



## What is Brazen?

Brazen is an online platform for hosting virtual events.

### This online event allows clients to:

- Engage directly with employers through one-on-one timed conversations
- Text, audio and/or video features
- No downloads or plugins required
- Web-based platform
- Laptop or desktop computer recommended

### For best results:

- Use Chrome web browser
- Do not use any other video conferencing platform
- Allow browser to access microphone/video



# Before the Event

**Step 1:** Sign up for a Brazen account or login to your existing account

Use the Event Link to login to the event to complete your registration and view booths.

Sign Up

 Facebook

 Google

 LinkedIn

OR

First Name

Last Name

Email Address

Password

[SIGN UP](#)

Have an account? [Log In](#)


By signing up, you agree to Brazen's [Terms of Use & Privacy Policy](#).



## Step 2: Fill out the Candidate Registration Form

\* indicates required field

**Profile Picture**



Supported file types are .jpg, .jpeg, .png and .gif.

**Headline**

Your job title or a way to describe your role.

**Phone Number**

**Country \***

**State or Province \***

**City \***

**Postal Code \***

**What is your status in Canada? \***

**What is your current employment status? \***

**Who is your Employment Ontario Service Provider? \***

Please choose the Employment Ontario you are currently registered with and receiving services.

**What kind of job are you looking for? \***

- Computer / IT
- General Labour
- Medical / Healthcare
- Transportation
- Other – please specify

Hit CTRL to choose multiple selections.

**Please identify your experience level \***

**Highest Education Level \***

**Resume \***

No File Uploaded

Supported file types are .pdf, .doc and .docx.

**LinkedIn Profile URL**

**Date Available**

**Are you a Newcomer and interested in Newcomer Services? \***

**How did you learn about this event? \***

- Employment Ontario Office
- Facebook
- Twitter
- LinkedIn
- Instagram
- Word of Mouth
- Radio
- Internet Search
- Other

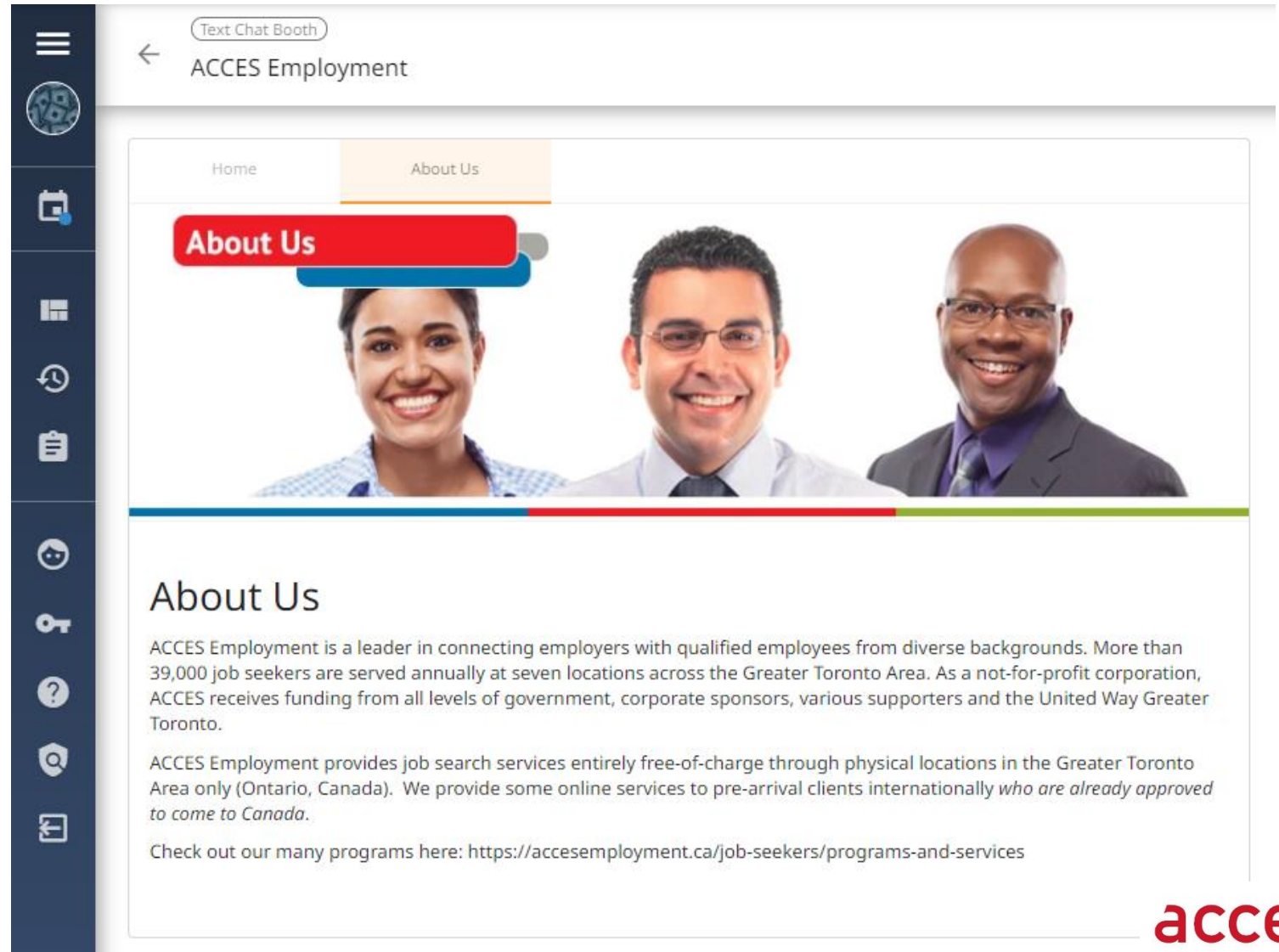
**Mobile Number**

U.S. and Canada numbers only. By providing your phone number you agree to receiving text reminders and alerts for this event. Standard text messaging (SMS) rates apply.

