

## Fall 2020: Accessing Career Development Resources Virtually & In-Person

To get started, please activate your Handshake account at [mga.joinhandshake.com](https://mga.joinhandshake.com) with your MGA email address. If you encounter issues when activating your account, please contact us at [careerservices@mga.edu](mailto:careerservices@mga.edu). We can assist you with resumes, cover letters, job and internship search, graduate school planning, exploring occupational information for exploring careers and majors, interviewing skills, practice/mock interviews, career transitions, professionalism, navigating job offers, and LinkedIn assistance, and much more.

### Handshake provides students with a one-stop for...

1. Scheduling in-person and virtual career advising appointments
2. Searching jobs and internship postings as well as an employer database
3. Accessing career handouts, including resume samples
4. Registering for career fairs, workshops, and more in the Event Calendar. Virtual event links are in the calendar.

### Steps for Scheduling a Career Advising Appointment

1. Activate your Handshake account at [mga.joinhandshake.com](https://mga.joinhandshake.com) with your MGA email address.
2. Once logged into Handshake, go to “Career Center” and select “Appointments.”
3. Choose your “Category” (Cochran/Eastman, Macon/Warner Robins, Dublin, Online/MGA Direct, Graduate Student, or Alumni).
  - a. At this time, students who take classes in Dublin can contact Ashleigh Jennings in the Office of Student Life at [Ashleigh.jennings@mga.edu](mailto:Ashleigh.jennings@mga.edu) to schedule an in-person meeting in Dublin. For virtual appointments, Dublin students can schedule those appointments on Handshake.
4. Then choose your “Appointment Type.” Your appointment type is your main reason for wanting to talk with a career advisor, but you are welcome to discuss multiple career topics during your appointment.
5. You will then see career advisor availability. It will default on the first day the individual is available. If you want a date further in the future, you can use the “arrow” button to move from week to week.
6. When you find the date and time that works for you, click on it.
7. Then enter some information on what we can help you with and select your appointment medium. Until at least August 12, all appointments will be virtual.
8. You will receive a confirmation in your email from Handshake about your appointment.
  - a. **Virtual Appointments:** Your career advisor will send an additional email with a link to the Teams meeting for that day and time. To use Microsoft Teams, download the app to your computer or phone. When you click on the meeting link for your appointment to begin, you will login using your MGA credentials. Teams can be used as a phone call if you are unable to use the video function. However, if you prefer to call into our office for the appointment, you will need to notify your career advisor of this preference ahead of time.
  - b. **In-Person Appointments:** If the meeting is in person, pay close attention to the confirmation email from Handshake that will confirm the location. These appointments will be in Student Life Center, 261 – Macon or Sanford Hall, 112 – Cochran.

### Registering for Fall 2020 Virtual Career Fairs

Aviation Career Fair    October 1, 10 a.m. – 3 p.m., [Handshake registration link](#)

All Majors Career Fair    October 20, 11 a.m. – 3 p.m., [Handshake registration link](#)

Students must pre-register and sign-up for one-on-one and group meetings with employers before the event in Handshake. Watch your MGA email for instructions for signing up for these networking opportunities!

### Center for Career & Leadership Development Contact Information

Office of Career Development: [careerservices@mga.edu](mailto:careerservices@mga.edu)

#### Career Advisors by Campus

- **Macon/Warner Robins:** Student Life Center, 261 (Macon); 478-471-2714, [heather.mcintosh@mga.edu](mailto:heather.mcintosh@mga.edu)
- **Cochran/Eastman:** Sanford Hall, 112 (Cochran); 478-934-3110, [kenyetta.nesbitt@mga.edu](mailto:kenyetta.nesbitt@mga.edu)
- **Dublin:** Lib-94; 478-275-6670, [ashleigh.jennings@mga.edu](mailto:ashleigh.jennings@mga.edu)