

# employment emploi **NB** Virtual Job Fair

## Nursing Recruitment Fair



September 19 & 20, 2019

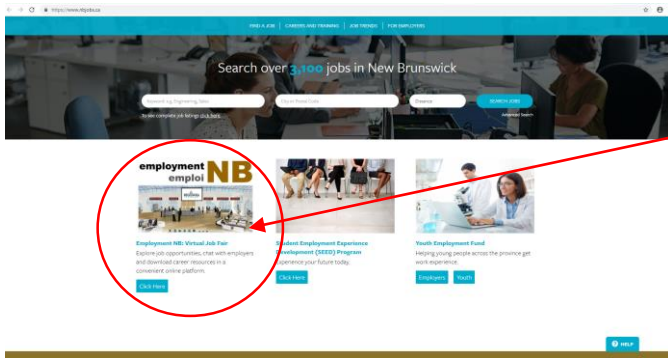
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# User Guide

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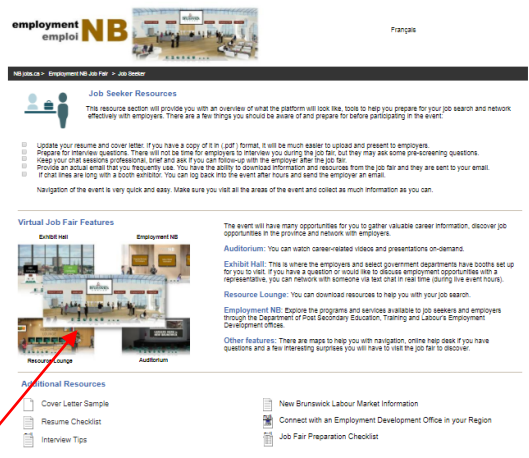
Register for the free event: [www.NBJobs.ca](http://www.NBJobs.ca)





Select the Virtual Job Fair tile.

**Step 1: Choose the **job seeker** option and select options in the left column of the webpage.**

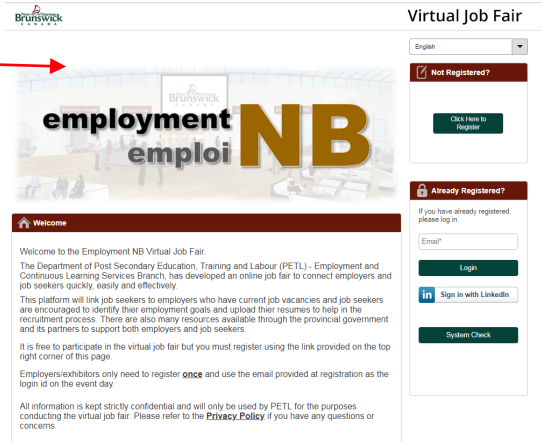
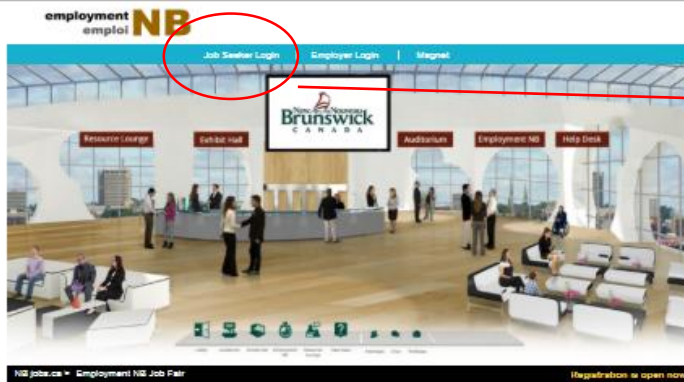


**You can access additional resources such as step-by-step instructions (this document) and tools to help you prepare for the event.**