### Step 3: Check out the Employer Virtual Booths

#### Virtual Booth Content

- About Us Section
  - To learn more about the company
- Review Job Opportunities
  - Current positions being offered by Employers



Text Chat Booth

← ACCES Employment

Home About Us

About Us

**About Us**

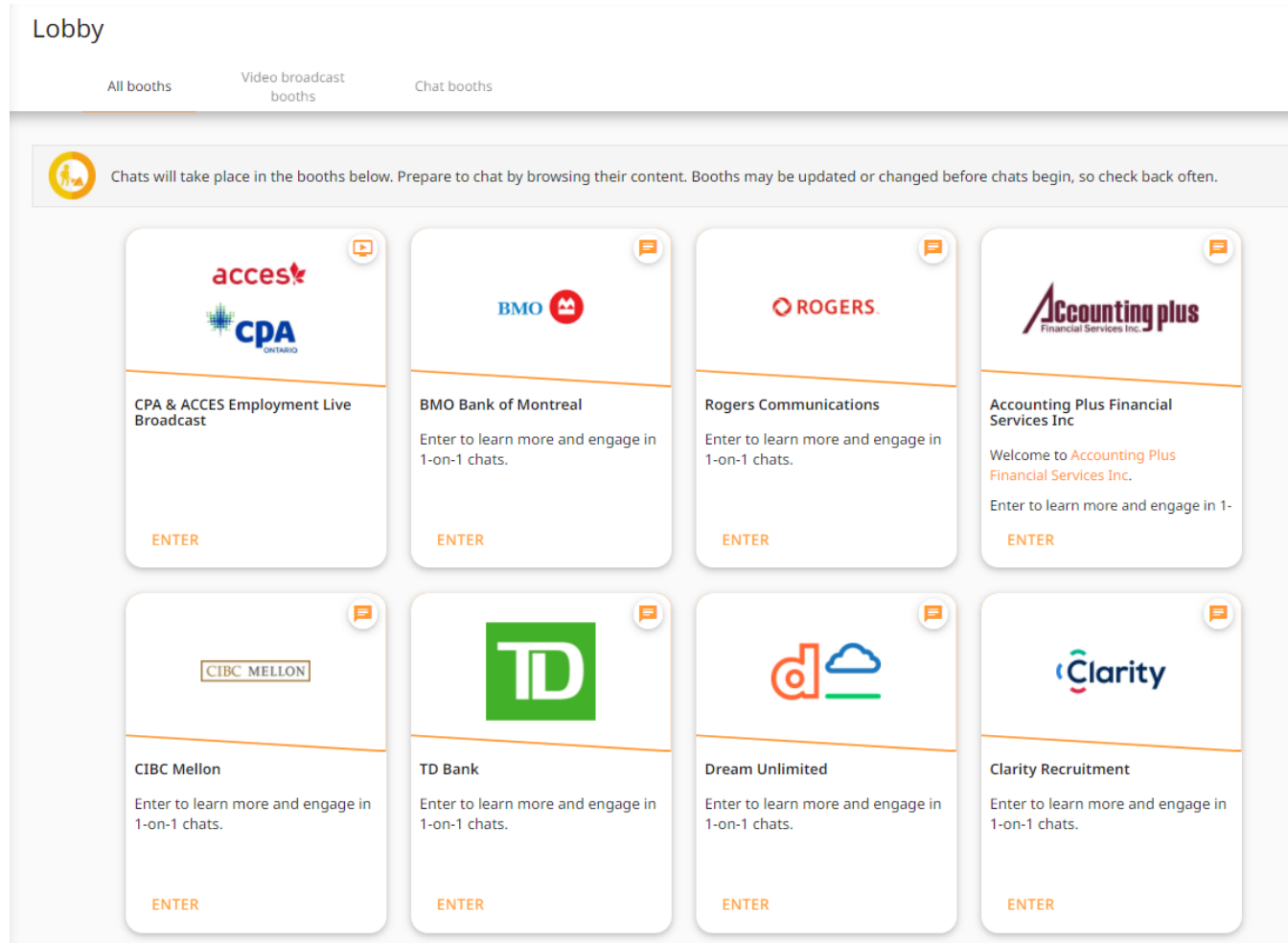
ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 39,000 job seekers are served annually at seven locations across the Greater Toronto Area. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way Greater Toronto.

ACCES Employment provides job search services entirely free-of-charge through physical locations in the Greater Toronto Area only (Ontario, Canada). We provide some online services to pre-arrival clients internationally *who are already approved to come to Canada*.

Check out our many programs here: <https://acesemployment.ca/job-seekers/programs-and-services>

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## Step 3: Check out the Employer Virtual Booths



Please note: You must complete your Candidate Registration in order to see the Virtual Booths.

