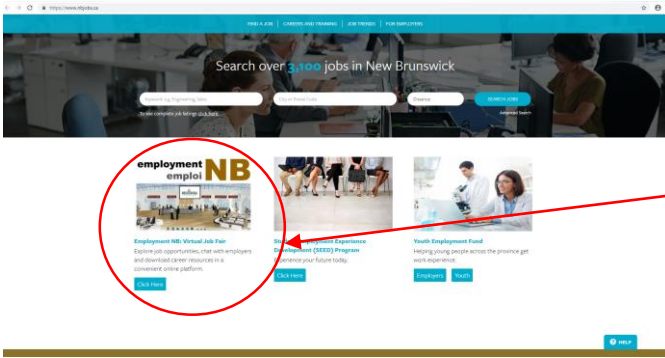# User Guide

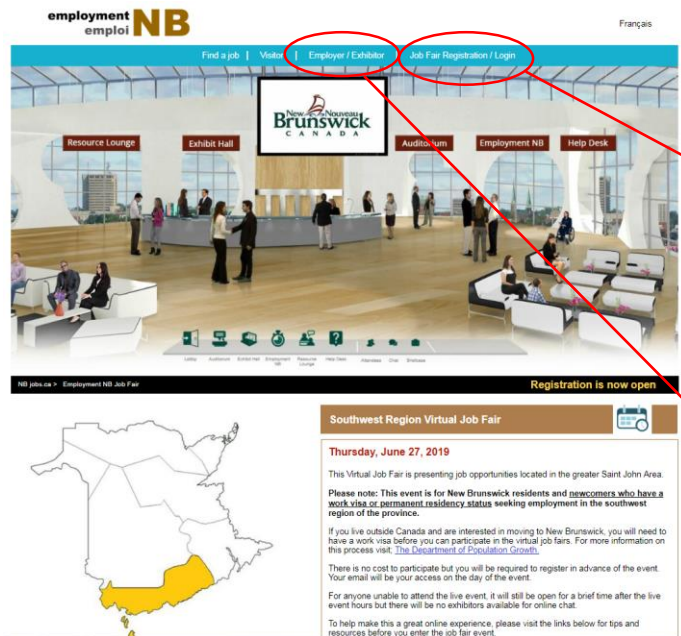**Register for the free event: www.NBJobs.ca**
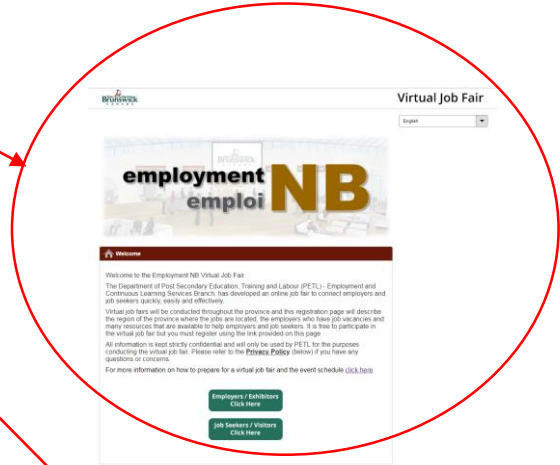
Step 1: Visit www.nbjobs.ca

Select the virtual job fair icon

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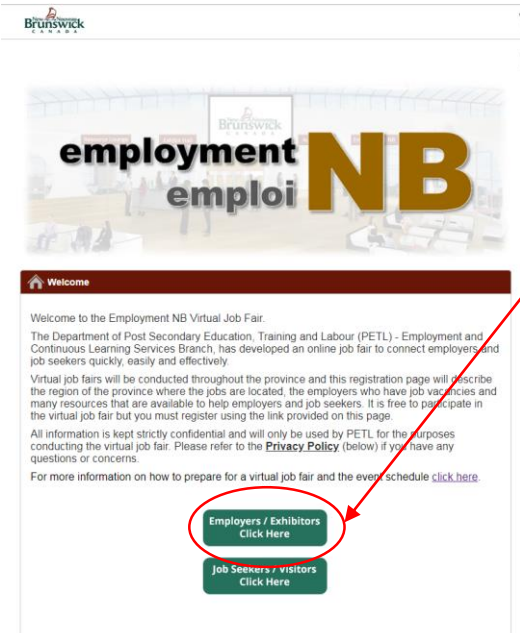
Registration / Login

