



ORIENTATION GUIDE

WELCOME

You are about to experience a very exciting career development opportunity for grade 11 students in the Southwest Region of New Brunswick. Feel free to explore this virtual platform and be sure to stop by the “Welcome Booth” in your travels. We hope this guide will help you to get the most out of your visit!



BACKGROUND

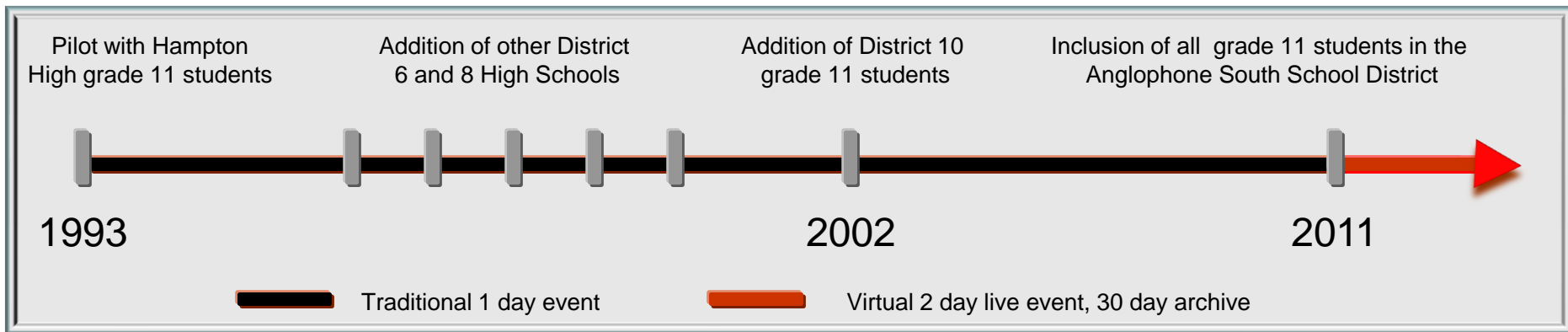
Job Fest is a career planning activity that provides grade eleven students with information that helps make the connection between the World of Education and the World of Work.

Job Fest was originally established in 1993 between Irving Pulp and Paper, J.D. Irving Limited and Hampton High School. The benefits of the first Job Fest served as the catalyst for expanding to include all District 6 Schools, and eventually schools in District 8.

In 2002, the Department of Training and Employment Development (now Post-Secondary Education, Training and Labour), became a sponsor, allowing the event to grow once again and provided for the participation of an even greater number of students, including students from School District 10.

2011 marked an important transformation of Job Fest. To meet the needs of the changing workforce and the dynamic skills of this generation, Job Fest was presented in an entirely new format....VIRTUAL!

This format provided access to more students than ever before (2,500+ compared to 400 in the traditional model) and parents were granted access so they could obtain the resources they need to act as career coaches for their children.



BACKGROUND

On April 3 & 4, 2013 Job Fest will be open to grade 11 students from the Anglophone South School District!

Students will be able to explore and collect career planning resources, *chat live with representatives from all of the post secondary destinations*, receive instruction on working safe in the workplace and select students participate in a mock job interview where they can have their resume reviewed and receive valuable interview coaching and job search advice!

This virtual environment will be accessible 1 month following April 4th so that all grade 11 students can have additional access the website and benefit from the information that is provided. Parents, teachers and event exhibitors are also welcome to visit the site as often as they wish and download the career resources.

There will be no exhibitor chat forums during this 1 month archive period but the booth videos, resources and links to company website will be available. The Work Room Career Resource Centers can provide post-event support to students seeking more information and interview practice.

Everything relating to Job Fest can be accessed through the following website;

www.careersthatwork.ca

EVENT ACCESS

You will be invited to participate in the event through an email message that will direct you to a link login page that looks like this;



