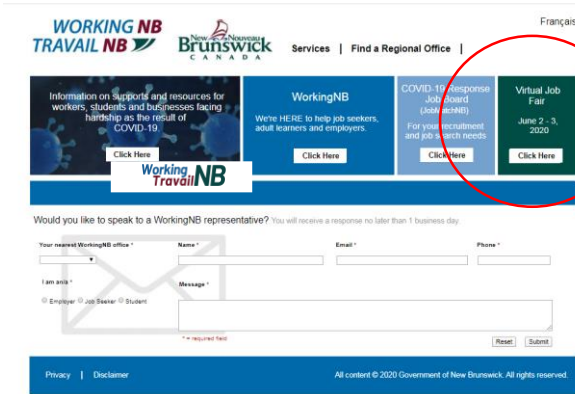




Job Seeker Guide

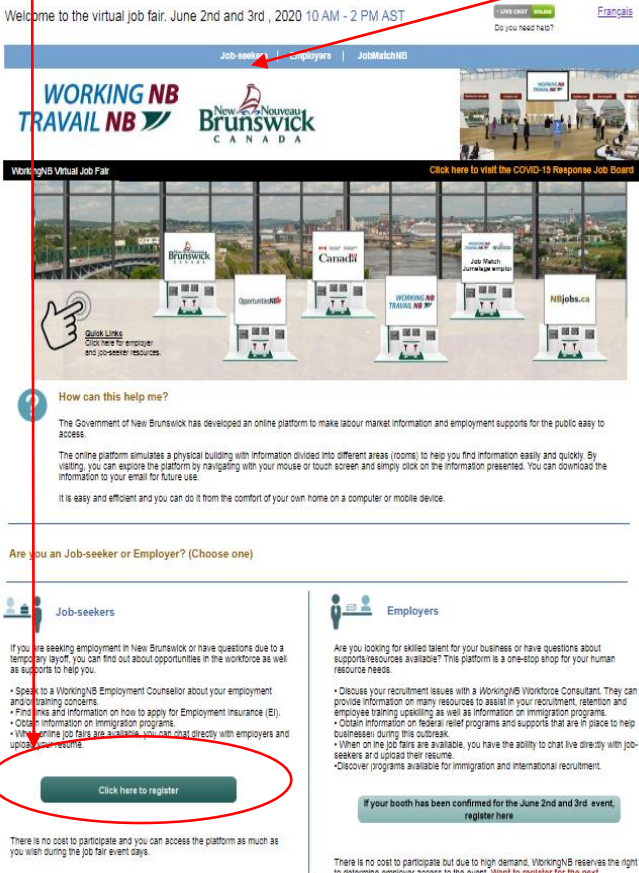
Register for free @ www.NBJobs.ca

Visit www.WorkingNB.ca



Select the Virtual Job Fair link.

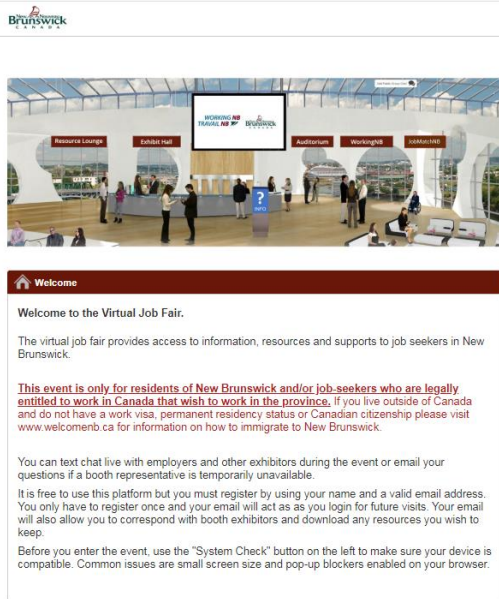
Step 1: Choose the **job seeker** option and select options in the left column of the webpage.



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

REGISTRATION

Step 2: Register (continued)

A screenshot of the registration form titled 'Virtual Job Fair' and 'Registration'. It includes a 'Welcome to the Employer/Exhibitor Login page' section with a disclaimer. Below this is a 'PLEASE NOTE' section. The form contains several input fields: 'Email*', 'First Name*', 'Last Name*', 'Company Name*', 'Title*', 'City*', 'Country Code', 'Area Code', 'Phone Number', 'Extension', 'City', and 'Postal Code'. A 'Register' button is at the bottom right. Red circles highlight the 'Email*' field and the 'Register' button. A red arrow points from the 'Email' field in the sidebar of the previous image to this field.

