

Searching and Applying to Jobs and Internships Guide

Under the Jobs and Internships tab, students will not only find current job and internship opportunities, but also their submitted applications. Review this document to learn more about searching and applying to jobs and internships in Career Connection.

Search Filters and Tools

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. 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.

One search filter that can be particularly helpful is the Work Authorization filter. This filter allows you to filter positions that may have some sort of work authorization, for example they indicated that they accept F1 Visa Applications (OPT or CPT) or position requires a security clearance.

The screenshot displays the 'Career Connection' search filters interface. The top navigation bar includes a search bar, user profile, and notification icons. Below the navigation bar, there are several filter categories: 'Show Me', 'Position Type', 'Industry', 'Job Function', 'More Filters', 'Job Alerts (0)', and 'All Jobs'. The main content area is divided into several sections:

- Exclude:** Includes checkboxes for 'Exclude Nationwide Jobs' and 'Exclude Jobs I've Applied For'.
- Work Authorization:** Includes checkboxes for 'Accepts Authorized F1 Visa (OPT or CPT) Applicants', 'Requires Security Clearance', 'Requires U.S. Work Authorization', and 'Will Sponsor a Work Visa for the Right Candidate'.
- Apply By:** Includes radio buttons for 'Any time', 'Next 24 hours', 'Next week', and 'Next month'.
- OCR Interview Date:** Includes two date input fields separated by a hyphen.
- Desired Majors:** Includes a dropdown menu.
- Posted Date:** Includes radio buttons for 'Any time', 'Past month', 'Past week', and 'Past 24 hours'.
- Travel Percentage:** Includes checkboxes for 'No Travel', '< 10% Travel', '< 20% Travel', '< 30% Travel', '< 40% Travel', and '< 50% Travel'.

At the bottom right of the filter area, there are three buttons: 'Clear', 'Cancel', and 'Apply'.

Job Alerts

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. 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 to your NOVA email when new positions that fit your criteria are posted.

The screenshot shows the Career Connection interface. The top navigation bar includes the logo, a search bar, and user profile icons. A green notification bubble states, "You'll now get job alerts for this search." The main content area is titled "Job Postings" and features a search bar with "administrative assistant" entered. Below the search bar are filters for "All Jobs & Interviews", "Position Type", "Industry", "Job Function", and "More Filters". A "Created Job Alert" button is visible in the top right of the results area. The results list shows three job postings for "Administrative Assistant" at various locations, with a "NEW" badge on the first one.

This screenshot shows the same Career Connection interface as the previous one, but with a "Job Alerts" modal dialog open. The dialog displays the search criteria: "administrative assistant" and "All Jobs & Interviews". It also shows the alert frequency set to "Weekly" and a trash icon. The background page is dimmed, showing the search results and the "Created Job Alert" button.

Reviewing Positions

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.

The screenshot shows the Career Connection interface with a search bar and navigation menu on the left. The main content area displays a grid of job listings. The top section is titled "Because you favorited Summer Undergrad Internship at National Museum of Asian Art at National Museum of Asian Art, Smithsonian Institution". It features three job cards:

- Smithsonian National ...** (Washington, District of C...)
Development Operations Internship - NMAAHC
Part Time
30d+ ago
- Annandale Swim and T...** (Annandale, Virginia, Unit...)
Head Swim Coach of Summer Swim Team
Temporary/Seasonal
30d+ ago
- Office of U.S. Senator ...** (Washington, District of C...)
Congressional Press Internship - Washington, D.C.
Internship (Paid)
30d+ ago

The bottom section is titled "Based on your career interests" and features three job cards:

- Acorn Health** (Multiple Locations)
Registered Behavior Technician
Full Time
30d+ ago
- Select Physical Therap...** (Multiple Locations)
Physical Therapist Assistant _ Outpatient Orthopedics
Full Time
24d ago
- The Medical Team** (Multiple Locations)
Licensed Practical Nurse- COVID testing
Full Time
18d ago

The screenshot shows the Career Connection interface with a search bar and navigation menu on the left. The main content area displays the details for an "Administrative Assistant" position. The job is listed by "Career Connection Movers (CCM)" and is a "Full Time" position. The "Apply" button is highlighted in green.

Administrative Assistant
Career Connection Movers (CCM) + Follow

Position Type
Full Time

Description
We are looking for an administrative assistant to work in our main office. They would assist clients with any requests, answer emails and calls, greet guests, and keep the office clean.