JOB FEST

Login ID

Password

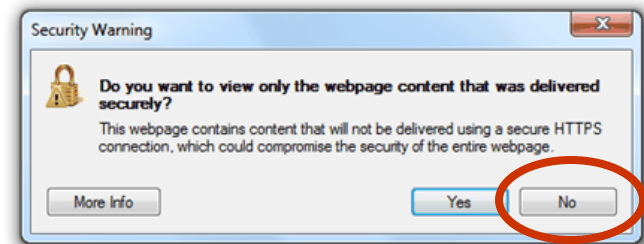
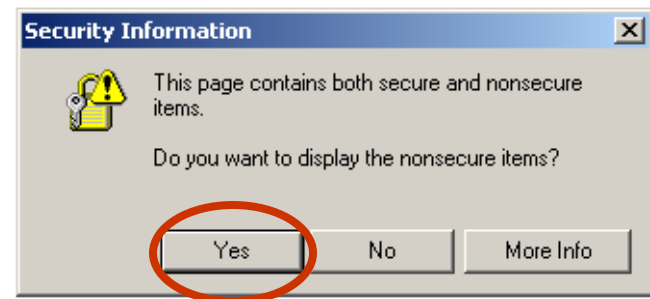
By clicking Enter, you agree to the Terms of Use below and have read and understand INXPO's Privacy Policy.

[Forgot your password? Click here](#)

☒ I Agree to the [Terms of Use](#) | [Privacy Policy](#)

[Click Here to Run System Check](#)
[Click Here to View Technical Requirements](#)

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 if you don't. Please read the message carefully to make the appropriate selection.



EVENT ACCESS

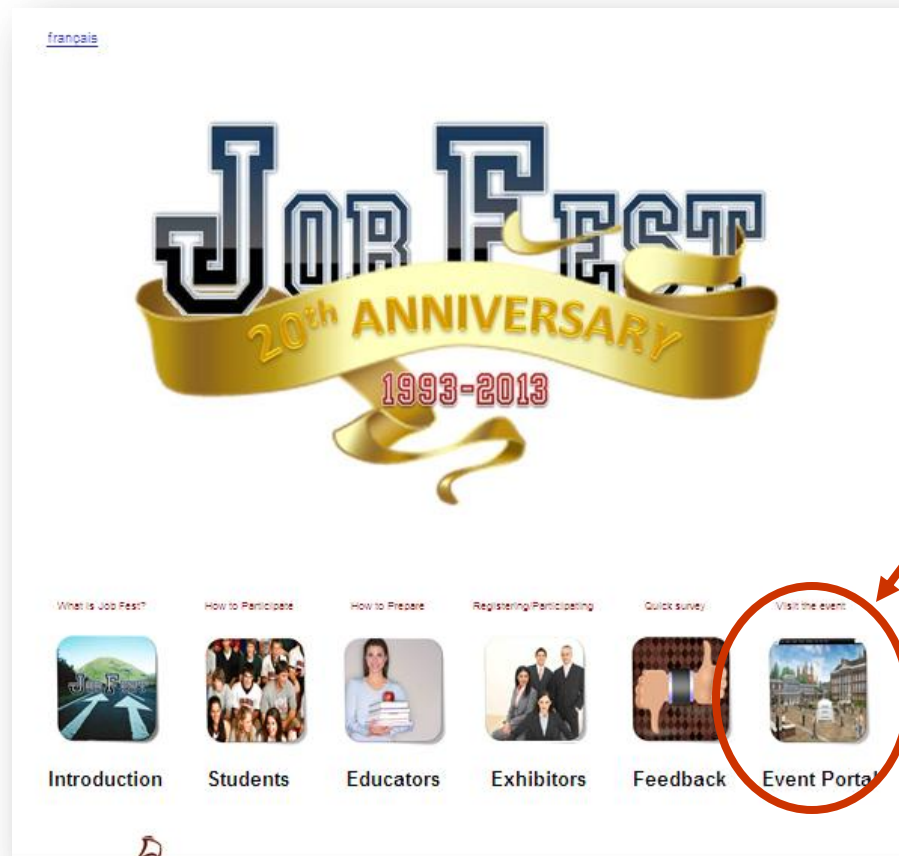
If for some reason you don't receive an email or it gets accidentally deleted, you can still access Job Fest through www.careersthatwork.ca;



Select this option.

EVENT ACCESS

Once you are in the Job Fest area of the website, you can select any of the icons to learn more about the event or go directly to the event by selecting the “Event Portal” icon. We would like your feedback, so please fill out a quick survey either on this page or in the “Welcome Booth” in the Job Fest Exhibit Hall.



**Enter
Job Fest
platform**

EVENT ACCESS

Job Fest has a dedicated website that provides visitors with information and resources to prepare them for the event. Click on the picture to enter the site. Feel free to explore the content of the website and when you are ready to access the live event, select the “Enter the Event” tab.

