JOB FEST

May 25, 2011

Interviewer Guide

Location

On May 25th, 2011 you will be interviewing students in one of 4 locations that have been specially configured to provide you with access to the virtual Job Fest platform. Interviewers will be assigned their locations and notified where they will need to go.

Kennebecasis Valley High School
398 Hampton Road
Quispamsis,NB
Natalie Thomson (506) 848-6693

Simonds High School
1490 Hickey Road
Saint John,NB
Chantelle English (506) 643-7422

Sussex Regional High School
55 Leonard Drive
Sussex,NB
Theresa Murray (506) 432-7593

District 8 Office
490 Woodward Avenue
Saint John, NB
(506) 658-5300

Event Access

Job Fest is an internet-based career planning event that will take place on May 25, 2011. When you arrive at your assign work station you will see a screen that looks like this;

Depending on the internet browser you use you may get a security warning pop up that looks like the following examples. You want to **ALLOW NON SECURE ITEMS** as the site may not function properly is you don't. Please read the message carefully to make the appropriate selection.

JOB FEST

Login ID _____

Password _____

Login codes will be available at the computer you will be assigned to

By clicking Enter, you agree to the Terms of Use below and have read and understand INXPO's Privacy Policy.
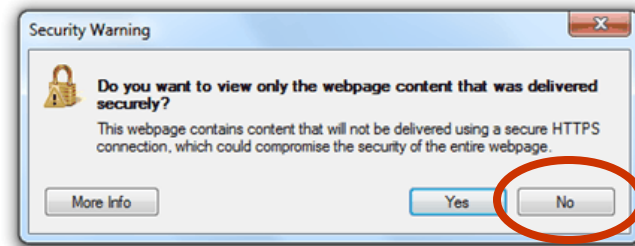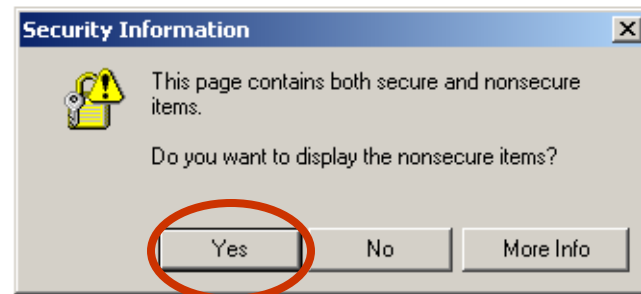
Forgot your password? Click here

☐ I Agree to the Terms of Use | Privacy Policy

Enter

Click Here to Run System Check
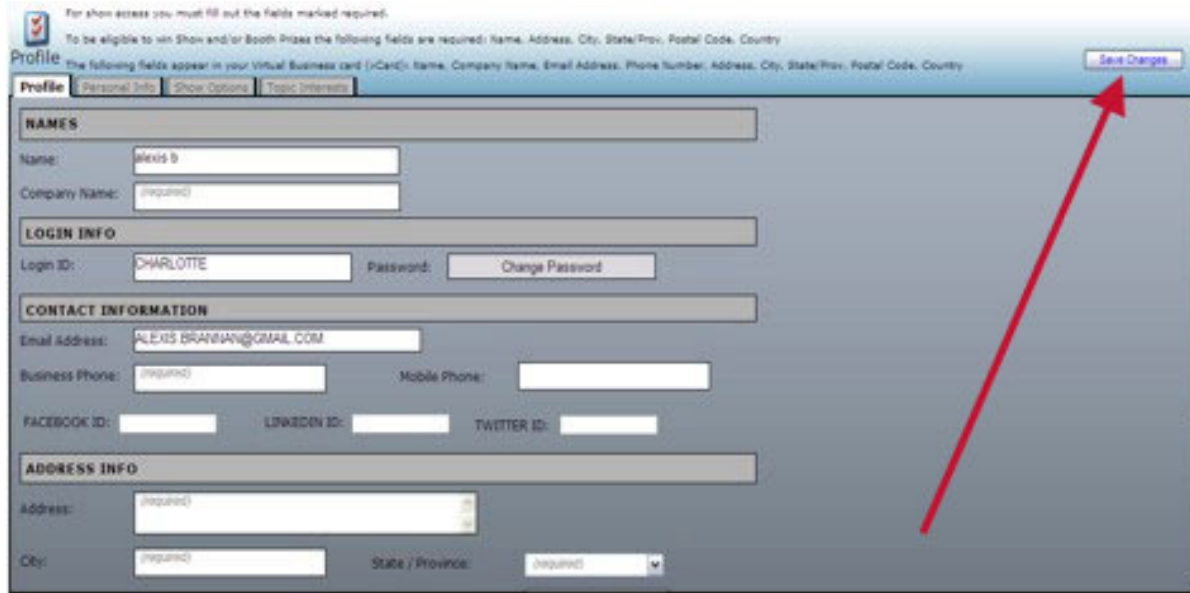Click Here to View Technical Requirements

