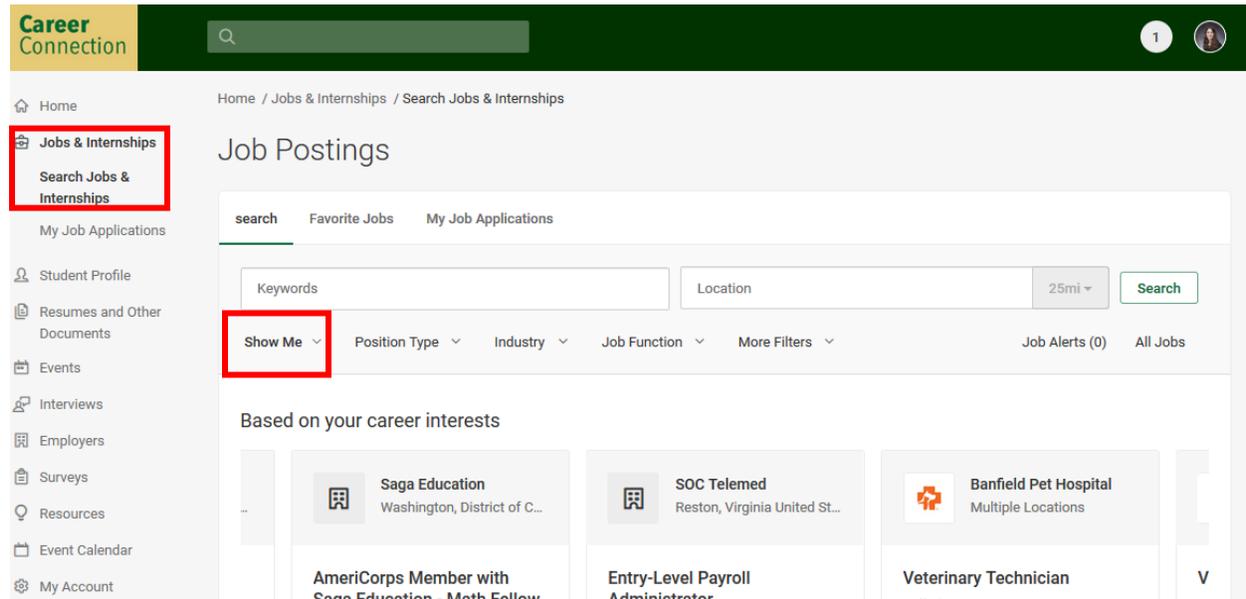


## Employer Office Hours Sign-up Instructions

**Please note that Employer Office Hours are not recruitment events or job interviews.** Employer Office Hours is hosted under the same category as Virtual Interviews (a separate program) in Career Connection. As a result, they share some of the same sign-up language that refers to “interviews” and “applications.” There are no interviews or applications associated with Employer Office Hours. They are first come, first served meetings open to all current students. Students are required to submit a resume to reserve their meeting time with an employer, but this is not part of any application or interview. Resumes are sent ahead to the representatives so that they can review their appointment schedules in advance.

1. Login to [Career Connection](#) with your myNOVA username (the first portion of your email address before @) and your myNOVA password.
2. Click *Jobs & Internships* → *Search Jobs & Internships* on the left-hand navigation menu
3. Click [Show Me](#) → [All Interviews](#) (Picture below).



The screenshot displays the Career Connection interface. The top navigation bar includes the 'Career Connection' logo, a search bar, and a user profile icon. The left-hand navigation menu lists various options, with 'Jobs & Internships' and 'Search Jobs & Internships' highlighted in red. The main content area is titled 'Job Postings' and features a search bar with 'Keywords' and 'Location' fields, a '25mi' radius selector, and a 'Search' button. Below the search bar, there are several filter options, including 'Show Me', 'Position Type', 'Industry', 'Job Function', and 'More Filters'. The 'Show Me' dropdown menu is highlighted in red. The page displays job listings based on career interests, including 'AmeriCorps Member with Saga Education - Math Fellow', 'Entry-Level Payroll Administrator', and 'Veterinary Technician'.

