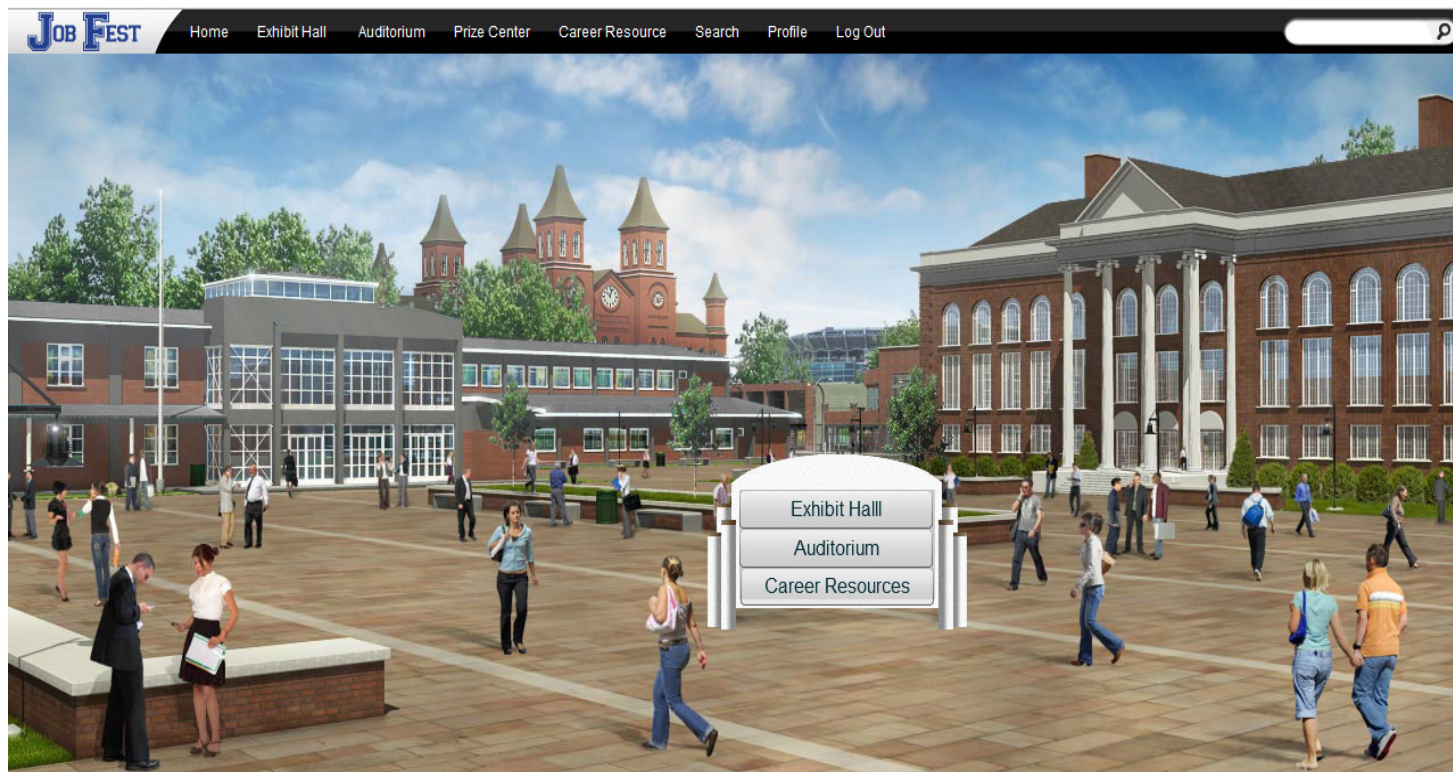


JOB FEST

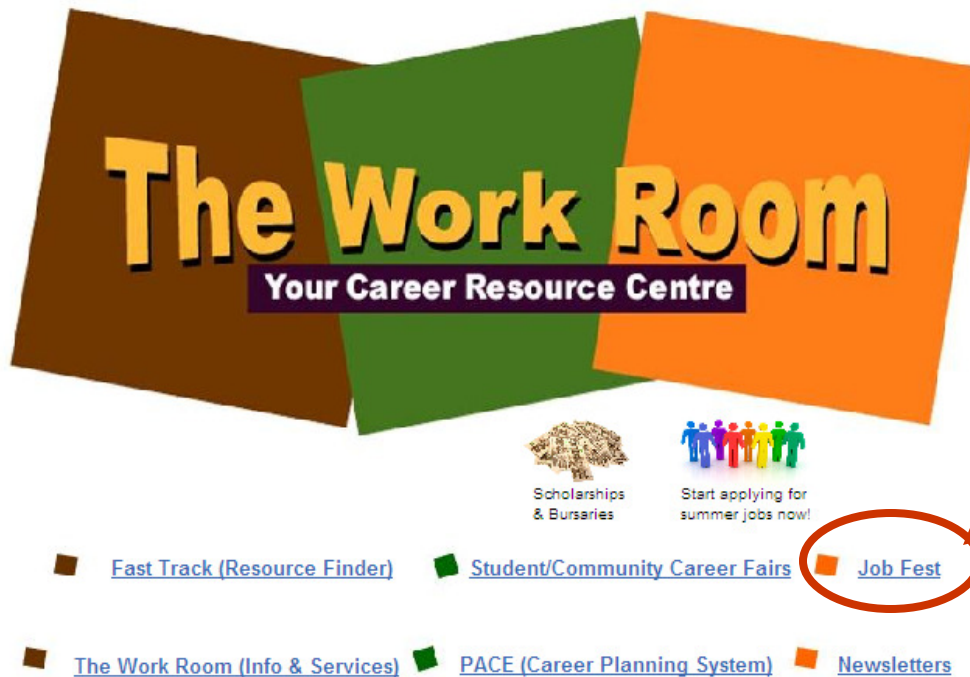
May 25, 2011



Student Guide

Event Access

Job Fest is an internet-based career planning event that will take place on May 25, 2011. You will access the event by using a computer lab (or other designated area) in your high school. Your English teacher will advise you of will be participating in the event. To access the event you will need to visit the following website;



