



## Request a Guest Resume Review in the College of Business Administration

1. All guest resume review requests are made through Handshake
  - a. If you don't already have a Handshake account, [Click Here to Register](#)
  
2. [Click here to request an event](#)
  - a. **If the link above does not work, follow the steps below within Handshake:**
    - i. Click on **Events** in the left hand navigation bar
    - ii. Click on **Request Event** tab in the right hand corner
  
3. Fill out the required fields as follows:
  - Event Name:** [Company Name] Guest Resume Review
  - Format:** On-campus: My company is hosting this event at a school
  - Host School:** Kent State University
  - Career Center:** Career Services Office, College of Business Administration
    - Please ensure the correct career center is selected in order for the request to be properly routed to our office
  - Type:** Other (Guest Resume Review)
  - Start Date/End Date:** Enter the desired date of your guest resume review
    - Guest resume reviews take place during our office's drop-in hours, which are held **Tuesday, Wednesday, and Thursday from 10 a.m. – Noon**. Please select a date and time that aligns with these hours.
  - Description:** Optional -- Include any majors or job functions you are targeting, current hiring needs, etc.
  
4. Click **Save** to submit the event. A CSO staff member will review your request and follow-up with additional information.

**Questions?** Contact [buscareers@kent.edu](mailto:buscareers@kent.edu)