4. Click into the Employer Office Hours event you want to sign up for. View the details and click “Apply” to submit your resume and reserve a meeting timeslot.

Apply

\* indicates a required field  
If you wish to apply, please select the document(s) to include and click Submit.

**Resume \***  
Choose a resume to submit for this position.  
Test Resume\* Add New

**Available Dates**  
Nov 05, 2020

**Interview Time**  
Select one of the available interview times.

- 2:00 pm - 2:20 pm
- 2:20 pm - 2:40 pm
- 2:40 pm - 3:00 pm
- 3:00 pm - 3:20 pm
- 3:20 pm - 3:40 pm
- 3:40 pm - 4:00 pm
- 4:00 pm - 4:20 pm
- 4:20 pm - 4:40 pm
- 4:40 pm - 5:00 pm

Submit

Apply

5. Once you sign up for an office hours appointment, you can review your meeting details under the *Interviews* section on the left-hand navigation bar. Under “Scheduled Interviews”, click on the date and time of your Employer Office Hours meeting to view the virtual meeting instructions.

\* NOTE: The Google Chrome browser must be used to take an interview or provide feedback (other browsers and mobile devices are not supported).

Keywords  
searches employer name and job title

Search Clear More Filters

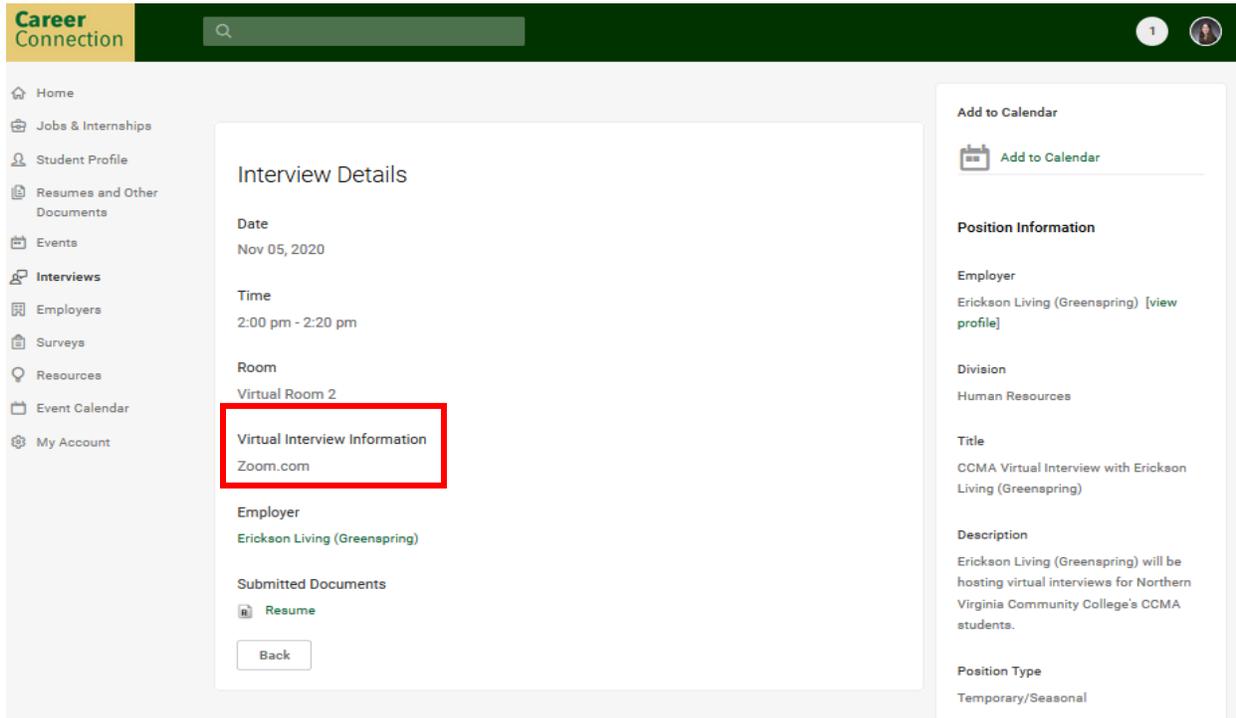
**Requested Interviews**  
You have no requested interviews at this time.