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.**
- 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.

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 and follow-up email once your registration is complete.

REGISTRATION



Welcome

Welcome to the Virtual Job Fair.

The virtual job fair provides access to information, resources and supports to job seekers in New Brunswick.

This event is only for residents of New Brunswick and/or job-seekers who are legally entitled to work in Canada that wish to work in the province. If you live outside of Canada and do not have a work visa, permanent residency status or Canadian citizenship please visit www.welcomenb.ca for information on how to immigrate to New Brunswick.

You can text chat live with employers and other exhibitors during the event or email your questions if a booth representative is temporarily unavailable.

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 as you login for future visits. Your email will also allow you to correspond with booth exhibitors and download any resources 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.

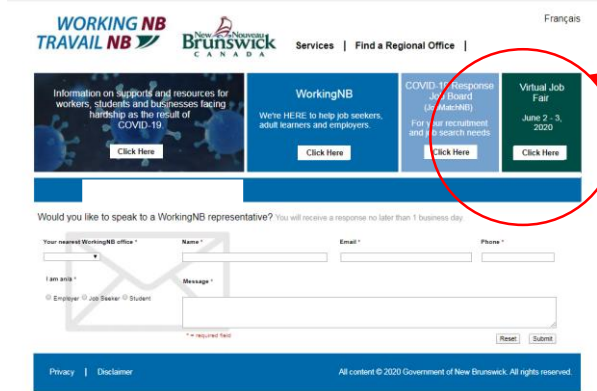
Checking...

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: Returning to the virtual environment / attending job fairs

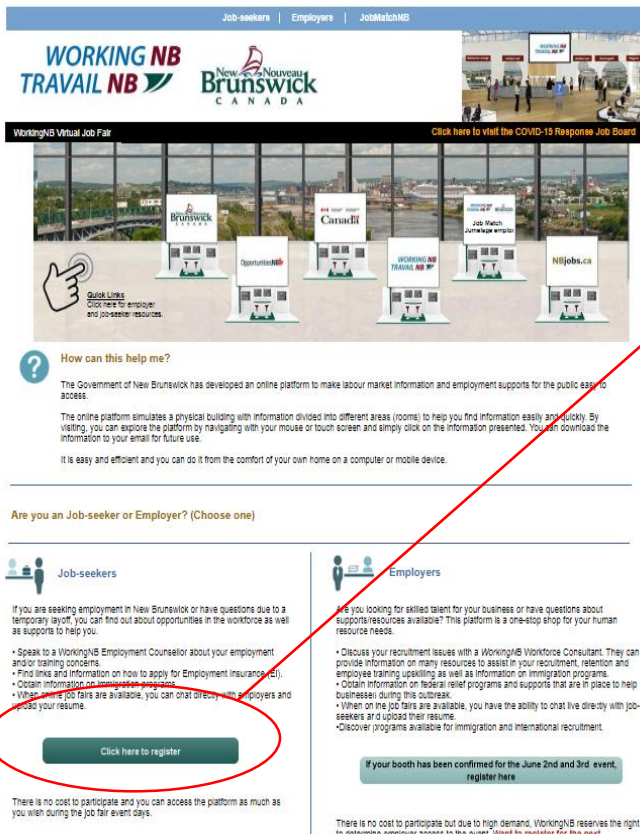


Visit www.WorkingNB.ca

Select the virtual job fair tile.

Choose the **job seeker** section using register/login option. Enter the email you used at registration to login.

