

How to schedule an appointment with the Career Development Center

Via Handshake

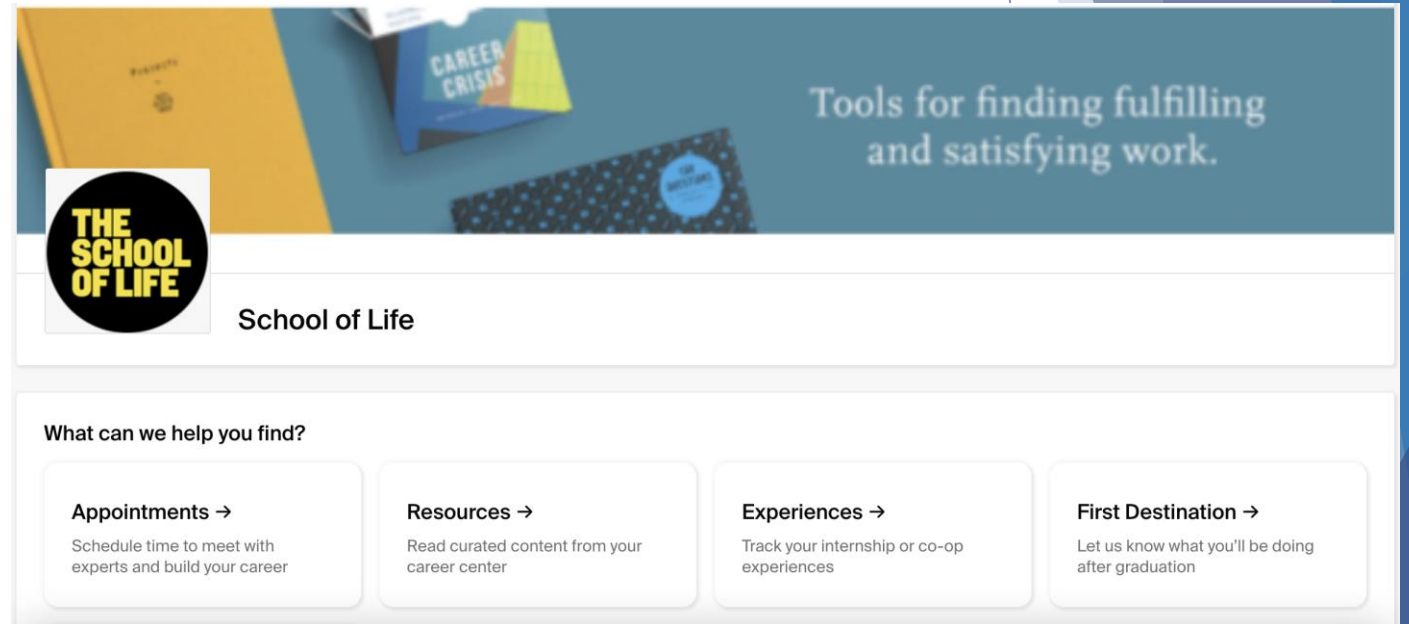


THIEL[™]

Career Development Center

Step 1 & 2

- ▶ Click **Career Center** on the left navigation menu.
- ▶ Click on **Appointments** from your Career Center's page, located below the school name.



Step 3

- ▶ On the following page, past and upcoming appointments you've scheduled are listed.
- ▶ To request a new appointment, click the **Schedule a New Appointment** button in the upper-left of the page.

Appointments

[Schedule A New Appointment](#)