Security Information

This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes   No   More Info

Security Warning

Do you want to view only the webpage content that was delivered securely?

This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.

More Info   Yes   No

Show Profile

The first time you log into the show, your show profile will be displayed. Filling out your profile completely and accurately will help you while networking with attendees and other exhibitors in the show.

Your profile contains your personal bio and message. Filling this information out allows others in the show to determine if you are a good fit for networking/business opportunities.

When setting up your profile, you can choose an image to represent you during the show. You may select from an extensive list of stock images, or you can upload your own photo.
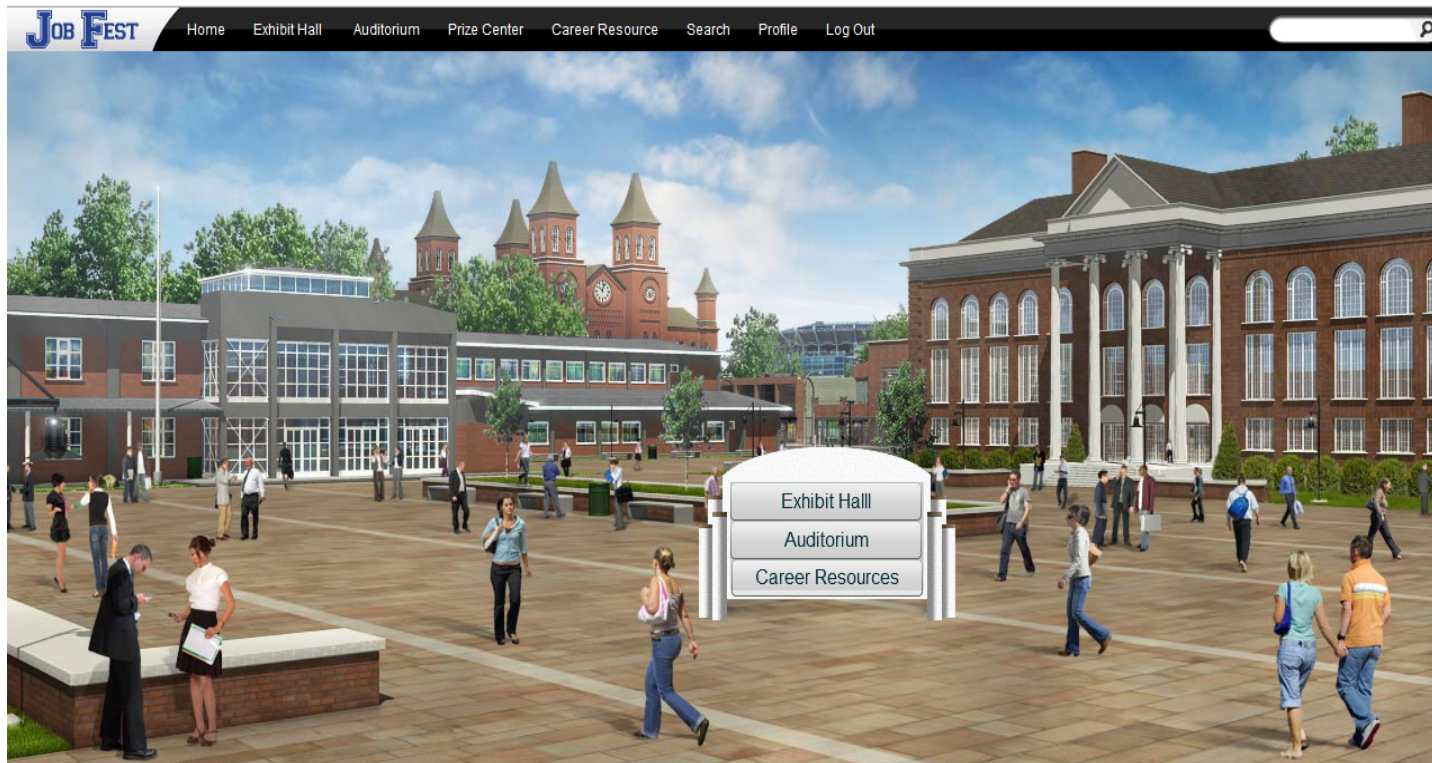
Once you've edited your profile, click *"Save Changes"* and you will be brought back into the show. You can edit your profile at any time by clicking "Profile" on the toolbar at the top of the screen.
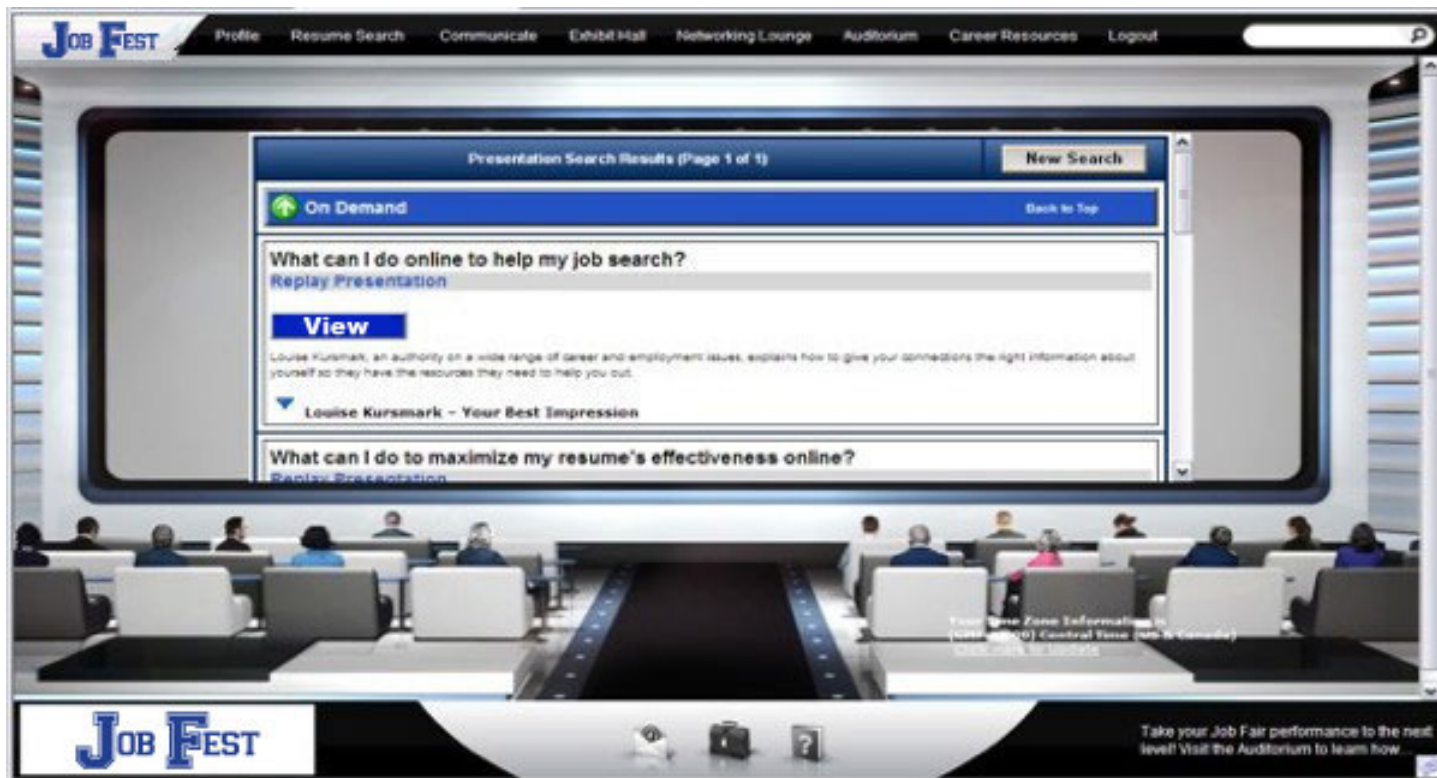
The Job Fest Environment

