

Career Connection Profile Guide

Student Profile

If you click on your student profile, you can build your profile with not only basic items such as your name and photo, but also a personal statement, work experience, education, and projects.

Employers and Career Services team members and Career Counselors have access to your profile, so the information on your page can be very helpful in your career search process.

Under certain circumstances, employers will be able to view your profile, so it is important that you take the time to update your profile regularly. This customization helps Career Connection filter and recommend employment opportunities and career events that might be of interest, as well as send targeted Job Blasts and other emails to them. Below are some additional tips for setting up a Career Connection account.

The screenshot shows a web browser window with the URL nvcc-csm.symplicity.com/students/psx/profile. The browser tabs include 'VCCS email', 'Career Connection', 'Student/Alumni', and 'Outlook'. The page header features the 'Career Connection' logo and a search bar. A left sidebar contains navigation links: Home, Jobs & Internships, Student Profile, Resumes and Other Documents, Events, Interviews, Employers, Surveys, Resources, Calendar, and My Account. The main content area displays the profile for Dana Fallon, an Associate's student seeking employment. It includes a profile picture, a progress indicator for 'Profile Complete' at 87%, and sections for Personal Statement, Education, and Experience. The Personal Statement reads: 'I am seeking a position where I can grow as a professional.' The Education section lists 'Associates - AAS-Nursing, AAS-Diagnostic Med Sonography, AAS-Dental Hygiene' from Northern Virginia Community College, with a graduation date of May 2021. The Experience section lists 'Library - Work Study' at Northern Virginia Community College - Annandale from August 2020 to the present. A right sidebar contains a 'Publish' button, a 'Share It!' prompt, and a list of profile items including 'Dana Fallon 1' and 'Personal Website'.

Publish Your Account

- Once you finish updating your account, a great first step to making the best out of your Career Connection account is to publish your account.
- If published, employers will be able to view your profile if you share your personal URL, or you have applied to their job posting within Career Connection.
- Once you are ready, click on the “Publish” button on the right-hand side of your profile and your profile will officially be public to employers. Under this button, you can choose to share your profile by selecting “Share It,” allowing you to copy your profile link and share it directly to Facebook, Twitter or LinkedIn.

The screenshot displays a web browser window with the URL nvcc-csm.symphlicity.com/students/psx/profile. The browser tabs include VVA, VCCS email, Career Connection, Student/Alumni, and Outlook. The Career Connection logo is visible in the top left. The main content area features a profile for Dana Fallon, including a profile picture, name, and details such as "Associates - AAS-Nursing, AAS-Diagnostic Med Sonography, AAS-Dental Hygiene - May 2021" and "Current Student - Seeking". A progress indicator shows "87% Profile Complete". Below the profile, there are sections for "Personal Statement", "Education", and "Experience". A red arrow points to the "Publish" button in the right-hand sidebar, which is accompanied by the text: "If published, employers will be able to view your profile if you share your personal URL, or you have applied to their job posting within Career Connection". Below the "Publish" button, it says "Your profile is ready. Share It!". At the bottom of the sidebar, there are links for "Dana Fallon 1" and "Personal Website".

Career Interests

- The Career Interests section is located under “My Account – Academic Profile.” “Career Interests” allows students to fill in what types of opportunities they are interested in so that the system can provide personalized job recommendation and guidance. Some of the other information on this page is the same as the Student Profile.
- When students/alumni complete information in one place, it will automatically populate in the other profile, so they do not need to fill in duplicate fields twice.

The screenshot shows a web browser window with the URL nvcc-csm.symphlicity.com/students/?ss=sprofile&s=profile. The browser tabs include "VA", "VCCS email", "Career Connection", "Student/Alumni", and "Outlook". The website header features the "Career Connection" logo and a search bar. A left-hand navigation menu lists various options: Home, Jobs & Internships, Student Profile, Resumes and Other Documents, Events, Interviews, Employers, Surveys, Resources, Calendar, My Account (with sub-items: Personal, Academic, Privacy, Emails & Notifications, Career Outcomes), and a search icon. The main content area is titled "Career Interests" and includes the instruction: "Keep your interests up to date to receive personalized jobs and guidance." Below this, there are four sections for selection:

- Job Types:** A dropdown menu with options: Full Time, Part Time, Internship (Paid), Internship (Unpaid), and Apprenticeship.
- Job Functions:** A dropdown menu with options: Administration & Management, Accounting & Bookkeeping, Advertising, Agriculture/Fishery, and Air Conditioning and Refrigeration.
- Industries:** A dropdown menu with options: Admin Support and Human Resources, Advocacy/Policy, Aerospace/Aviation, Agriculture, and Architecture and Planning.
- Locations:** A text input field with a search icon and the instruction: "Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as 'United States'."

