

## 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 Events 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).
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. We have a mix of virtual appointments as well as in-person options in Macon and Cochran.
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 FREE 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.
  - 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.**

### 2022/2023 Career Fairs | Check Handshake for updates and additional dates

*\*These career fairs will also have a FREE LinkedIn Headshot photographer sponsored by University Advancement.*

#### All Industry Job & Internship Fair (Macon | PSC – Hatcher Conference Center, 211 | Register on Handshake)\*

- October 18, 11 a.m. – 2 p.m.
- March 15, 11 a.m. – 2 p.m.

#### Aviation Career Fair (Eastman | City of Eastman Room | Register on Handshake)\*

- October 27, 11 a.m. – 3 p.m.
- March 30, 11 a.m. – 3 p.m.

#### Statewide Virtual Career Fair

November 2, Register at [www.gace.org](http://www.gace.org)

### Center for Career & Leadership Development Locations and Contact Information

**Macon Office:** Student Life Center, 261; 478-471-2714

**Cochran Office:** Sanford Hall, 112 (Cochran); 478-934-3110

- **Office of Career Development:** [careerservices@mga.edu](mailto:careerservices@mga.edu)
- **Student Leadership Programs:** [leadership@mga.edu](mailto:leadership@mga.edu)