INSTRUCTIONS: HOW TO SCHEDULE AN APPOINTMENT WITH CAREER SERVICES

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”

4. Select Career Services

5. Determine what type of Appointment you’d like

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

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.

You can also determine a staff member here.

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

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