The Job Fest environment consists of 3 main areas;

1. **Auditorium.** Career related videos for students to watch.

2. **Career Resource Lounge.** Information that students may find helpful in developing their career plan.

3. **Exhibit Hall.** This is where the presentation booths and mock interviews are located.
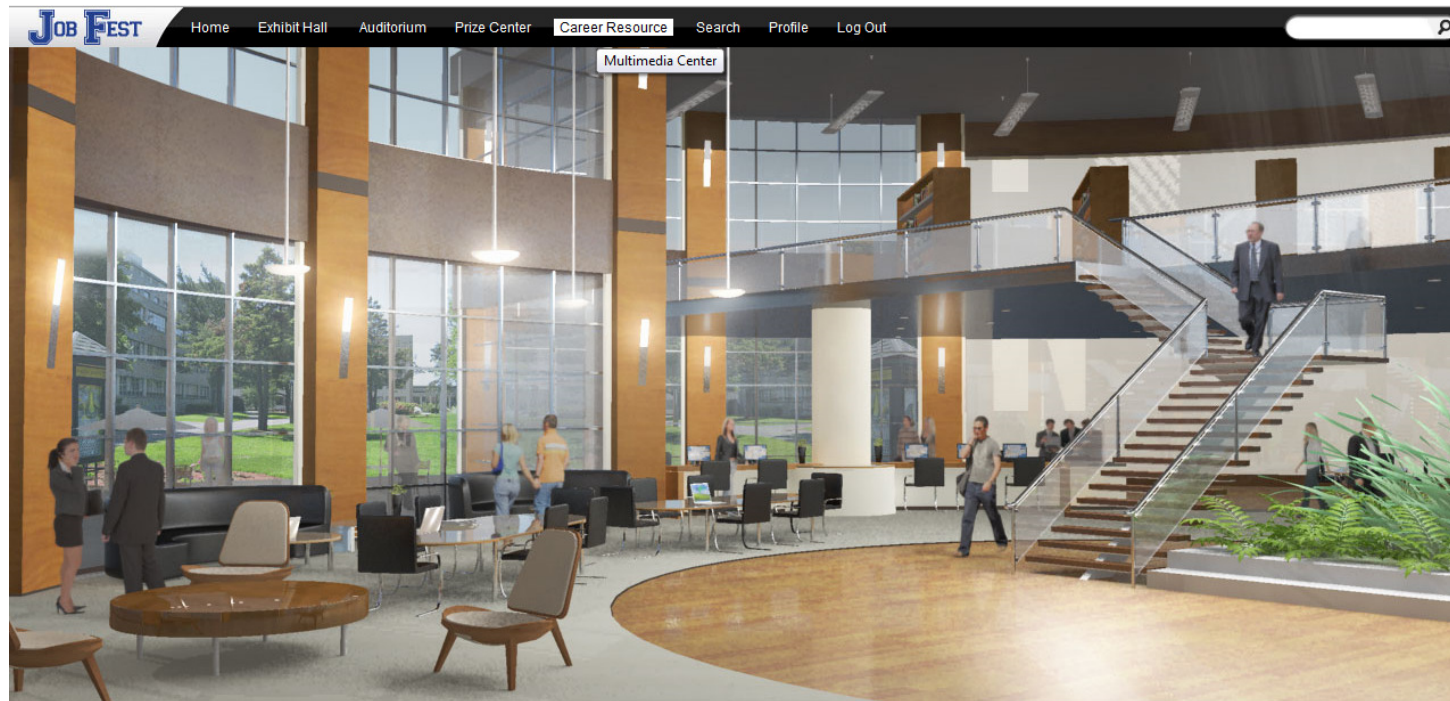
Auditorium

The Auditorium features pre-recorded keynote presentations/videos that are available on demand during the show. To access the Auditorium, click on "Auditorium" in the toolbar at the top of the screen.

