

OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT

SCHEDULING AN APPOINTMENT ON HANDSHAKE

Through Handshake you are able to schedule an appointment with any of our staff members. Please note the system will not allow you to schedule an appointment less than 24-hours in advance.

- 1) Log onto Handshake:
 - a. Go to the Career & Professional Development website (snc.edu/careers) and click on the Handshake information:



с.	Sign	in using	vour SNC	username	and	password:
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2) Schedule an Appointment

a. On your homepage find the "Career Center" tab located on the top left corner of the screen:



b. Select "Appointments" in the drop down menu:

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	Handshake	Q Search jobs, employers, events, roles	obs Events	Q&A	Students	Messages	Career Center -	Molly -	
							My School		
	 Logged in! 					<	Appointments		
						_	Resources		
							Discover Careers		
		Welcome to Handshake, Molly.		Your ta	asks for to	oday			
	SNC	View Profile →		Make your	profile visible so	employers can fin	d you		
	CAREER & PROFESSIONAL Development			Make Pro	ile Public to Empl	overs			
	Upcoming Events recommen	Events → ded by your career center and happening soon							
	SI SI	NC Fall 2019 Career & Internship Fair eptember 19, 2019 from 4:00 pm to 6:30 pm CDT chels Commons Ballroom, 100 Grant St. St. Norbert Coll	Gege		October 22, Bemis Inter	Dinner 2019 from 5:00 pi national Center, He	m to 8:00 pm CDT endrickson Dining Room, 10	00 Gra	
		anine, Caffeine and Career & Professional evelopment scember 10, 2019 from 3:00 pm to 4:30 pm CST							
	To	dd Wehr Hall , Lobby, 301 3rd Street, De Pere, Wisconsin	5411						
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c. Select "Schedule A New Appointment":

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	Appointment	ts									
	Schedule A Nev	v Appointment	>								
	Upcoming Ap	pointments									
	Appointment		Туре				Date			Status	
	Appointment with Me	olly Muenster	Career Exploration				Tuesda	ay, August 20th 2019) at 9:20 am	Cancelled	
	Appointment with Me	olly Muenster	Career Exploration				Tuesda	ay, August 20th 2019	at 9:20 am	Cancelled	
	Appointment with Me	olly Muenster	Professional Docume	nts: Resume/C	over Letter Rev	iew	Tuesda	ıy, September 3rd 2	019 at 8:30 am	Cancelled	
	Past Appointr	ments									
	Appointment		Тур	3		Date			Statu	15	
	Appointment with Me	olly Muenster	Car	eer Exploration	ı	Thursd	ay, July 11th 2019 a	it 10:10 am	Can	celled	
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d. Choose your class year:

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Handshake Q Search jobs, employers, events, roles	Jobs Events Q&	Students Messages	Career Center -	Molly -	
	Phoose a Category Freshman Sophomore Junior Senior Masters Alumni All alumni				
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e. Scroll through the appointment categories and choose the one best suited to your needs:

ii New Appointment × +					-	o ×
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ii Handshake	Q Search jobs, employers, events, roles	Jobs Events Q&A Stud	idents Messages	Career Center -	Molly -	Î
https://app.jointandshake.com/appointments/new≇	C	noose an Appointment Type Carleer Exploration Confused about your major? Not sure what career py want to pursey? Thinking about changing careers? Y are here to help you explore your options and make decisions about your future plans. We also offer car assessments that you and your counselor may use of part of the career exploration process. Job Search and Application Process There's much more to your search than looking for ji online. We can teach you about the best ways to find opportunities, help you create your job search plan, develop a networking strategy, and coach you in how connect with employers. Internship Assistance We can help you determine what type of internship other experiential learning opportunity will fly our n get ideas about places to look for these experience guide you through the process of applying for intern or creating your own. Professional Documents: Resume/Cove Letter Review To be effective, a resume must be targeted to the jo you're applying for. We can help you leart how to organiz information, and how to talk about your experiences can help you staft from scratch, or we can nelp you shart resume you've already written. We can help you lear the size of effective cover letters, brainstorm you content for a particular letter, or give you leedback k letter you've already written.	You We e good ireer 1 as jobs td job b, b, w to O or needs, es, and rnships //er lob o this, ze your ss. We arn mu run na ss. We arn or na ss. We arn or na or na or ss. We arn or na or ss. We arn or na or ss. We arn or na or ss. We arn or na or or or or or or or ss. We arn or or or or or or or or or or			
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Handshake	Search jobs, employers, eve	ents, roles Jobs	Events Q&A	Students Mess	ages Career Cen	iter - M Molly -
Category Sophomore	Тура Са	eer Exploration	Staff Mem No Pre	_{ber} ference	Appointment Me No Preferen	edium nce
		*	Veek of Sunday, August 25th	•		
Sunday August 25th 2019	Monday August 26th 2019	Tuesday August 27th 2019	Wednesday August 28th 2019	Thursday August 29th 2019	Friday August 30th 2019	Saturday August 31st 2019
No Appointments Available	Appointments Available	Appointments Available	<u>Appointments</u> <u>Available</u>	Appointments Available	Appointments Available	No Appointments Available
Aug 28					Time Zone: Cent	ral Time (US & Canada) 🔹 🔻
Mary Ellen Olson	- Aug 28 - Career Explo	pration			8:30 am	CDT - 9:20 am CDT
Sheila Kronberg -	Aug 28 - Career Explo	ration			8:30 am	CDT - 9:20 am CDT
Molly Muenster - /	Aug 28 - Career Explor	ation			8:30 am	CDT - 9:20 am CDT
Sheila Kronberg -	Aug 28 - Career Explo	ration			9:20 am (CDT - 10:10 am CDT
Sheila Kropherg	Aug 28 - Career Explo	ration			10:10 am (CDT - 11:00 am CDT

