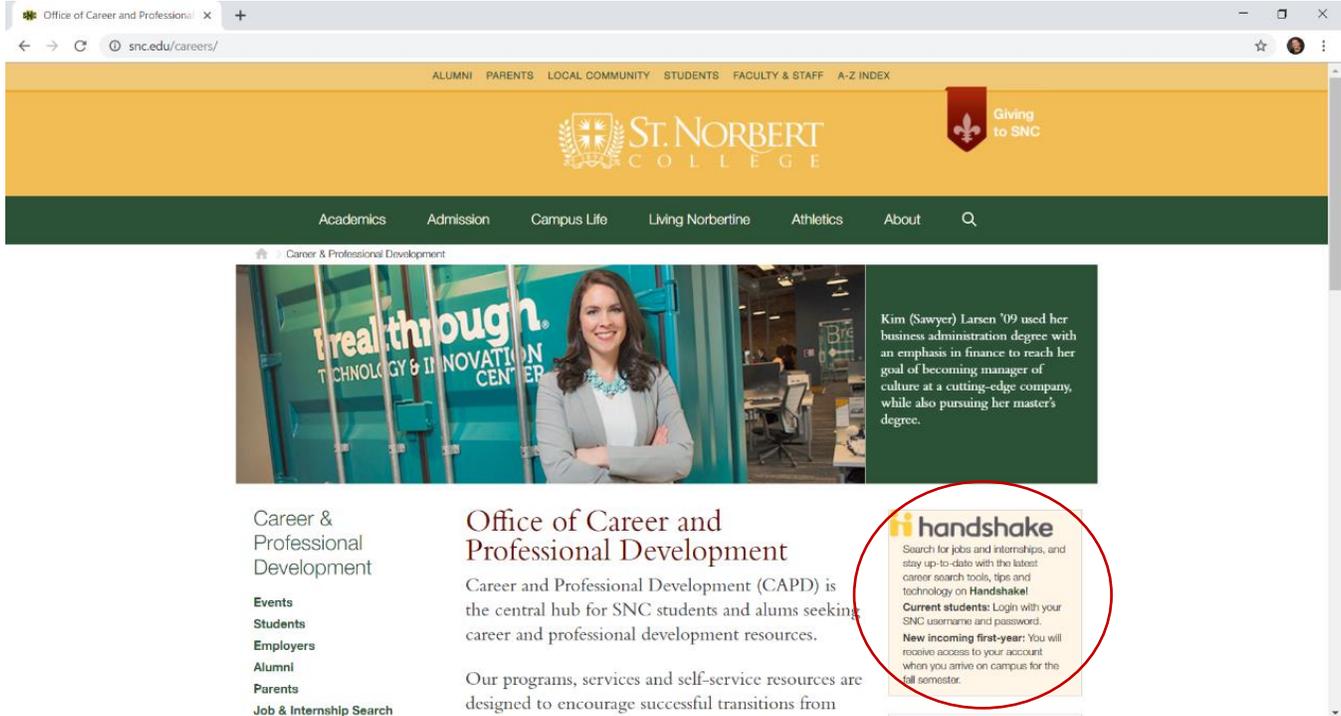


SCHEDULING AN APPOINTMENT ON HANDSHAKE

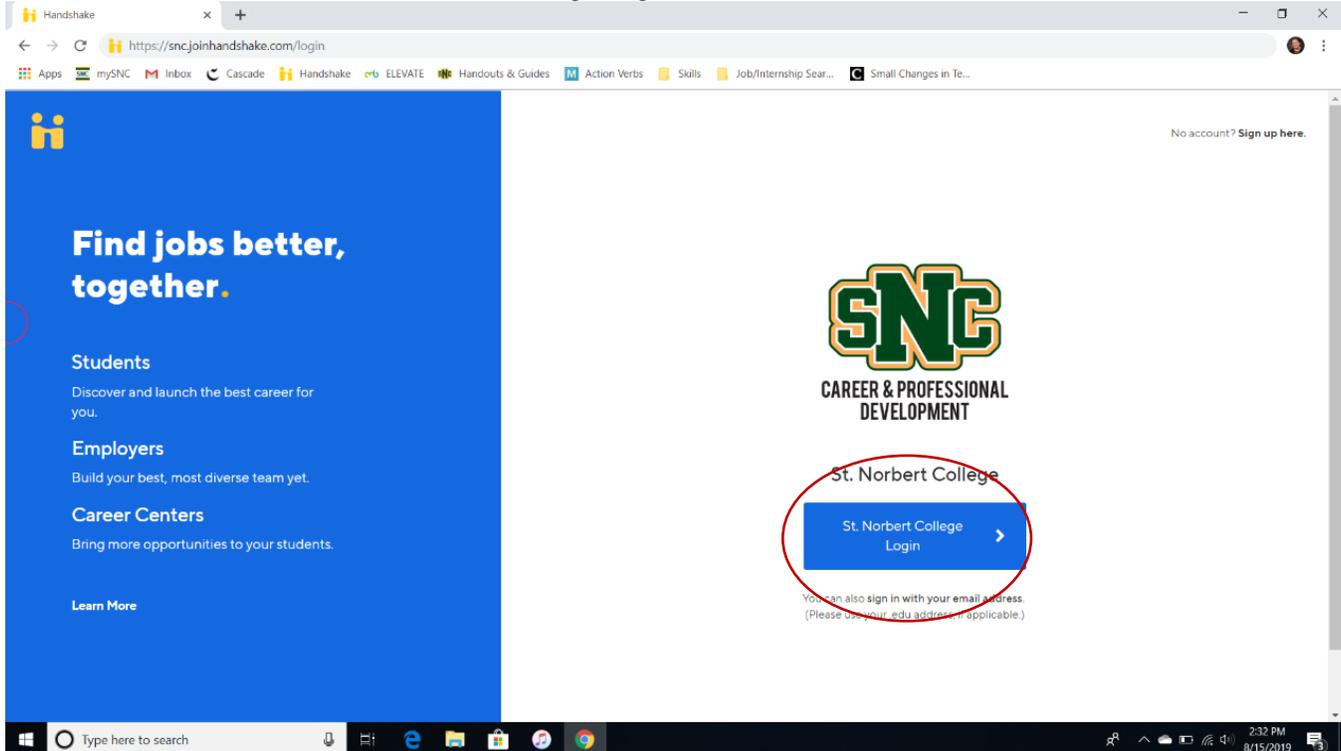
Through Handshake you are able to schedule an appointment with any of our staff members. Please note the system will not allow you to schedule an appointment less than 24-hours in advance.

1) Log onto Handshake:

