

NOVA Career Services Event FAQ: Employers

This document is intended to provide answers to questions we receive often from employers that pertain to our events, event registrations, and event day operations. If this FAQ does not answer the question you may have, please reach out to novacareerservices@nvcc.edu

Q: Do you have Career Fairs that we can participate in at your institution?

A: Yes we do! As part of our goal to promote opportunities for students to engage with employers, find jobs and/or internships, and grow in the professional careers, we try to host numerous events through out a semester such as Career Fairs, Virtual Employer Lobbies, and other opportunities. Our events are currently structured around NOVA's Academic pathways and we try to ensure that each student has the ability to meet employers that are relevant to their studies through our specific events but also look to provide students at different campuses opportunities as well through our larger general Career Fair type events.

Q: How do I register for a Career Fair?

A: You can register for a Career Fair using the steps below. Keep in mind, we do not open registration for events until a month – month and a half before the Fair occurs so if you do not see a “Sign Up+” button, that means registration is either closed, or not yet open.

1. First you will want to log in to Career Connection which can be done by clicking the following link, or by copying it into your web browser URL. https://nvcc-csm.symphlicity.com/employers/index.php?signin_tab=0& ;
2. Once signed in, you should be greeted with our home page. Currently we have a banner that says "Welcome Employers!"
3. On the left side of the page you will see several tabs that say "Home", "Employer Profile", and so on. Select "Events".
4. This should open a drop down menu. Please select "Career Fairs, and Virtual Employer Lobbies"
5. From here you should be able to see our events, and which ones are open for registration.
6. Select "+Sign Up" and complete your registration.

Q: What is the difference between a Career/Job Fair and a Virtual Employer Lobby?

A: There are two primary differences between these events. In terms of format, Job/Career Fairs, whether in person or virtual, focus more on providing students job/internship opportunities with your organization. In the case of virtual fairs, this occurs through 1 on 1 chats which simulate virtual tables. Virtual Employer Lobbies (VEL) are more casual and group based where jobs are not expected, but welcome. VEL's allow employers to explain their organization to students, answer questions students may have, and offer networking opportunities.

The second difference is in what way/what platform the event is hosted.

- A. Virtual Career Fairs are hosted on Career Connection. Employers participating will need to have an account with Career Connection in order to participate in 1 on 1 chats with students. Virtual Career Fairs also allow group chats that can be hosted externally (Zoom, Microsoft Teams, Google Meet, etc) for students to join while they wait. Whoever hosts this external group chat does not need to have an account on Career Connection.
- B. Virtual Employer Lobbies are hosted on Zoom by Career Services and employers are then given their own breakout room. From here, students can hop in and out of breakout rooms at their leisure and speak to as many employers as they would like.

Q: I registered for an event but haven't received any communications about it. What happened?

A: In 99% of instances where we have received this type of question, it is because the registration was not properly submitted. When completing a registration you will eventually come to the last page of fillable content where at the bottom there will be a button that says "Review and Confirm". What we have found is that the majority of employers who ask the question above, click this button and then think they are done with the registration and either close out the tab or navigate elsewhere and in doing so, lose their registration progress.

When clicking the "Review and Confirm" button, you are brought to a summary of your registration and as the button says, it is an opportunity for you to review and make any final edits. Once you have reviewed, there is a "Confirm" button that needs to be clicked. This is the final step of the registration process and will be where you should receive both an email and a notice on the website. If you do not see either of these, you will need to submit your registration again. You are always welcome to follow up and reach out to confirm it was received as we cannot guarantee a missing registration can be approved for an event later on.

Q: I got confirmation my registration was submitted, am I good to go to attend the fair?

A: Not quite. While your registration may have been submitted, it does not mean it was approved. Because of our goals to meet students where they are at professionally and academically, we try to ensure that employer representation is balanced and relevant to the purpose of the event. An employer from the construction field is most likely not going to be a fit for an event that focuses on education. Similarly, if we host a general career fair that is open to all fields and 10 of the 15 employers approved are from Law Firms when we had 10 other employers apply from various fields, students will be left out.

As such, all of the registrations we receive are reviewed and categorized to determine the most purposeful options for students. How soon or late a registration is submitted rarely determines whether it is accepted or not. We do open waitlists for employers who are not accepted or look to register after the deadline has passed which in that case, is operated off of first come, first served.

Q: I was placed on a waitlist/not approved for the event but I already paid, can I be refunded?

A: No credit card charge will occur until a registration has been approved for an event. Submitting your registration does **NOT** authorize a charge. Charges must be manually processed by a staff member of NOVA Career Services. This is indicated in the payment section of the registration as we often receive this type of question. If you have concerns that you have still been charged, please view your card statement and if there is a charge, please reach out to novacareerservices@nvcc.edu

Q: I have been on the waitlist for some time now but haven't heard anything, what does this mean?

A: A member of the Career Services team will reach out if a space in the event has opened up and your organization is next on the waitlist. If you have not received any communication, it means either no space has opened, or other organizations are ahead of you on the waitlist. When a waitlist is closed, you will be notified.

Q: How many representatives can we have present at the fair?

A: It depends. Typically we restrict representatives to no more than 2 per organization when it is an in-person fair. Reason being due to physical space limitations, headcount estimates we use for catering, and furniture availability. On rare occasion we will allow more than two but also may charge an additional fee. This option is not always considered and is dependent on

several factors for an event. If it is a possibility, it will be mentioned in communications for that particular event.

For Virtual Fairs/Virtual Employer Lobbies, there is not hard maximum per se, but we do recommend no more than 4 representatives max to avoid issues or confusing students.

Q: How can my additional representatives participate in a Virtual Career Fair?

A: This is a very common question and issue we encounter for our Virtual Career Fairs. For security reasons, additional representatives are not just given a link to the event for them to join. In order for additional representatives to be able to participate in 1 on 1 chats during a Career Fair, the following needs to occur.

1. The individual needs to have a Career Connection account. If they do not, they can create one by using the following link - https://nvcc-csm.symplicity.com/employers/?signin_tab=0
2. Once the individual has submitted a request for an account OR if they already have an existing one, the next step would be to merge them into the overall employer account that the registration would be with. Merged contact accounts have the same level of access as the primary and does not require the same password or email to log in, that all remains with the individual.
3. Once merged OR if the representative already exists as a contact under a central employer account, they then would need to have their information added to the registration as a representative. The key piece to access is the email listed on the registration must match the contacts email in our system. If using a different email, they will not have access. You can reach out to novacareerservices@nvcc.edu for assistance with this if needed.

In the event you have multiple representatives intending to attend but this process above seems like it might be a bit much, the alternative we would recommend is to set up a group chat where those additional representatives can reside during the fair, and they will not need to be set up on Career Connection, all that is needed would be the shareable link for the external call (Zoom, Google Meet, Microsoft Teams, etc.)