f. You can select an appointment either by day or by staff member preference:

g. All available appointments will appear for the chosen day or staff member. Select the time you prefer:

Thandshake	, Search jobs, employers, e	vents, roles Job	s Events Q&A	Students Mess	ages Career Cen	ter - M Molly -
Category Sophomore	Tyl C:	^{pe} areer Exploration	Staff Memb No Pref	erence	Appointment Me No Preferer	dium ICE
		~	Week of Sunday, August 25th			
Sunday August 25th 2019	Monday August 26th 2019	Tuesday August 27th 2019	Wednesday August 28th 2019	Thursday August 29th 2019	Friday August 30th 2019	Saturday August 31st 2019
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Mary Ellen Olson -	Aug 28 - Career Exp	Ioration				
Mary Ellen Olson - Sheila Kronberg - ,	Aug 28 - Career Exp Aug 28 - Career Explo	oration			8:30 am	CDT - 9:20 am CDT
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Mary Ellen Olson - Sheila Kronberg - , Molly Muenster - A	Aug 28 - Career Exp Aug 28 - Career Explo ug 28 - Career Explo	oration			8:30 am	CDT - 9:20 am CDT CDT - 9:20 am CDT
Mary Ellen Olson - Sheila Kronberg - , Molly Muenster - A Sheila Kronberg - ,	Aug 28 - Career Expl Aug 28 - Career Expl ug 28 - Career Explo Aug 28 - Career Explo	oration			8:30 am 8:30 am 9:20 am (CDT - 9:20 am CDT CDT - 9:20 am CDT CDT - 10:10 am C P T

← Back You have select	ed a slot. If you would like to search for a	different slot you may do so) here.				
Career Explorati Molly Muenster	ion at 10:10 am CDT, Aug 20th 2019					×	
Appointment Request Detail	s						
* Appointment medium	In Person - Todd Wehr Hall Suite	215 (above the bookstore)				•	
* What can we help you with?	Not sure what I can do with my C	ommunication major and Art	minor				
Cancel					(Request	>

h. Write a brief description on what you would like help with during your appointment and select "Request":

i. Congrats! You have successfully schedule an appointment:

Handshake Q Search jobs, employ	vers, events, roles Jobs Events Q&A Students Messages Career Center - 📟 Molly -
 Appointment was successfully created. 	
	Approved by Molly Muenster Approved
	HELP REQUESTED Not sure what I can do with my Communication major and Art minor
	Cancel Appointment
STAFF MEMBER Molly Muenster molly muenster@spc.edu	Add a Comment
Career Counselor	
Molly Muenster	Add Comment
TYPE Career Exploration	APPROVE System automatically approved appointment
wнем Tuesday, August 20th 2019 at 10:10	- Monday, August 19th 2019 9:37 am
am for about 1 hour	CREATE You requested an appointment with Molly Muenster
In Person - Todd Wehr Hall Suite 215 (above the bookstore)	Molly Muenster - Monday, August 19th 2019 9:37 am
Surveye	