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.
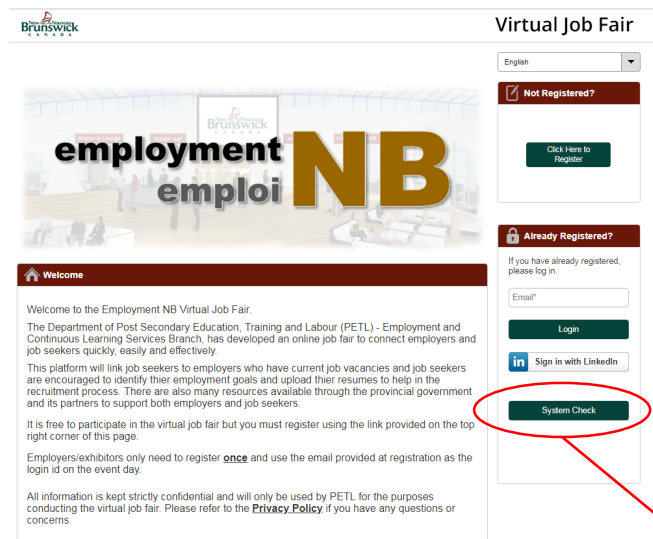
Direct URL: https://gnb.6connex.com/event/vnbjobfair/login

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.

Note: If you have system check issues you can't resolve, contact steven.carle@gnb.ca immediately.
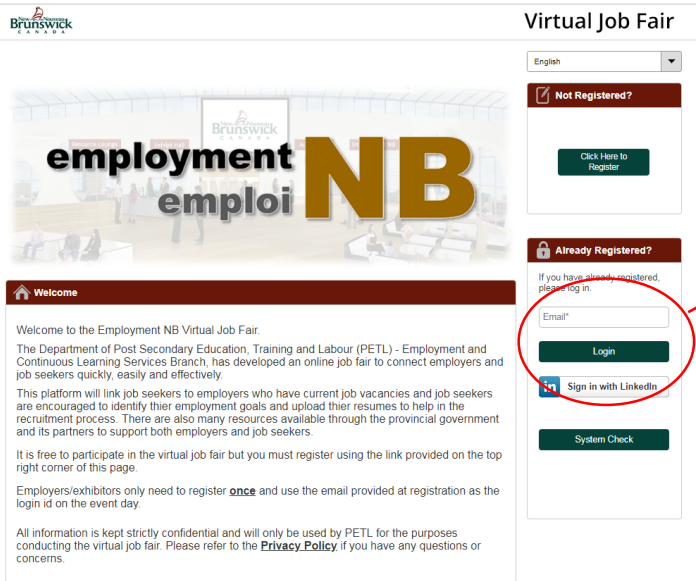
Step 5: Register

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 27th @ 9:30 AM

The live event runs from 10 AM until 2 PM.

