

**GUIDELINES FOR FACULTY**  
**CLASS ASSIGNMENTS – Career Coaching Resources**  
**(updated 3/14/2012)**

Career Coaching offers a variety of career and job search resources to our students and alumni. We also offer this service through faculty who chose to utilize one or more of our resources as a class assignment. We are happy to provide this service—for both in-class and on-line courses.

To assist us in planning and to ensure that we can respond in a timely manner, we ask that you and your adjunct professors complete the following steps whenever one of our resources is included as a course/class assignment:

1. Complete the attached Request Form **as early in the session as possible** and email to [careercoach@bellevue.edu](mailto:careercoach@bellevue.edu) or route to Career Coaching via campus mail.
2. Email a class roster with student ID numbers as soon as available, but **no later than the date the assignment is made.**
3. We will respond to requests **in the order received** and will copy the professor in our emails to each student so that he/she knows the student has completed the assignment.

Here are the Career Coaching resources most frequently used as class assignments:

1. **InterviewStream** is a web-based system where students can complete mock job interviews. All they need is a web cam. You and your students can access this system as follows:
  - a. Log in to BRUIN, click on Career Resources, then on InterviewStream.
  - b. Complete the brief registration and follow the directions to set up and complete a practice interview.
  - c. When completed, students can send an email notice to [careercoach@bellevue.edu](mailto:careercoach@bellevue.edu) for a critique by one of our career coaches. Students can also email the link to their professor and to anyone else they choose.
  - d. **NOTE: Students who do not have a webcam and live in this area can schedule a time to use the webcam located in our Career Coaching Center.**
2. **FOCUS** is an online career assessment tool that can help students make career and educational decisions by identifying possible career options related to their interest patterns.
  - a. Once we receive your Request Form, we will email you the access code and directions for you to pass on to your students.
  - b. After completing the program, students will be able to print a report directly from the system to submit to you.
3. **Strong Interest Inventory** is an online career and educational planning tool that is similar to, but more comprehensive than ,FOCUS.
  - a. Once we receive your Request Form, we will email you the access code and directions for you to pass on to your students.
  - b. After the student completes the program, the system will generate a report that we will then email to you and the student.
4. **Resume Critique**
  - a. As a first step, please refer students to our resume guidelines and samples for ideas and suggestions on content and format: <http://www.bellevue.edu/services/career-coaching/preparing/cover-letters-resumes.aspx>.
  - b. Then have students submit their updated resumes using our Resume Critique Form: <http://www.bellevue.edu/services/career-coaching/resume-critique-form.aspx>

**CAREER COACHING, LEARNING COMMONS**  
**Center for Student Engagement**  
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**Freeman/Lozier Lobby, Northeast Corner, on the Main Campus**

