

Career Connection – Employer User Guide

<https://nvcc-csm.symplicity.com/employers>

The Office of Career Services appreciates your interest in employing Northern Virginia Community College students and alumni. Our office is excited to announce that we are transitioning to a new career services management system Career Connection, supported by Symplicity.

Career Connection provides free access to our online job and internship database, as well as other career development tools for students and alumni. NOVA students excel in over 130 degree and certification programs and are ready to contribute to the success of your organization. Below are steps to help assist you with setting up your employer account in Career Connection.

Step 1: You must register your organization in the system and be approved in order to post jobs and internships.

- Click on the URL listed above (<https://nvcc-csm.symplicity.com/employers>)
- Click on the **Sign Up** (or **Sign Up and Post** if you are ready to post an opportunity) button on the right side of the registration page. Enter your employer registration information and select submit.
- Communication will be sent via email confirming the registration of your account.

****Note: Duplicate accounts will not be approved. If your company name pre-populates the Organization Name field, please check if someone else at your location or organization has already created an Employer account. Once approved by the Career Connection team, you will receive email notification approving your organization. ****

Step 2: Navigating Career Connection Recruitment Services for Employers once approved.

- Visit (<https://nvcc-csm.symplicity.com/employers>) and click on the **Sign In** link on the right side of the page.
- You will be able to access your employer profile page to post or edit opportunities, repost past openings, and search resumes of students and alumni who have opted to the search feature.

If you have any questions or need further assistance, please contact the NOVA Workforce Career Services office. Our office can assist you with additional recruiting options such as on-campus recruiting, career events, or other opportunities to engage with NOVA students and alumni.