Upcoming Appointments

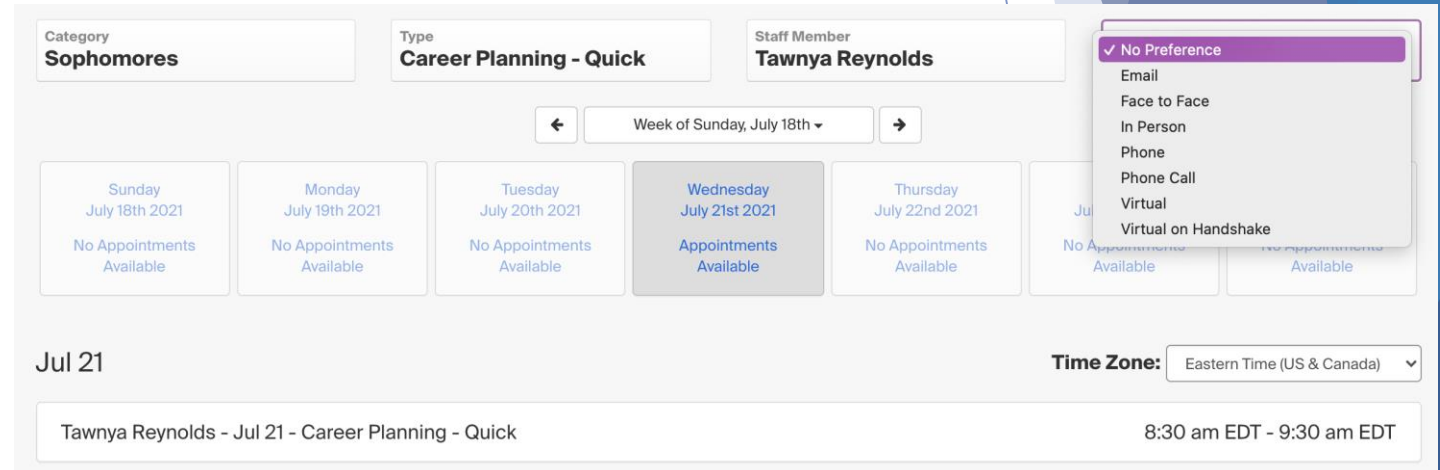
No Appointments

Past Appointments

Appointment	Type	Date	Status
Appointment with Tawnya Reynolds	Remote Appointment	Wednesday, March 1st 2023 at 7:00 am CST	Requested
Appointment with Tawnya Reynolds	Junior Checkin (1)	Thursday, December 1st 2022 at 3:30 pm CST	Started
Appointment with Tawnya Reynolds	Junior Checkin (1)	Thursday, December 1st 2022 at 3:30 pm CST	Completed

Step 4

- ▶ Click on the desired category, then click on the desired type of appointment. A list of available appointment dates will appear based on the category and type selected.
- ▶ From this page, you can use the Category, Type, Staff Member, and Appointment Medium menus to change selections and choose from available appointment options.
- ▶ Click on the date to display the available times, then click on a time that works for you from the list that appears under the date.



Category: **Sophomores**

Type: **Career Planning - Quick**

Staff Member: **Tawnya Reynolds**

Week of Sunday, July 18th

Sunday July 18th 2021	Monday July 19th 2021	Tuesday July 20th 2021	Wednesday July 21st 2021	Thursday July 22nd 2021	Friday July 23rd 2021	Saturday July 24th 2021
No Appointments Available	No Appointments Available	No Appointments Available	Appointments Available	No Appointments Available	No Appointments Available	No Appointments Available

Jul 21

Time Zone: Eastern Time (US & Canada)