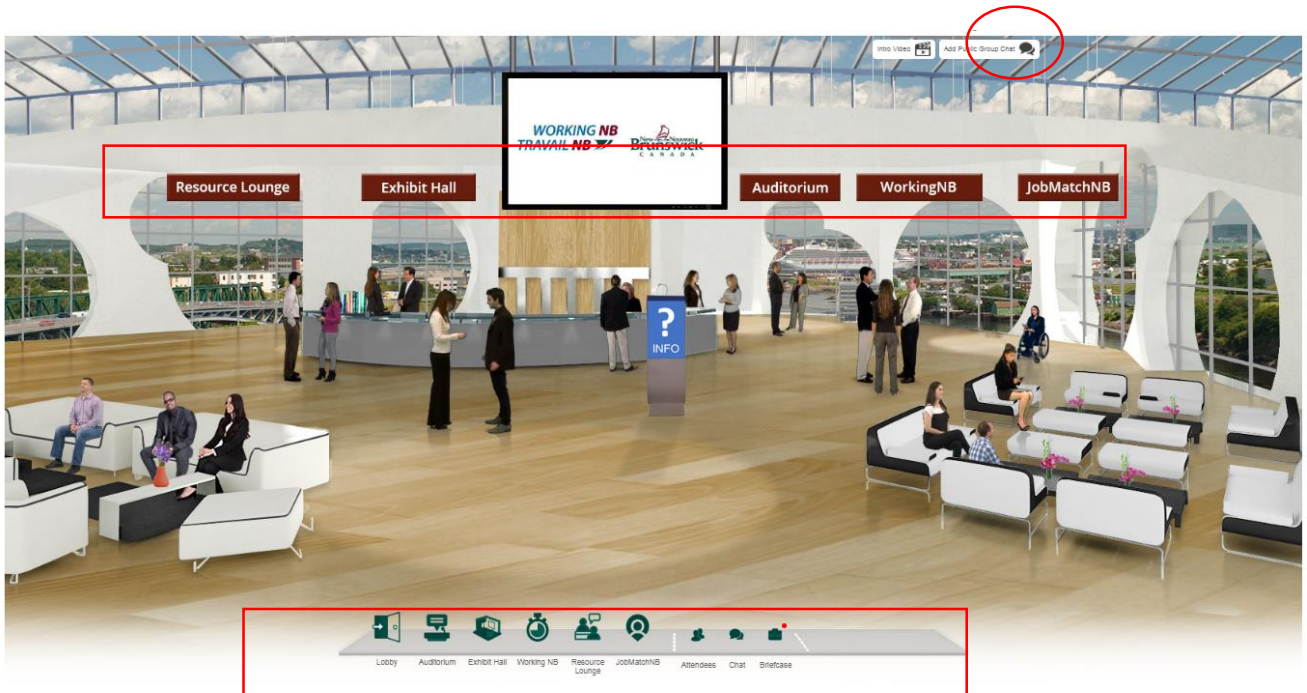
Welcome to the virtual job fair, June 2nd and 3rd, 2020 10 AM - 2 PM AST



Note: If you have already registered, you don't have to do it again. You can use your email as your login for future visits to the platform or to attend virtual job fairs.

LOGIN

Virtual Information Platform / Job Fair Lobby



You can navigate the environment 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

