



## How does the Virtual Engineering Employment Event work?

- Review the employment opportunities and the pre-event video introduction questions to determine if you meet the requirements and your skills are a good match, then proceed to register.
- Once you have registered, you will receive an email with a link to the employer portal and you can proceed to upload your resume document and record your pre-event video introduction on the portal.
- Upon arrival at the employer portal, enter your contact information and make sure to **DOUBLE CHECK** that you have entered your **CORRECT** email address.
- Your pre-event video introduction will be reviewed by the employer and if you are selected, you will be sent an email from [ospe-tth@transitiontohired.com](mailto:ospe-tth@transitiontohired.com) which will contain instructions on how to attend your scheduled live 2-way video meeting with the employer.

## How many jobs can I submit a video for?

- You are permitted to make pre-event video introduction submissions for more than one employer if you deem you are qualified but only one per employer.
- The registration of VE3 provides you with access to submit ONE video introduction to ONE or MORE employers you consider you are qualified for.
- You can only make ONE video submission for the same employer. Duplicate submissions *for the same employer* will not be accepted..

## What happens after I register?


- Once registered you will receive a confirmation email from OSPE. Click the link in the email for the appropriate employer you would like to submit a pre-event video introduction for. You will then be directed to the appropriate employer's portal on OSPE-TTH's automated video platform.

## Can I use my smart phone or tablet if it has a camera?

- Although a computer is preferable for reasons of stability and control in video recording, you can use your smart phone or tablet to record your introduction, as OSPE-TTH's platform is fully mobile compatible. Make sure to set your smart phone or tablet camera direction to *selfie mode* before starting your recording.



## What are the most common technical issues I could experience and how can I solve them?

- If you have provided permissions for camera and microphone and you are still having issues- usually they are browser related, simply click on this icon  and identify your browser and the solution.
- You will have an opportunity to test your video and audio settings before recording your introduction.
- The most common issue is web browser video and microphone permissions are not set to allow access.
- **NOTE: Google Chrome** is the preferred browser. Set your **web page magnification, called zoom on Chrome, to 90%**, for the best experience.
- We recommend you avoid using Microsoft Edge. As an alternative to Edge you may want to use Firefox if you do not want to use Chrome.
- **IMPORTANT:** If you are having video and/or audio access difficulty, you must give web browser permission to access your camera and your microphone. You can refresh your browser, after making changes to your web browser permission settings to make sure the changes have taken effect.
- You can also use an *external web cam and audio/microphone* via usb.
- **If you can not use your computer and webcam simply use a smartphone or tablet.**

## Why is the platform asking me to adjust my lighting?

- Besides content, the most important part of recording a great video is your lighting. Make sure your lighting source is coming from in front of you. Avoid having a lighting source from behind such as having your back to a window.
- The platform will automatically prompt you if your lighting is off and ask you to adjust it.

## What tips do you have to make my pre-event introduction video a success?

- Make sure your lighting source is coming from in front of you.
- Make eye contact with the camera not your screen, you can break eye contact from time to time.
- Do not read an answer or memorise an answer it does not come off as natural, instead use the checklist feature located at the left of the video frame to add some talking points.
- Make sure to introduce yourself when answering your first introduction question and smile, it is your opportunity to connect.



- Enthusiasm and passion go a long way in making a good first impression.
- Control your environment, outside noise is distracting and unwelcomed.
- Dress for success.
- Relax, shoulders down and sit up straight.
- You can use hand gestures and they are welcome but super fast movements could affect your video quality.
- Remember there is no perfect answer or video introduction, enjoy the process.

### How do I submit my video answers?

- Upon arriving at the employer's portal, you will be greeted with a summary of employment opportunities for that employer.
- Enter your name, email, and **upload your resume document. IMPORTANT:** please double check that your email address is entered correctly before proceeding.
- You must accept the terms to proceed. *Once you accept the terms and click start, you must complete the full complement of questions in one sitting. Allow at least 30 minutes to finish the process.*
- Click start and you will be taken to the *record your video* section of the employer's portal.
- You will have an opportunity to test your video and audio settings at this point. **IMPORTANT:** If you are having video and/or audio access difficulty, please note, you must give web browser permission to access your camera and your microphone. You can refresh your browser at this point to make sure the changes have taken effect. The platform will automatically prompt you if your lighting is off and ask you to adjust it.
- You will be able to familiarize yourself with the video recording process by recording practice videos. Adjust your video/audio and lighting before answering the practice questions. Practice questions that show up in practice mode are not the same as the introduction questions you will be answering and submitting for a particular employer. *Practice videos are not saved so get comfortable and get your settings worked out before moving on.*
- You can prepare some talking points on the checklist located to the left of the video frame. The checklist will be available as a pop-up to view during the video recording of your answers; its use is optional.
- *You will be presented with three questions, one at a time* (the same questions you previously reviewed), you will be required to click the start recording button and you will have a *time limit of 1 minute* to deliver your answer. If you want to stop the recording before the 1-minute limit has ended, simply click on the stop recording button. **You have as much time as you want before the first question and between questions to prepare.**



- *You can have up to three video retakes per question.* Video retakes are optional. Each video retake will be saved, and at the end of your third retake, you will be presented with the option of reviewing and then selecting which one of the three retakes you want to submit per question. You are restricted to only selecting one retake per question for final submission. The retake option is available for ALL three questions.
- After you record your answer to the final question and make the last video submission, *wait until you get the congratulations pop up* on screen before closing your window and/or browser.
- *You must answer the question asked and your answer must be relevant to the question asked. Any words, language or gestures deemed to be unprofessional will disqualify your video submission. Please consider that you are representing the Engineering and Technologist community and be considerate of the video reviewers.*

### **How will I know that I have been selected for a live video meeting with the employer?**

- Your video answers will be reviewed by the employer and if you are selected, you will be sent a confirmation by email from [ospe-tth@transitiontohire.com](mailto:ospe-tth@transitiontohire.com) *within 3 days of the event* which will contain instructions on how to attend your live 2-way video meeting with the employer. The email will contain your scheduled time for attending your live video meeting. The 15-minute live video meeting time will be scheduled between 2:00 pm and 5:00 pm.
- We can **NOT** adjust, change, re-schedule or select a time for you based on your preferences. Make sure you are available for the whole event time/day.

### **What happens if I am not selected for the 15-minute live video meeting with the employer on the event date?**

- Registering for the event does not guarantee selection to attend the event and does not guarantee a 15-minute live video meeting with the employer on the event date.
- If you are not selected to attend a live video meeting with the employer you will be notified by email, *within 3 days of the event*. Remember, this is not a reflection of you but rather what the employer might be seeking at the time. For example, previous participants did not get video meetings with an employer at a previous event but attended the next event and met with same employer they had recorded an introduction video for previously and they were hired. So, keep coming back!