



Overview of Platform and Process

Held completely online, the Maine Virtual Job Fair is the first of its kind in Maine. Using the fair's video chat platform, job-seekers and graduating students from around the state can speak privately face-to-face with HR representatives. With no geography, transportation, climate, or time constraints, your talent search is more convenient than ever.

How It Works:

- Central Maine Growth Council (CMGC) hosts the [Maine Virtual Job Fair webpage](#), which is the platform for connecting employers and job-seekers.
- Each participating employer has a profile which includes: a short description of the company and open positions; a calendar of availability on May 7th during 9:00am – 5:00pm; and a link to their own video chatroom (*see sample at right*).
- Job-seekers will browse the participating employers and note their calendar availability. CMGC will coordinate specific timeslots for high schools to connect with interested employers.
- On May 7th, the individual Google Hangout link for each employer will go live on the Maine Virtual Job Fair webpage. Employers will have their link open according to their calendar availability, and job-seekers will click on the links to connect with employers in which they are interested.

Participating Employers:

Central Maine Growth Council



CMGC is a public-private collaborative regional economic development partnership funded by municipalities and businesses who share a common vision of economic prosperity for our region. We believe the standard of living and quality of life of our citizens is best served by a vibrant, healthy economy.

Open positions: Development Coordinator.

[Schedule of availability for CMGC on May 7 – please note prior to joining.](#)

[Click here to video chat with CMGC \(link live on May 7\)](#)

Best Practices:

- **Perform a test run.** Elaine at CMGC is more than happy to test out the technology with you to ensure a smooth process on May 7th. Call 207-680-7300 or e-mail developmentcoordinator@centralmaine.org.
- **Create a back-up plan for volume.** Employers may wish to make available two HR representatives in order to manage the volume of job-seekers. As graduating seniors from high schools, colleges, and universities will be part of the job-seeking audience, employers may divide HR representatives into “career exploration” for students and “immediate hiring” for professionals.
- **Consider your background.** While you will want to choose a space that is quiet and relatively free of distraction, your workspace is a great opportunity to reflect the values, culture, and work performed at your company. Is there an interesting view, a colorful wall with your mission quote, or marketing materials you can sit in front of?

Checklist:

- Register.** Participation is free for CMGC investors, and \$300 for non-investors.
- Create a Google Account.** Employers with a Google firewall may use a secondary source of internet – CMGC is happy to help you find a suitable location.
- Complete your profile.** E-mail your company description, open positions, and calendar availability to developmentcoordinator@centralmaine.org.
- Select an appropriate space.** Consider background and noise level.
- Perform a test run.**
- On May 7th, open your Google Hangout link (provided in advance).** You can leave it open on a tab on your computer or on your phone while working on other projects. You will be notified by a sound when a job-seeker joins your Hangout.