Tawnya Reynolds - Jul 21 - Career Planning - Quick

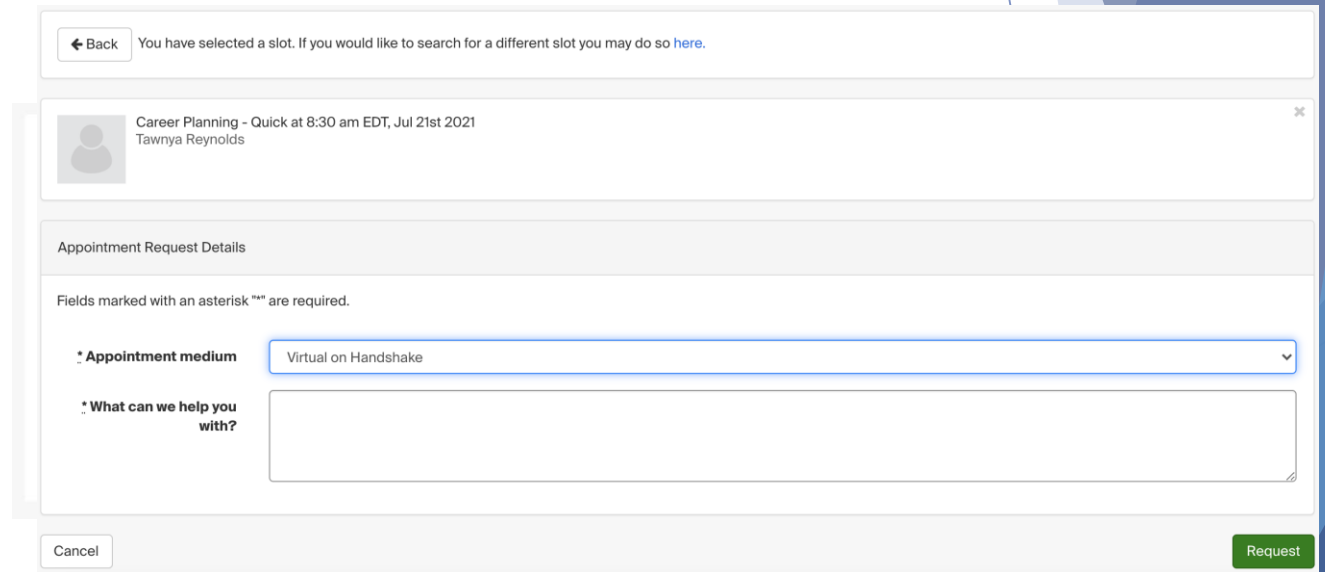
8:30 am EDT - 9:30 am EDT

Appointment Medium dropdown menu:

- ✓ No Preference
- Email
- Face to Face
- In Person
- Phone
- Phone Call
- Virtual
- Virtual on Handshake

Step 5

- ▶ Select your desired Appointment medium from the dropdown menu, then enter details about the appointment in the "What can we help you with?" section.
- ▶ When you're ready, click the green **Request** button in the lower-right corner of the screen.



The screenshot shows a web interface for requesting an appointment. At the top, there is a 'Back' button and a message: 'You have selected a slot. If you would like to search for a different slot you may do so [here](#).' Below this is a header section with a user profile icon, the text 'Career Planning - Quick at 8:30 am EDT, Jul 21st 2021', and the name 'Tawnya Reynolds'. The main section is titled 'Appointment Request Details' and includes a note: 'Fields marked with an asterisk "*" are required.' There are two required fields: 'Appointment medium' with a dropdown menu showing 'Virtual on Handshake', and 'What can we help you with?' with a large text input area. At the bottom, there are 'Cancel' and 'Request' buttons.

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

Career Planning - Quick at 8:30 am EDT, Jul 21st 2021
Tawnya Reynolds

Appointment Request Details

Fields marked with an asterisk "*" are required.

* Appointment medium Virtual on Handshake

* What can we help you with?

Cancel Request

Step 6

- ▶ You'll be taken to the appointment overview page, where you can add comments before the appointment, or cancel the appointment by clicking the red button **Cancel**.
- ▶ Make sure to check your notifications for updates on the status of your appointment!

✓ Appointment was successfully requested.

