

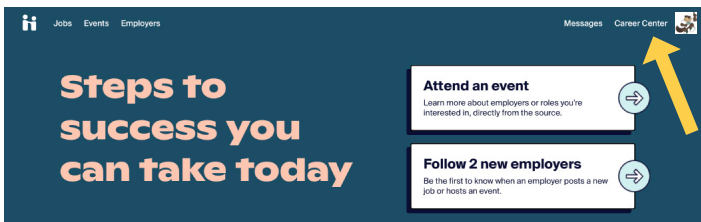
INSTRUCTIONS: HOW TO SCHEDULE AN APPOINTMENT WITH CAREER SERVICES

Handshake

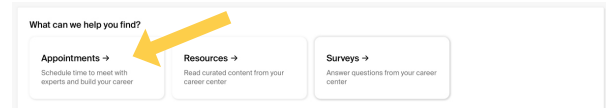
To access Handshake, click on the Handshake icon in your MyBSU or MyNTC account, select the student access button and enter your StarID and password.

[Resume On the Run](#) | [Job Search](#) | [Career Coaching](#) | [Beaver Success](#) | [Cover Letter](#) | [Internship Search](#) | [Major Exploration](#) | [Career Exploration](#) | [Graduate School Statements & CV](#)

1. Navigate to the Career Center page



2. Select Appointments



3. Click on "Schedule a New Appointment"

Schedule A New Appointment

4. Select Career Services

Career Services (Coaching, Internship & Job Search, Resumes, Grad School)

5. Determine what type of Appointment you'd like

Choose an Appointment Type

Beaver Success Coaching Students who are in the Beaver Success program, and are meeting with their coach
Career Coaching For undecided or those questioning major selections
CV/Graduate School Statement Requesting assistance with a CV or personal statement when applying to graduate school
Job or Internship Search Seeking assistance in the job or internship search process
On-Campus Student Employment This appointment type is for students who have any questions about obtaining a regular payroll or work-study job on campus.
Resume Review Meet one on one with a Career Services staff member

Beaver Success Coaching: Students who are in the Beaver Success program and are scheduling an appointment with their Success Coach.

Career Coaching: If you are undecided, wavering, wondering what you can do with a major in..., considering adding a major or minor, or other.

CV/Graduate School Statements: Students considering applying to graduate school, assistance with their Curriculum Vitae or Personal Statements.

Job or Internship Search: Assistance navigating a job or internship search.

On-Campus Student Employment: Questions about finding on-campus jobs.

Resumes on the Run: Drop in resume critique service. No appointment needed.

Typically held in Decker Hall 202, email or via Zoom. Hours vary each semester.

Resume Review: Meet with a staff member to review your resume or cover letter.

6. Find a time that works for you

Category: Career Services (Coaching, Internship & Job Search, Resumes, Grad School)

Type: Beaver Success Coaching

Staff Member: No Preference

Appointment Medium: No Preference

Week of Sunday, August 8th

Sunday August 8th 2021 No Appointments Available	Monday August 9th 2021 No Appointments Available	Tuesday August 10th 2021 No Appointments Available	Wednesday August 11th 2021 No Appointments Available	Thursday August 12th 2021 No Appointments Available	Friday August 13th 2021 No Appointments Available	Saturday August 14th 2021 No Appointments Available
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Aug 11

Time Zone: Central Time (US & Canada)

You can also determine a staff member here.

7. Decide how you would like to meet with us

Online Consult: Over email

Phone Call: We can call you

Virtual/Zoom: Our preferred method. Once scheduled, we will send you a zoom link invite

In Person: When available, we can meet in Decker Hall 202/Career Services.

8. Watch for an email confirmation

You can also check the request, cancel or reschedule in your appointments tab.



For Interview tips please visit our website or contact us if you have any questions!

Career Services | career@bemidjistate.edu | (218) 755-2038