Move your mouse to the left or right of the Auditorium screen to scroll through thumbnails of the presentations. Click on a presentation's thumbnail to view detailed information about the speaker and the presentation. Next, click the "View" button to launch the presentation in a new window.

Career Resource Lounge

This area features information and resources that students can browse.

The information supplements the resources found in the Exhibit Hall and Auditorium. The resources contained in this area is useful for teachers, guidance counsellors and parents if they wish to review the experience with students.

Exhibit Hall

When you login to the virtual career fair, you will be taken to the Exhibit Hall floor, where you can view the various exhibitors and their booths. By moving your mouse to the edges of the screen, the show floor view will pan to reveal all of the booths. To view a booth, click on the booth on the show floor.
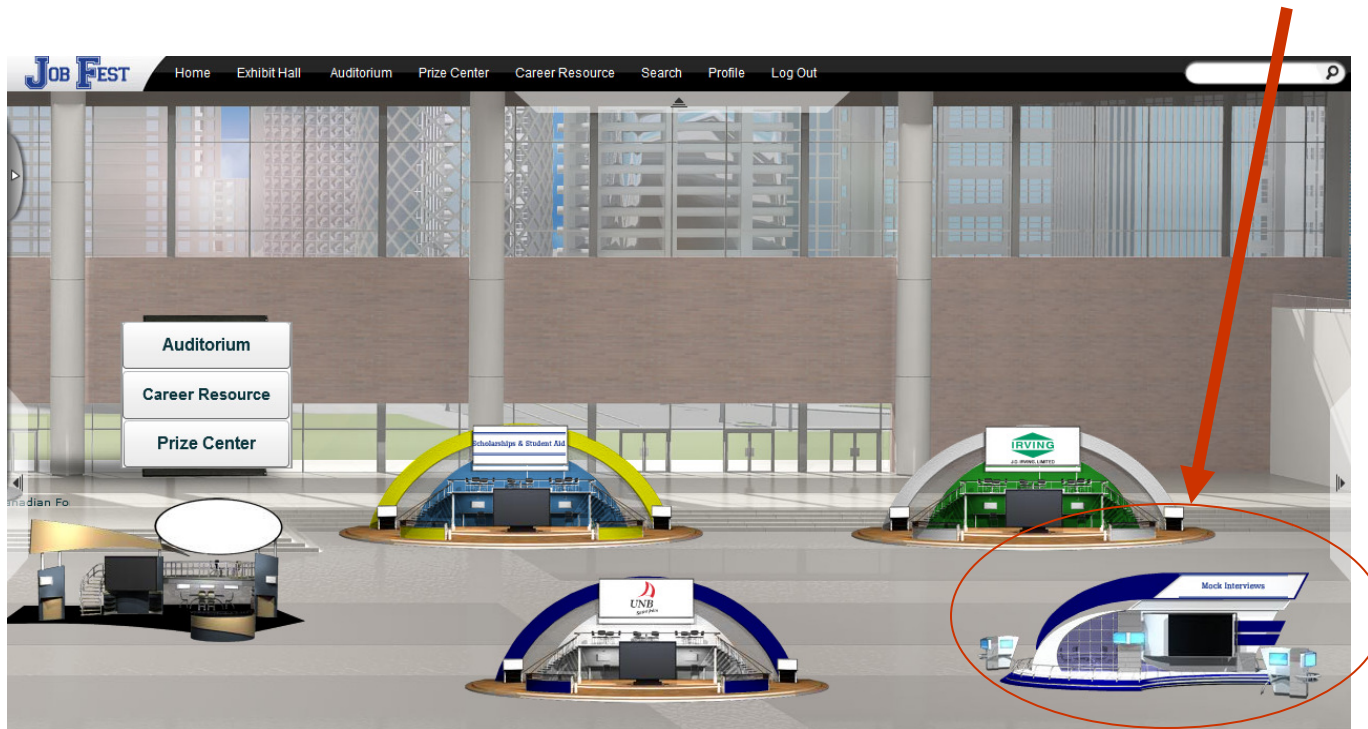

