

Resources for Online Students at UW-Green Bay with Career Services

1. **Individual Assistance:** Currently enrolled students are eligible for individual appointments with Career Services. Appointments can be scheduled via telephone or Skype. Please call our main office at 920-465-2163 to schedule with a staff member. Appointments need to be scheduled during office hours that are 7:45am-4:30pm CST Monday-Friday. Students may also email the office with basic questions at careers@uwgb.edu using your UW-Green Bay email address. Use of a UW-Green Bay email address is the first step to verify current enrollment status as a student. In-depth, career counseling questions are best addressed via telephone or Skype.
2. **Workshops & Programs:** Each year Career Services does record a variety of workshops on special topics. Once recorded, the workshops are made available to students in the **RESOURCES** section of Handshake. All enrolled students have an account in Handshake based on their UW-Green Bay email address. If you have questions about how to access these programs, please contact a member of our staff or email our office at careers@uwgb.edu.
3. **Website Resources:** The website for Career Services (www.uwgb.edu/careers) has a wealth of information to assist students. This includes, but is not limited to, sample resumes, questions to prepare for interviews, sample cover letters and other professional correspondence, job and internship resources that are online and many other resources.
4. **Career Spots:** Career Spots videos are accessible from the Career Services website. A variety of topics are addressed from career ready skills, getting a government job, your personal brand, to an elevator pitch, interview tips and more.
5. **Vault:** This is an online career and employment library. Access is provided via registration with Vault using a current UW-Green Bay email address. Books and other materials are available for download. It is accessible via the Career Services home page at www.uwgb.edu/careers.
6. **Career Locker:** This is an online career assessment used to explore occupations and career areas. Students wishing to access the resource can request a registration code and information guide about using it from Career Services. Students should email Career Services at careers@uwgb.edu.
7. **Handshake:** Through Handshake, students can search for all types of internships and jobs, view upcoming workshops and employer events, and get information on upcoming job and internship fairs. Enrolled students already have an account. Log into Handshake using your UW-Green Bay email and set your own password. Navigate to <https://uwgb.joinhandshake.com/login> to get started!