Select this option.

www.careersthatwork.ca

Event Access

Job Fest has a dedicated website that provides students 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 image shows a virtual booth for Job Fest 2011. The booth has a sign that says "Welcome to Job Fest 2011" and "Welcome Booth". A woman is standing in the booth, and a man is pointing at a sign that says "Temporarily Under Construction" and "Reopening Soon!". A large orange arrow points from the booth to the website screenshot on the right.

The website screenshot shows the "JOB FEST" logo and a navigation menu with the following items: Introduction, Preparing for Job Fest, Mock Job Ads, Resumes & Interview Resources, and Enter the Event. The "Enter the Event" link is circled in red. Below the navigation menu is an "Introduction" section with the heading "What is Job Fest?". The text in the introduction section reads: "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. Practical workshops and experiential learning set the stage for students to think about, explore and prepare for their careers. Job Fest offers an enriching understanding of applying for a real job by making application for a "muck job", taking part in a "muck job" interview and participating in a series of professional employability skill workshops and activities." Below this is a paragraph about the history of Job Fest: "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." Below this is a paragraph about the 2011 event: "This year marks an important transformation of Job Fest. To meet the needs of the changing workforce and the dynamic skills of this generation, Job Fest will be presented in an entirely new format....VIRTUAL!" Below this is a paragraph about the 2011 event: "Job Fest 2011 is under construction in preparation for a May 28th, 2011 release for students in school districts 6, 8 and 10." Below this is a paragraph: "There are two dynamic components to the new Job Fest:"

At the bottom of the booth screenshot, there is a countdown timer for May 25, 2011, showing 014 days, 11 hours, 15 minutes, and 28 seconds.

At the bottom of the page, there are logos for New Brunswick Canada and J.D. IRVING, LIMITED. The text next to the logos reads: "Job Fest is brought to you through funding provided by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements and J.D. Irving Limited."

Event Access

You will be directed to a login site. Your English teacher and/or guidance counsellor will provide you with the access codes.

JOB FEST

Login ID ← **Provided by teacher**

Password ← **In CAPS**

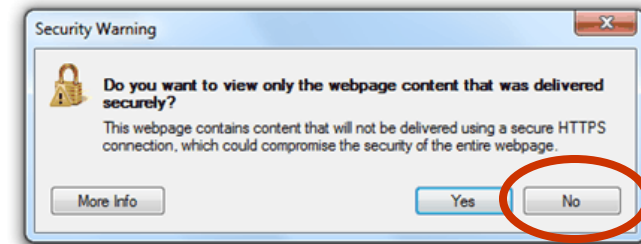
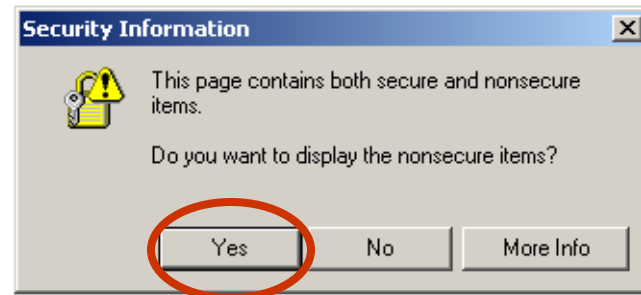
By clicking Enter, you agree to the Terms of Use below and have read and understand INXPO's Privacy Policy.

[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](#)