You can return to the exhibit hall by clicking "Exhibits" on the toolbar at the top of the screen.
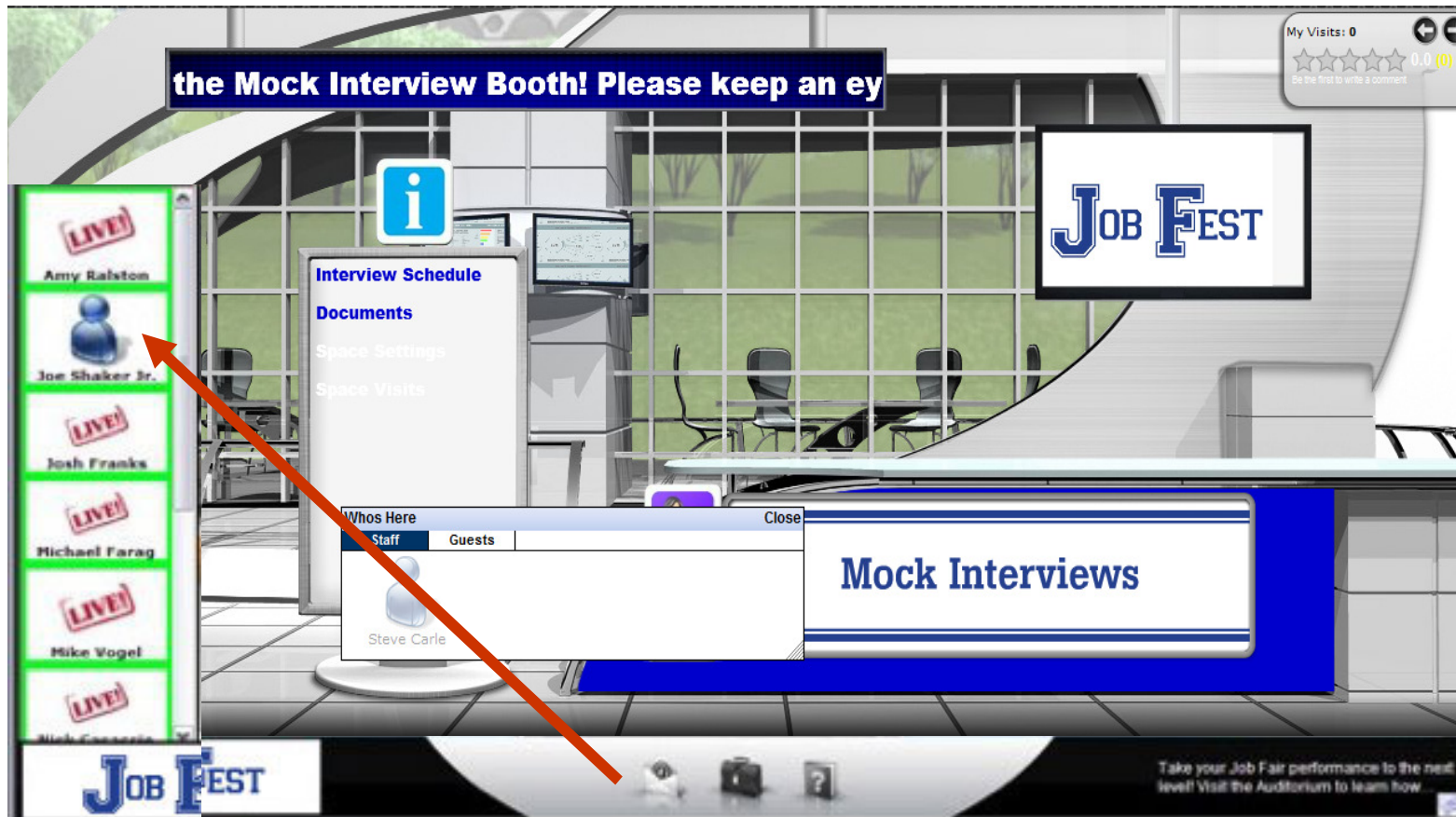
Mock Interview Booth

Interviewers for the event will be located in a "Mock Interview Booth" in the Exhibit Hall.