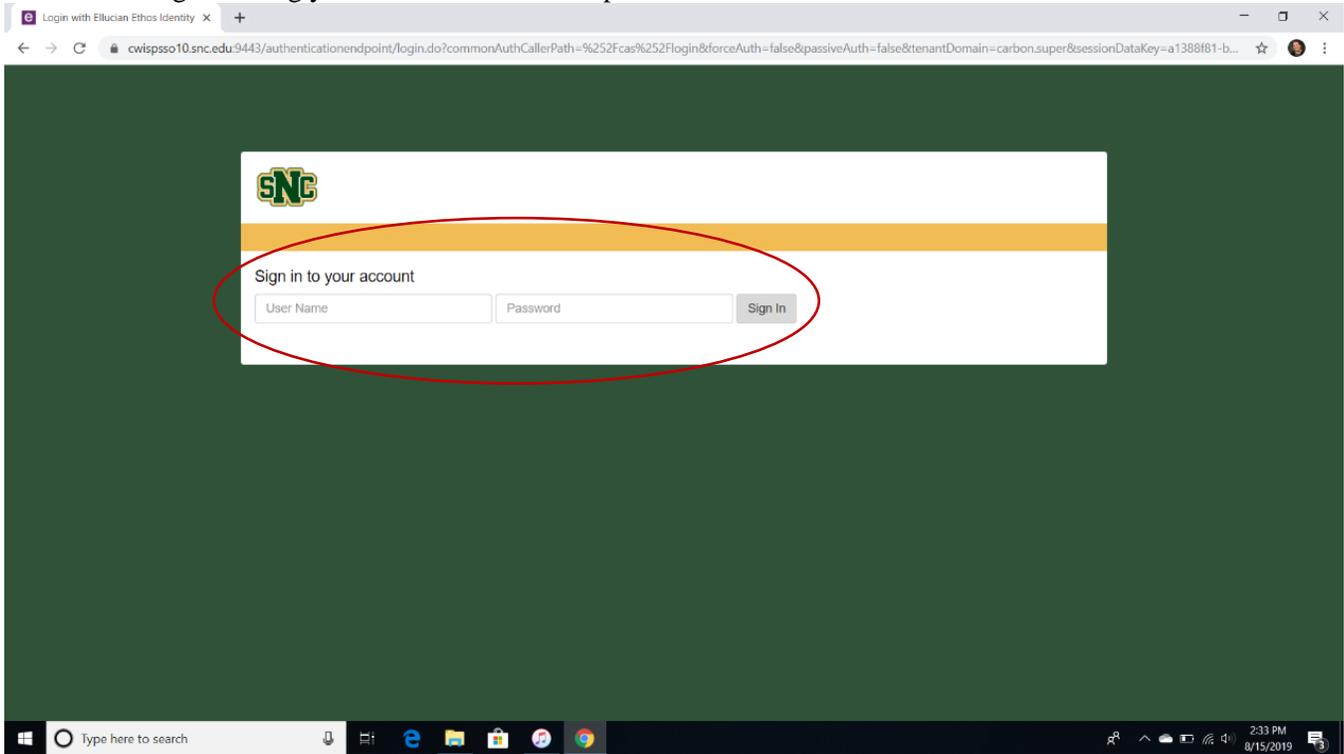
- a. Go to the Career & Professional Development website (snc.edu/careers) and click on the Handshake information:



- b. Click on the blue “St. Norbert College Login” button:

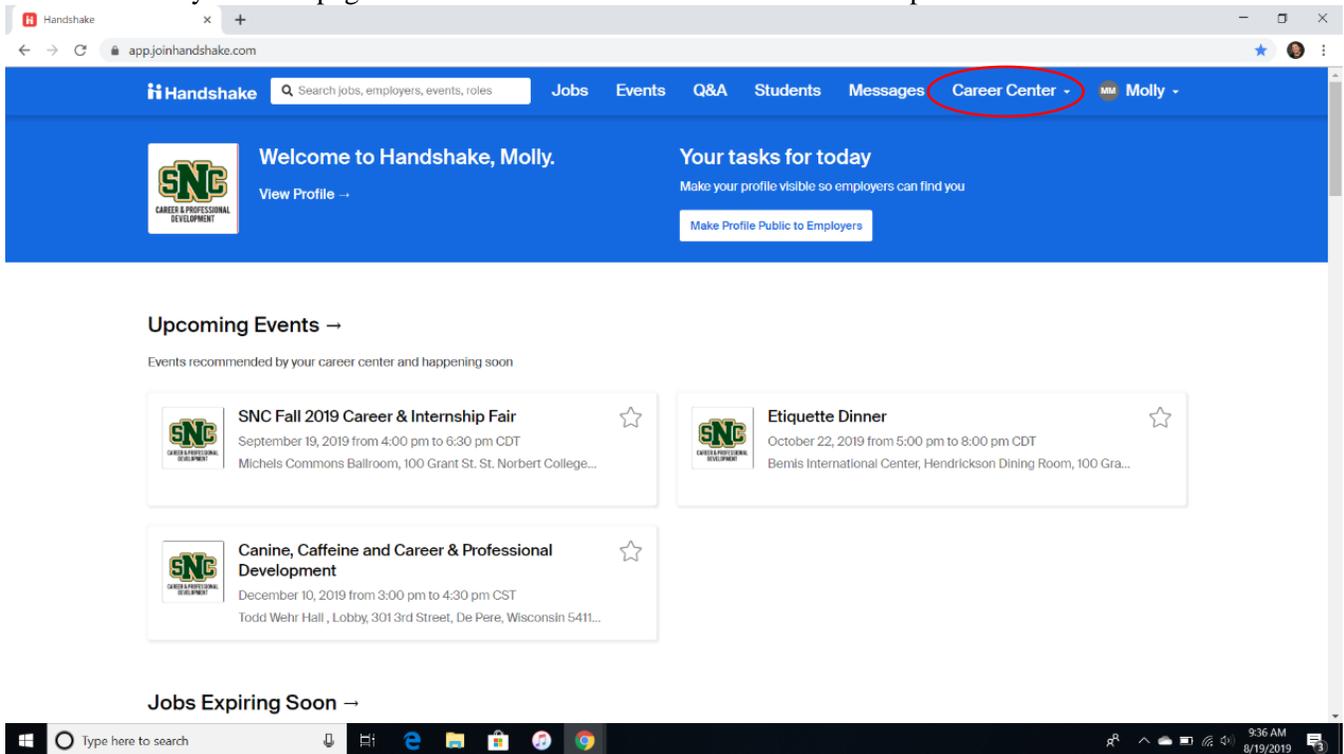


c. Sign in using your SNC username and password:



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:

The screenshot shows the Handshake Career Center homepage. The user is logged in as Molly. The navigation bar includes links for Jobs, Events, Q&A, Students, Messages, and Career Center. The Career Center dropdown menu is open, and 'Appointments' is highlighted with a red circle. Below