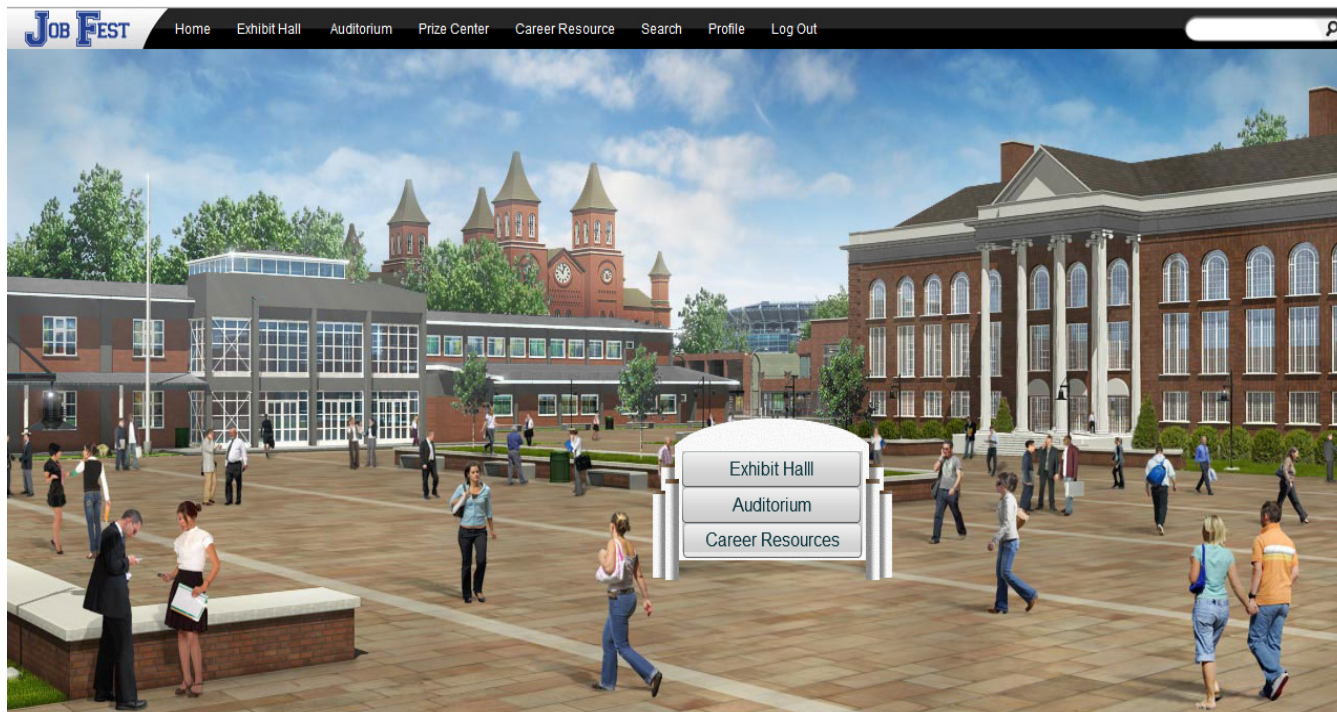
Depending on the internet browser you use you may get a security warning pop up that looks like the following examples. You want to **ALLOW NON SECURE ITEMS** as the site may not function properly if you don't. Please read the message carefully to make the appropriate selection.



The Job Fest Environment

After logging into the show (passwords provided by your teacher), you will be taken to the show's Campus. From the campus, you can visit the 3 main areas of the show by clicking the entrance sign building.

1. **Auditorium.** Career related videos you can watch.
2. **Career Resource Lounge.** Information you may find helpful in developing their career plan.
3. **Exhibit Hall.** This is where the presentation booths and mock interviews are located.



Auditorium

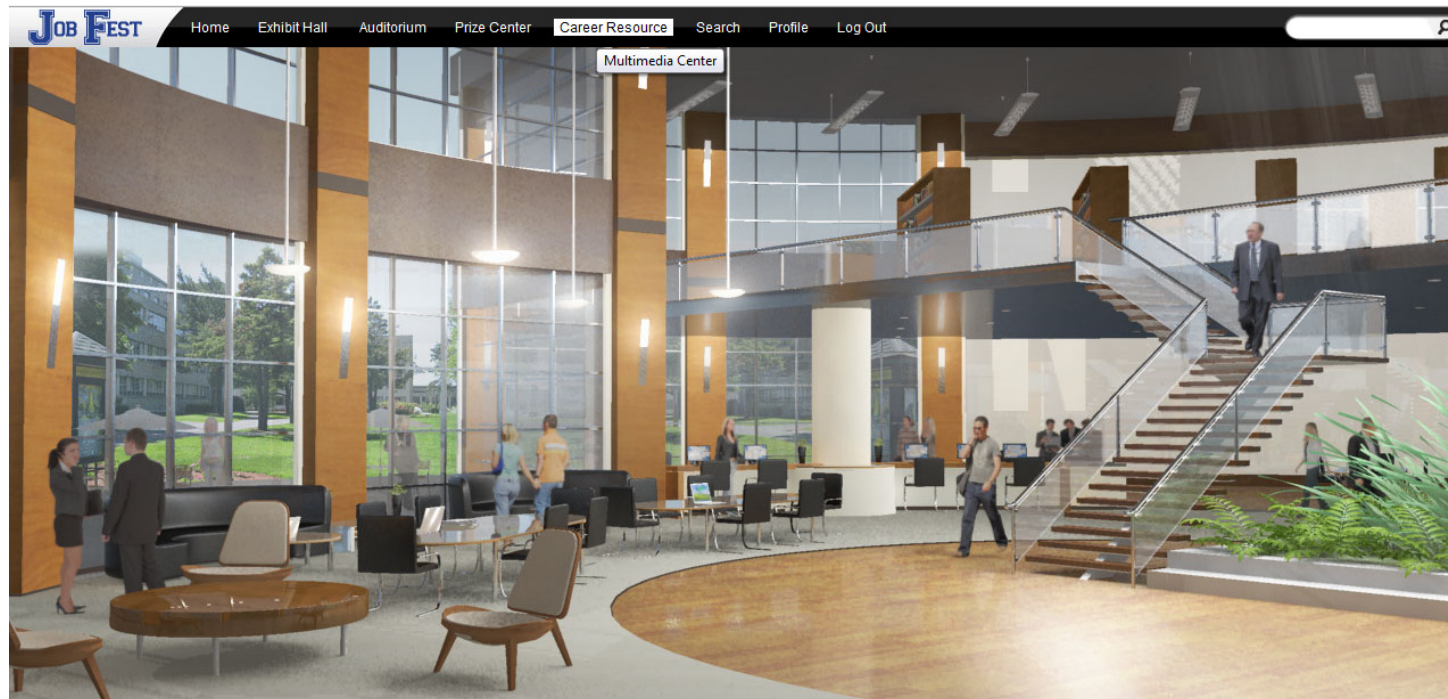
The Auditorium features pre-recorded presentation/videos that are available on demand during the show. To access the Auditorium, click on “Auditorium” in the toolbar at the top of the screen.



