

VIRTUAL EMPLOYER TABLES

Instructions for Students/Alumni

1. Go to [Career Connection](#) and log in using your myNOVA username and password
2. At the date and time of the virtual employer table event, go to Events → Career Fairs, and select the event
3. You must submit a Chat Profile to enter the event, but this information will not be shared with the employers. If you wish to share your resume with a virtual table employer, you must do so through email that the employer may provide to you
4. Click the “Employers” tab once you enter the event
5. Select the employer table you wish to visit from the list of participants. **The list will say that 0 representatives are online and that the employer is not accepting chats. Please ignore this.** Employers are not available for 1-on-1 chats, but all virtual employer tables will be hosting a group chat
6. Once you select the virtual table you wish to visit, click the “Group Chat” button on the right side of the employer’s name to join their group chat. You may exit one Group Chat and go back to the Employers list to open a different Group Chat

The screenshot displays the myNOVA Career Connection interface. On the left sidebar, the 'Events' and 'Career Fairs' menu items are circled in red. The main content area shows the 'Virtual Information Tables' event page for Northern Virginia Community College. The 'Employers' tab is circled in red. The page displays '0 representatives online' and 'Not accepting chats'. A 'Group Chat' button is circled in red. The 'About' section includes the URL <http://www.nvcc.edu>, 'View full profile', and 'View all positions'. The 'Upcoming Video Chats (0/3)' section shows 'You have not joined any queues yet.' and 'Chat Profile' and 'Edit' buttons.