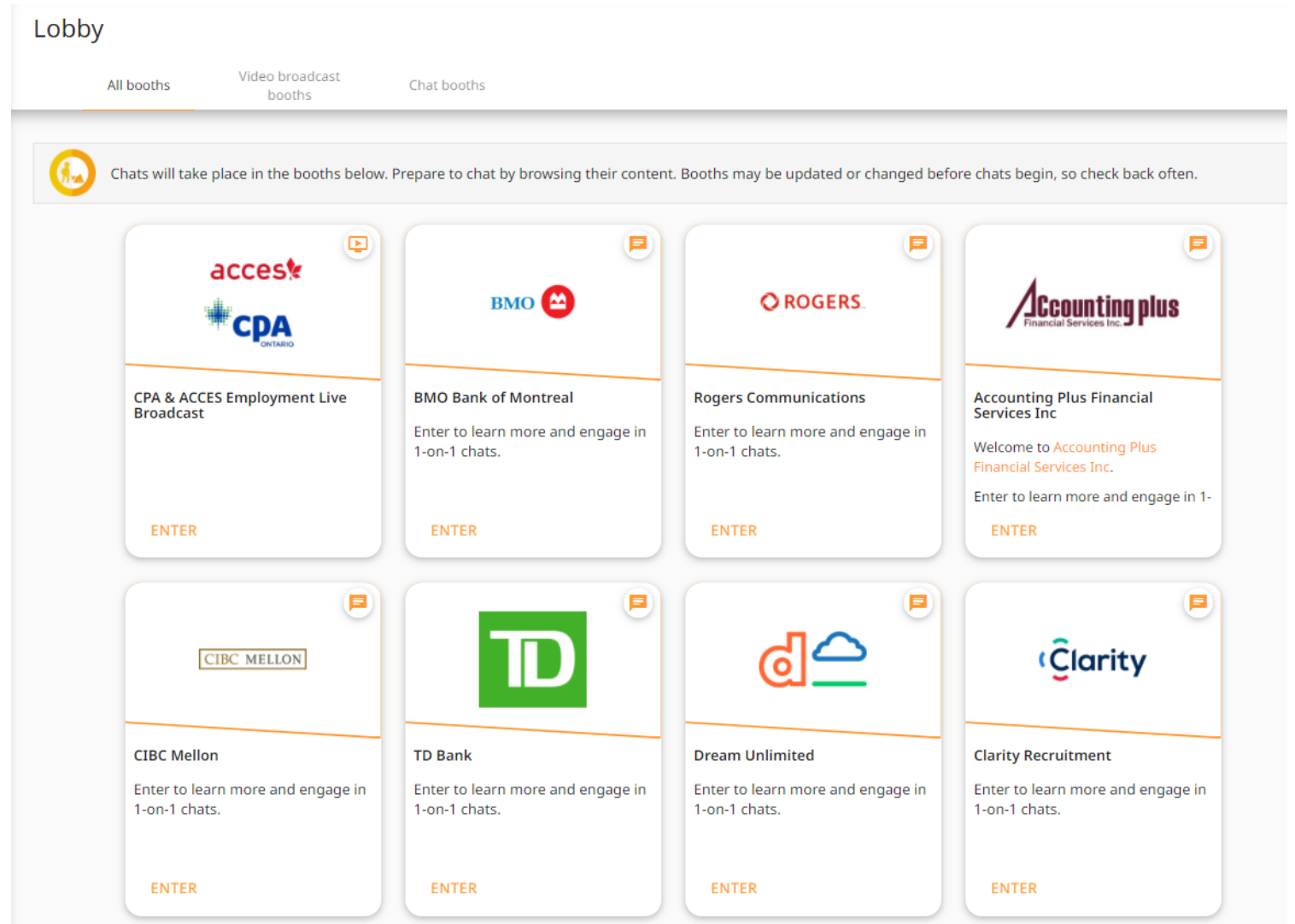
# During the Event



## Step 1: Log into the event

Once you login to the Event, you will be directed to the **Lobby** where **All Booths** can be viewed.

You can go into the booths by pressing the **Enter** button at the bottom left-hand corner.

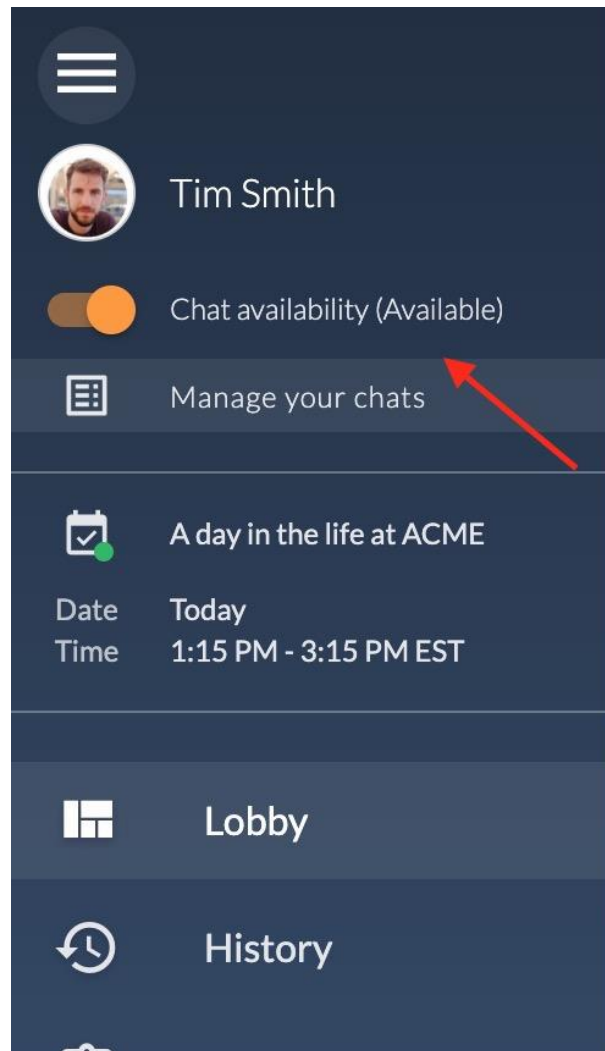




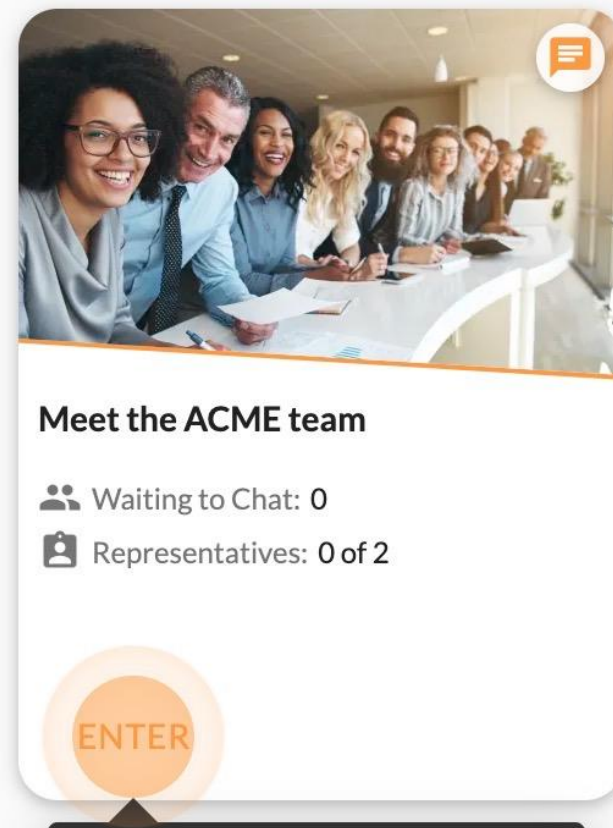
**Step 2:** Make yourself available to chat with representatives

You can toggle on and off your availability at any time.