Move your mouse to the left or right of the Auditorium screen to scroll through thumbnails of the presentations. 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 located in this section are especially helpful for your summer job search and deciding on your career options once you graduate from high school. You may wish to come back here over the next 3 months when the platform is open.

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.



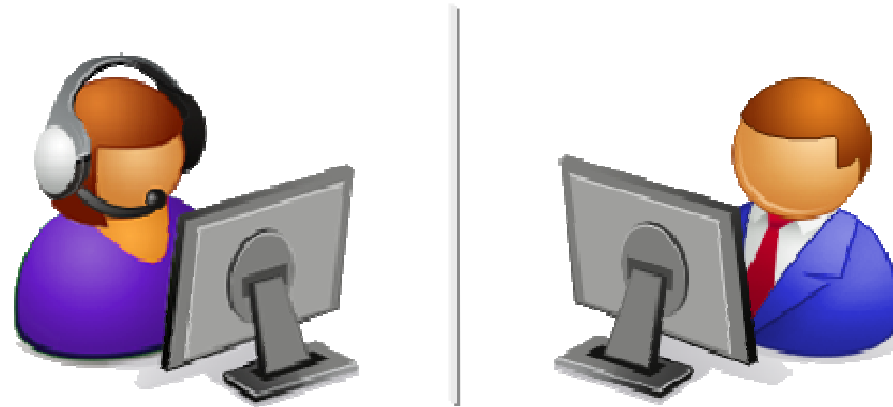
You can return to the exhibit hall by clicking “Exhibits” on the toolbar at the top of the screen.



Interview with a Web Cam

The mock interviews will 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.

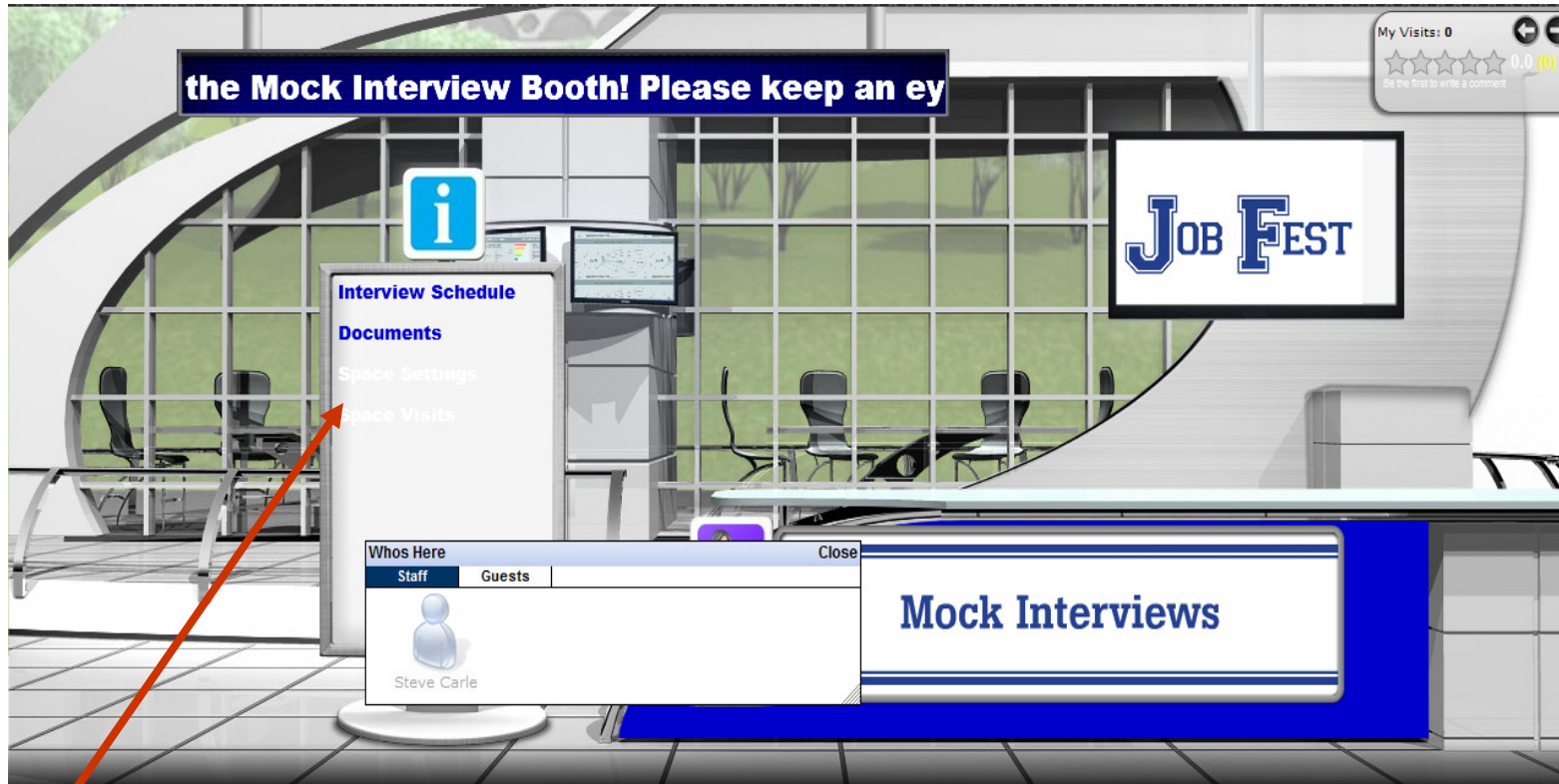
Don't worry if you have never interviewed using a web camera before, as most people haven't. Many of the interviewers are learning these skills too. **Have fun and enjoy the experience!**



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. Try not to move around too much if you can help it.

