



Career Connection Student User Guide

Employer and Career Services

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Background

Career Connection is NOVA's online internship and job database. Powered by Symplicity, Career Connection allows current NOVA you and alumni access to free career-related resources and tools such as career assessments, resume builder, video mock interviews, the ability to search for and apply to jobs and internships, career events, and much more.

Student and Alumni Requirements

- Current NOVA You maintain access while actively enrolled at NOVA and for 3 semesters after.
- NOVA Alumni will have access to Career Connection for the life of the system after you earn your NOVA degree or credentials
- Every student has a Career Connection account approximately one week after your myNOVA credentials are issued.

Log In/Home Page

Steps to Log In

1. Go to <https://nvcc-csm.symplicity.com/students> to access the Career Connection student login page.
2. Every NOVA student already has a pre-made Career Connection account. Login to your account with your MyNOVA student credentials. Your username is the first part of your @email.vccs.edu email address. Use the same password you use to access MyNOVA.
3. On the homepage, you can use the left-hand navigation bar to search for jobs & internships, view career development and hiring events, and access your student profile and other resources.
4. For Continuing Education (Workforce) You, your myNOVA email address can be found in your MyWorkforce student profile. Login to your MyWorkforce account at **nvcc.augusoft.net** and click on My Profile.

Troubleshooting Steps:

1. Go to <https://nvcc-csm.symlicity.com/you>
2. Use your myNOVA username to login (the first portion of your email address before @)
3. Use your myNOVA password to login
4. If your password isn't working, please use this [link](#) to reset. Wait 5 minutes after reset to try logging in again.

Student Profile

If you click on your student profile, you can build your profile with not only basic items such as your name and photo, but also a personal statement, work experience, education, and projects.

Employers and Career Services team members and Career Counselors have access to your profile, so the information on your page can be very helpful in your career search process.

Under certain circumstances, employers will be able to view your profile, so it is important that you take the time to update your profile regularly. This customization helps Career Connection filter and recommend employment opportunities and career events that might be of interest, as well as send targeted Job Blasts and other emails to them. Below are some additional tips for setting up a Career Connection account.

Publish Your Account

- Once you finish updating your account, a great first step to making the best out of your Career Connection account is to publish your account.
- If published, employers will be able to view your profile if you share your personal URL, or you have applied to your job posting within Career Connection.
- Once you are ready, click on the "Publish" button on the right-hand side of your profile and your profile will officially be public to employers. Under this button, you can choose to share your profile by selecting "Share It," allowing you to copy your profile link and share it directly to Facebook, Twitter or LinkedIn.

Career Interests

- The Career Interests section is located under "My Account – Academic Profile." "Career Interests" allows you to fill in what types of opportunities you are interested in so that

the system can provide personalized job recommendation and guidance. Some of the other information on this page is the same as the Student Profile.

- When you/alumni complete information in one place, it will automatically populate in the other profile, so you do not need to fill in duplicate fields twice.

Promote Yourself to Employers

- You can choose whether you want your student profile visible and searchable by recruiting employers.
- If you want your profile to be visible to employers, you must give permission under the “My Account – Privacy Settings” page and select “Promote Me to Employers - Yes.” This selection allows vetted employers to see the information that you share on your default resume and profile. This includes current academic information, email address, and resume.
- Being part of ‘Promote Me’ is entirely optional, and you can opt in or out at any time. ‘Promote Me’ makes it easy for employers to find you, creating another way for you to find out about opportunities.

Convert Your Profile to a Resume

- One great feature of Career Connection is the ability to create and build a resume using the information uploaded to a student profile. This allows you to create a resume that has relevant information for employers while choosing from a variety of layouts and styles.
- To generate a resume from information on your profile, hover to the right-hand side of your profile and locate a widget that featured a default resume or personal website.
- If you select the resume, the option to “Generate Resume” will drop down and when selected will take you to the Resume Builder module. From there, all the information uploaded to your profile will appear in the draft resume and can be edited if needed.
- Once you are finished, you can save the resume to your documents folder and share this new resume to your profile for employers to view!

An in-depth guide to Student Profiles can be found in the Career Connection Resource Library.

Resume and Other Documents

Since Career Connection is a tool to support student career development, it is important that all you upload a resume to Career Connection. Along with your resume, take advantage of the ability to upload additional e-documents, like writing samples or special projects, as this will only help your job applications.

These documents can be attached to job and internship applications submitted in Career Connection and if attached to an application, an employer can view the resume, which can advance your application process.

You can upload up to 10 documents to your Career Connection account, and you may change and update documents as many times as you want. You can also make any of your resumes a “default resume,” allowing it to be the default selection on your applications.

Within this section, you can also take advantage of the resume builder, which is a tool that will help you to build a resume.

Resume Builder

Under the “Resume and Other Documents Tab,” you can use the “Resume Builder” tool to get help in building not only a professional resume, but a strong cover letter as well.