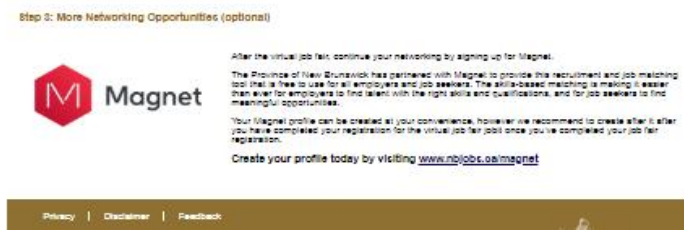
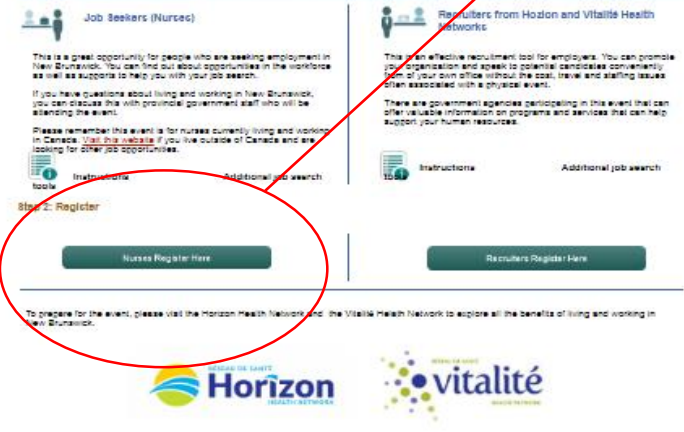
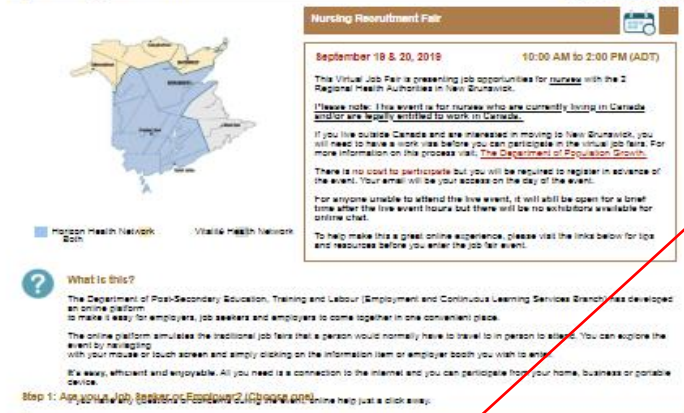
# REGISTRATION

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



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.

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

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\*

### 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 employers or other government services (if requested by you to do so).
- There are some mandatory fields in the registration form. This information will appear on your profile within the event. It makes it easier for the recruiters to connect with you quicker if they see skills they are looking for. This information is your language preference, if you are a trained nurse, if you currently work in Canada and what types of positions you are seeking.

# REGISTRATION

A couple more things about registration:

- 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).

**You will receive a confirmation screen (below) and follow-up email once your registration is complete.**


Employment NB Virtual Job Fair


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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](http://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

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System Check

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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.

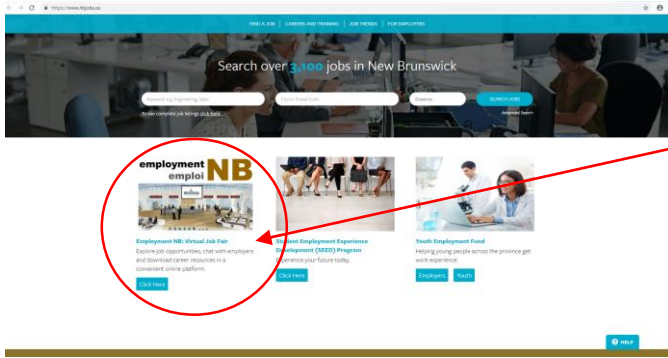
Checking...

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](mailto:steven.carle@gnb.ca) immediately.**

**REGISTRATION**

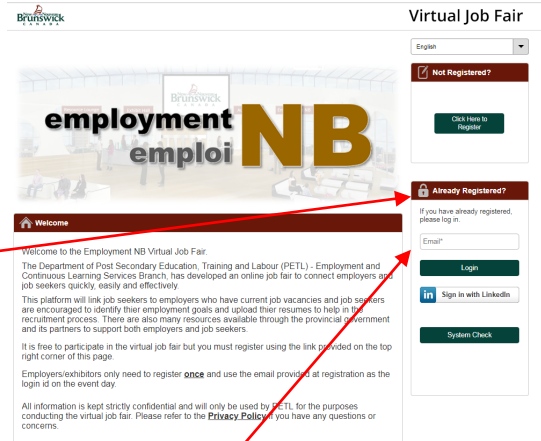
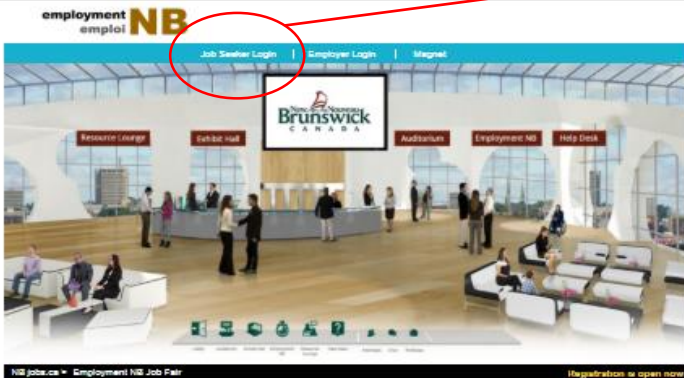
# Step 3: Participating in the virtual job fair



