

GUIDELINES FOR FACULTY
CLASS ASSIGNMENTS – Career Services
(Updated 4/22/2015)

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, 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-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>

CAREER SERVICES, LEARNING COMMONS
Student Affairs

(402) 557-7423

careerservices@bellevue.edu

Freeman/Lozier Lobby, Northeast Corner, on the Main Campus

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:

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careerservices@bellevue.edu

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

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