

Virtual Employer Lobby Check List

Virtual Employer Lobbies connect NOVA students and alumni with employers through group Zoom meetings to network and learn about career opportunities.

Review this Check List to be fully prepared for the event!

✓ Research the Employers

Research the companies attending and view their job postings in advance. Browse employer profiles and jobs under the Virtual Employer Lobby event page in Career Connection. This will help you identify which employers you want to meet with first.

✓ Update Resume

Have an updated copy of your resume in Career Connection. You never know when you will find an opportunity that you want to apply to, and sometimes employers may ask you to share a copy of your resume after the event.

✓ Be Ready to Learn

These events provide an opportunity for you to learn more about the companies in attendance and their jobs and internships. Remember – this is not an interview.

✓ Prepare your Technology

The events take place through Zoom, so be sure to have your technology prepared beforehand to avoid any problems. You will utilize breakout rooms to speak with each employer.

✓ Ask Questions

Come with prepared questions for your employers of interest, be present and attentive, and communicate clearly.

✓ Follow Up

After speaking with an employer, thank them for their time. After you log off, send them a thank you note through an email if possible and be sure to follow up on any next steps.