



The Career Center is committed to providing virtual services during the COVID-19 pandemic.

Career Coaching

Online Career Coaching appointments can be scheduled through Cardinal Career Link. Programming such as presentations and group events will be delivered via WebEx. The Career Center has also created a number of alternative experiences in lieu of a presentation.

Internships and Full-Time Job Searches

Employment opportunities will continue to be posted on Cardinal Career Link daily. To learn how to set up a job alert, watch this [video](#).

Employer Recruiting On Campus

Employers will continue to have opportunities to recruit and connect with Ball State students in a variety of virtual formats. To learn how your organization can connect with students looking for internships and full-time employment, please contact Jennifer Randall at 765-285-2431 or jrrrandall@bsu.edu.

Student Employment

Referrals

All referrals will be issued electronically until further notice. When you [find a job](#) for which you would like to apply, make note of the requisition number. You may apply for up to six jobs using the [Electronic Referral Request form](#). Upon submission, a Student Employment Representative will review each request within 48 hours to determine if you meet the minimum requirements to apply for the job. If you meet the criteria listed in the job posting, you will receive an email from the Career Center with the referral(s) and instructions on how to apply for each job that you qualify.

Submitting Paperwork for New Hires

Employers hiring students should continue to submit a Student Hiring Compliance Form to ensure appropriate paperwork (Tax Forms, Federal I-9, etc.) are on file.

Paperwork packets can be downloaded on the [Career Center website](#). Please make sure to select the single-side option when printing, and fill out the form in blue or black ink. The forms must be completed and submitted before the student begins working.

Students needing to submit I9 paperwork must schedule an appointment on Cardinal Career Link to meet with at Student Employment Representative. When scheduling the appointment, please select Student Employment Paperwork.

REQUIRED DOCUMENTS: U. S. citizens must present documents that establish identity and employment authorization. Examples of a document that establishes both identity and employment authorization are a:

- U.S. Passport
- Driver's license issued by a state
- An ID card issued by federal, state or local government agencies
- School ID card with a photo.

Examples of documents that establish employment authorization are a social security card or a birth certificate. Both documents must be original; photocopies will not be accepted.

Clocking in Remotely

For those students who have received permission to work from a remote location for the duration of this situation, please access Kronos through my.bsu.edu / Additional Tools > Kronos Workforce Timekeeper using Two-Factor Authentication. If they have not set up their Two-Factor account, they should follow the instructions found [HERE](#).

Accommodations

For students seeking accommodations to engage with career services virtually, either because of a disability or because of lack of technological resources, please contact the Career Center at 765-285-1522 or careercenter@bsu.edu.