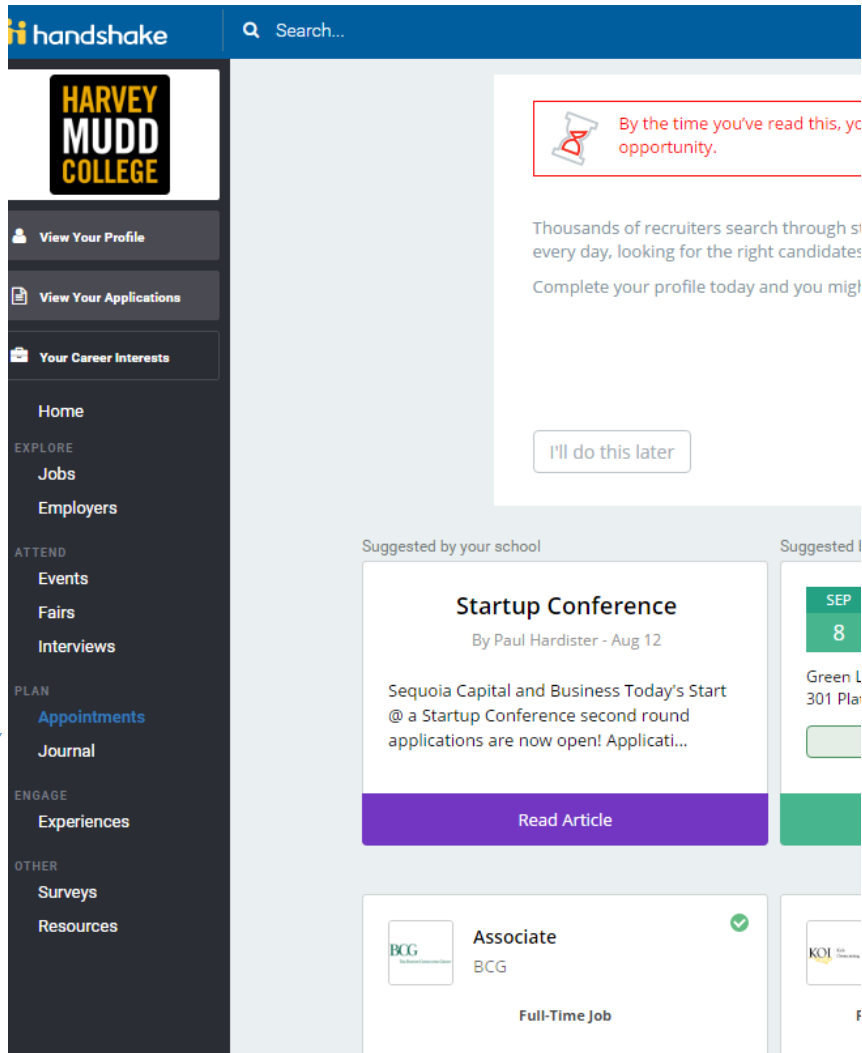
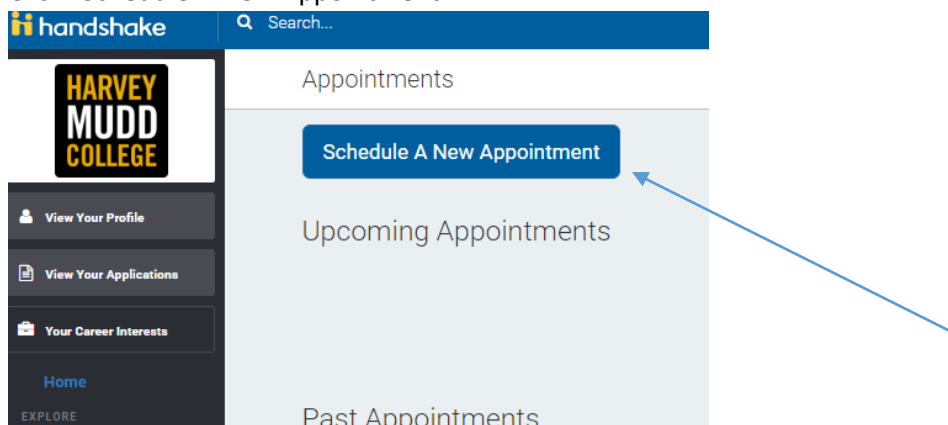


HOW DO I MAKE AN APPOINTMENT?

1. Login into Handshake using your single sign on.
Hmc.joinhandshake.com
2. Then go to Appointments on the left menu bar:



3. Click "Schedule A New Appointment".



4. Select your class year.

Choose a Category

First Year
Sophomore
Junior
Senior
Alumni

5. Choose your appointment type (or what you want to discuss, if you are unsure what to discuss Job/Internship Search).

Choose an Appointment Type

First Appointment/Intro to Services
Resume
Cover Letter
Job/Internship Search
Interview Prep
Mock Interview
Personal Statement
Making Connection - Alumni/Employers
Event Preparation (Career Fairs, Conferences)

6. Pick a date, then time when you are free. (Optional: In the top right corner of the screen, you can select your preference as to which staff member you would like to see.)

New Appointment

Category: **First Year** Type: **Job/Internship Search** Staff Member: **No Preference**

← Week of Monday, August 29th →

Monday August 29th 2016 No Appointments Available	Tuesday August 30th 2016 Appointments Available	Wednesday August 31st 2016 Appointments Available	Thursday September 1st 2016 Appointments Available	Friday September 2nd 2016 Appointments Available	Saturday September 3rd 2016 No Appointments Available
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Aug 30 Time Zone: Pacific Time (US & Canada)

Paul Hardister - Aug 30 - Job/Internship Search	9:00 am PDT - 9:45 am PDT
Paul Hardister - Aug 30 - Job/Internship Search	9:45 am PDT - 10:30 am PDT
Paul Hardister - Aug 30 - Job/Internship Search	10:30 am PDT - 11:15 am PDT
Paul Hardister - Aug 30 - Job/Internship Search	11:15 am PDT - 12:00 pm PDT
Paul Hardister - Aug 30 - Job/Internship Search	12:00 pm PDT - 12:45 pm PDT

7. Most students will want to meet in person. However, if you are a student or an alum who wants to ask questions over the phone, by email or Skype. You can click on Appointment Medium and change it to your preference. Lastly, you can write a quick note to inform us of your goals in the text box for what you would like to accomplish during your appointment.

New Appointment

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

 Job/Internship Search at 9:30 am PDT, Aug 31st 2016
Judy Fisher

Appointment Request Details

* Appointment medium: In Person

* What can we help you with?

Cancel Request

Then hit Request.