Step 7: Orientation

All employer booths are located in the Exhibit Hall

Step 8: Booth Check

Scroll left and right to see more booths
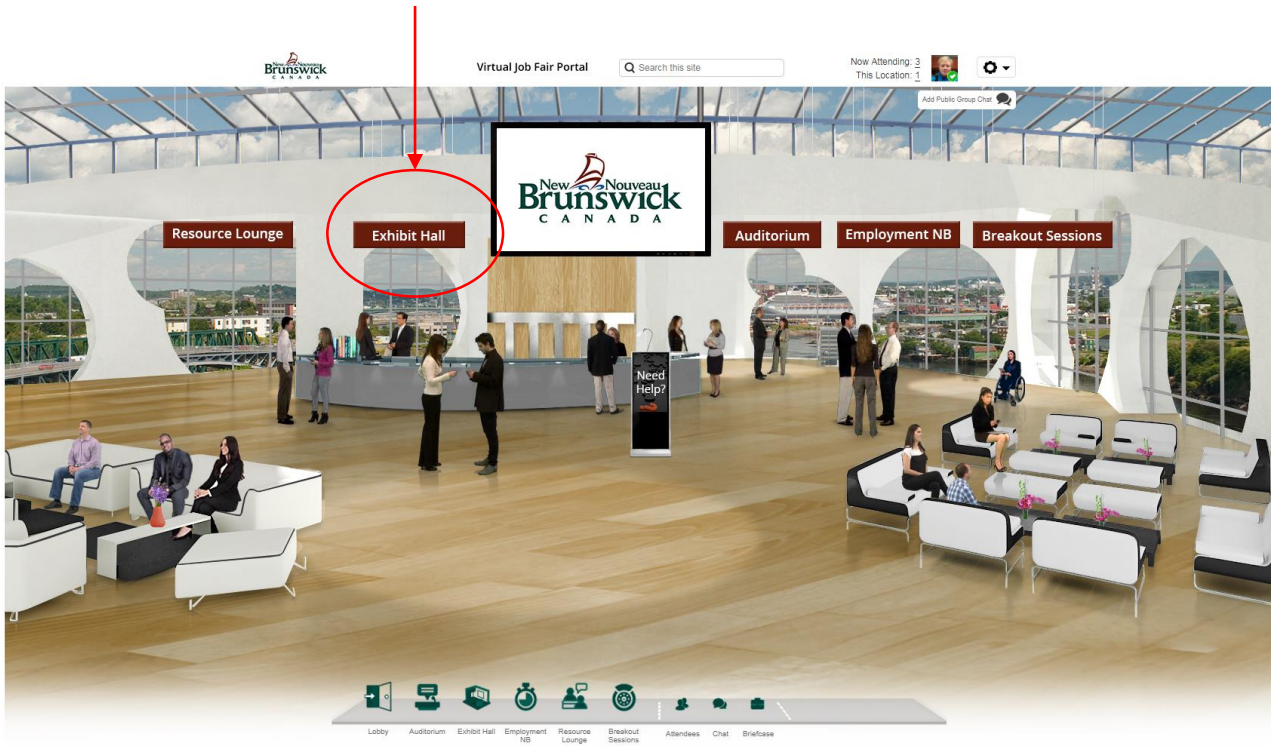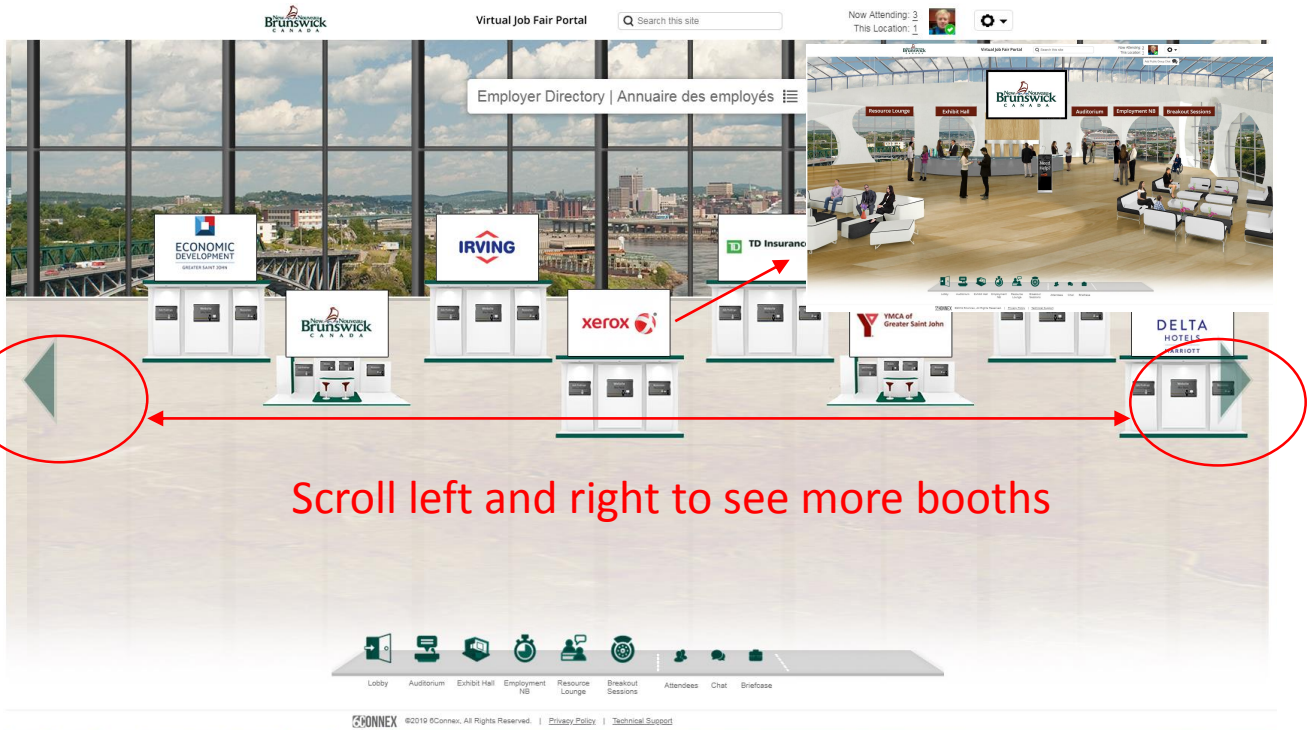
Find your booth by using the scroll arrows or the drop-down employer directory.