Division
Workforce & Corporate Engagement

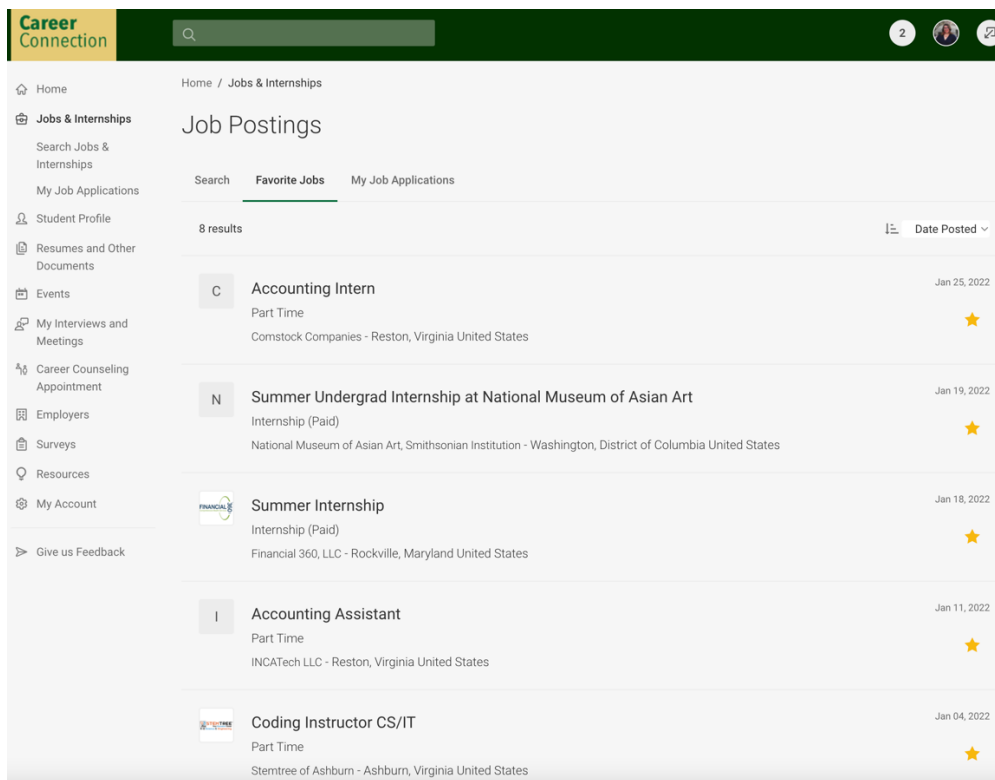
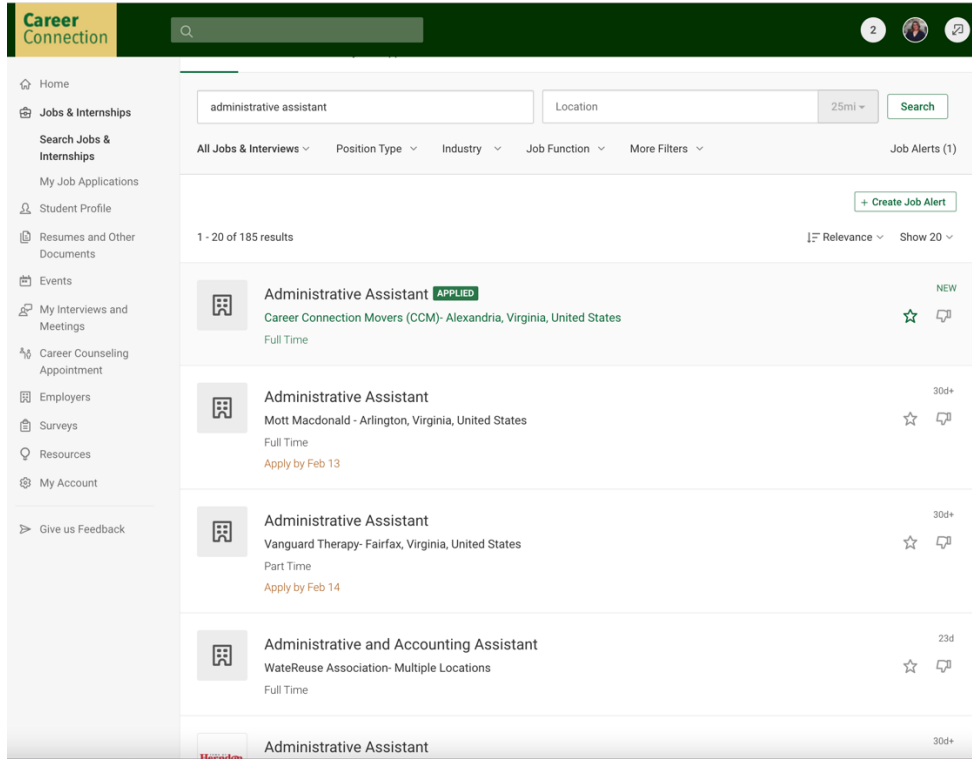
Location
Alexandria, Virginia United States

Salary Level
\$16.00 per hour.