Visiting a Booth

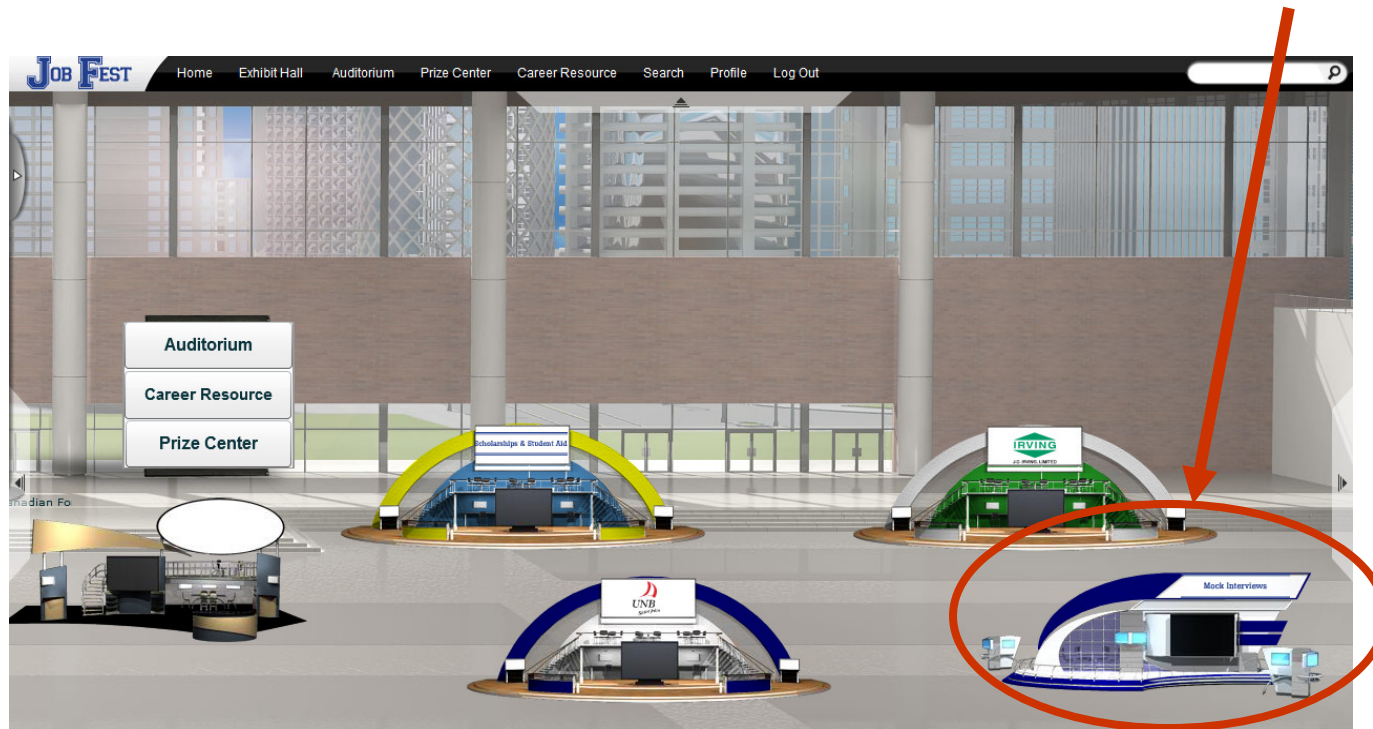


When you enter a booth and click on the “Content” tab, it will display a list of the materials available within the booth. You may access these materials simply by clicking on information that you are interested in.

Booth representatives will be standing by in the booths. Click on a representative’s image to send them an email, if you have any questions. They will respond to your email immediately in a chat forum.