Please note that you will NOT lose your place in line with you are waiting in a Booth.



## Lobby

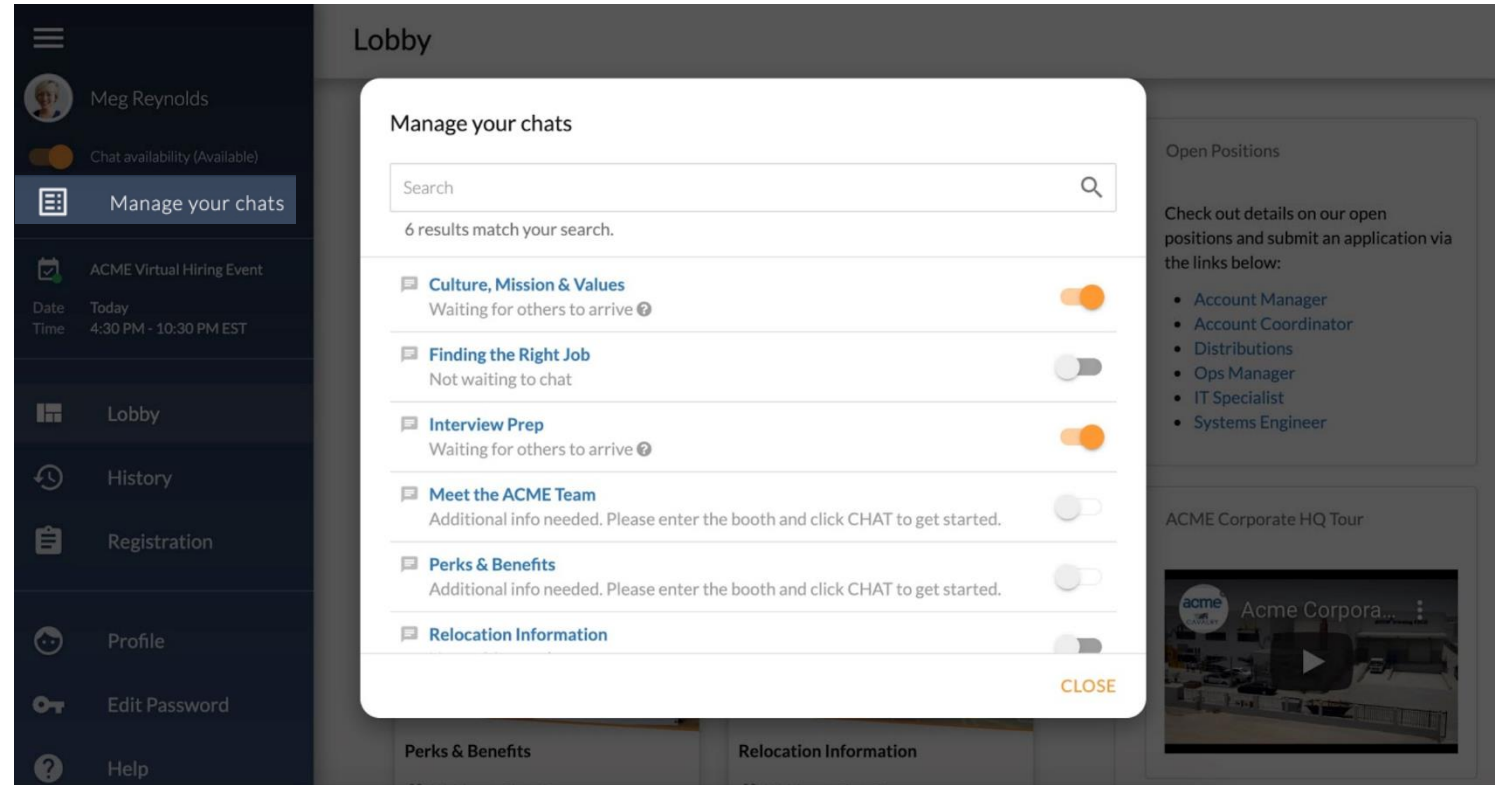


**Step 3:** Scan the Booths at the event and “line up”

You can **Enter any Employer Booth** and **Click the green Chat button**.

OR

Click **Manage your Chats** on the left-hand menu bar, and toggle the switch to “line” up to speak with a representative.