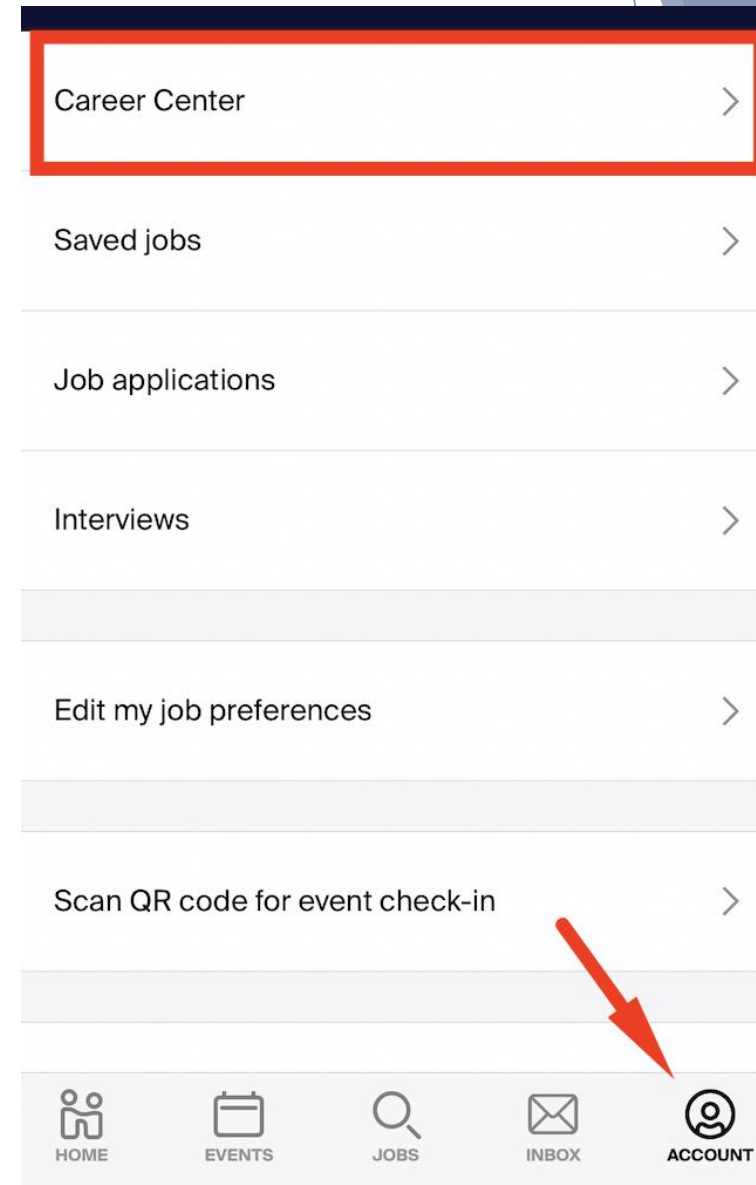
<p>STAFF MEMBER Tawnya Reynolds tawnya@joinhandshake.com</p> <p>STUDENT Anissa Torres</p> <p>College of Science Animal Science Fish Biology</p> <p>TYPE Career Planning - Quick</p> <p>WHEN Wednesday, July 21st 2021 at 8:30 am for about 1 hour</p> <p>MEDIUM Virtual on Handshake</p>	<p>Requested by Anissa Torres</p> <p>HELP REQUESTED I'd like to go over my career plans.</p> <p>Requested</p> <p>Cancel Appointment</p> <p>Add a Comment...</p> <p>Add Comment</p> <p>CREATE You requested an appointment with Tawnya Reynolds Anissa Torres - Friday, July 16th 2021 7:37 pm</p>
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Surveys

Student pre-appointment survey:

Using the Mobile App

- ▶ Tap **Account** in the lower-right corner of the screen.
- ▶ Tap **Career Center**.
- ▶ Tap on **Appointments** from your Career Center's page, located below the school name.
- ▶ Tap the blue button **Schedule A New Appointment**.
- ▶ Tap on the desired category, then tap on the desired type of appointment. A list of available appointment dates will be listed based on the category and type selected.
 - ▶ You can use the Category, Type, Staff Member, and Appointment Medium menus to change selections and choose from available appointment options.
- ▶ Tap the arrows to the left and right of the **Week of [Day, Date]** dropdown to locate your preferred week, then scroll down to locate the appointment times for the selected date.
- ▶ Tap on a time that works for you from the list that appears under the date.
- ▶ Select your desired Appointment medium from the dropdown menu, then enter details about the appointment in the "What can we help you with?" section.
- ▶ When you're ready, click the green **Request** button in the lower-right corner of the screen.
- ▶ You'll be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.



Stop in during drop-in
hours for any questions
or issues!