Students have been assigned specific times to access the booth and engage in an interview with as assigned interviewer. Interviewers will receive a copy of the schedule, interview questions and feedback forms that they will need to conduct the student interviews. Each student will be allocated a 15 minute interview time (10 minutes for the interview, 5 minutes for feedback).
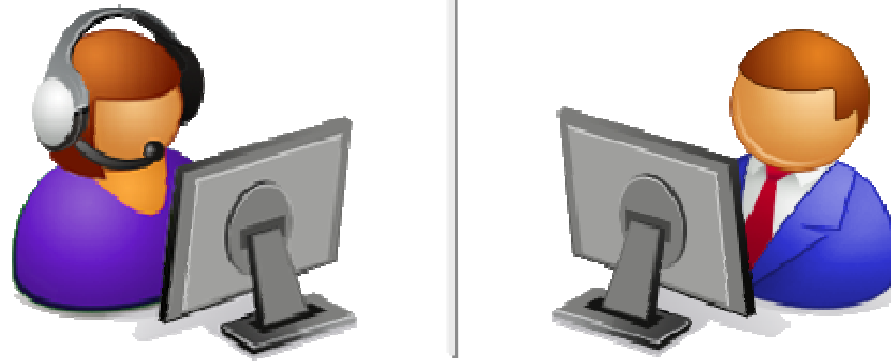
Communication

When a student enters your booth and clicks on the *Users* tab, they will appear in the users tab. If you are staffing the Mock Interview booth, please keep look for the student you are scheduled to speak with, click on their icon and initiate a chat by clicking on 'Start Chat'.

Communication with Web Cam

The mock interviews with be conducted through the use of web cameras. Headsets to reduce noise and other distractions will also be provided for your use. If you run into any technical difficulties, event staff and members of the District IT staff will be available to assist you.

Don't worry if you have never interviewed using a web camera before, as most people haven't. A benefit of you experimenting with this technology is that you build your skill sets the same time as the students. **Have fun and enjoy the experience!**

A couple of tips;

1.   Talk naturally and in your normal tone.
2.   Look into the camera when speaking. It can be distracting for you if you watch yourself speak on the screen.
3.   Feel free to take notes during the interview.

Orientation and Training

If you are unable to participate, two webinar sessions were recorded and can be viewed by following these links. You don't need to watch both as they contain very similar information.

http://cc.readytalk.com/play?id=2e6iqu

http://cc.readytalk.com/play?id=ct8i4p

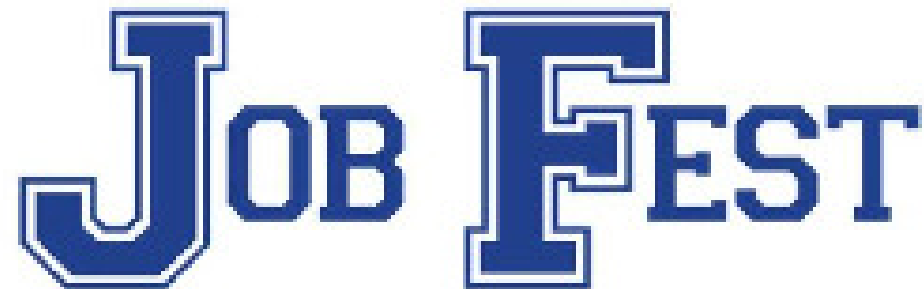After you click on a link you will see a screen that looks like this;

Type in "jobfest" and hit submit. The video should play for you.

Questions/Problems?

For support during the live event, click "Help" on the toolbar at the bottom of the screen.

Contact us: jobfest@svesupport.com

Thank you for participating in Job Fest!