

CAREER SERVICES
Montana State University-Billings
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CREDENTIAL FILE FEE SCHEDULE
 FOR CURRENT STUDENTS AND ALUMNI

<p>Establish file \$30.00</p> <ul style="list-style-type: none"> • Includes 10 sets of credentials • Your name will be released to employers seeking candidates with your qualifications • Free copy of <i>AAEE Annual Job Search Handbook for Educators</i>, or • Free copy of NACE Annual, <i>Job Choices</i> 	<p>Additional sets of credentials \$3.50 each or 10 for \$25.00</p> <ul style="list-style-type: none"> • Purchasing additional sets of credentials <u>will not cause your name to be included in lists of qualified candidates released to employers.</u> • For this service, you must update your file every 18 months.
<p>Update credential file \$20.00</p> <ul style="list-style-type: none"> • Includes 5 sets of credentials • Your name will be released to employers seeking candidates with your qualifications 	<p>Fax credential file \$2.00 per page</p> <ul style="list-style-type: none"> • At employer request ONLY • Fee includes phone charges

GRAD DATA SURVEY

Complete this form when you get work after graduation only.

Information is kept confidential and used for statistical purposes only. Survey is also online at www.msubillings.edu/careers.

Name _____ Major _____

Permanent Address _____ Student ID - _____

City, State, Zip _____

Email _____ Phone _____

EMPLOYMENT

Are you seeking employment? Yes No

If yes, is it in your major field? Yes No

Job Title _____

Are you employed now? Yes No

If yes, is it Full-time Part-time

Employer _____

City, State _____ Annual Salary (confidential) \$ _____

GRADUATE SCHOOL/CONTINUING EDUCATION

Are you continuing your education now? Yes No

If yes, what degree are you seeking? _____

University _____

Date it will be completed _____ City, State _____

JOB SEARCH

How did you find your job? Check one:

Worked here before Did MSU-B Co-Op Ed Internship here Newspaper Internet

Career Services Faculty Did own job search Other _____

How long did it take you to find your job? _____

Comments or suggestions for other job seekers: _____