Within the “Resume Builder,” you can create a resume using templates that are based various programs, such as Accounting and Healthcare, but also based on experience, such as Undergraduate or Recent Graduate.

Once a template is chosen, you can customize the section titles, what type of section you are as well as your position on the resume. You can also use your examples for sentence starts and action words to help formulate your content.

In the content section, you can enter the information under the respective sections. In this section, you can also select a new layout for your resume and preview what the finished resume would look like with all the information.

Once the resume is saved, you can view the resume in your documents page, save the document as a PDF, as well as activate the resume to be made available in the main documents section for job postings and CV search.

An in-depth guide to the Resume Builder can be found in the Career Connection Resource Library.

Search Jobs and Internships

Under the Jobs and Internships tab, you will not only find current job and internship opportunities, but also your submitted applications.

You can search for jobs by keywords or locations, along with using different filters, such as position type, industry, and job function. Other filters include when the job was posted, when the application is due, possible travel responsibilities, and by what major may be associated with the job.

Within the jobs feed, you will see jobs based on other jobs you viewed, jobs people in your major are interested in, latest jobs, jobs expiring soon, and trending jobs.

Along with basic information, each job posting has a star and a thumbs down on the posting. The star allows you to favorite the position, which would let the position show up under the “Favorite Jobs” tab to review at a later time. The thumbs down allows you to note that you do not wish to see that job description for various reasons, which would then remove the job from your feed.

Under the “Submitted Applications” tab, you can view your submitted applications. If you need to withdraw an application, at the end of the application description there will be an option to “Withdraw.” You can withdraw your current application by pressing that button.

We also recommend setting up job alerts in our system so that you are notified when new internships or jobs that fit your interests are posted. If you login to Career Connection and navigate to the Search Jobs section, you will see a number of search filters at the top of the page. Once you enter the filters you are interested in, you can save that search by clicking on

the green, "Create Job Alert" button on the right-hand side of the page. After you create a Job Alert, you will be notified when new positions that fit your criteria are posted. You could set up a search for "Position Type = Paid Internship, and Job Function = IT", "Industry = IT", or anything similar.

You can also search by the employers you are interested in. For example, if you are interested in Amazon Web Services, you can search for their name under the Jobs section or Employer section to see if they have any active positions. You can click on the star icon next to their name to add them to your "Favorites" to receive updates when they post something new on Career Connection.

Search Employers

Like the Jobs and Internships tabs, you can search from the 4700+ employers that are registered within Career Connection. You can search for employers using both the search bar or filter by industry and employers you are following.

Within the feed, you will find a list of all the employers registered in Career Connection. You can change the number of jobs you view on each page, which is defaulted at 20.

Each employer will show the name of the company, their industry, location, as well as the type of company and size. To the right of the employer, you can click the follow button, which would allow that company to show up on the "Following" tab and make it easy to find desired employers. If you follow an employer, you will get email notifications with new activity, such as posting a new job or if they are attending an event.

Once you click on the employer, the employer's profile will appear with additional information such as a company overview, company shared contacts, current job postings and any upcoming events hosted by the employer.

Search Events

Within the events tab, you can search and view various types of events, including workshops, informational sessions, career fairs and virtual employer lobbies.

Along with searching for an event by name, you can use filters to make it easier to find events, which include event type, whether the event is in person or virtual, or when the event is occurring. You can also filter by events you marked as “attending” or events where you may be on a waitlist.

Events will be shown in order of occurrence, with events happening “today” at the top and those occurring later at the bottom of the list. You also can change the number of events shown to them on the list, with the default being 20 events.

Mock Interview Tool

One tool related to interview preparation is the Mock Interview module, which is a feature that allows you to complete a mock interview and receive feedback all in one place.

The module can be found under the Resources tab on the left-hand side of the Career Connection homepage. It includes over 1,000 pre-recorded questions from which you may choose to build custom interviews or take pre-set interviews based on majors or type of interview.

You may also seek feedback from faculty, advisors, mentors, or colleagues to give yourself a better chance of acing your interviews. To request feedback from a Career Counseling, select the “Request Feedback” option after completing your interview. To share your interview with someone who isn’t a Career Counseling, select the “Share Interview” option to share the link.

An in-depth guide to the Mock Interview Tool can be found in the Career Connection Resource Library.

Resources

Under the Resources tab, you can find various resources and tools which would help your job search process. In addition to the Mock Interviews Tool, you can find the resource library, and the career explorer and finder.

In the resource library, you can view a wide range of helpful articles and tips on how to better use Career Connection and how to best prepare for any step in the job search process.

In the career finder section, you can find out what your interests are and how you relate to the world of work. Along with this, the career explorer tab allows you to search popular careers and leading industries to learn more about the current opportunities available. You can search this tab using keywords or filters, such as industry, projected growth, and levels of preparation.