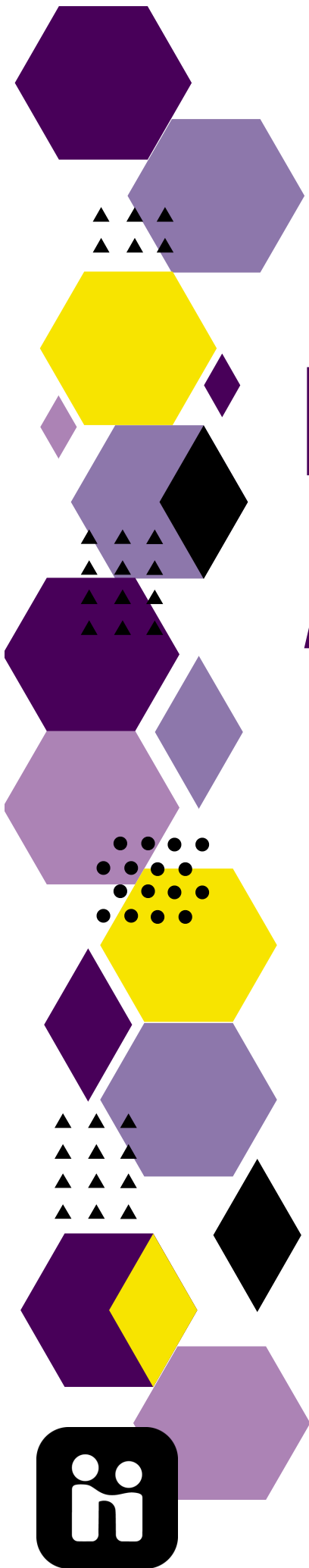


CAREER DEVELOPMENT APPOINTMENT SCHEDULING GUIDE

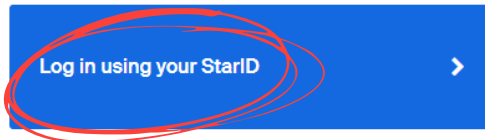


Step 1: Log into Handshake

Username: StarID; Password: StarID password

Hello!