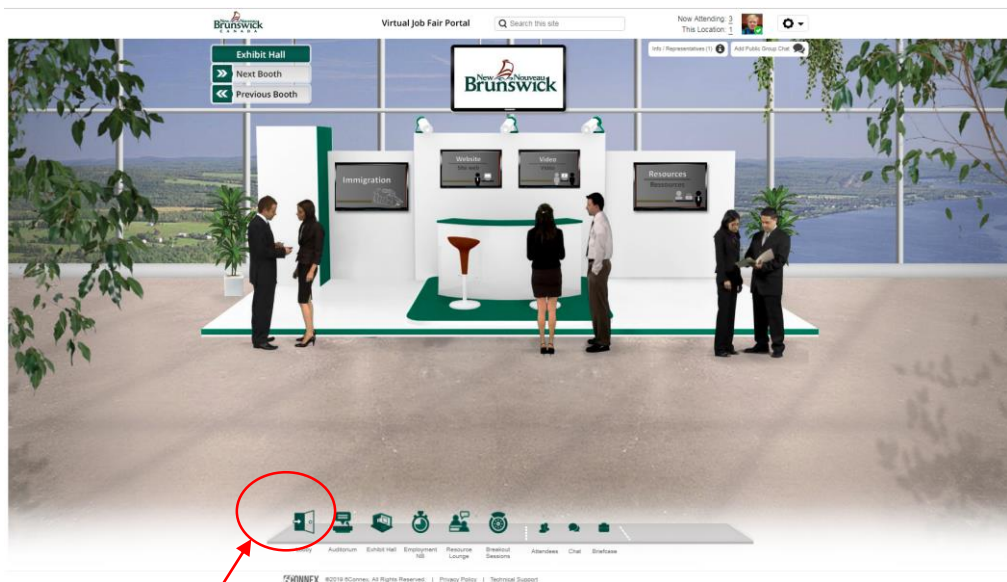View your booth and all the links to make sure everything is correct and working properly. If there is a question or concern visit the Help Booth in the main lobby to speak with an event organizer.
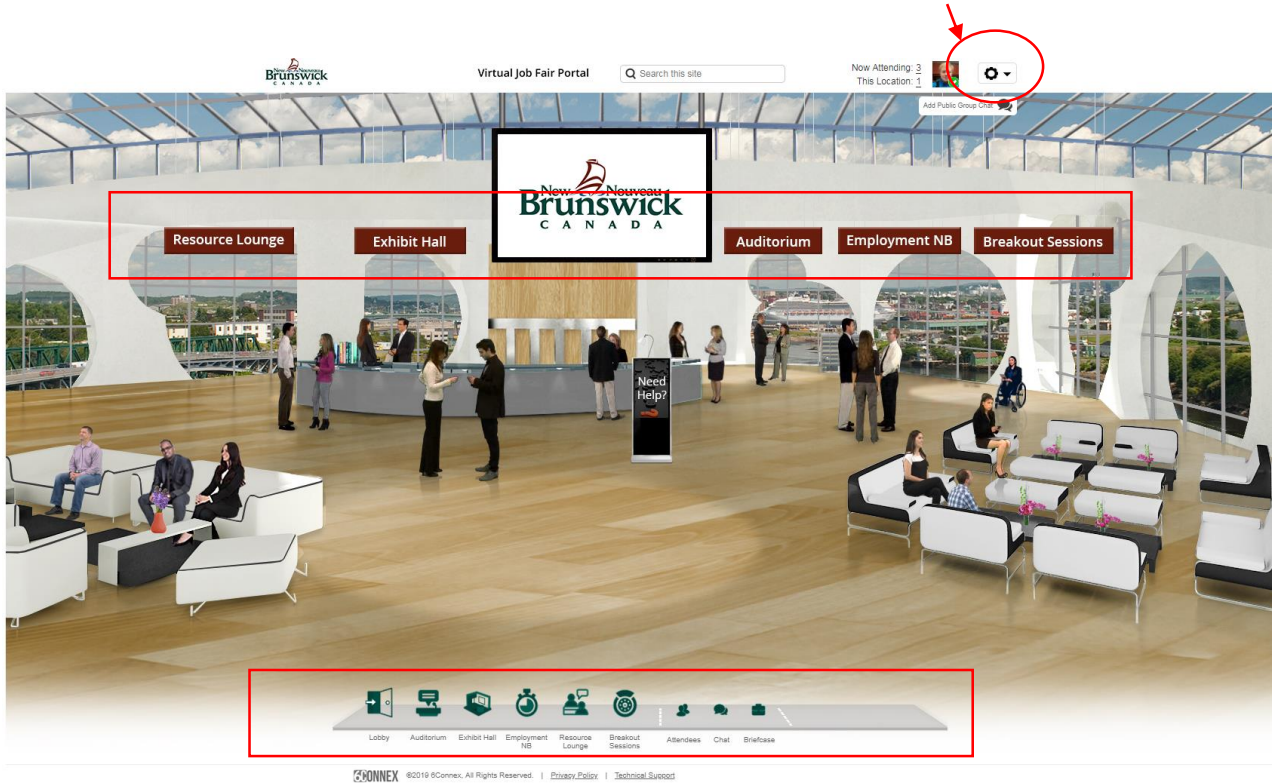