Information and employer booths are located in the Exhibit Hall

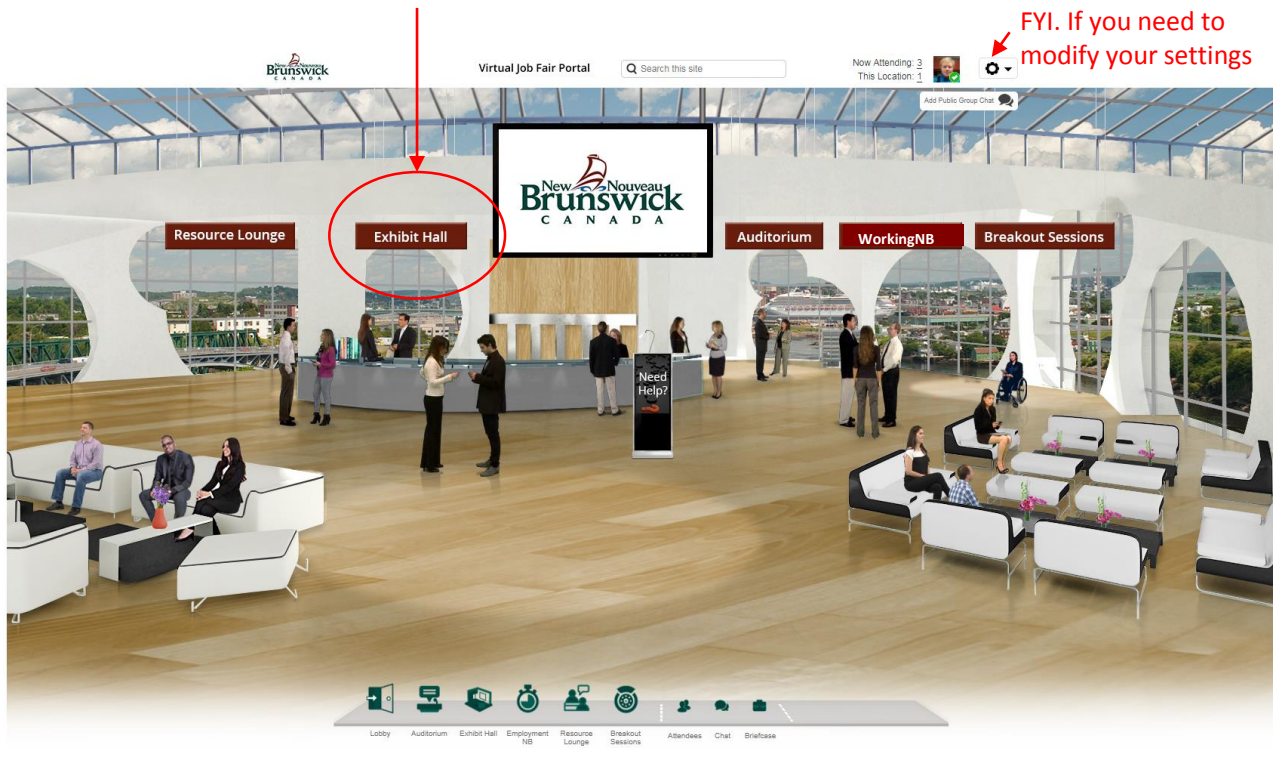
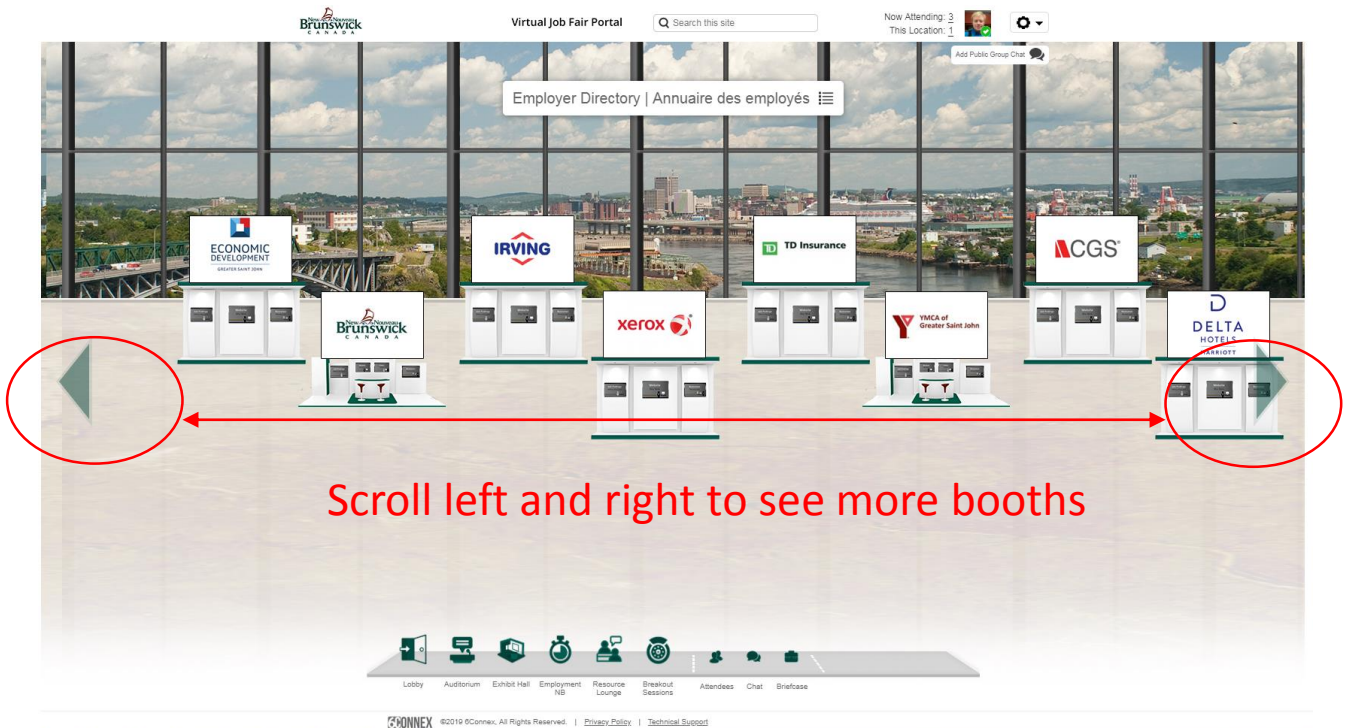