The screenshot displays the Job Fest website interface. The top navigation bar includes links for Home, Exhibit Hall, Auditorium, Career Resources, Profile, and Communicate. The main content area features a large 3D rendering of the event venue, which includes an Exhibit Hall and an Auditorium. A red arrow points from the 'Enter the Event' link in the navigation menu to the 3D rendering. The right sidebar contains a 'Job Fest 20th Anniversary 1993-2013' banner and a list of links: Introduction, Students, Teachers & Guidance, Booth Exhibitors, and Enter the Event. The 'Enter the Event' link is circled in red. Below the banner, there are sections for 'Important Dates' (Mar 1, 2013 Deadline to submit resumes to Guidance Dept.) and 'Why You Should Participate in Job Fest' (Five Very Good Reasons...). The bottom toolbar includes icons for a mail envelope, a briefcase, and a question mark, with a text prompt: 'Need help? Click on the help button in the bottom toolbar.'

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JOB FEST

20th ANNIVERSARY
1993-2013

Introduction | Students | Teachers & Guidance | Booth Exhibitors | Enter the Event

Important Dates

Mar 1, 2013
Deadline to submit
resumes to
Guidance Dept.

Why You Should Participate in Job Fest
Five Very Good Reasons...

- You can easily get some career research completed. Grade 11 students need to start making career plans BEFORE entering grade 12. You don't need to decide your whole career right now, but if you are interested in certain career fields or there are jobs that are of interest, you need to make sure you don't graduate and miss courses you may need to get accepted into a post secondary school. This could be a costly mistake as it may require you to return to high school to obtain a missing course OR you may have to pay money to get training

Need help? Click on the help button in the bottom toolbar.

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.



The screenshot shows a web form titled "Profile" with a blue header. Below the header, there are tabs for "Profile", "Personal Info", "Show Options", and "Topic Interests". The "Profile" tab is active. The form contains several sections: "NAMES" with fields for "Name" (filled with "Alexis B") and "Company Name" (marked "required"); "LOGIN INFO" with fields for "Login ID" (filled with "CHARLOTTE") and "Password" (with a "Change Password" link); "CONTACT INFORMATION" with fields for "Email Address" (filled with "ALEXIS.BRANNAN@GMAIL.COM"), "Business Phone" (marked "required"), "Mobile Phone", "FACEBOOK ID", "LINKEDIN ID", and "TWITTER ID"; and "ADDRESS INFO" with fields for "Address" (marked "required"), "City" (marked "required"), and "State / Province" (marked "required" with a dropdown arrow). A red arrow points from the bottom right of the form to a "Save Changes" button in the top right corner.

Your profile contains your personal bio and message. Filling this information out helps students to understand which company you represent (especially in booth with multiple exhibitors).

When setting up your profile, you can choose an image to represent you during the show. It is suggested you use your company logo.