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

Select the virtual job fair tile.

Choose the **job seeker/nurses portal** using either link option. Enter the email you used at registration to login.



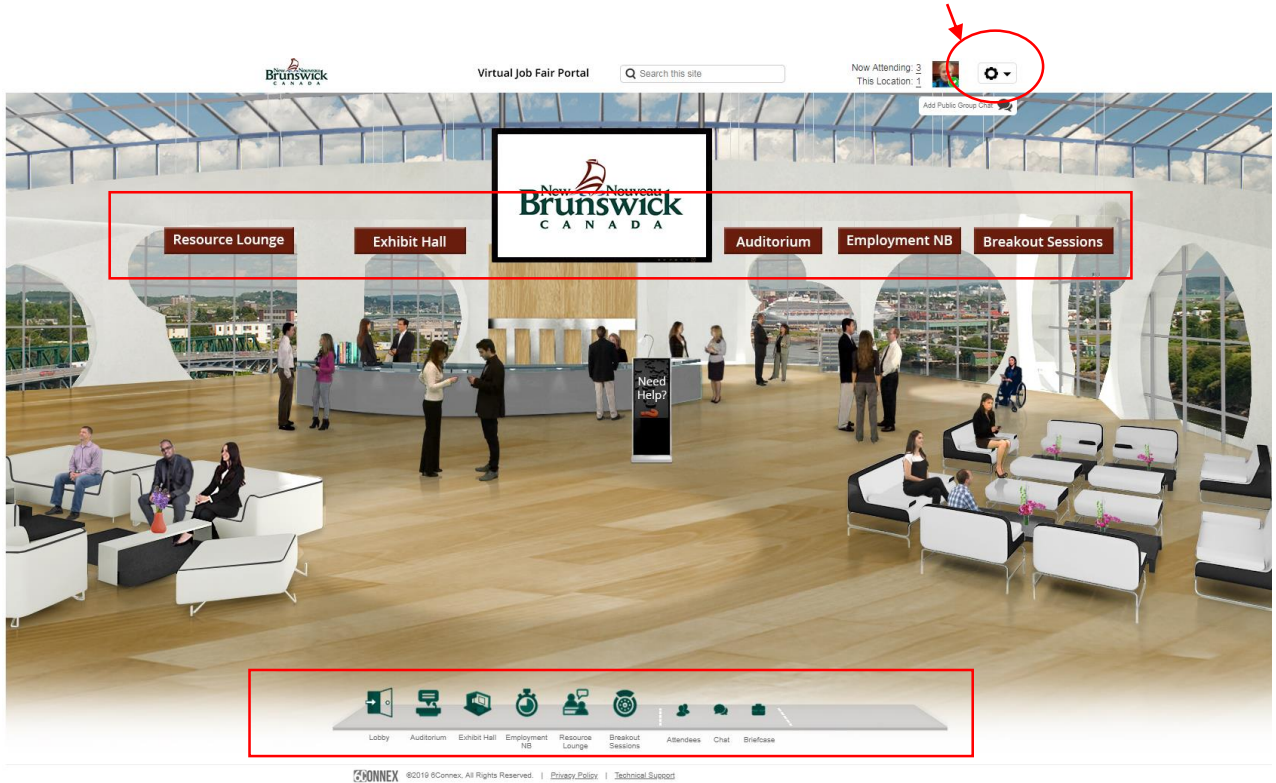
**Note:** If you haven't registered prior to event day, you can still register on the day of the event and then enter.