**Note:** There may be wait times. Please be patient while you wait to chat with a representative.

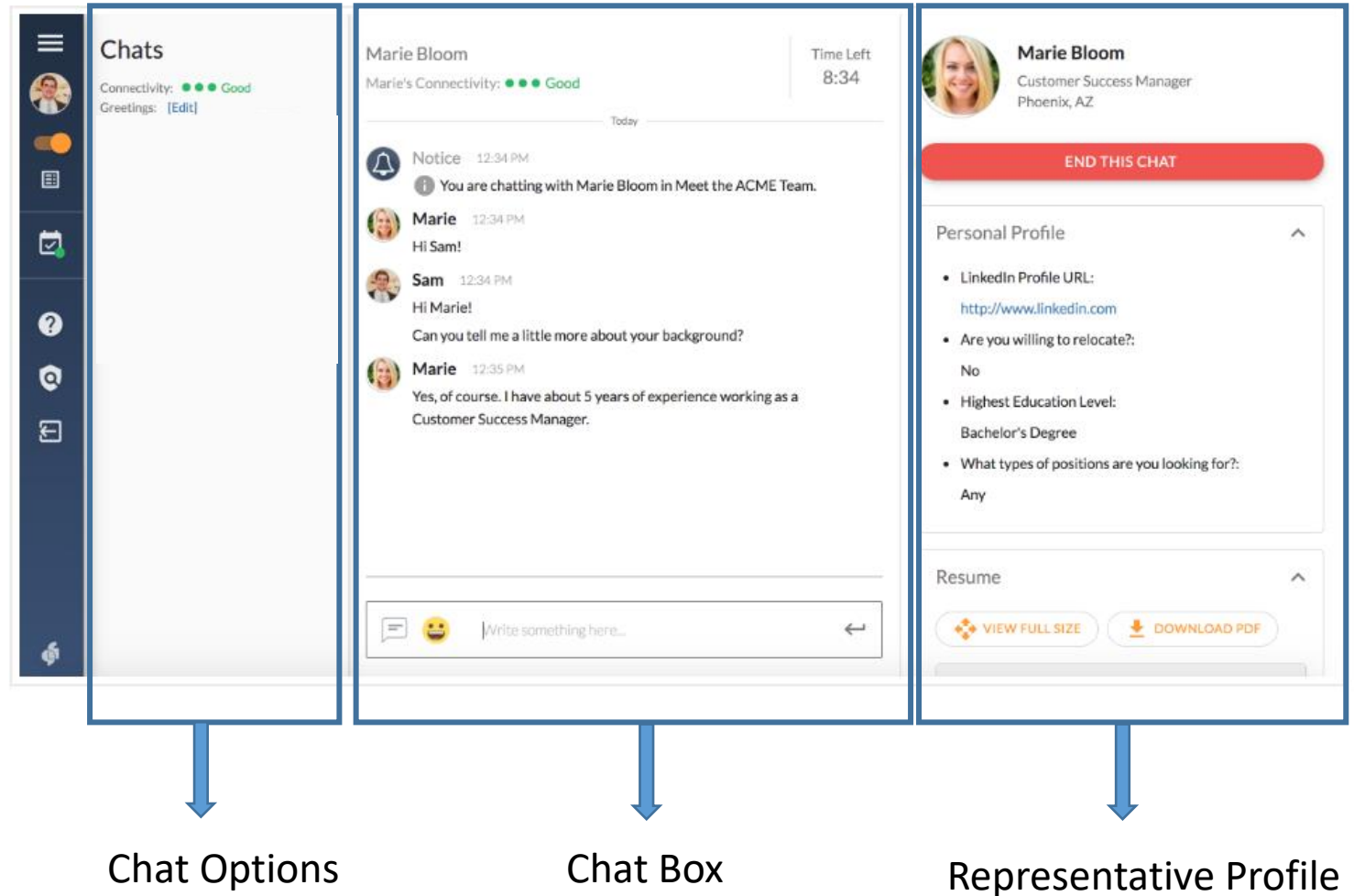
Once a representative is available to chat, you will *automatically* be connected to a representative.

## Step 4: Chat with Representative

You will hear a notification, and your screen will change to the Chat view.

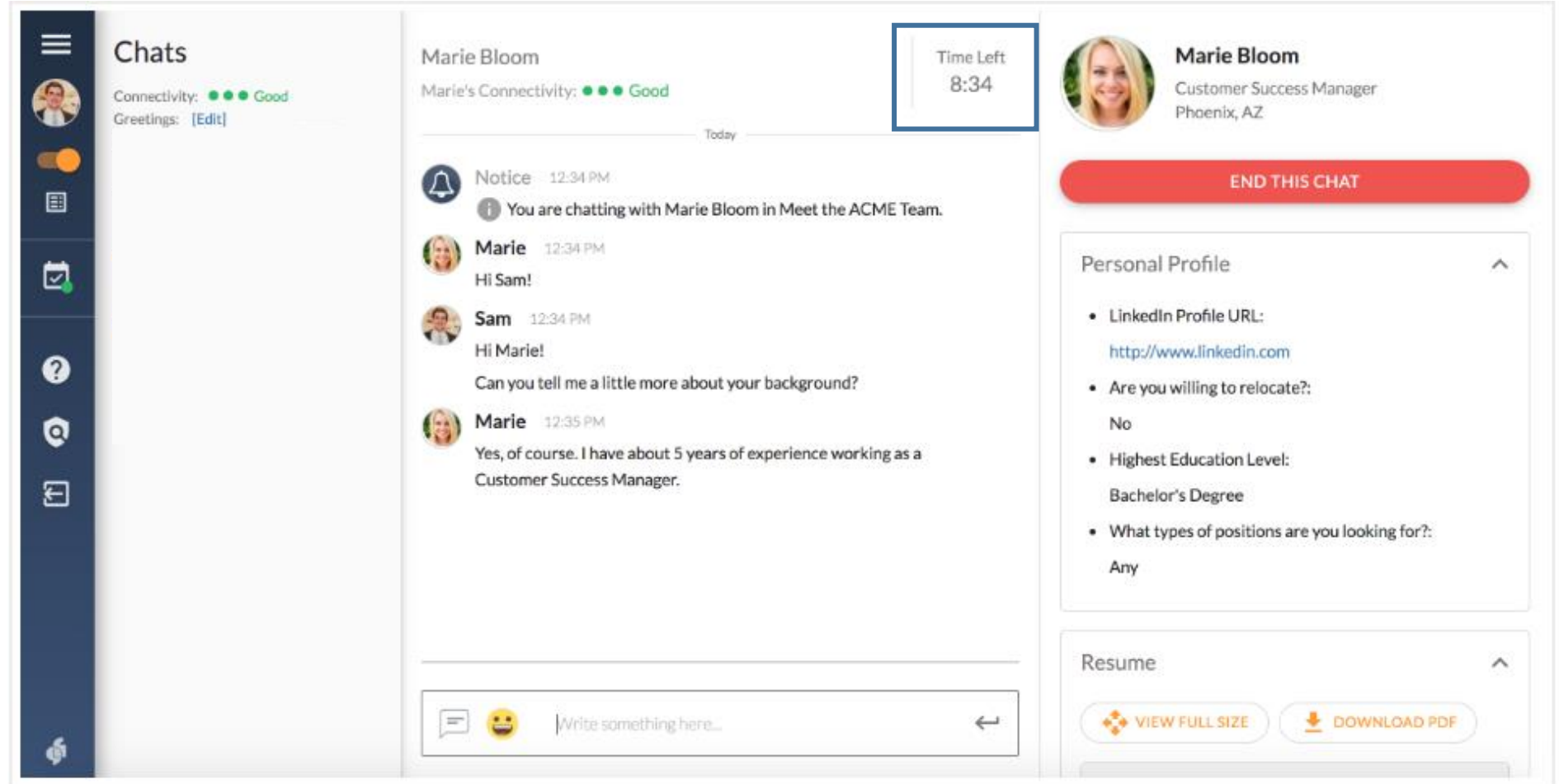
It includes:

- Chat Options Panel
- Chat Box
- Candidate Information



## Chat Settings - Overview

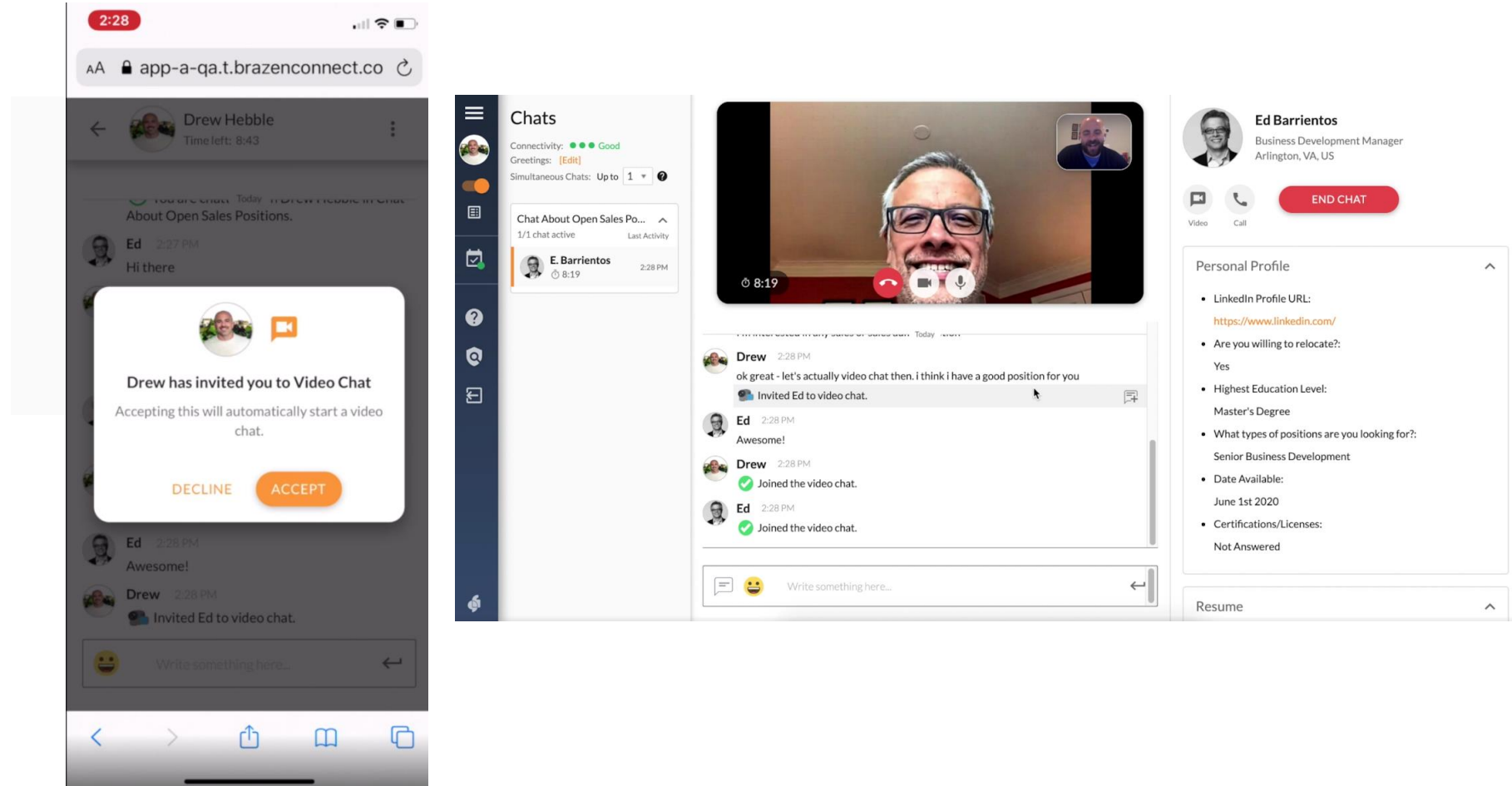
- You will engage in **1 on 1 conversations** with Representatives based on employers you have chosen to “line” up for
- Chats are set at **10 Minutes**



The screenshot displays the Brazen chat interface. On the left is a dark blue sidebar with navigation icons. The main chat area shows a conversation with Marie Bloom, including a notice, a greeting from Marie, a question from Sam, and a response from Marie. A blue box highlights the 'Time Left 8:34' indicator in the top right of the chat header. On the right, there is a profile card for Marie Bloom with an 'END THIS CHAT' button, and sections for 'Personal Profile' and 'Resume' with 'VIEW FULL SIZE' and 'DOWNLOAD PDF' buttons.