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

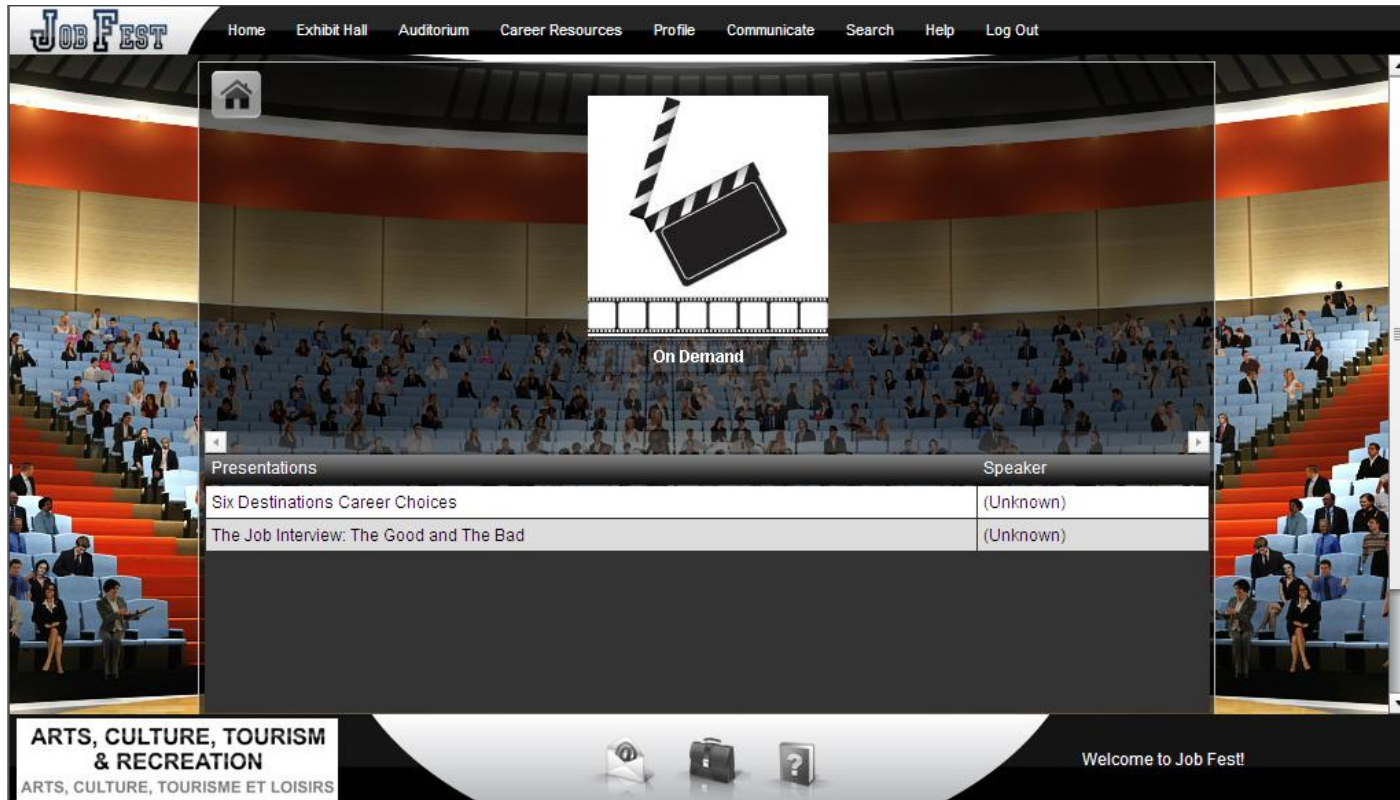
The Job Fest environment consists of 3 main areas;

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

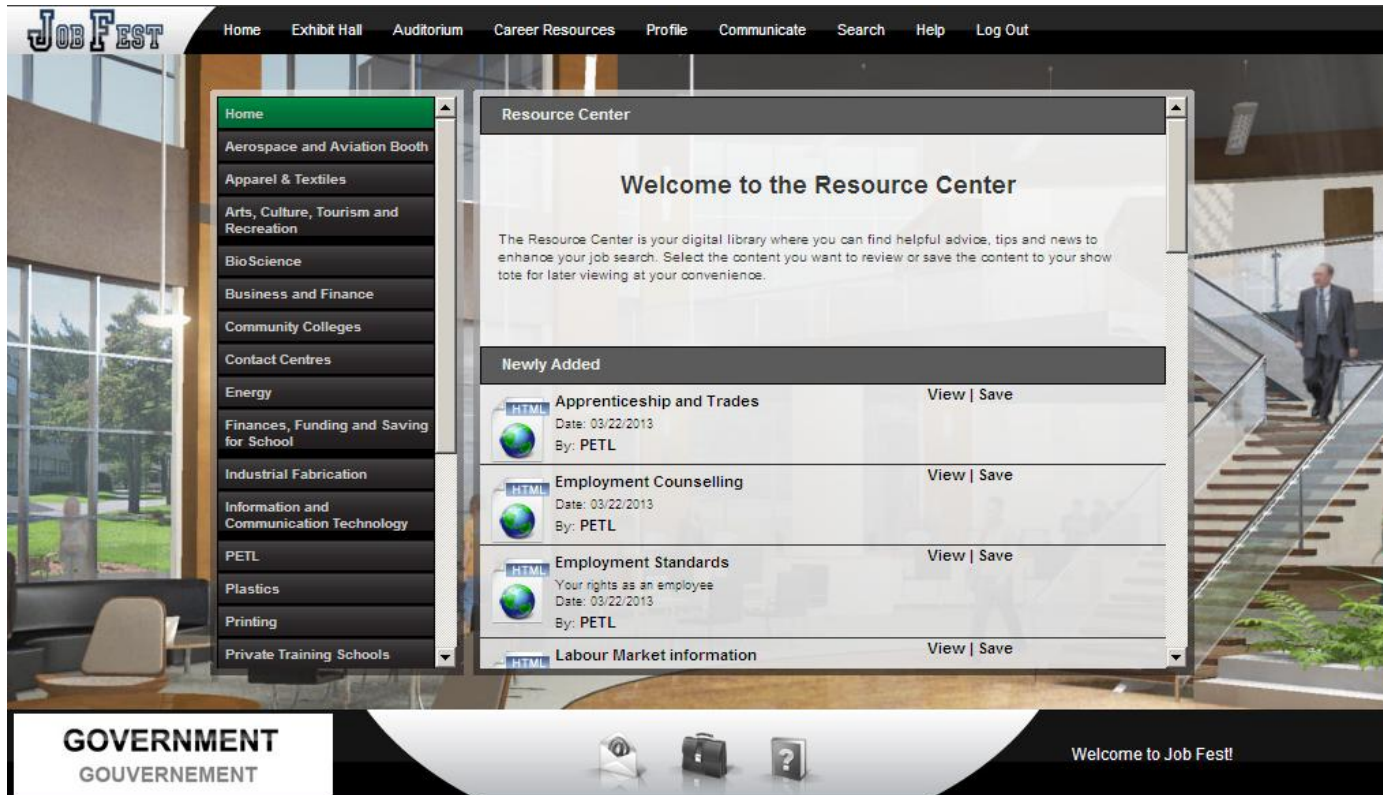
The Auditorium features pre-recorded keynote presentations/videos that are available on demand during the show. To access the Auditorium, click on “Auditorium” in the toolbar at the top of the screen.



