



This checklist is designed to help you to prepare for the online job fair and to make sure you benefit from all the information and networking opportunities it provides.

It is recommended that you download this checklist and keep it handy during your visit.

1. Prepare/update your resume before your visit

There will be many people attending the event and employers will not have time to interview you online. Depending on the conversation, it is possible that they may request a copy of your resume or ask you questions about your skills so it would be a good idea to have your resume ready.



Things to consider:

- Do you have a cover letter that compliments your resume?
- What are the top 3 skills you wish to highlight should an employer ask you?
- Is your resume in .pdf format and ready to be emailed if requested?

2. Do your research on the companies before asking questions.

The exhibitor booths have many resources such as videos, handouts and in some cases, job descriptions. Make sure you explore the resources before asking the booth representatives questions that are easily answered in the resource materials.



Why is this important?

- It allows the chat queues to move quicker for everyone
- You ask more informed questions by doing research in advance
- Allows you to determine if the organization is a good fit for you before you try scheduling an interview with the employer.

3. Make sure you explore ALL the features of the Virtual Job Fair



What are the key features?

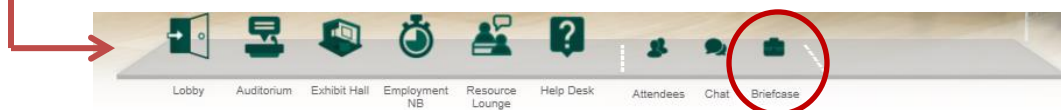
- Exhibitor Hall. This is where the employer booths are located,
- Auditorium. Videos with important program and labour market information.
- Resource Lounge. Tools that job seekers need for an effective job search.
- The Employment NB Suite. Programs and services for employers and job seekers offered by the Department of Post Secondary Education, Training and Labour through the Employment Development offices.



Virtual Job Fair Features



All of these features can be accessed via the main lobby and the navigation bar



4. Take important information home with you.

On the navigation bar is a “BRIEFCASE” icon. You can collect digital handouts, job postings, links to videos and copies of chat conversations by placing them in your briefcase. When you are ready to leave the job fair, all of the contents of your briefcase will be downloaded into the email account that you provide during registration.



To save this information:

- Select the “Save to briefcase” option available on all resource material
- When you register, provide an email that you can access easily
- If you lose information or delete it by mistake, you can still access a lot of the information through www.nbjobs.ca.