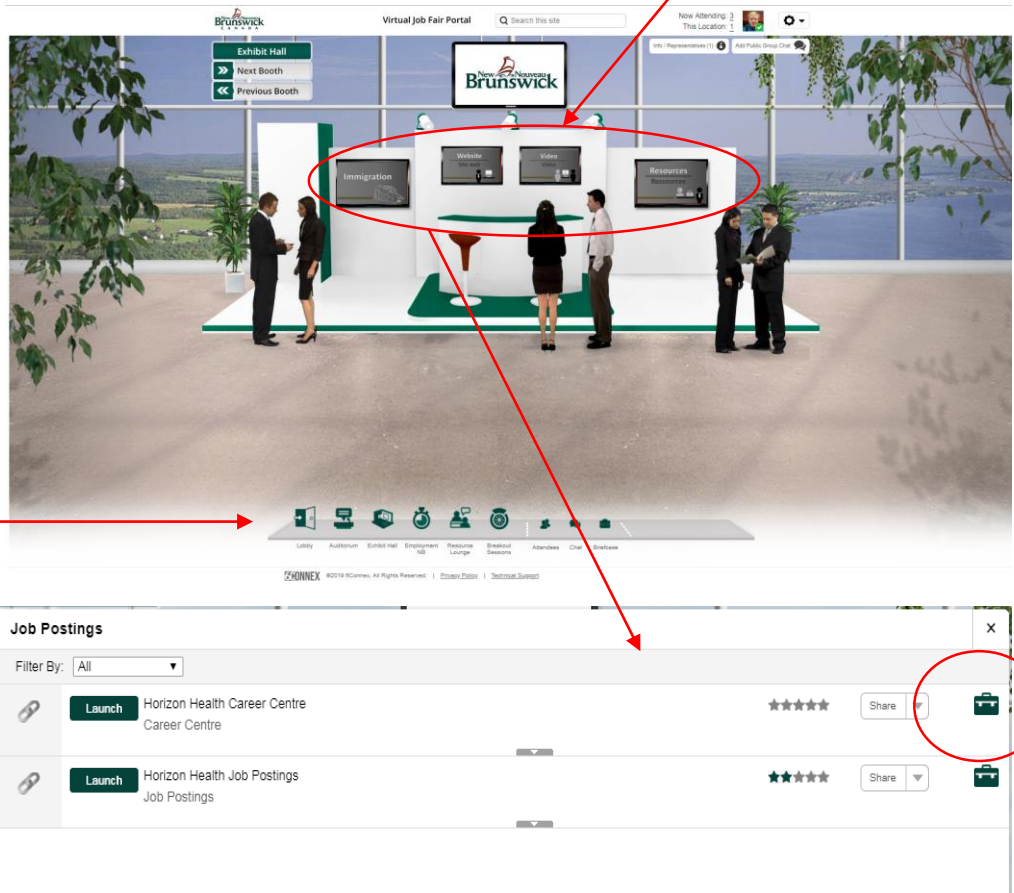
Exhibit Hall



NAVIGATION

Information and Employer Booths

Once you enter an information or 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.

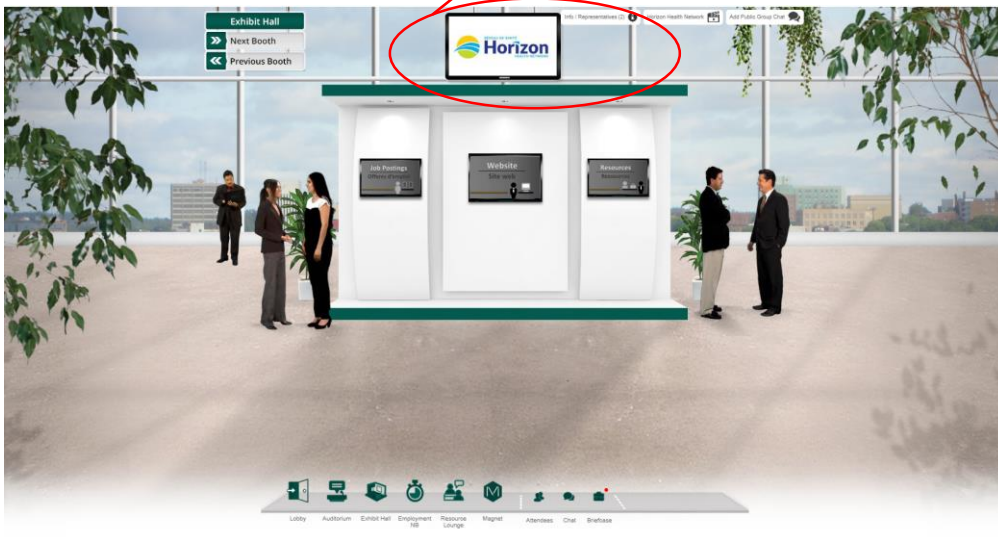
You can also move through the entire virtual event using the navigation bar at the bottom of the screen