Go back to main lobby

Step 9: **Explore**

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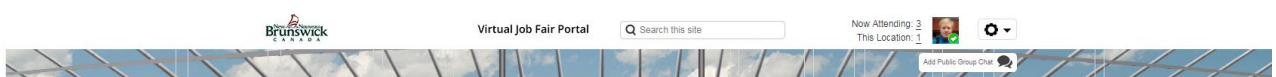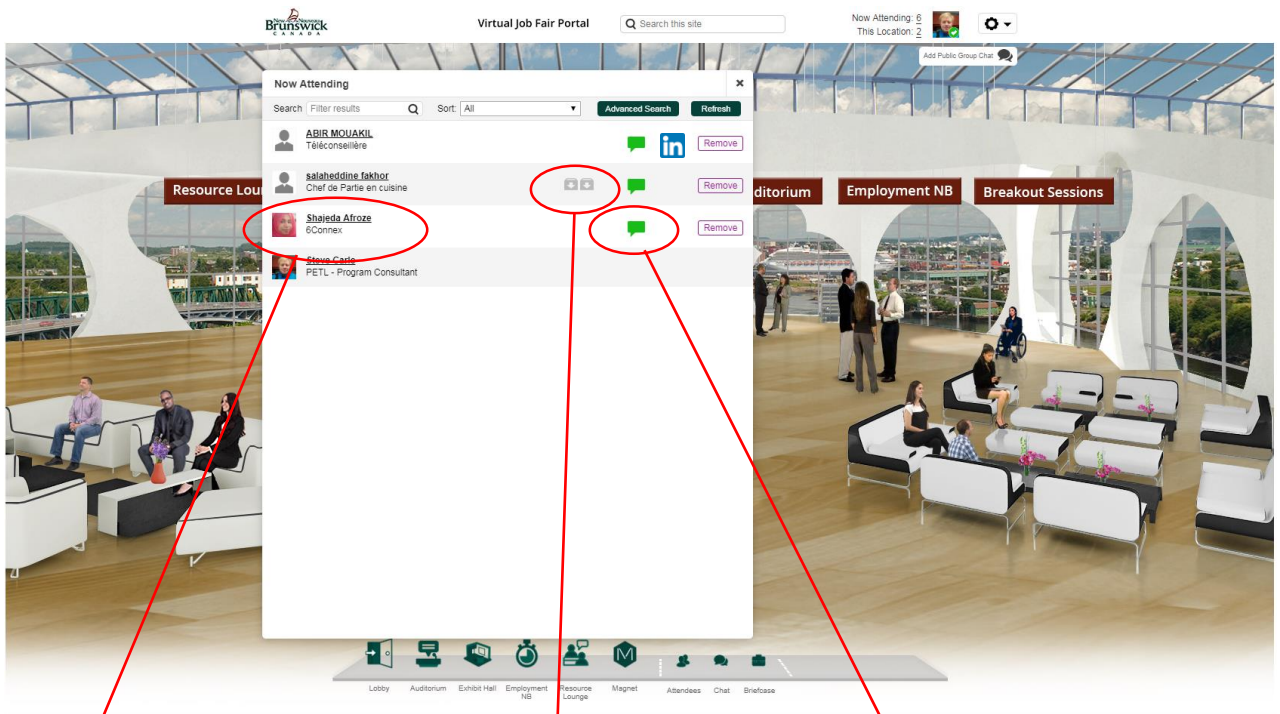
Select the person's name to view their profile. Their occupational goal is under their name as well. This is the information the job seeker was asked to provide at registration.

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.
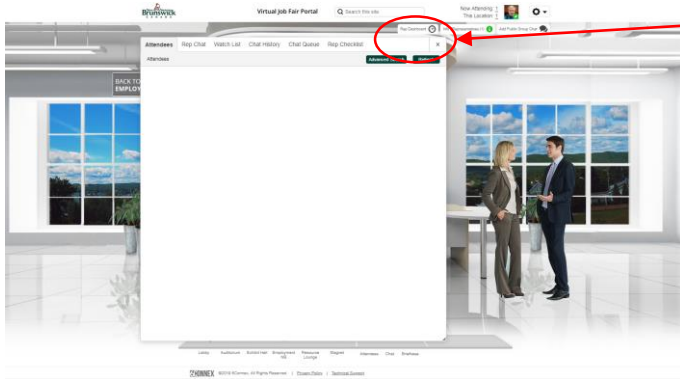
Did you know?