Promote Yourself to Employers

- You can choose whether you want your student profile visible and searchable by recruiting employers.
- If you want your profile to be visible to employers, you must give permission under the “My Account – Privacy Settings” page and select “Promote Me to Employers - Yes.” This selection allows vetted employers to see the information that you share on your default resume and profile. This includes current academic information, email address, and resume.
- Being part of ‘Promote Me’ is entirely optional, and students can opt in or out at any time. ‘Promote Me’ makes it easy for employers to find students, creating another way for students to find out about opportunities.

The screenshot shows a web browser window with the URL `nvcc-csm.symplicity.com/students/?s=profile&ss=pref`. The browser's address bar and tabs are visible. Below the browser, the Career Connection application interface is shown. The left sidebar contains navigation links for Home, Jobs & Internships, Student Profile, Resumes and Other Documents, Events, Interviews, Employers, Surveys, Resources, Calendar, and My Account. The My Account section is expanded, showing Personal, Academic, Privacy, Emails & Notifications, and Career Outcomes. The main content area is titled 'My Account' and has tabs for Privacy Settings (selected), Emails & Notifications, Career Outcomes, and Change Password. The Privacy Settings page has a 'Save' button and a 'Cancel' button. Below these buttons, a note states '* indicates a required field'. The 'Marketability & Networking' section includes the 'Include in Resume Books' option (set to No) and the 'Promote Me To Employers' option (set to No). A red arrow points to the 'Promote Me To Employers' option. The 'General' section includes the 'Enable Text Message Alerts' option (set to No). On the right side of the page, there is a 'Completion Status' section with a list of settings and their status: Personal Information, Academic Information, Privacy (Include in Resume Books, Promote Me To Employers, Receive Email Notifications, Receive Email Alerts for New and Trending Jobs), Synchronizing Options (Sync Events from the system with your Google Calendar), Enable Text Message Alerts, Receive Job Blast and e-Newsletter Emails, documents (10 documents uploaded).

Convert Your Profile to a Resume

- One great feature of Career Connection is the ability to create and build a resume using the information uploaded to a student profile. This allows students to create a resume that has relevant information for employers while choosing from a variety of layouts and styles.
- To generate a resume from information on your profile, hover to the right-hand side of your profile and locate a widget that features a default resume or personal website.
- If you select the resume, the option to “Generate Resume” will drop down and when selected will take you to the Resume Builder module. From there, all the information uploaded to your profile will appear in the draft resume and can be edited if needed.
- Once you are finished, you can save the resume to your documents folder and share this new resume to your profile for employers to view!

The screenshot shows a web browser window with the URL nvcc-csm.symplicity.com/students/psx/profile. The page displays a student profile for Dana Fallon. The profile includes sections for Personal Statement, Education, and Experience. On the right side, there is a 'Publish' toggle and a 'Share It!' button. Below these, there is a 'Default Resume' dropdown menu with a warning message: 'Maximum Resume limit reached'. A red arrow points to the 'GENERATE RESUME' button. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

nvcc-csm.symplicity.com/students/psx/profile

VCCS email Career Connection Student/Alumni Outlook

Career Connection

Home
Jobs & Internships
Student Profile
Resumes and Other Documents
Events
Interviews
Employers
Surveys
Resources
Calendar
My Account

Personal Statement

I am seeking a position where I can grow as a professional.

Education

Graduation Date: May 2021
Associates - AAS-Nursing, AAS-Diagnostic Med Sonography, AAS-Dental Hygiene
Northern Virginia Community College
Current Student

Experience

Aug 2020 - Present
Library - Work Study
Northern Virginia Community College - Annandale

Mar 2018 - Mar 2019
Finance Intern
ABC Banking Company - New York, New York
Description: Assisted the finance department in the development and implementation of policies and practices for financial management, payroll, budget control, accounting

If published, employers will be able to view your profile if you share your personal URL, or you have applied to their job posting within Career Connection

Publish

Your profile is ready. Share It !

Default Resume
Maximum Resume limit reached

GENERATE RESUME

Personal Website
<https://www.nvcc.edu/career-services/care>

CANCEL SAVE