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

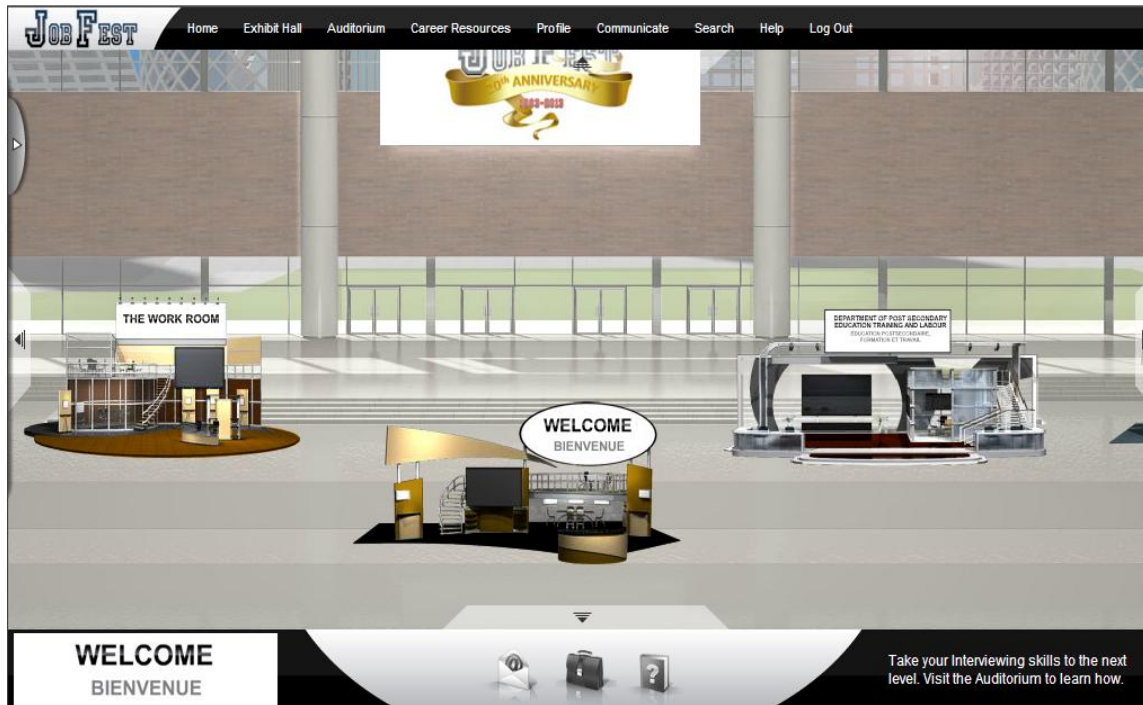
This area features information and resources that visitors can browse.



