

**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
3. Select Connect2Careers from the drop down menu
4. Click “STUDENT ACCESS”
5. Enter your StarID & Password
6. Complete your profile. You will be using your firstname.lastname@live.bemidjistate.edu for your ConnectCareers/Handshake Account

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1. **Upload your Resume (under documents)**
   - [Image]

2. **Select JOBS**
   - [Image]

3. **Select On campus Interviews**
   - [Image]

4. **Select the Interview that you are Applying for**
   - [Image]

5. **Click on the Job that you will be applying for, under related jobs:**
   - [Image]

6. **Select the “Apply” button**
   - [Image]
7. Submit your documents in handshake

Apply to Digi-Key Electronics

Your school year does not match what is requested for this job. It 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 Buickey Resume.pdf]

2. Attach your transcript
   - [Sample Buickey Transcript.pdf]

3. Work Authorization

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

   Will you now or in the future receive 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

<table>
<thead>
<tr>
<th>Time</th>
<th>Jobs</th>
<th>Student</th>
<th>Interviewer</th>
<th>Room</th>
<th>Action</th>
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<td>Room Number 2</td>
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<tr>
<td>9:00 am</td>
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<tr>
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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

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**PREPARING FOR THE INTERVIEW**

01. Dress professionally and make sure you are well-groomed

02. Prepare your portfolio ahead of time and practice using it so that you know where everything is located

03. Practice your answers, but don’t make them sound rehearsed—just focus on hitting the main points

04. Do your research on the company and position that you’re interviewing for

05. Bring any materials you may need, including business card, resume, and portfolio

06. Turn off your phone and a pen or pencil so that you can take notes or jot down questions

**DURING THE INTERVIEW**

07. Be on time—allow for extra travel time in case you get lost or end up in traffic

08. Make a good first impression with a firm, firm handshake

09. Be friendly, polite and responsive to the interviewer

10. Display confidence through body language: don’t slouch in your chair or look down when you’re speaking

11. Speak loudly and enunciate when giving your answers

12. Always try to frame your answers in a way that they relate to the job and why you’re the best candidate for it

13. Be honest: it’s better to turn down a job you’re not a good match for than to try to fake it until you make it

14. Prepare yourself for interview questions you didn’t train for—take your time answering

15. Ask for some time to think if you need a second to formulate your thoughts

16. If you are unsure of what the interviewer is asking you, politely request a more detailed explanation

17. Thank the interviewer for his or her time

18. Give the interviewer samples of your work if you have copies for them to keep

19. Provide a good final impression with a firm, firm handshake

20. Follow-up with a thank you e-mail, letter or phone call

21. Prepare for your follow-up interview, if applicable

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Please contact us if you have any questions!

Bemidji State University Career Services | career@bemidjistate.edu | 218.755.2038