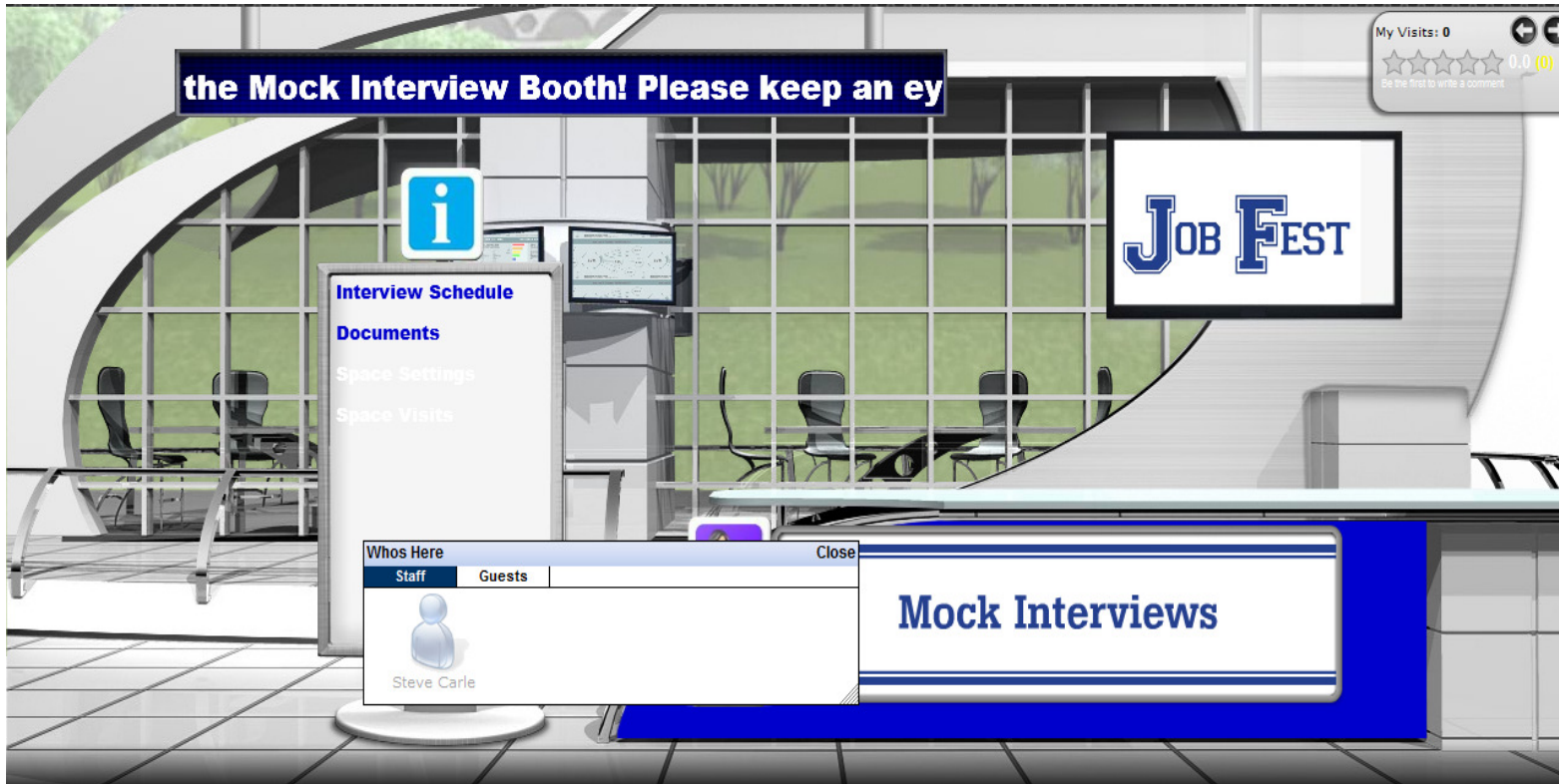
Mock Interview Booth

Interviews 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. Your teacher/guidance counsellor will have copies of the interview schedule. Each student will be allocated a 15 minute interview time (10 minutes for the interview, 5 minutes for feedback).

Visiting a Booth



Try to arrive at the Mock Interview Booth a few minutes early. Please wait for your assigned interviewer to send you a chat request, so you can begin your mock interview.

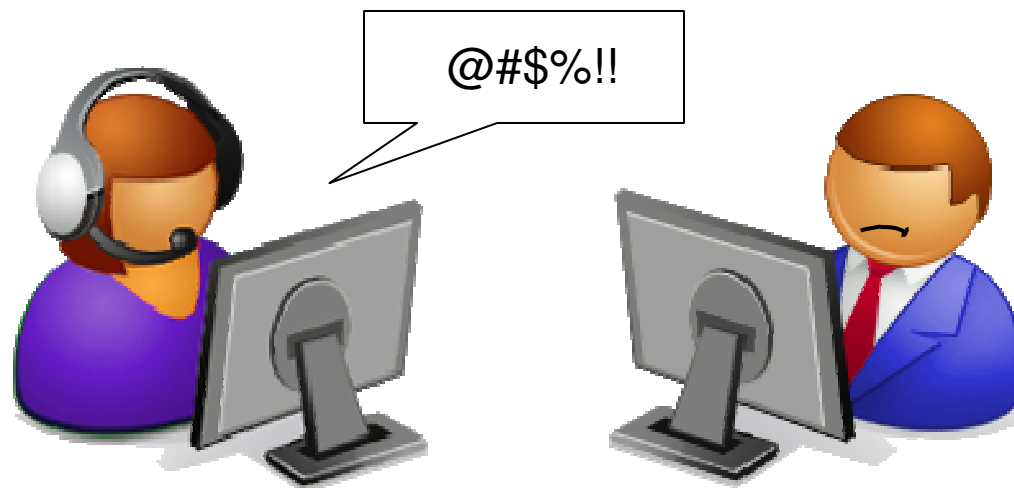
There are resources you can view in this booth while you are waiting.

Communication

Even though students participate in Job Fest using coded passwords, **your identity is known by the event organizers, teachers and school administrators.** Each student has a unique password identifier linked to their name. Computer labs will be monitored by teachers and interviewer areas monitored by event staff.