**Scheduled Interviews**  
1 result

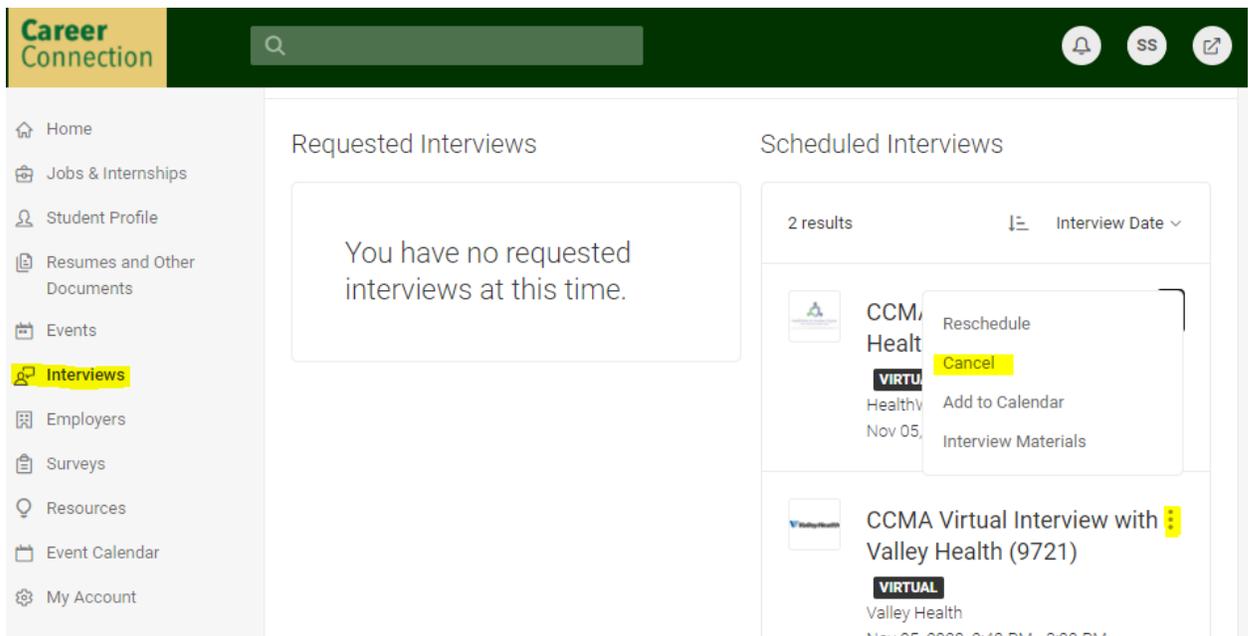
CCMA Virtual Interview with Erickson Living (Greenspring) (9722)  
VIRTUAL  
Erickson Living (Greenspring)  
Nov 05, 2020, 2:00 PM - 2:20 PM

Note: Showing interviews up to 7 days old

- Once you click on the date and time of your meeting, you will see all the meeting details, which includes the video meeting link and instructions.



- If you need to cancel your virtual meeting for any reason, click on the three dots next to your interview to select the "Cancel" button.



If you have questions or need assistance with signing up for your virtual interview, contact the Career Connection Team at [novacareerservices@nvcc.edu](mailto:novacareerservices@nvcc.edu).