**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.**

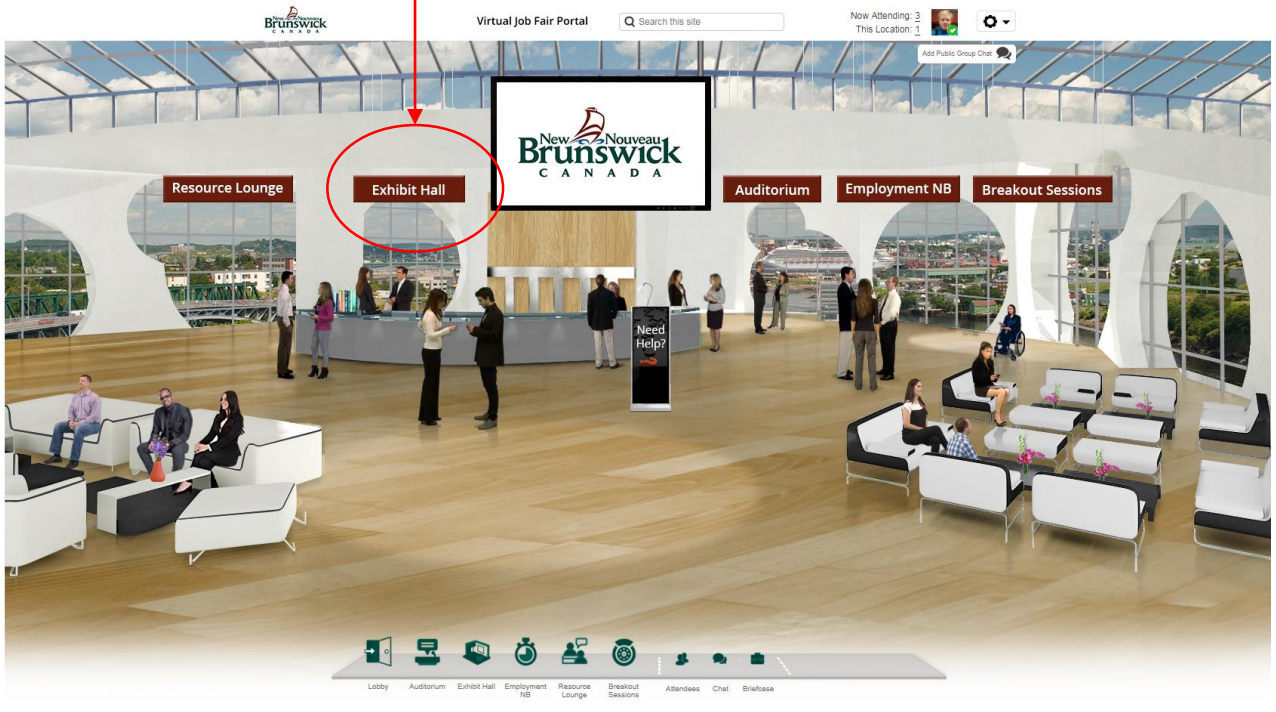
At the top of the page, you can see everyone who is attending the event (Now Attending) and who is in the same location you are currently viewing (This Location). If you click on the number a drop down list will appear.

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.

