


# HOW TO SIGN UP FOR AN ON CAMPUS INTERVIEW

## To access Connect2Careers, powered by Handshake

1. Log into MyBSU or MyNTC portal
2. Hover above your name on the top left corner

 B. Beaver

4. Click "STUDENT ACCESS"

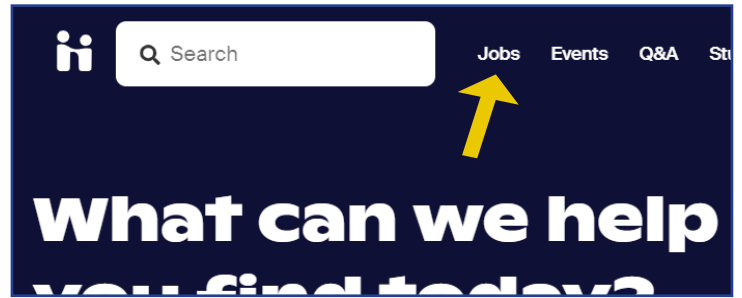
BSU/NTC STUDENT  
ACCESS CLICK HERE

5. Enter your StarID & Password
6. Complete your profile. You will be using your [firstname.lastname@live.bemidjistate.edu](mailto:firstname.lastname@live.bemidjistate.edu) for your ConnectCareers/Handshake Account

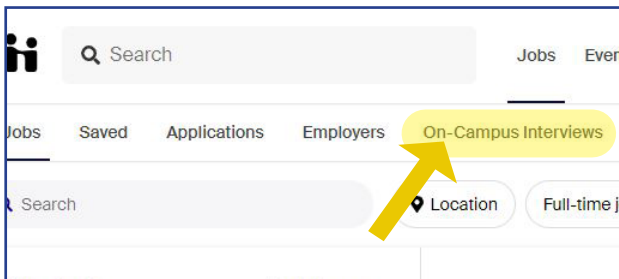
### 1. Upload your Resume (under documents)



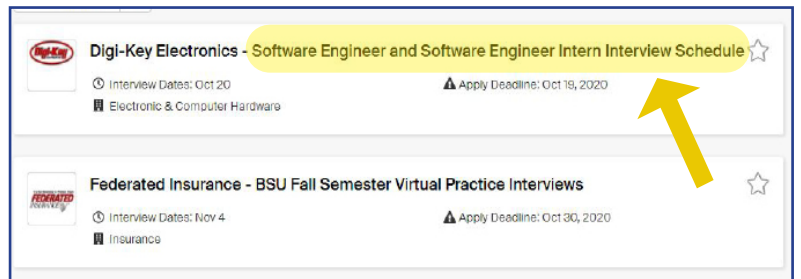
### 2. Select JOBS



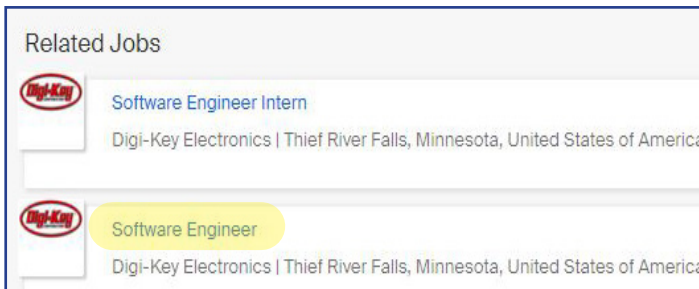
### 3. Select On campus Interviews



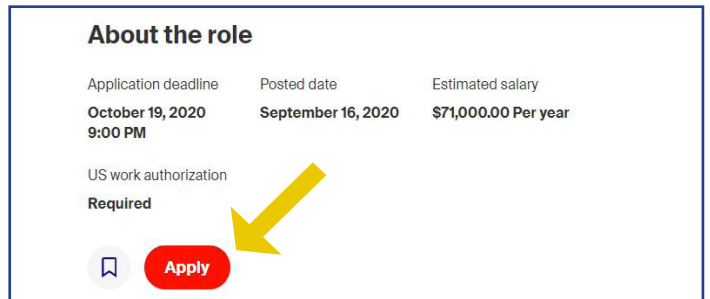
### 4. Select the Interview that you are Applying for



### 5. Click on the Job that you will be applying for, under related jobs:



### 6. Select the "Apply" button



## 7. Submit your documents in handshake

**Apply to Digi-Key Electronics** ✕

Your school year does not match what is requested for this job. If this information is incorrect, please update it [here](#).