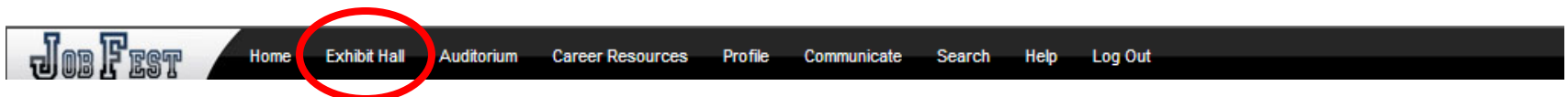
The information supplements the resources found in the Exhibit Hall and Auditorium. The resources contained in this area is useful for teachers, guidance counsellors and parents if they wish to review the learning experience with students.

EXHIBIT HALL

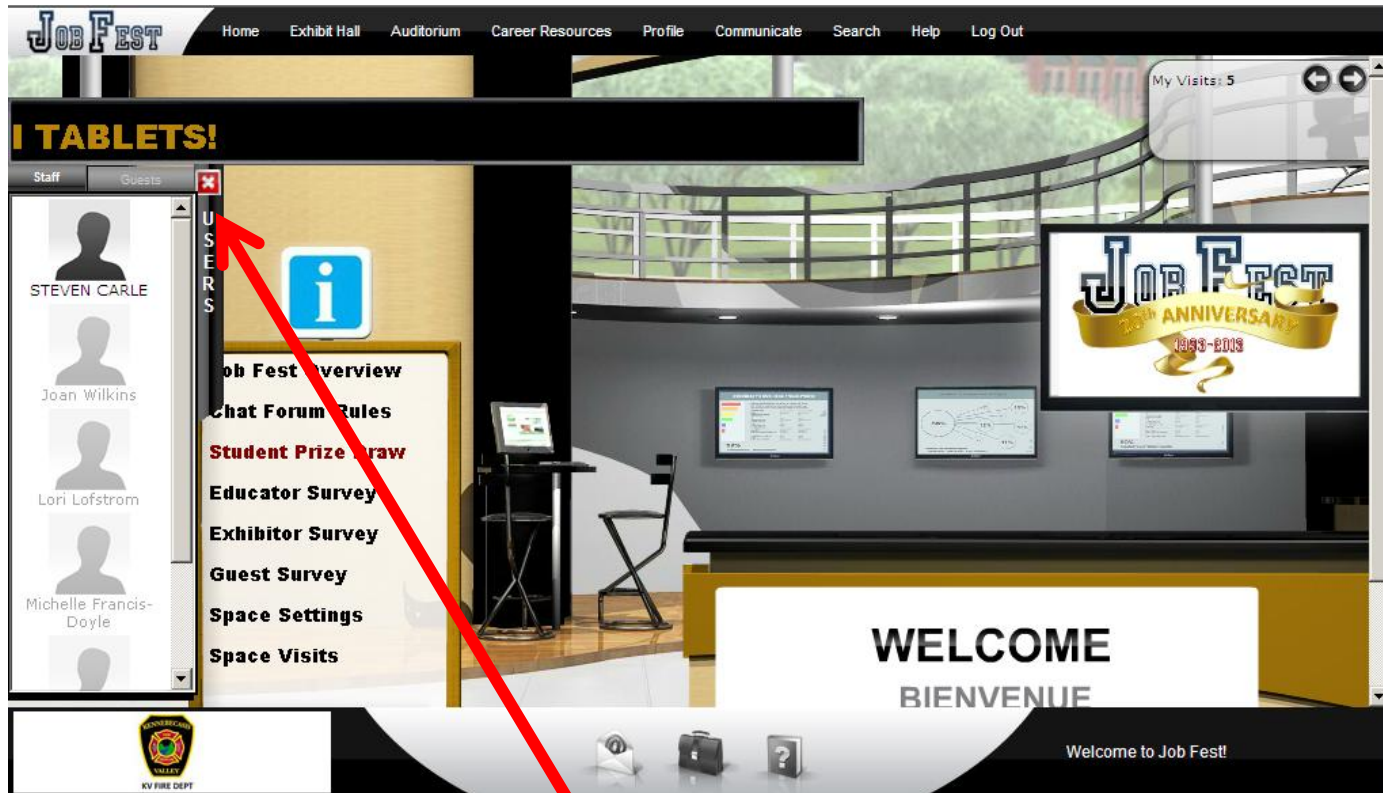
The Exhibit Hall floor is where you can view the various exhibitors and their booths. By moving your mouse to the edges of the screen, the show floor view will pan to reveal all of the booths. To view a booth, click on the booth on the show floor.