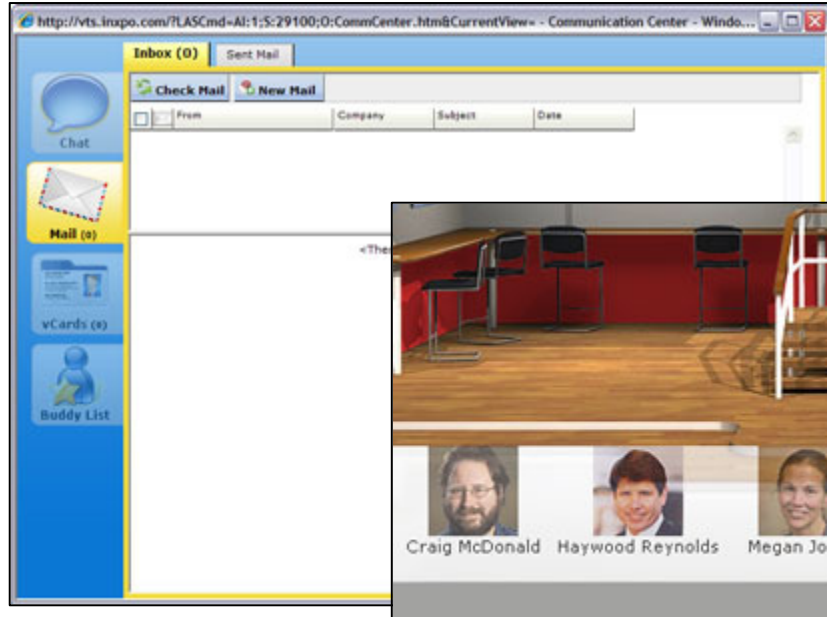
Please conduct yourself as if this were an actual job interview and do not use unprofessional or inappropriate language when communicating with anyone at Job Fest whether it be in chat rooms or webcam interviews.

Students who fail to comply will be removed from the Job Fest venue and will not be permitted to regain access. School administration may impose additional measure depending on the nature of the offence.



Communication

There are three types of show communication: chat, e-mail or vcard. To initiate communication with other show participants you can click the “Communicate” icon from the top of your screen. It will open your Communication Center. Here you can view received vcards and e-mail as well as view previous chat sessions. By clicking “New” next to any of the chat types you can send a vCard, send an e-mail, or start a live chat.



From within your booth you can click on the “Guests” tab at the bottom of the screen, then click on the icon of a booth visitor.

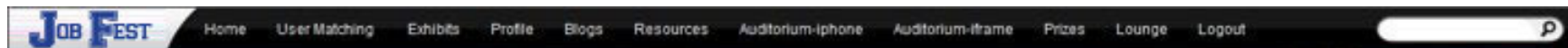
This will bring up their show profile, where you can initiate communication.



You can return to the Communication Center by clicking “Communicate” in the top toolbar.

Communication Notification

If you receive a vcard, chat request, or in-show e-mail, you will be notified via a communication window that appears above the show toolbar. Scroll over this area to maximize the notification window and click on the red X when you want to return to the toolbar.



Note: If you do not respond (accept, decline, open, save, delete) to communication requests the window will continue to reappear.

1 Pending Chat(s) 1 Unread Email(s) 1 New vCard(s)

Chats

John Smith
Test Exhibitor
8:51 AM [Accept](#) [Decline](#)

Chat Status:

If you would like to send a short message (250 chars) to the chat requestor, type it in the space below. Click the "Decline" button to continue.

Mail

John Smith
Test Exhibitor
Subject: Hello
[Open](#) [Save](#) [Delete](#)

vCards

John Smith
Test Exhibitor
Exhibitor
123456789
JSMITH@TEST.COM
770 N Halsted
Chicago, IL 60642
USA
Here's my contact info if you want to keep in touch!
[Open](#) [Save](#) [Delete](#)

Chat Request - If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

E-mail - You have the option to open, save, or delete any new unread emails.

VCard - The notification window will display the user's contact information. You have the option to open, save, or delete the VCard.

Data Portal

All of your virtual career fair activity will be recorded and copied to your personal data portal. Track all chats, emails, vCards, downloads and more in this area. Many of the information can also be downloaded or printed for your convenience. You can access the Data Portal by clicking on “Profile” in the top toolbar and then selecting the “Data Portal” tab.

The screenshot shows the Job Fest website's Data Portal for user Amy Ralston. The top navigation bar includes links for Profile, Resume Search, Communicate, Exhibit Hall, Networking Lounge, Auditorium, Career Resources, and Logout. A search bar is located on the right. Below the navigation bar, a message states: "For show access you must fill out the fields marked required. The following fields appear in your Virtual Business card (vCard): Name, Company Name, Email Address, Phone Number, Address, City, State/Prov, Postal Code, Country." A "Save Changes" button is visible.

