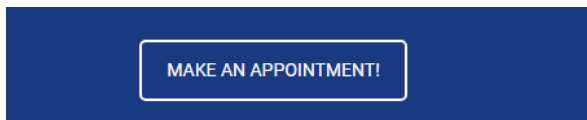


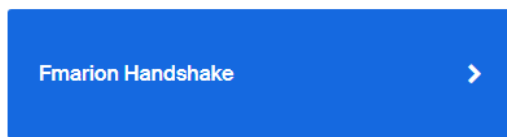


How to Make an Appointment with Career Development Using Handshake

1. Enter <https://www.fmarion.edu/careerdevelopment/> into your preferred browser.
2. Click on the blue “Make an Appointment!” box on the Career Development home page.



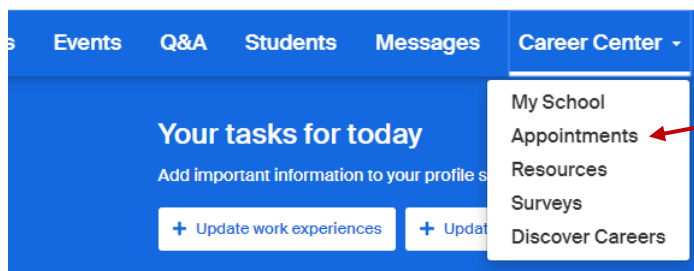
3. Click on the blue box that says “Fmarion Handshake.”



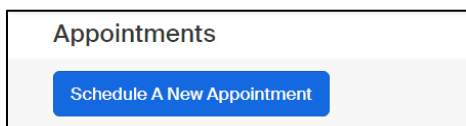
4. Sign in to Handshake using your Patriot Portal login and password.

NOTE: If you have not already created/personalized your Handshake account, you will need to do this first before you can make a Career Development appointment.

5. Click “Career Center” at the top of the Handshake homepage.
6. Click “Appointments” on the drop down list.



7. Click the blue box at the top of the page that says “Schedule A New Appointment.”



8. Choose a Category from the list provided, and then select an Appointment Type.

Choose a Category

First-year student
Types: Interests/skills inventory, major selection, resume review, cover letter review, mock interview, job-searching, career planning

Sophomore
Types: Interests/skills inventory, major selection, resume review, cover letter review, mock interview, job-searching, career planning

Junior
Interests/skills inventory, resume review, CV review, cover letter review, mock interview, graduate-school preparation, job-searching, career planning

Senior
Interests/skills inventory, resume review, CV review, cover letter review, mock interview, graduate-school preparation, job-searching, career planning

Graduate Student
Types: Resume review, CV review, cover letter review, mock interview, job-searching, career planning

Alumnus
Resume review, CV review, cover letter review, mock interview, graduate-school preparation, job-searching, career planning

Choose an Appointment Type

Career Planning and Internship/Job Searching
To discuss strategies for career planning and locating internships/jobs

Graduate School Preparation
To prepare application materials and review requirements for admission to graduate school, law school, medical school, and other professional programs

Mock Interview
To practice for an internship or job interview

Resume/CV/Cover Letter review
To draft or revise a resume/cv/cover letter

Skills/Interests Inventory
To discover skills/interests that might help your career planning

9. Select any day that has available appointments and works with your schedule.

Category: **Junior** Type: **Resume/CV/Cover Letter rev...** Staff Member: **No Preference** Appointment Medium: **No Preference**

← Week of Sunday, January 26th →

| | | | | | | |
|---|--|---|---|--|--|---|
| Sunday January 26th 2020 No Appointments Available | Monday January 27th 2020 Appointments Available | Tuesday January 28th 2020 Appointments Available | Wednesday January 29th 2020 Appointments Available | Thursday January 30th 2020 Appointments Available | Friday January 31st 2020 Appointments Available | Saturday February 1st 2020 No Appointments Available |
|---|--|---|---|--|--|---|

10. Click on a time frame on that day that you have selected.

Jan 29 Time Zone: Eastern Time (US & Canada)

| | |
|--|-----------------------------|
| Ronald Miller - Jan 29 - Resume/CV/Cover Letter review | 9:00 am EST - 9:50 am EST |
| Ronald Miller - Jan 29 - Resume/CV/Cover Letter review | 9:50 am EST - 10:40 am EST |
| Ronald Miller - Jan 29 - Resume/CV/Cover Letter review | 10:40 am EST - 11:30 am EST |

11. Fill out the “What can we help you with” box on the page.

Appointment Request Details

* Appointment medium: In Person - Founders Hall 220 Career Development

* What can we help you with?

Cancel Request

12. Click on the green “Request” button to approve the appointment.

13. Come to FH 220 at your scheduled time for your appointment.