Career Services 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 careerservices@bellevue.edu or route to Career Services 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 Services 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 careerservices@bellevue.edu 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 Services.

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 FOCUS, but more comprehensive.
   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-services/preparing/cover-letters-resumes.aspx](http://www.bellevue.edu/services/career-services/preparing/cover-letters-resumes.aspx).
   b. Then have students submit their updated resumes using our Resume Critique Form: [http://www.bellevue.edu/services/career-services/resume-critique-form.aspx](http://www.bellevue.edu/services/career-services/resume-critique-form.aspx)
FACULTY CLASS ASSIGNMENT REQUEST FORM

Date Submitted: ________________________________

Instructor’s Name: ____________________________  College: ______________

Email: ______________________________________  Phone: ______________

Assignment:  ___ InterviewStream  ___ Resume Critique
            ___ FOCUS Career Assessment  ___ Strong Interest Inventory
            ___ Other (please specify): ____________________________________

Class/Course Number: __________________________  Due Date: ______________

Class Format:  ___ Traditional  ___ In-Class Accelerated  ___ On-Line Accelerated  ___ Graduate

Class Roster with Student ID Numbers: Attached______  Will forward by ______________
                                      (date)

Please return completed form and class roster to:

CAREER SERVICES, LEARNING COMMONS
Student Affairs
Freeman/Lozier Lobby, Northeast Corner, on the Main Campus
careerservices@bellevue.edu

If you have any questions or would like to discuss this process, please contact:

Career Services
(402) 557-7423
careerservices@bellevue.edu