## Audio/Video Invitation

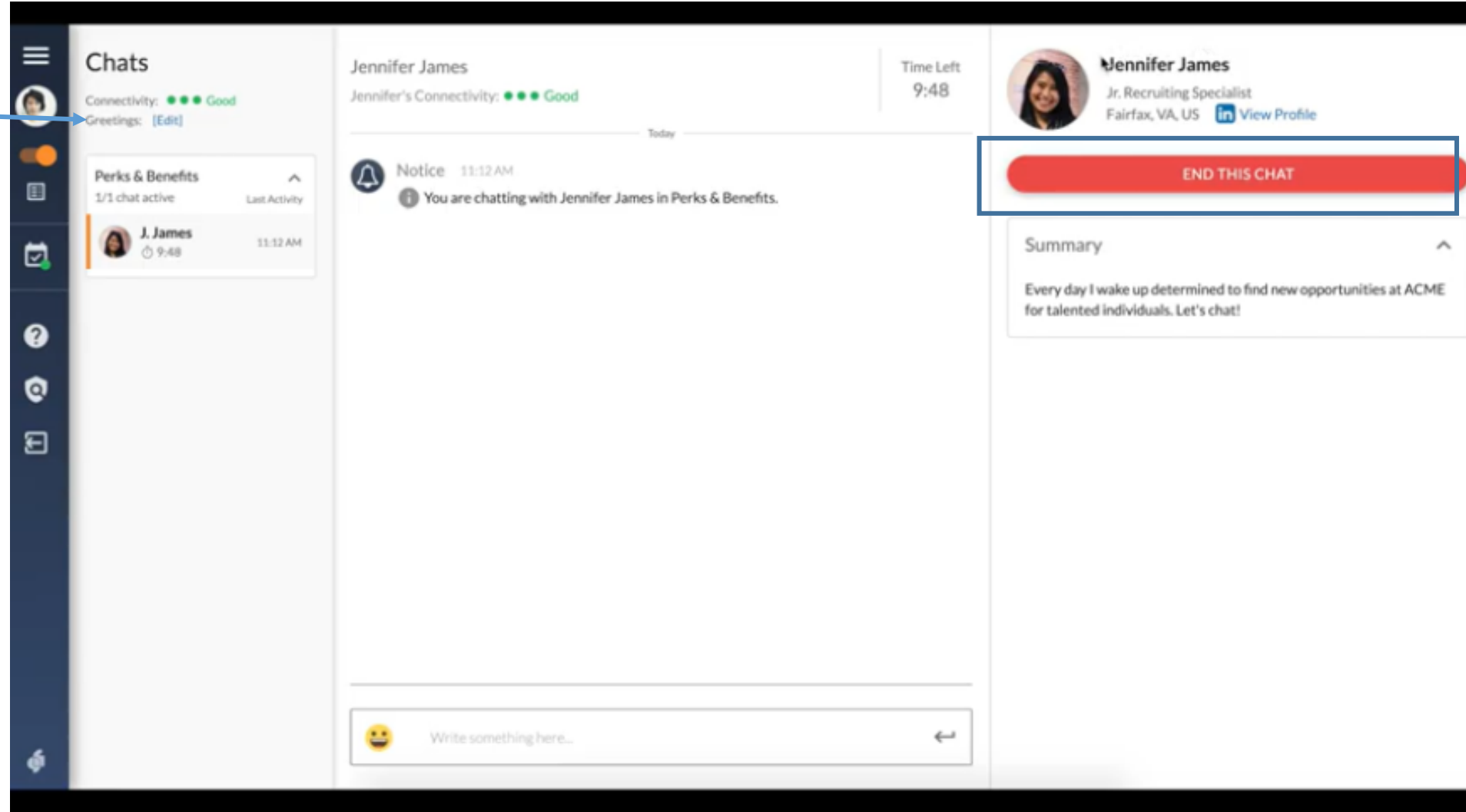
- Representatives may invite you to an audio or video chat
- If either party has connectivity issues, it will default back to chat conversation
- For best results:
  - Use Chrome
  - Min 350Kbps available bandwidth per stream recommended
  - All browser to access camera and microphone



## Chat Settings - Management

### Greeting

- Set a greeting to save you time when chatting with representatives





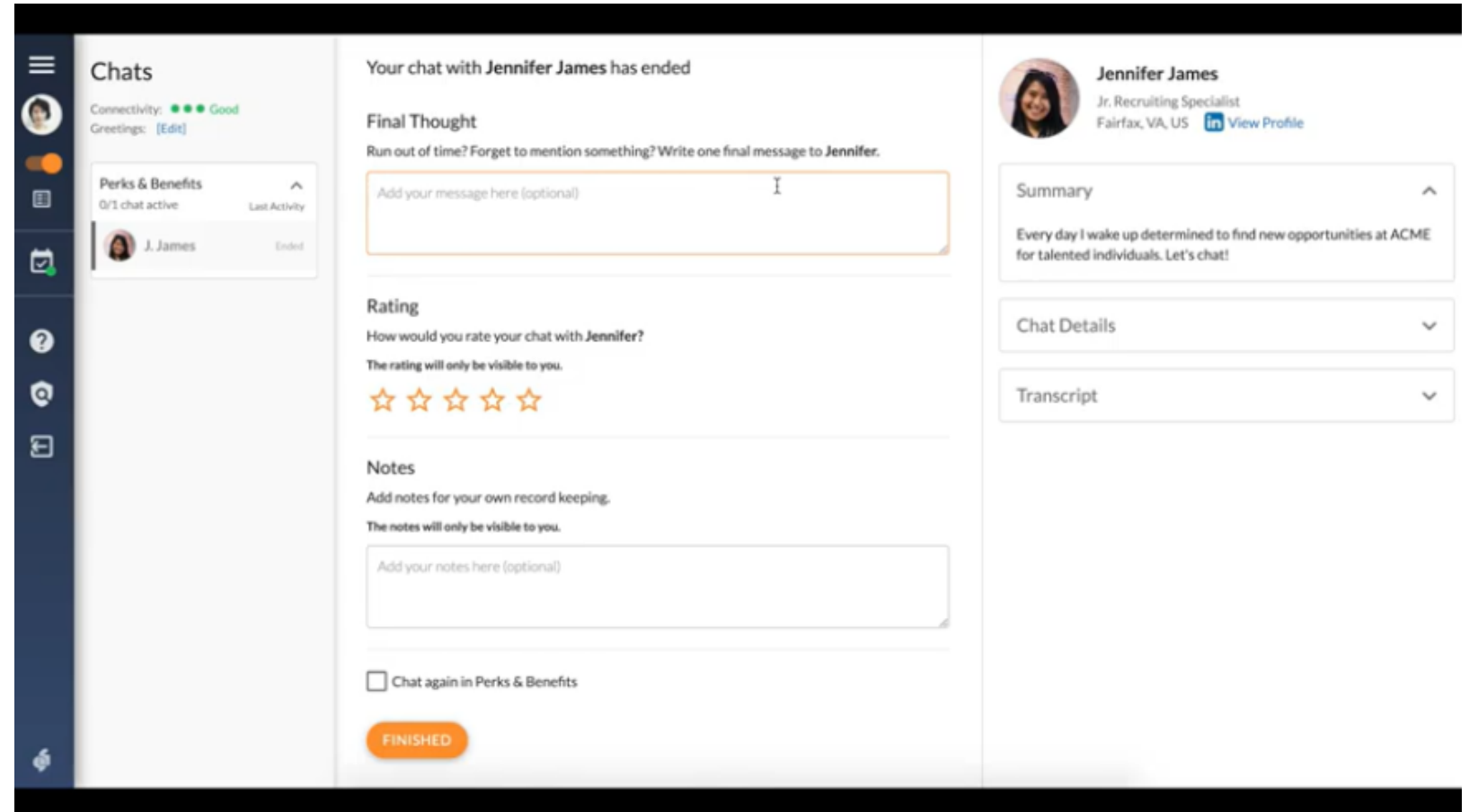
**Step 5:** Once you have ended your chat, you will need to finish the process by completing the optional Final Thoughts and Notes section.