You can return to the exhibit hall by clicking “Exhibit Hall ” on the toolbar at the top of the screen.



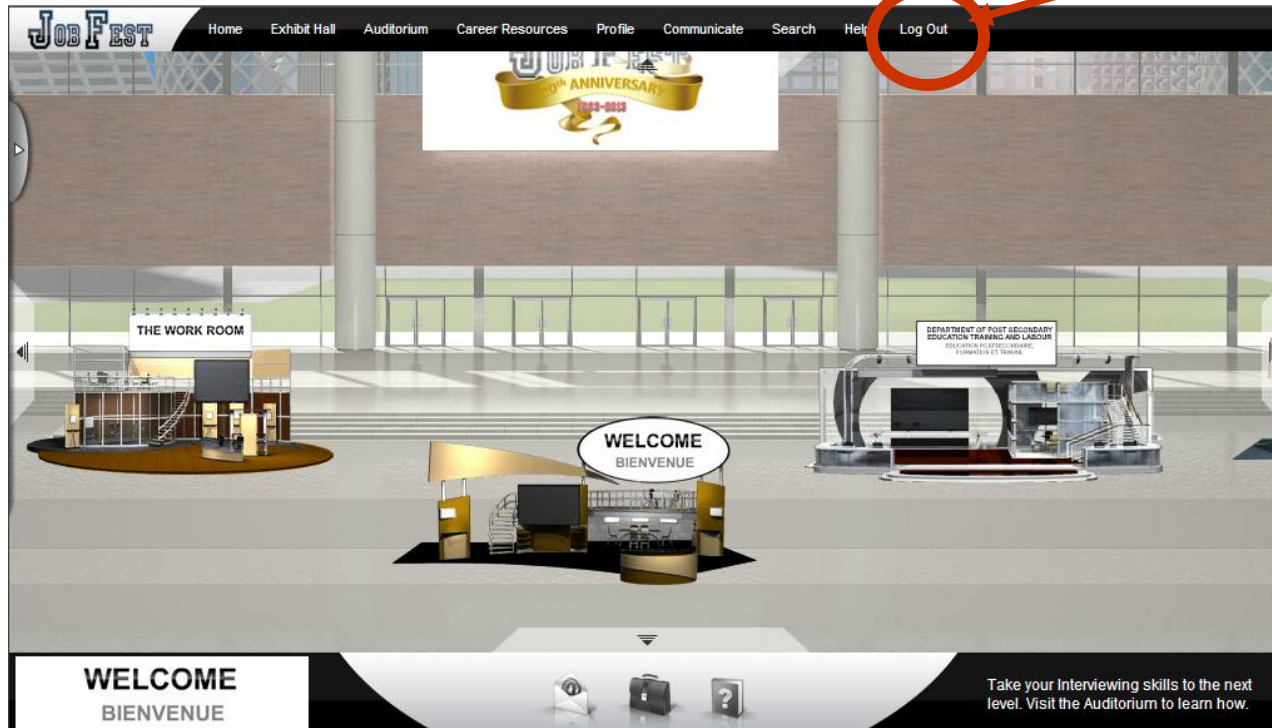
COMMUNICATION



When you enter a booth and click on the *Users* tab, an avatar with your login identifier will appear in the users tab. If you would like to chat with an exhibitor, click on their icon and initiate a chat by clicking on 'Start Chat'.

LEAVING THE EVENT

When you decide to leave the event, simply select the “Logout” tab at the top of the screen.



You can visit the event as often as you wish for the 30 days it will be archived. You can use the same login information as you did when you visited the live event.

QUESTIONS/PROBLEMS?

For support during the live event, click “Help” on the toolbar at the bottom of the screen. **Contact us:** jobfest@svesupport.com

You can also visit the “Welcome Booth” which will be staffed by members of the Job Fest Organizing Committee.

Feel free to stop by and give us your feedback!



Thank you for participating in Job Fest!