

# Tips for Employers

## 4-H Canada Virtual Job Fair



Regularly, you tell us you are looking for 4-H on resumes when you are hiring. The [4-H Canada Virtual Job Fair](#) is an exciting, new Careers on the Grow initiative being piloted to senior 4-H members in 2019 looking for summer jobs, internships or full-time employment.

[Careers on the Grow](#) is 4-H Canada's career development program which provides youth with different opportunities to explore career paths, apply their skills and gain hands-on work experience.

Mark your calendar and plan to participate on **Thursday, February 21 from 10 a.m. to 4 p.m. ET!**

### Why should you participate?

For over 100 years, 4-H has been empowering youth to be responsible, caring and contributing leaders who are committed to positively impacting their communities across Canada and around the world. Our positive youth development model equips 4-H'ers with the skills you are looking for in employees today:

- Skill Mastery
- Planning and Decision Making
- Sense of Purpose
- Responsibility
- Leadership development
- Positive Values

If our #1 reason isn't enough, here are a few more:

1. The virtual job fair is a cost-effective way to connect directly with talented 4-H'ers from across Canada to share information about your organization, share your job postings and pre-screen individuals for positions. You do this all from the comfort of your office, saving you travel expenses and time!
2. The easy-to-use virtual event system offers several features to connect with interested 4-H'ers through group and private messaging and video-chat features. You can also broadcast video or a presentation to your meeting room.
3. You decide the times you wish to be available and set the "agenda" for your meeting room. You will have someone on call during the entire event or set scheduled chat times for job-seekers to engage with you.



4. You will receive advance access to the participating 4-H'ers profiles and resumes so you can reach out in advance to invite prospective employees to visit your meeting room or set up a private chat. You can save resumes to access later if you need to fill positions after the event ends.
5. If you have participated in other job fairs using the CareerEco virtual event platform (ie. AgCareers), your profile is already set up and all you have to do is sign-up for the 4-H Canada Virtual Job Fair and add your new job postings!

### Who will attend?

The 4-H Canada Virtual Job Fair will be piloted to senior 4-H members and alumni over 18 years of age, in the early-stages of their career and seeking summer positions, internships, part-time and full-time positions. They may be looking for their first full-time position after post-secondary school or seeking a change in the early-stage of their career.

### What does it cost?

#### Regular registration

- Early bird (Before January 25, 2019) - \$399 + GST
- After January 25, 2019 - \$499 + GST

#### 4-H Canada corporate and associate member, partner registration

- Early bird (Before January 25, 2019) \$299 + GST
- After January 25, 2019 - \$399 + GST

#### 4-H Canada Careers on the Grow partners, provincial 4-H organizations and affiliates (public partners)\*

- No charge

#### Your registration fee includes:

- An employer profile page showcasing your organization's unique brand
- Your own organization's exclusive chat room allowing for real-time engagement in group and personalized one-to-one interactions
- Unlimited number of recruiters may attend chat sessions
- Tool to conduct video interviews (*optional feature - not required*)
- Tool to conduct video and/or audio broadcasts or screencast presentations to multiple attendees simultaneously (*optional feature - not required*)
- Multi-recruiter access to search resumes, preselect from, and capture resumes of registered candidates (*option to create resume books*)
- Unrestricted time frame to filter and export candidates' profile details and contact info
- Unlimited job postings on the Virtual Event system

\*Careers on the Grow partners and provincial 4-H associations and affiliates receive free registration in the virtual job fair pilot. Additionally, Careers on the Grow partners will receive the following benefits:

- Highly visible logo placement on the event home page (all partners)





- Premium listing of partner chat room in the live event
- Priority listing of partner profile pages over other participating organizations
- All benefits of general registration

### How do I sign up?

It's easy! Visit [4-h-canada.ca/jobfair](http://4-h-canada.ca/jobfair) to register your organization to participate in the 4-H Canada Virtual Job Fair.

Once registered, you will receive a confirmation email which contains a link to complete your payment via PayPal. Once payment is completed and you receive an email confirming your registration is approved, you can set up your profile, add job postings you are recruiting to fill, and invite users to your account who will be participating in the job fair.

### Where can I find more information?

Check the job fair website for more information and to register for the free informational webinar on January 24, 2019 from 12 to 12:30 pm ET at [4-h-canada.ca/jobfair](http://4-h-canada.ca/jobfair).

Have a question about the 4-H Canada Virtual Job Fair? Contact Jennifer Christie, Business Development Director at [jchristie@4-h-canada.ca](mailto:jchristie@4-h-canada.ca) or 1-844-759-1013 ext. 143.





### Other Frequently Asked Questions

#### Where is the event being held?

This is an online event. You do not need to travel to any specific location. You can participate from anywhere you have internet access. The event is accessible from desktop, mobile and tablet devices at [4-h-canada.ca/jobfair](http://4-h-canada.ca/jobfair).

#### What can I do at the Virtual Job Fair?

As an employer participating in the job fair, you can:

1. Post open positions and careers information about your organization
2. View registered candidates' uploaded resumes
3. Schedule meeting times in advance to connect with candidates in one-on-one conversations
4. Share general hiring information about your organization in one-on-one and group conversations
5. Hold a virtual presentation using video-conferencing, PowerPoint, etc. in your meeting room
6. Access the resume bank after the job fair

#### Do I need to download or install any software to attend this event?

No. Once you login through your Internet browser and join the event, the virtual event window will open in another browser window. You must be connected to the Internet. To use all broadcast features – including audio and video sharing – you must be logged in on a desktop or laptop and an up-to-date version of either Google Chrome or Firefox.

#### Is a webcam required?

No. You have the ability to request to video chat with a candidate, but it's optional for you and the candidate. A webcam is not required to participate.

#### Do I need to participate for the entire duration of the event?

No. If you have a conflict and can only be available for a portion of the event, you may schedule your availability accordingly within the specified event time letting candidates know when you will be available to connect.

#### There could be multiple conversations happening at once. How do I manage all of them?

You may have multiple private chat windows open at once. You can also invite multiple recruiters within you organization to participate in the event.

#### Is this a hiring event?

This is an opportunity to meet, network and pre-screen specific candidates for current open positions in your organization.





### What sort of content should I prepare?

Your company profile allows you to use different formats to share information about your organization and jobs available. Consider including the following to create a robust profile that will attract 4-Hers to your organization:

- List of current open positions
- Downloadable company benefits
- Company locations map
- Current company PR/news and corporate social responsibility information
- Corporate or departmental videos

### How do I login on day-of?

On the day of the event, simply sign into your CareerEco account and join the virtual event between the hours of 10 AM - 4 PM EST. You can join the event by clicking on the Chat Now button.

### Can I download the chat after the event?

Yes. You will be able to download the Chat Transcript report in the Reports tab of your CareerEco account. Access to reports does not expire for you and your team.

### Who do I contact if I need help or have technical issues on the day-of?

You will see a "Need Help?" button at the top of your screen with CareerEco's phone number and help email address. There is also a four-minute walkthrough of your chat room.

To contact CareerEco in the event of any technical issues, please reply to any email that you have received from the system or call 770-980-0088.