the navigation bar, there is a 'Welcome to Handshake, Molly.' message with a 'View Profile' link and a 'Your tasks for today' section with a 'Make Profile Public to Employers' button. The 'Upcoming Events' section lists three events: 'SNC Fall 2019 Career & Internship Fair', 'Etiquette Dinner', and 'Canine, Caffeine and Career & Professional Development'.

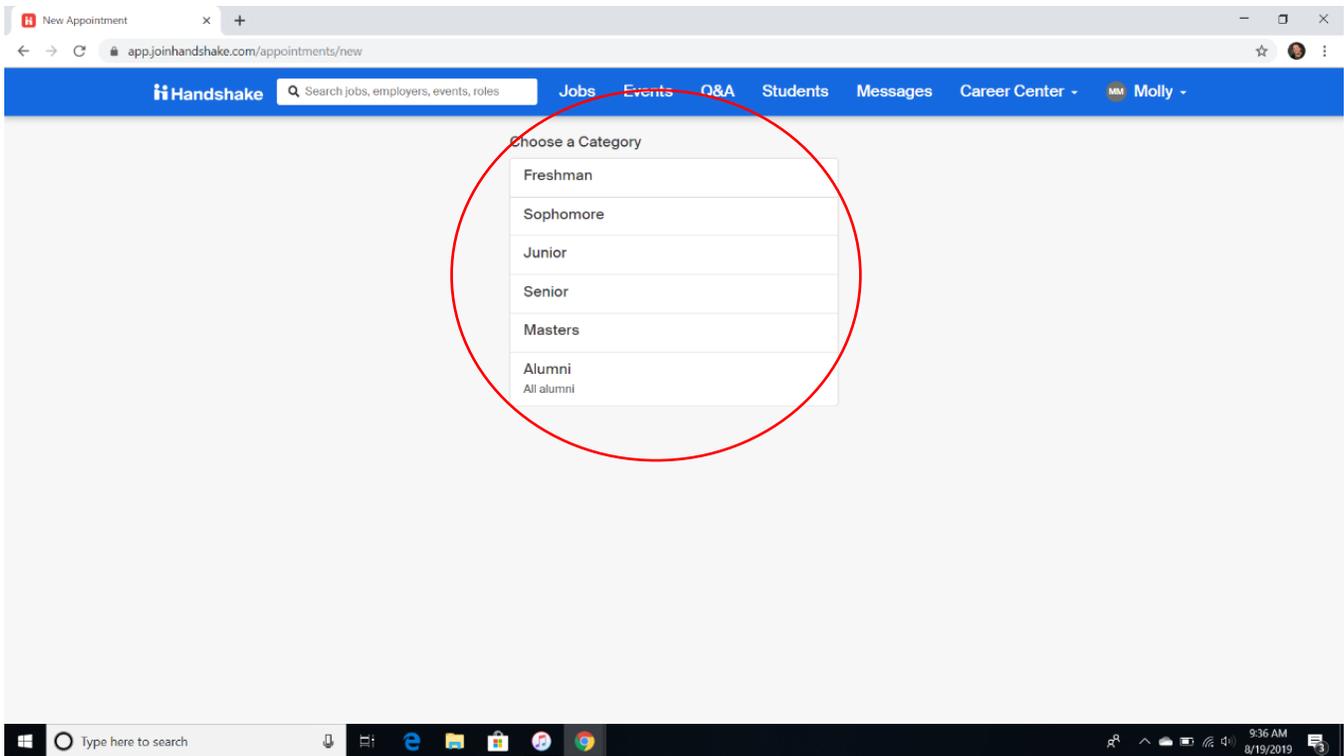
c. Select "Schedule A New Appointment":