**Details from Digi-Key Electronics:**

Applying for Software Engineer requires a few documents. Attach them below and get one step closer to your next job!

**1. Attach your resume**

✓ **Sample Bucky Resume.pdf** ✕  
Preview Document

**2. Attach your transcript**

✓ **Sample Bucky Transcript.pdf** ✕  
Preview Document

**3. Work Authorization** ?

Are you legally authorized to work in the United States?  
 Yes  No

Will you now or in the future require visa sponsorship?  
 Yes  No

Prefer not to answer these questions ?

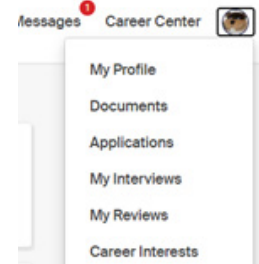
**Submit Application**

## 8. The next page will load for you to select a timeslot

November 4th 2020					Group By: None
Time	Jobs	Student	Interviewer	Room	Action
8:30 am - 9:00 am	Any	Taken	Not Assigned	Unassigned Room Number 2	
9:15 am - 9:45 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 2	Take Slot
10:00 am - 10:30 am	Any	Taken	Not Assigned	Unassigned Room Number 2	
10:45 am - 11:15 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 2	Take Slot
11:30 am - 12:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 2	Take Slot

## 9. View your interview schedule(s)

To view your schedule, hover above your profile picture and use the drop down function to select My Interviews.



For interview tips please visit the [Career Services website](#)

PREPARING FOR THE INTERVIEW	DURING THE INTERVIEW	AFTER THE INTERVIEW
<p><b>01</b> Dress professionally and make sure you are well-groomed</p> <p><b>02</b> Prepare your portfolio ahead of time and practice using it so that you know where everything is located</p> <p><b>03</b> Practice your answers, but don't make them sound rehearsed-just focus on hitting the main points</p> <p><b>04</b> Do your research on the company and position that you're interviewing for</p> <p><b>05</b> Bring any materials you may need including business card, resume and portfolio</p> <p><b>06</b> Bring a notebook and a pen or pencil so that you can take notes or jot down questions</p> <p><b>07</b> Be on time-allow for extra travel time in case you get lost or run into traffic</p>	<p><b>08</b> Make a good first impression with a nice, firm handshake</p> <p><b>09</b> Be friendly, polite and remember to smile</p> <p><b>10</b> Display confidence through body language-don't slouch in your chair or look down when you're speaking.</p> <p><b>11</b> Speak loudly and enunciate when giving your answers</p> <p><b>12</b> Always try to frame your answers in a way so that they relate to the job and why you're the best candidate for it</p> <p><b>13</b> Be honest-it's better to turn down a job you're not a good match for than to try to 'take it until you make it'</p> <p><b>14</b> Prepare yourself for curveball questions you didn't train for-take your time answering</p> <p><b>15</b> Ask for some time to think if you need a second to formulate your thoughts</p> <p><b>16</b> If you are unsure of what the interviewer is asking you, politely request a more detailed explanation</p>	<p><b>17</b> Thank the interviewer for his or her time</p> <p><b>18</b> Give the interviewer samples of your work if you have copies for them to keep</p> <p><b>19</b> Provide a good final impression with a nice, firm handshake</p> <p><b>20</b> Follow-up with a thank you e-mail, letter or phone call</p> <p><b>21</b> Prepare for your follow-up interview, if applicable</p>

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Please contact us if you have any questions!

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