NAVIGATION

Communicating with booth representatives – text chat

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

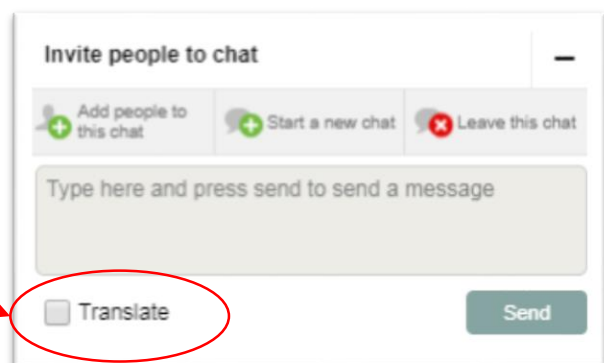
This is your link
to chat with
booth
representatives.



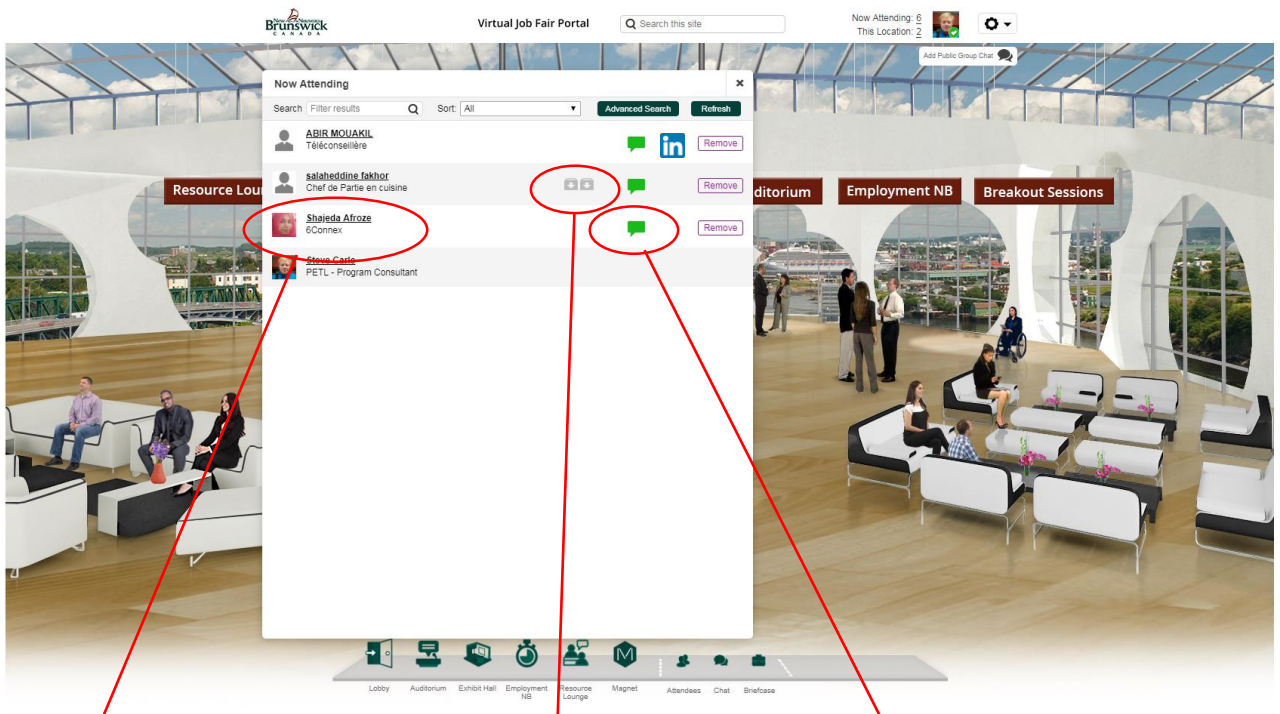
To start a chat, select the person you wish to chat with (see next page), type your message and click the “send” button.