The screenshot shows the Handshake Appointments page. The 'Schedule A New Appointment' button is highlighted with a red circle. Below the button, there are two sections: 'Upcoming Appointments' and 'Past Appointments', each containing a table of appointment details.

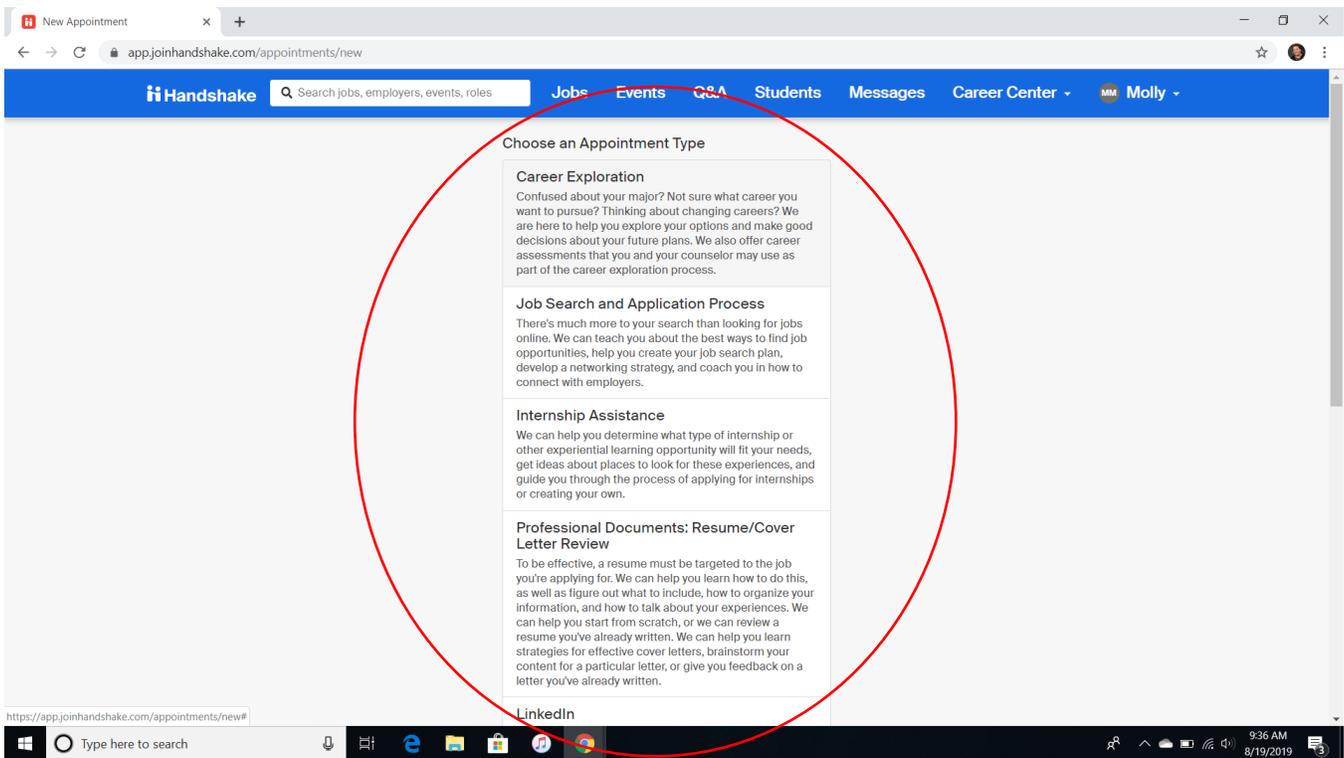
| Appointment | Type | Date | Status |
|---------------------------------|----------------------------------------------------|----------------------------------------|-----------|
| Appointment with Molly Muenster | Career Exploration | Tuesday, August 20th 2019 at 9:20 am | Cancelled |
| Appointment with Molly Muenster | Career Exploration | Tuesday, August 20th 2019 at 9:20 am | Cancelled |
| Appointment with Molly Muenster | Professional Documents: Resume/Cover Letter Review | Tuesday, September 3rd 2019 at 8:30 am | Cancelled |