Once your chat is over, you can offer a **“Final Thought”** that will be shared with the representative.

You can **rate your chat** with the representative.

**Make a Note** about your conversation.

Press the **Finished** button before you can move to another booth for a new chat.

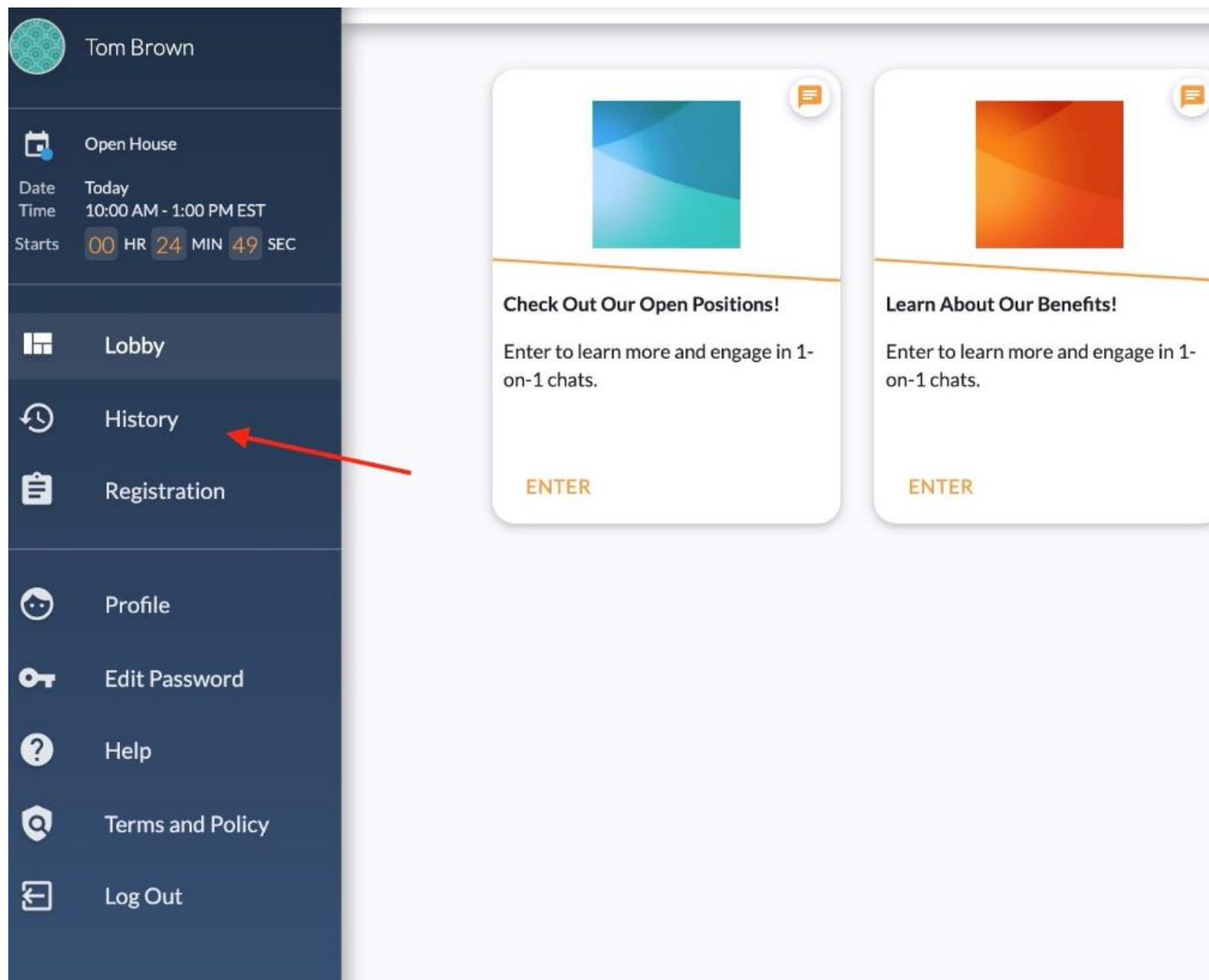




# After the Event

**Step 1:** Go to **History** in the left-hand menu to view all that chats you had

This information will be available for **6 Months** on your Brazen account.



# Prepare for a Virtual Event

## Preparing for the Virtual Job Fair

1. **Research the Virtual Booths, Employers and the job opportunities they are hiring for.**
2. **Complete your Registration Profile, Add LinkedIn and Attach a Resume.**
3. **Write a short elevator pitch** that briefly explains your skills, experience and your personal value add.
4. **Answer Commonly Asked Interview Questions** such as:
  - Tell me about yourself.
  - What skills and experiences make you a good fit for this role?
  - Why you are interested in a certain position and or company?
5. **Prepare an Exit Blurb** – *“Thanks for your time! It was great connecting with you. Please contact me if you have any questions.”*



## Important Reminders: Virtual Job Fair

1. Log in to the event early and check your tech!  
\*Use Chrome as your web browser
2. Make yourself available to Chat
3. Line up in the Virtual Booths you are most interested in, then you can review other Booths
4. You are able to see the # of candidates waiting for a Booth. Be patient and ready for your turn.
5. Some Booths will ask you to choose a specific position you are interested in + answer questions
6. You only got 10 minutes! Make sure you are prepared to make an impression.



# Good luck!

Interested in more virtual events and webinars  
for your job search?

Visit: <https://accesemployment.ca/>