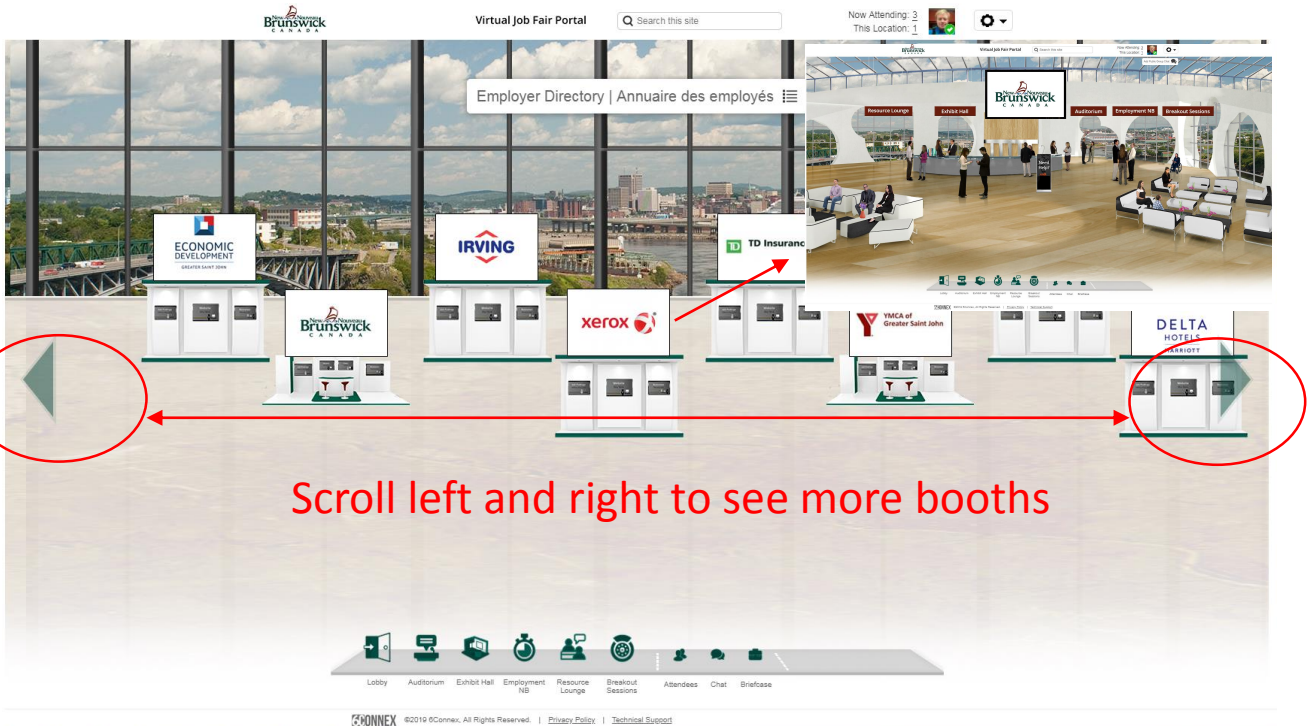
**NAVIGATION**



All employer booths are located in the Exhibit Hall



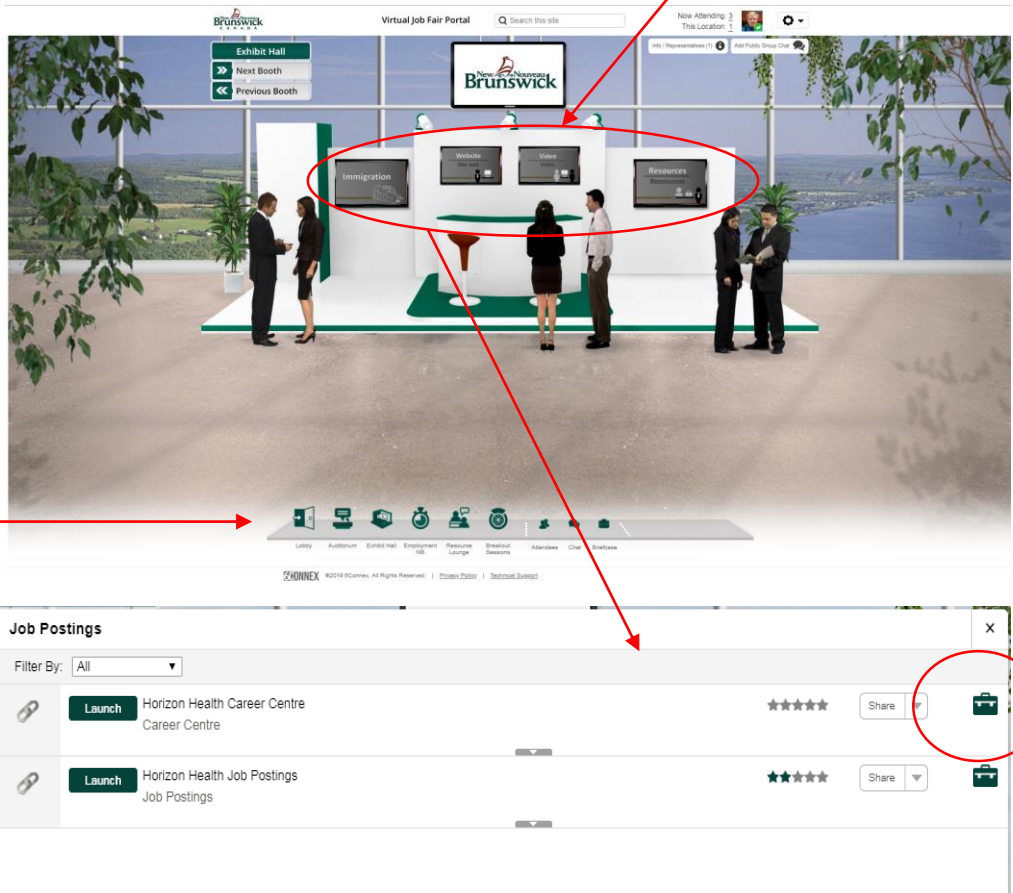
## Exhibit Hall



NAVIGATION

## Employer Booth

Once you enter an employer's 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 employers – text chat