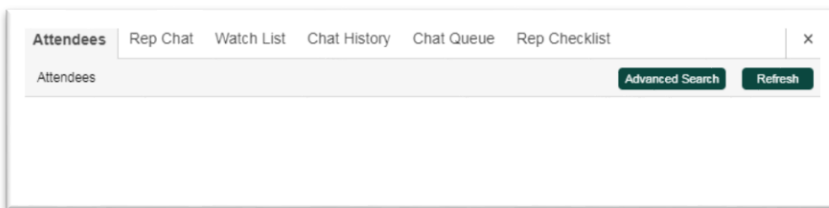There is a Google translate function built into the chat feature!
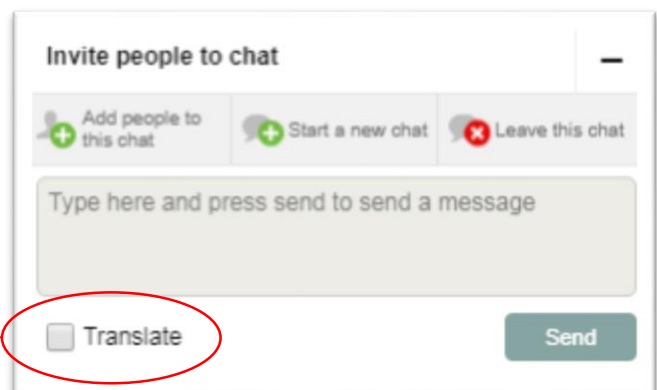
Step 11: Rep Dashboard (Tracking and Metrics)

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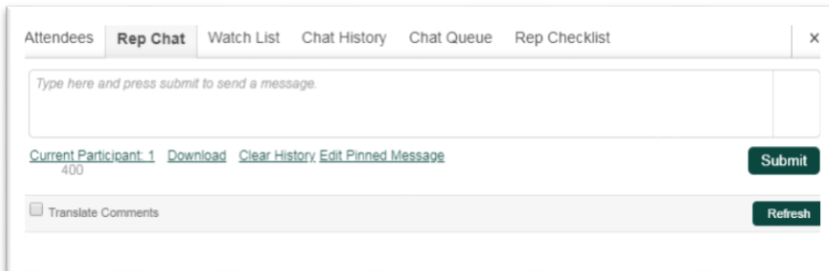

Attendees Tab:
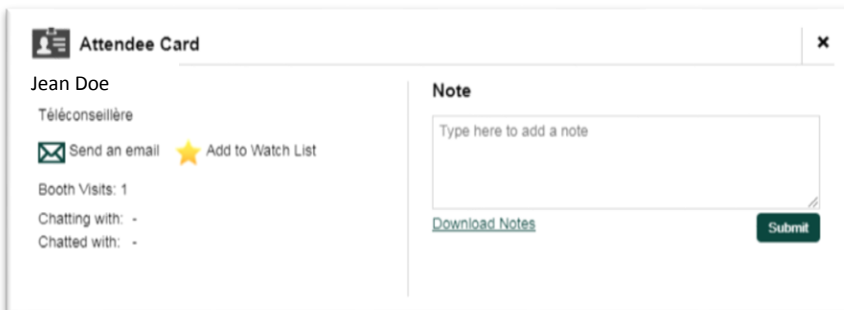One view of all attendees within the room; access to profile details, LinkedIn, chat.

Rep Chat Tab:
Enables reps to connect with each other to better manage the attendees.
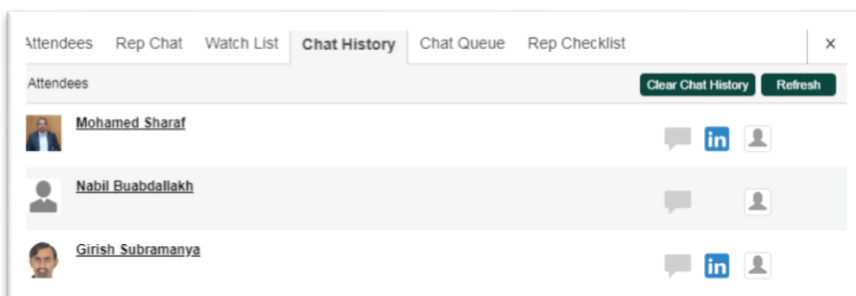