| Appointment | Type | Date | Status |
|---------------------------------|--------------------|--------------------------------------|-----------|
| Appointment with Molly Muenster | Career Exploration | Thursday, July 11th 2019 at 10:10 am | Cancelled |

d. Choose your class year:



e. Scroll through the appointment categories and choose the one best suited to your needs:



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

The screenshot shows the 'New Appointment' page on the Handshake website. The filters are set to Category: Sophomore, Type: Career Exploration, Staff Member: No Preference, and Appointment Medium: No Preference. A red circle highlights the 'Staff Member' filter. Below the filters is a calendar view for the week of Sunday, August 25th, 2019. A red oval highlights the calendar days from Sunday to Saturday. The date 'Aug 28' is selected, and the time zone is set to 'Central Time (US & Canada)'. A list of appointments for Aug 28 is shown below, including names like Mary Ellen Olson, Sheila Kronberg, and Molly Muenster with their respective time slots.

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

This screenshot is identical to the one above, showing the 'New Appointment' page with the same filters and calendar view. A red circle highlights the list of appointments for Aug 28, which includes names like Mary Ellen Olson, Sheila Kronberg, and Molly Muenster with their respective time slots.

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

New Appointment

app.joinhandshake.com/appointments/new

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center Molly

← Back You have selected a slot. If you would like to search for a different slot you may do so [here](#).

Career Exploration at 10:10 am CDT, Aug 20th 2019 Molly Muenster

Appointment Request Details

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 Communication major and Art minor

Cancel Request

i. Congrats! You have successfully schedule an appointment:

Appointment with Molly Muenster

app.joinhandshake.com/appointments/4186506

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center Molly

✓ Appointment was successfully created.

STAFF MEMBER Molly Muenster molly.muenster@snc.edu Career Counselor

STUDENT Molly Muenster

TYPE Career Exploration

WHEN Tuesday, August 20th 2019 at 10:10 am for about 1 hour

MEDIUM In Person - Todd Wehr Hall Suite 215 (above the bookstore)

Approved by Molly Muenster

HELP REQUESTED Not sure what I can do with my Communication major and Art minor

Approved

Cancel Appointment

Add a Comment...

Add Comment

APPROVE System automatically approved appointment - Monday, August 19th 2019 9:37 am

CREATE You requested an appointment with Molly Muenster Molly Muenster - Monday, August 19th 2019 9:37 am