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

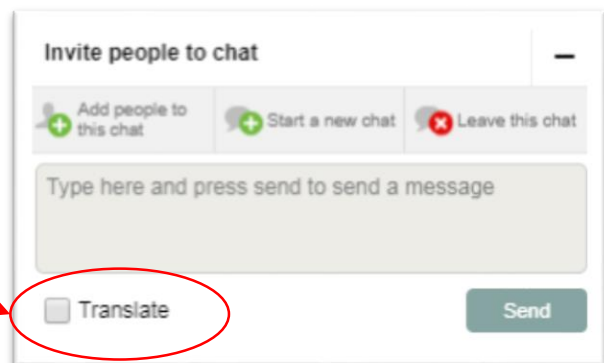
This is your link  
to chat with  
employers.



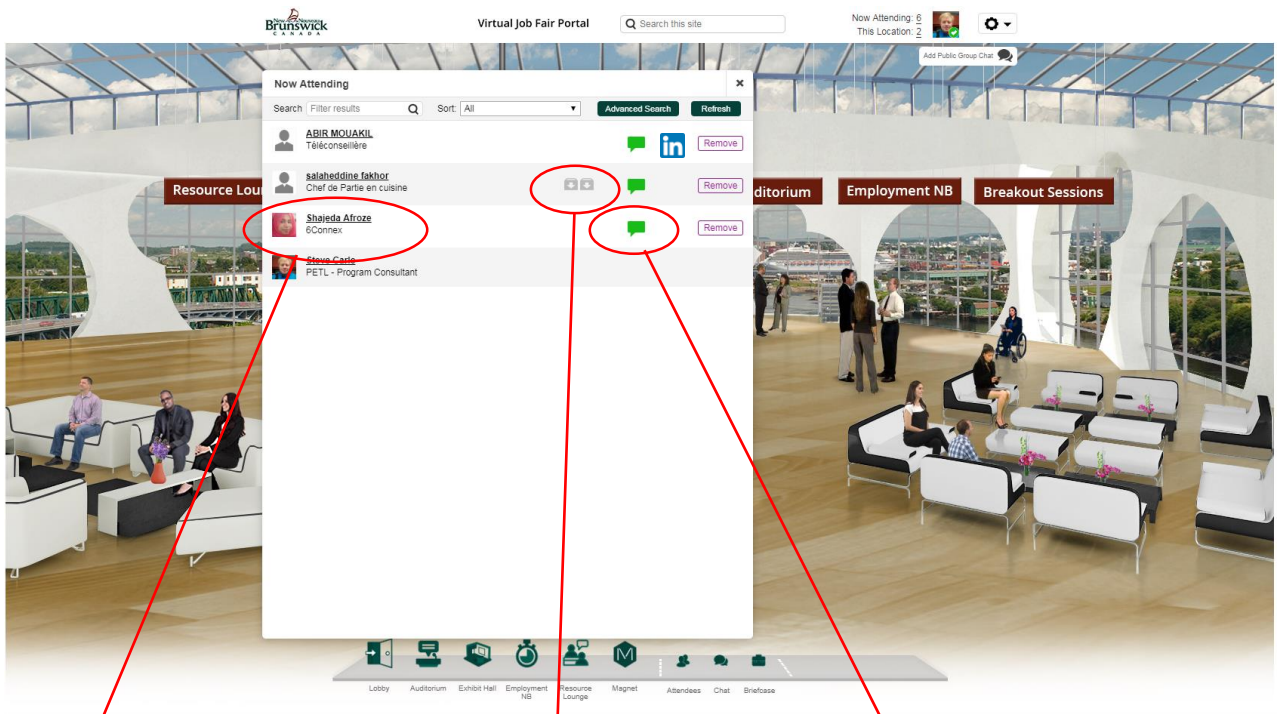
To start a chat, select the person you wish to chat with (see next page), type your message and click the “send” button.

Did you know?

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



**TEXT CHAT**



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

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

This is where your uploaded resume will appear (as an icon) for an employer to view. If you connected your LinkedIn profile, you will see an icon for that beside your name as well.