Watch List Tab:
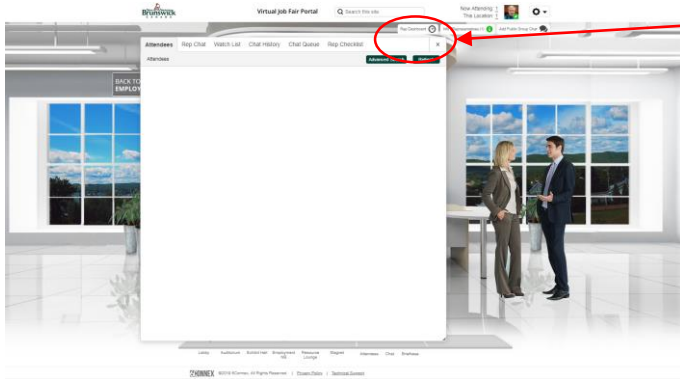An easy way to save attendees for follow up or tracking by individual reps or the whole account team.
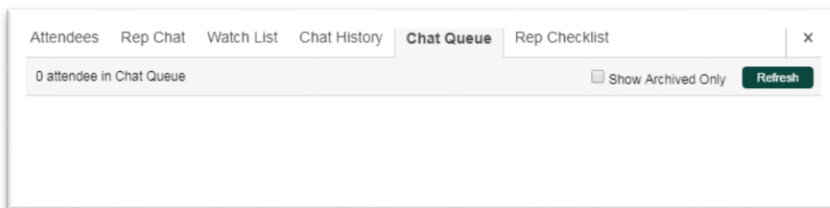

Chat History Tab:
Quick access to all rep chats.

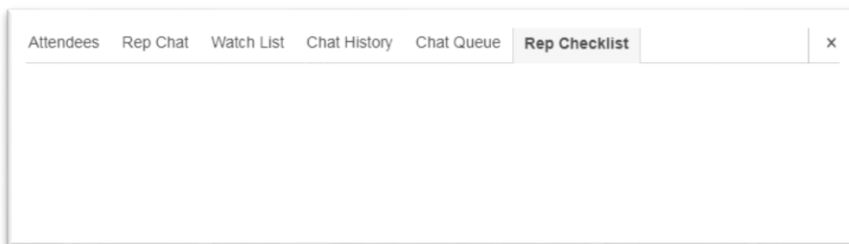## Step 11: Rep Dashboard (Tracking and Metrics) - continued

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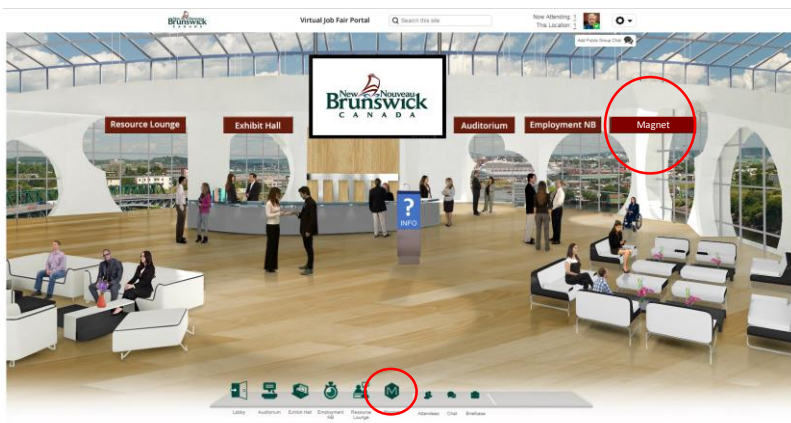

Chat Queue:
Time stamps will be visible to show you how much time each person has been waiting in your booth.

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

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!