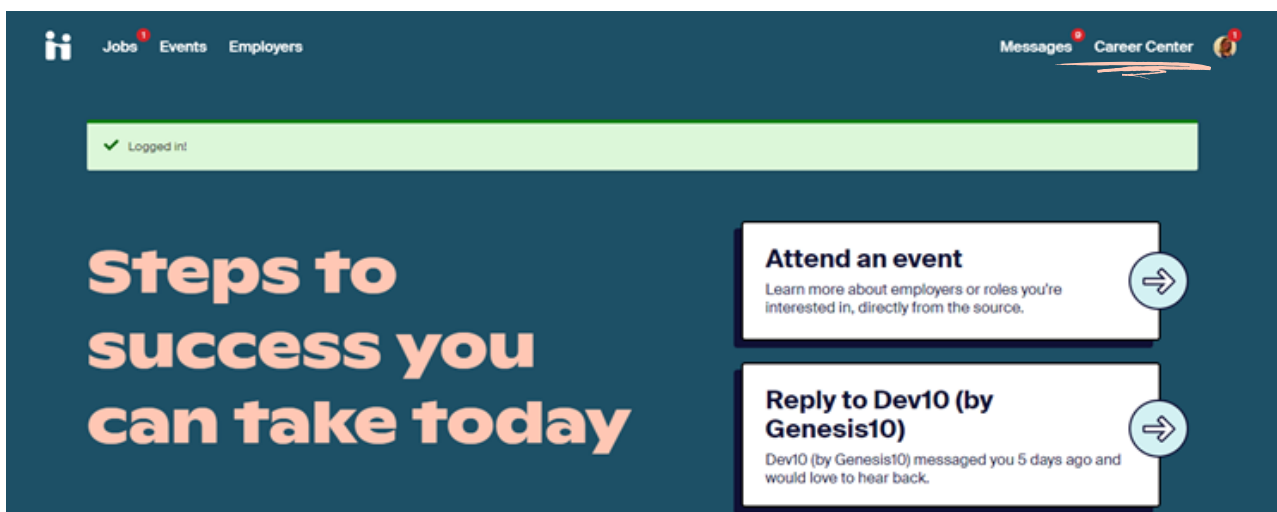
Click below to sign in to your account



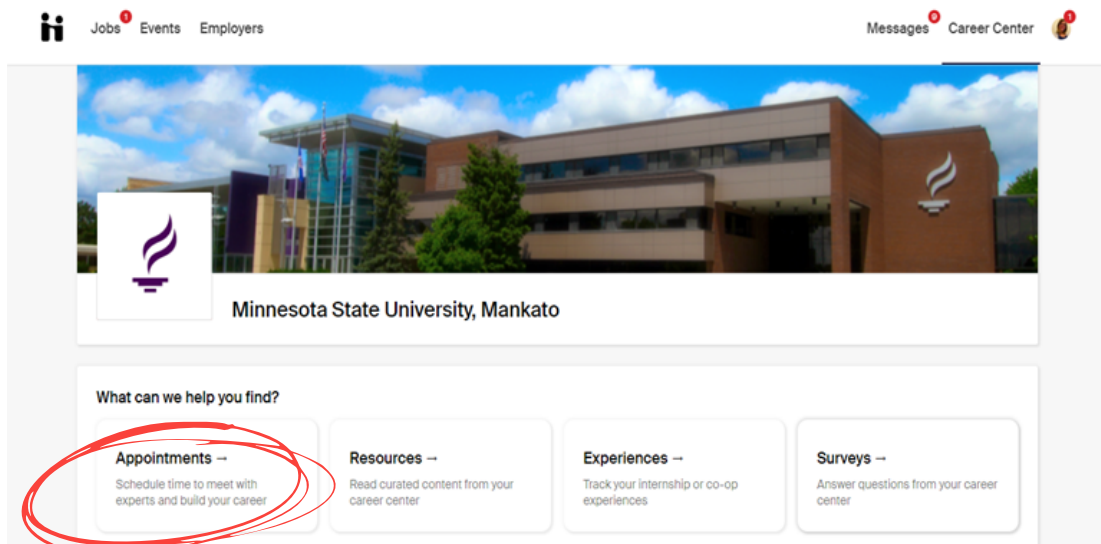
[Or log in using your Handshake credentials](#)

Note: DO NOT use your starID@go.minnstate.edu email address.

Step 2: Click Career Center in the far right corner



Step 3: Click on Appointments



Step 4: Click on Schedule a New Appt

Appointments

[Schedule A New Appointment](#)

Upcoming Appointments

No Appointments

Past Appointments

Appointment	Type	Date	Status
Appointment with Keely Branstad	Resume, Cover Letter, OR LinkedIn Profile Review	Monday, February 15th 2021 at 1:30 pm	Completed
Appointment with Erin Conlan	Resume, Cover Letter, OR LinkedIn Profile Review	Wednesday, September 2nd 2020 at 10:00 am	Completed

Step 5: Choose the Category that best fits

Choose a Category

[Current Students](#)
Current undergraduate or graduate student

[Recent Alumni](#)
It has been one year or less since you graduated Minnesota State University, Mankato.

[Experienced Alumni Annual Career Consultation](#)
Choose this option if it has been over a year since you graduated from Minnesota State University, Mankato.

Step 6: Pick an appointment type that best fits your reason for visiting

Choose an Appointment Type

[QuickCareer Questions](#)
10-20 minute appointment. Have a career-related question but not sure what to do? Choose this option!

[Resume, Cover Letter, OR LinkedIn Profile Review](#)
30 to 50-minute appointment for Resume, Cover Letter, OR LinkedIn Profile review

[Career Assessment Review](#)
50-minute appointment to review a completed career assessment. These assessments include: FOCUS, CliftonStrengths, MBTI, and Strong Interest Inventory.

[Grad School Planning/Personal Statement Review](#)
30 to 50-minute appointment for those considering or are in the process of applying to graduate school.

[Interview Preparation](#)
30 to 50-minute appointment for what to prepare before, during, and after the interview.

[Job/Internship Search](#)
30 to 50-minute appointment for strategies and planning of a job or internship search.

[Mock Interview](#)
50-minute appointment for preparation of an upcoming interview. Send a copy of the position description to cdc@mnsu.edu

[Other](#)
Want to talk about something else career or job related?

Step 7: Choose a day and time that works best with your schedule

The screenshot shows a scheduling interface with the following elements:

- Category:** Current Students
- Type:** QuickCareer Questions
- Staff Member:** No Preference
- Appointment Medium:** No Preference
- Calendar:** A week view for Sunday, July 18th to Saturday, July 24th, 2021. Tuesday, July 20th is selected and highlighted in grey, with the text "Appointments Available".
- Time Zone:** Central Time (US & Canada)
- Available Slots for Jul 20:**
 - Sarah Wells - Jul 20 - QuickCareer Questions (9:00 am CDT - 9:30 am CDT)
 - Sarah Wells - Jul 20 - QuickCareer Questions (9:30 am CDT - 10:00 am CDT)

Step 8: Select the appointment medium. Provide any notes or helpful information on what you would like help with. Submit your request.

The screenshot shows the appointment request form with the following elements:

- Back:** A button with a left arrow and the text "You have selected a slot. If you would like to search for a different slot you may do so here."
- Appointment Summary:** A card showing a profile picture, the text "QuickCareer Questions at 12:30 pm CDT, Jul 20th 2021", and the name "Halie Cowell".
- Appointment Request Details:**
 - A note: "Fields marked with an asterisk '*' are required."
 - *Appointment medium:** A dropdown menu with the text "Select an Appointment Medium".
 - *What can we help you with?:** A large text input area.
- Buttons:** "Cancel" and "Request". The "Request" button is circled in red.

Step 9: Prepare for your appointment!

The screenshot shows a green success message bar with a checkmark icon and the text: "Appointment was successfully requested."