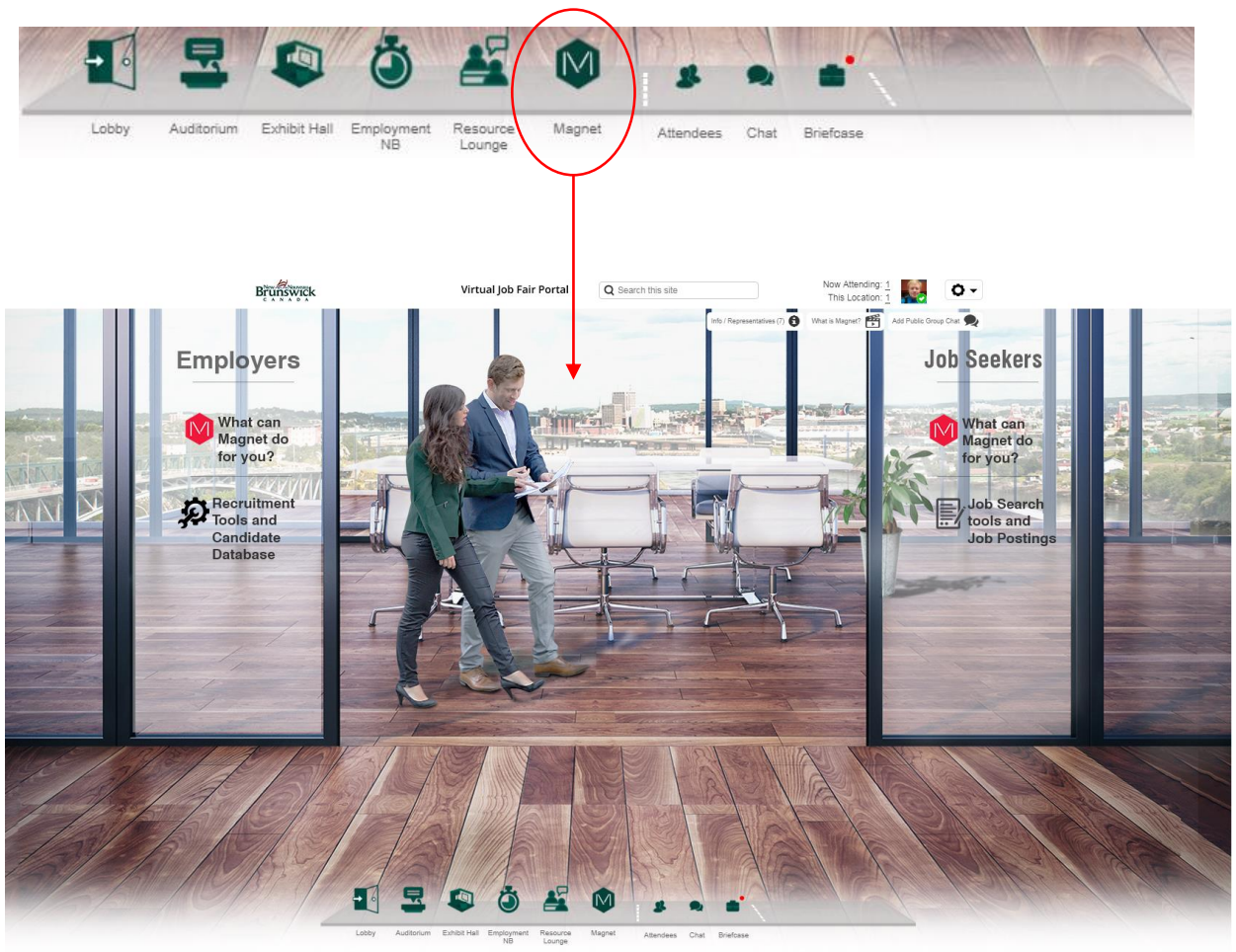
The green chat balloon indicates the person is available for a chat. Click the icon to open the chat window.

**TEXT CHAT**

## Bonus Step: Magnet (optional)

Magnet is another tool you can use after the virtual job fair to continue your networking with employers and find job opportunities in New Brunswick. It operates much like a job board where you can post your resume, get custom job notifications and connect quickly with employers who are looking for your specific skill sets.

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 resource for you to add to your job search/career development plans.



**See you at the Employment NB Virtual Job Fair!**