



Virtual Career Fair Instructions for Students

To Register for a Fair

1. Log into or create an account in Career Connection (<https://nvcc-csm.simplicity.com/students/>) and go to Events/Career Fairs/ Select the Fair you want to attend and click ATTEND
2. *PREPARE for the fair:* Review and revise your resume to be sure your information is up to date. Take a practice interview in Career Connection using Mock Interviews. Research the employers attending the fair in Career Connection, select the ones you are most interested in. Plan what you will wear and how the room is set up to avoid visual and noise distractions during your 1-on-1 video chats.

To Join a Fair

1. Go to <https://nvcc-csm.simplicity.com/students> to log in using your MyNOVA credentials or click “forgot password” if you need your password
2. On the day of the fair, once you have logged in, go to Events/Career Fairs/ and open the Fair you want to attend and click Attend
3. You will be prompted to complete or update your Chat Profile, which is visible to employers
4. Set your Status to Online
5. Upload your resume, if you have not already done so. Be sure that the resume you select is the one you want to share with Employers. This is the only way to pass a resume to an employer during the fair
6. You can update your degree, major, graduation date and work authorization under Account/Academic
7. You can greet employers with your profile picture by uploading it under Account/Personal
8. When the fair starts, go to the Employer tab and search and filter to find employers of interest
9. You can express interest in an employer by clicking on the star icon, which bring them to the top of your list. Employers can filter candidates using this expression of interest in the virtual career fair resume database
10. Click on the employer to view company profile and positions they are recruiting for



11. You can speak to employers in 1-on-1 video chats by clicking on Join Queue. The employers who you are waiting for will show up under Upcoming Chats along with estimated wait times.
12. You can stand in up to three queues at once to maximize your number of video chats. Under Upcoming Chats, you can see how many total queues you are allowed to be in at one time. If you are chatting with an employer when another invites you to Chat, the second employer will see that you are busy. You will remain in that Employer's queue
13. While you wait, you can join a group video chat with an employer by clicking on Group Chat. If you are in a group video chat, employers can still contact you for 1-on-1 video chats
14. If you are waiting in employer queues, make sure to stay within that virtual career fair. If you navigate away to other pages within the site, you may miss invitations from employers to video chat
15. When it's your turn to video chat with an employer, you will see an alert pop up on the screen. Click on the alert to see instructions on how to video chat with the employer. Video Chats may use different platforms such as Zoom, WebEx, GoToMeeting, Blue Jeans. If do not have the software you should download it or use the web browser version to save time.
16. Once you have started to video chat with an employer, a timer will count down from the maximum time to zero to show your allotted time
17. When you are done with your video chat, exit the video chat platform and click End Chat, and you can write notes and use it for follow up after the fair. Employers do not see your notes
18. If you need to step away for a short break, set your Status to Busy. Employers will not be able to invite you to video chat but you will remain in their queue
19. If you need to leave the fair, set your Status to Offline. You will be removed from any queues that you are currently in
20. When the fair is over, you can access your notes, the representative's name and email, and use this information for thank you notes

Enjoy the fair!