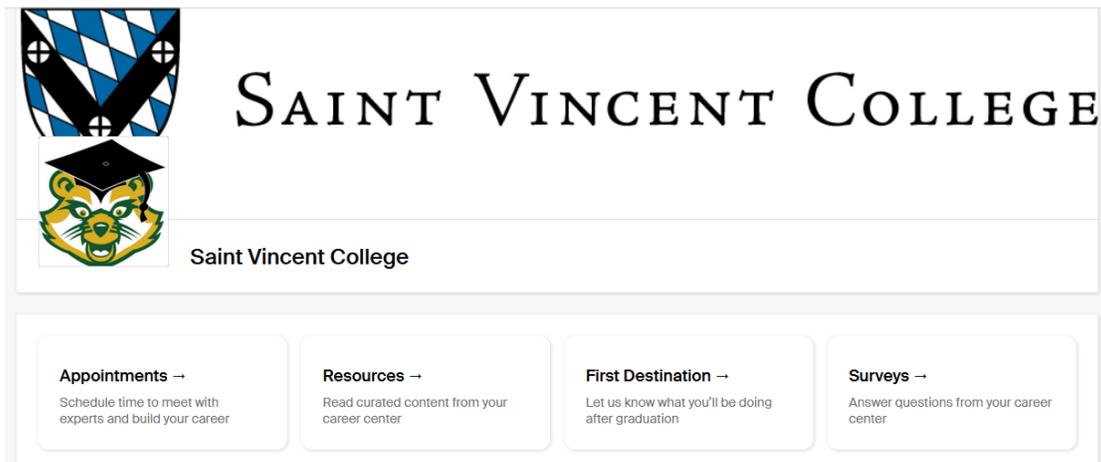


## Scheduling an Appointment with Your Career Consultant in Handshake

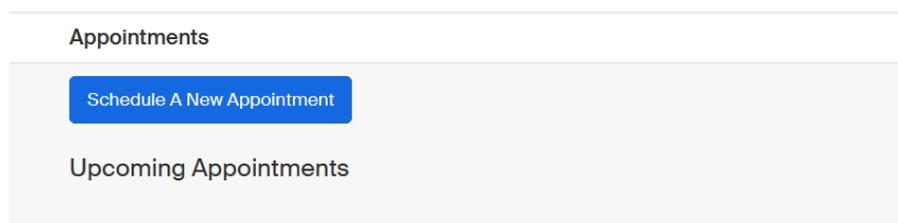
1. To schedule an appointment with your Career Consultant, please visit [Handshake](#) (also located in the MySV portal).
2. Once you are logged in, select **Career Center** from the list on the left side of the screen.



3. Next, select **Appointments**.



4. On this page, you can view past appointments as well as schedule a new appointment. Click the **Schedule a New Appointment** button.



5. Select the category that best represents the topic you would like to discuss with your Career Consultant.

Choose a Category

<a href="#">Career Exploration and Planning</a>
<a href="#">Graduate and Professional School Exploration/Application</a>
<a href="#">Internship/Campus Job/Shadowing Search</a>
<a href="#">Job Offer/Salary Negotiation</a> Choose this appointment if you've already received a job offer.
<a href="#">Job Search (Full Time)</a>
<a href="#">LinkedIn Review</a>
<a href="#">Mock Interview</a>
<a href="#">Resume/Cover Letter</a>
<a href="#">Accounting and Finance Interview Day Event</a>
<a href="#">BLS Check-In</a>
<a href="#">Other</a> Click here if your reason for scheduling is not listed above
<a href="#">Focus 2 Career Interpretation</a>

6. Next, choose the day of the week and time that you would like to meet.

← Week of Sunday, August 20th →

Sunday August 20th 2023 No Appointments Available	Monday August 21st 2023 Appointments Available	Tuesday August 22nd 2023 Appointments Available	Wednesday August 23rd 2023 Appointments Available	Thursday August 24th 2023 Appointments Available	Friday August 26th 2023 Appointments Available	Saturday August 26th 2023 No Appointments Available
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Aug 28 Time Zone: Eastern Time (US & Canada) ▾

Katie Byers - Aug 28 - Career Exploration and Planning - Katie Byers	9:00 am EDT - 9:45 am EDT
Katie Byers - Aug 28 - Career Exploration and Planning - Katie Byers	9:45 am EDT - 10:30 am EDT

7. After selecting a day and time for your appointment, please select an appointment medium (in-person, virtual, phone). In the textbox, list any additional information that might be helpful for your Career Consultant to know to prepare for the meeting. After selecting **Request**, you will receive a confirmation email and reminder emails leading up to your appointment. We look forward to meeting with you!

Fields marked with an asterisk "\*" are required.

\* **Appointment medium**

\* **What can we help you with?**