Approximate Hours Per Week
20

Important Dates
Posted On: Feb 11, 2022
Application Deadline: Mar 31, 2022

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.



Managing Applications

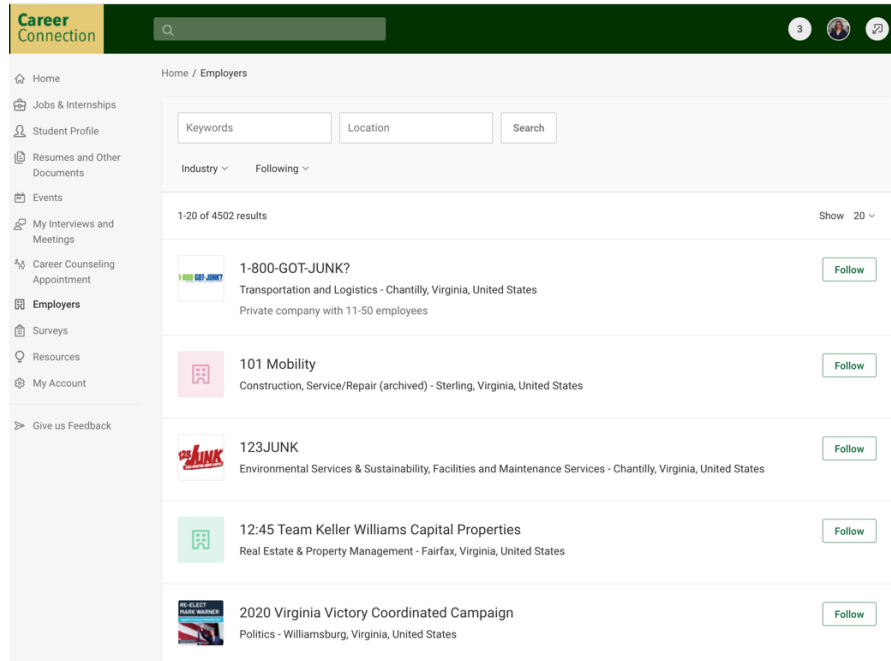
Under the “My Job Applications” tab, you can view your applications submitted through Career Connection. If you need to withdraw an application, at the end of the application description there will be an option to “Withdraw.” You can withdraw your current application by pressing that button.

The screenshot displays the Career Connection web interface. The top navigation bar includes the 'Career Connection' logo and a search bar. A left sidebar contains various navigation options: Home, Jobs & Internships, My Job Applications (highlighted), Student Profile, Resumes and Other Documents, Events, My Interviews and Meetings, Career Counseling Appointment, Employers, Surveys, Resources, My Account, and Give us Feedback. The main content area is titled 'Job Postings' and shows the 'My Job Applications' tab selected. Under this tab, there are sub-sections for 'Non-OCR Job Applications' and 'OCR Applications'. A single result is shown for the job 'Administrative Assistant' at 'Career Connection Movers (CCM)'. The application was submitted on Feb 11, 2022, at 11:01 AM. Below the job title, there are two buttons: 'View Resume' and 'Withdraw'. A blue banner at the bottom of the job listing area contains a message: 'To view PDF files, you may need [Adobe Acrobat Reader](#)'. The footer of the page indicates it is powered by 'simplicity'.

Connect with Employers

Career Connection has over 4500 employers registered in our system looking to hire NOVA students! The Employer and Career Services Team vets each and every employer to ensure they meet our expectations, and their positions match the interests of our students. When applying to a position, it's always important to research the employer.

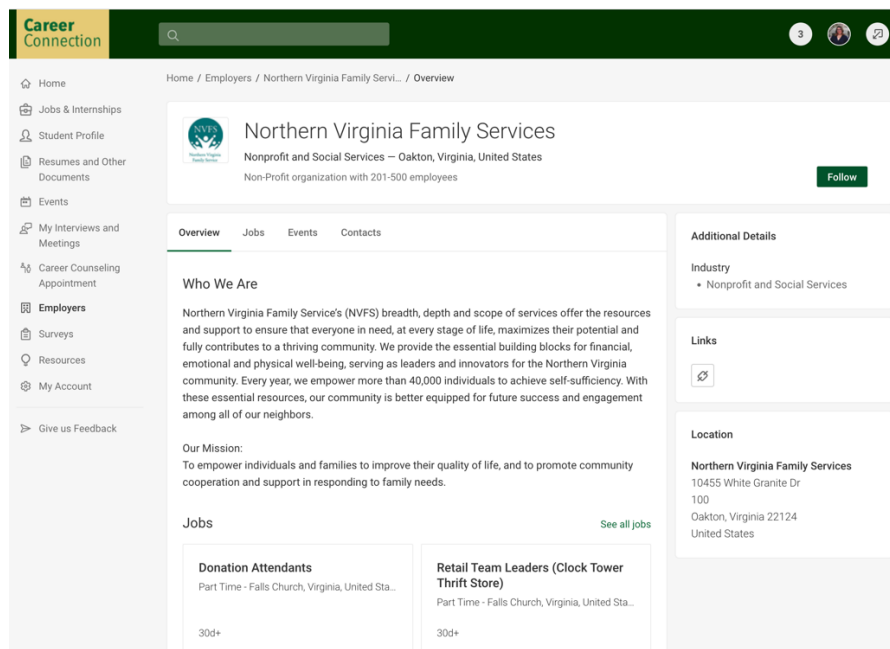
To learn more about an employer, locate the left-hand navigation bar within Career Connection and select "Employers."