The main content area is divided into two columns. The left column contains a sidebar with the following sections:

- MY ACTIVITY**
 - Email
 - [Inbox](#)
 - [Sent Items](#)
 - VCard
 - [Inbox](#)
 - [Sent Items](#)
 - Chat
 - [Transcripts](#)
 - [Missed Chats](#)
 - [My Briefcase](#)
 - [Booths I Visited](#)
 - [Jobs I've Applied To](#)
 - [My Buddy List - Exhibitor](#)
- MY BOOTHS**
 - [Job Activity Summary](#)
 - [Booth Visitors Report](#)
 - [My Booth Visitors](#)
 - [Tab Visitors](#)
 - [Staff Mail Activity](#)
 - [Staff vCard Activity](#)
 - [Booth Staffer vCards](#)

The right column displays the "Data Portal" content:

- Welcome, Amy Ralston**
- Overview**

As an enhanced feature to the platform, we now offer this portal to all participants. Users can view all the activity that occurred in the virtual environment. Many of the reports can also be downloaded or printed for your convenience.
- Overall Show Reports:**
- My Activity Reports**
 - Email Activity:** Your **Email Inbox** contains all of the emails you received from other show-goers, and your **Sent Items** allows you to review the messages you sent to others.
 - vCard Activity:** You will find all of the vCards you received from other show-goers in your **vCard Inbox**. You may also review the vCards you sent to others in the **Sent vCards** report.
 - Chat Transcripts:** All of the text from your private chat sessions is available for review. This includes chats which you initiated as well as chat sessions you were invited to join.
 - My Briefcase:** If you saved anything to your in-show briefcase, you will be able to review and/or download these items here.
 - Booths I Visited:** This report lists all of the booths you visited during the show and the total amount of time you spent in that booth.
- Download Instructions:**
 1. Choose a Format: CSV or XML
 2. When the "File Download" window appears click Save.
 3. Save the file to a location on your computer.
 4. Import file using your email software, as appropriate.

Prizes

By participating in Job Fest, you could be eligible to enter your name into a prize draw.

1st prize

iPad 



2nd prize



\$ 100 Gift Certificate

3rd prize



\$ 50 Gift Certificate

To be eligible for the draw, find the “Prize Booth” in the Exhibit Hall. You will be asked to complete a short questionnaire and event feedback form. Completing and submitting these forms is your “ballot” for the draw. You will have until Friday May 27th @ 3:30 to complete the forms and enter your name in the draw.

Winners will be contacted by J.D. Irving Limited and provided details on how to collect their prize.

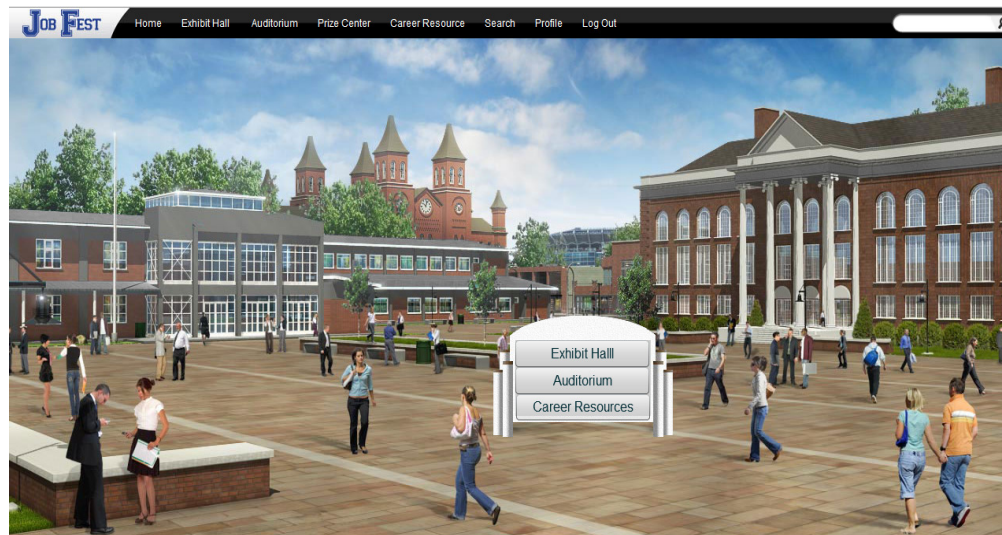
Good Luck!

Extended Event Pass

If you don't have enough time to explore the entire event on May 25th, don't worry!

The Job Fest platform will be available to all grade 11 students in Districts 6, 8 and 10 for 3 months following the live event.

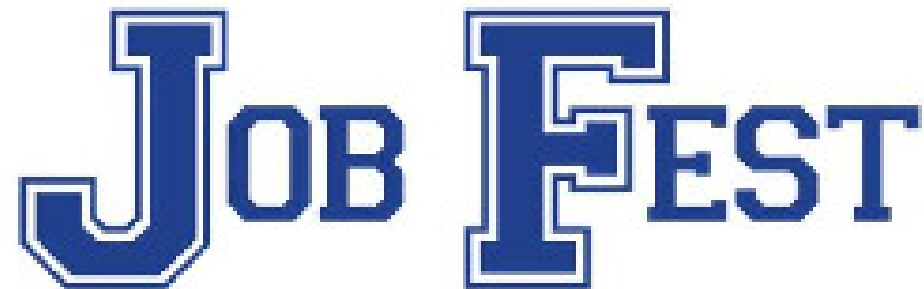
You can access the site as many times as you want from any internet connection. Just keep your access codes and you're all set.



Note: There will be no live representatives in the booths after May 25th, but you can use the website links included in their booths to contact them should you wish additional information.

Questions/Problems?

For support during the live event, click “Help” on the toolbar at the bottom of the screen or stop by the “Welcome Booth” in Exhibit Hall to troubleshoot any problems you may encounter.

The logo for Job Fest features the words "JOB" and "FEST" in a bold, blue, serif font. The letters are outlined in white, giving them a three-dimensional appearance. The "J" in "JOB" is particularly large and stylized, with a thick white outline. The "F" in "FEST" is also large and has a thick white outline. The words are positioned side-by-side with a small gap between them.

JOB FEST

Thank you for participating in Job Fest!