Did you know?

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



TEXT CHAT



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

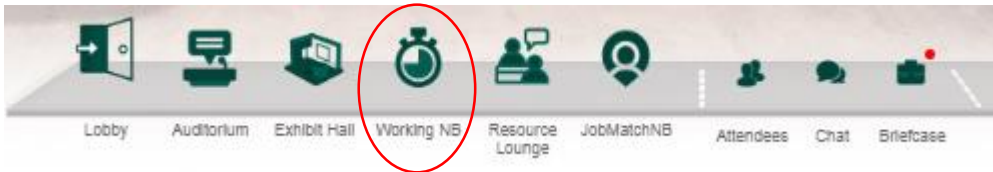
You can converse with other job seekers and government representatives who are in the virtual environment.

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.

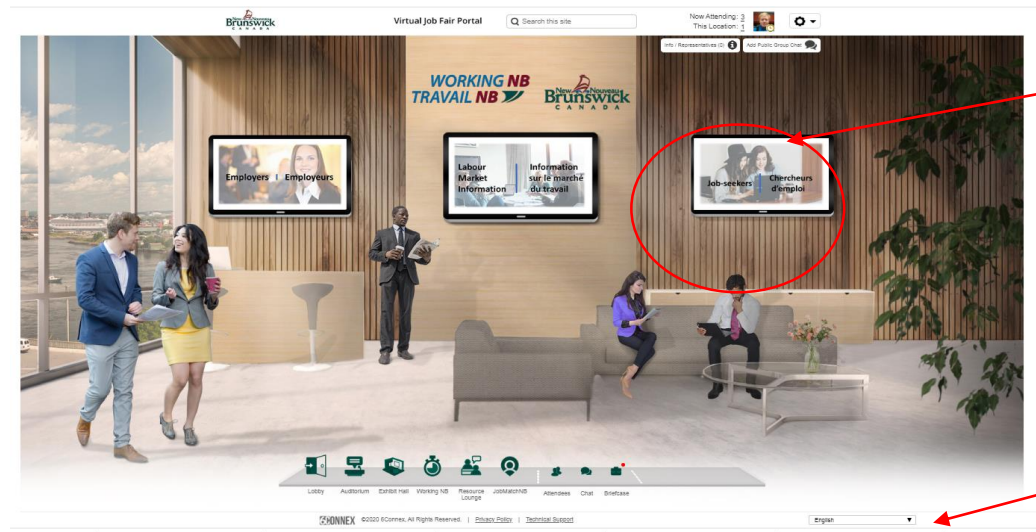
The green chat balloon indicates the person is available for a chat. Click the icon to open the chat window.

TEXT CHAT

WorkingNB has many resources that you can view and download into your inbox for use later. Select the WorkingNB sign in the main lobby or the WorkingNB icon on the navigation bar.



Job Seekers

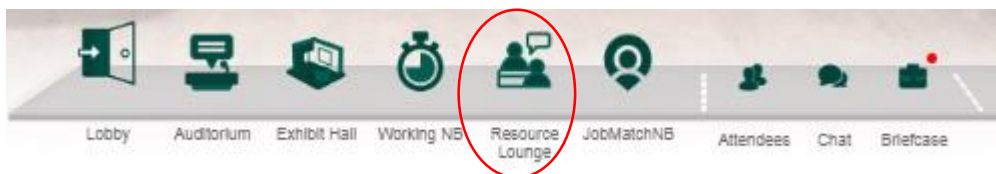


Speak with an Employment Counsellor.

Switch between English and French

Speak with an Employment Counsellor about your job search and career plans. Discover what Working NB can do to help you find employment.

Make sure you stop by the Resource Lounge too. There are resume templates, interviewing tips and other tools you can download for free.



RESOURCES FOR JOB SEEKERS

JobMatchNB (optional)

JobMatchNB (powered by Magnet) is another tool you can use after the to increase 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.