The screenshot shows the 'Employers' search results page in Career Connection. The left-hand navigation bar is visible, with 'Employers' selected. The main content area displays a list of search results for '1-20 of 4502 results'. Each result includes a company logo, name, location, and a 'Follow' button. The results listed are:

- 1-800-GOT-JUNK?**: Transportation and Logistics - Chantilly, Virginia, United States. Private company with 11-50 employees.
- 101 Mobility**: Construction, Service/Repair (archived) - Sterling, Virginia, United States.
- 123JUNK**: Environmental Services & Sustainability, Facilities and Maintenance Services - Chantilly, Virginia, United States.
- 12:45 Team Keller Williams Capital Properties**: Real Estate & Property Management - Fairfax, Virginia, United States.
- 2020 Virginia Victory Coordinated Campaign**: Politics - Williamsburg, Virginia, United States.

From there, you can search for an employer by name to access their company overview, current job postings, and overall industry information. Plus, you'll be able to see if that employer has registered to attend an upcoming event at NOVA.



The screenshot shows the 'Northern Virginia Family Services' company overview page in Career Connection. The left-hand navigation bar is visible, with 'Employers' selected. The main content area displays the company's profile, including a logo, name, location, and a 'Follow' button. The company is a Non-Profit organization with 201-500 employees, located in Oakton, Virginia, United States. The page is divided into sections:

- Who We Are**: Northern Virginia Family Service's (NVFS) breadth, depth and scope of services offer the resources and support to ensure that everyone in need, at every stage of life, maximizes their potential and fully contributes to a thriving community. We provide the essential building blocks for financial, emotional and physical well-being, serving as leaders and innovators for the Northern Virginia community. Every year, we empower more than 40,000 individuals to achieve self-sufficiency. With these essential resources, our community is better equipped for future success and engagement among all of our neighbors.
- Our Mission**: To empower individuals and families to improve their quality of life, and to promote community cooperation and support in responding to family needs.
- Jobs**: A link to 'See all jobs' is provided. Two job listings are shown: 'Donation Attendants' (Part Time - Falls Church, Virginia, United Sta...) and 'Retail Team Leaders (Clock Tower Thrift Store)' (Part Time - Falls Church, Virginia, United Sta...).
- Additional Details**: Industry: Nonprofit and Social Services.
- Location**: Northern Virginia Family Services, 10455 White Granite Dr, 100, Oakton, Virginia 22124, United States.

To the right of the employer, students can click the follow button, which would move that employer to your personal following list. When following employers, you would get a new notification within Career Connection when that employer posts a new position or signs up to attend an event.

The screenshot shows the Career Connection interface. On the left is a navigation menu with options like Home, Jobs & Internships, Student Profile, Resumes and Other Documents, Events, My Interviews and Meetings, Career Counseling Appointment, Employers, Surveys, Resources, and My Account. The main content area shows the profile for Northern Virginia Family Services (NVFS), a Nonprofit and Social Services organization in Oakton, Virginia, with 201-500 employees. A 'Following' button is visible. Below the profile header are tabs for Overview, Jobs, Events, and Contacts. The 'Who We Are' section describes the organization's mission. To the right, there are sections for 'Additional Details' (Industry: Nonprofit and Social Services) and 'Links'.

To locate the employers you are following, go to the main employer search page and use the “Following” filter to filter for the employers you are following.

The screenshot shows the main employer search page in Career Connection. It features a search bar with 'Keywords' and 'Location' fields, and a 'Search' button. Below the search bar are filters for 'Industry' and 'Following'. A filter chip for 'Employers I'm following' is active, with a 'Clear All' button. The results section shows 6 results, with a 'Show 20' dropdown. The first three results are: 365 DataCenters (Information Technology - Herndon, Virginia, United States), AWS - Data centers (Engineering - Herndon, Virginia, United States), and National Museum of Asian Art, Smithsonian Institution (Museums/Libraries/Galleries - Washington, District of Columbia, United States). The fourth result is Northern Virginia Family Services (Nonprofit and Social Services - Oakton, Virginia, United States). Each result has a 'Following' button.