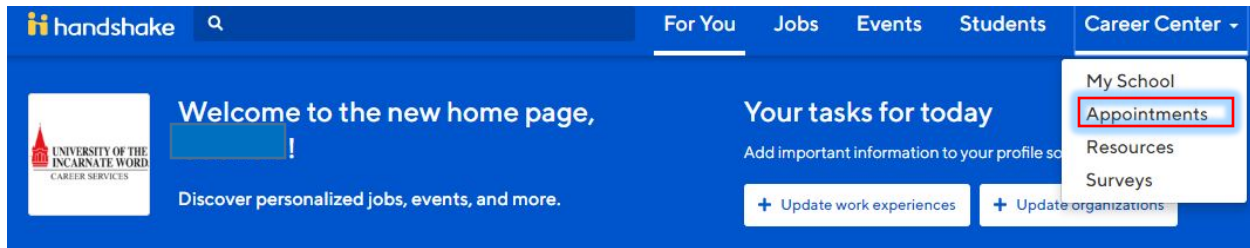
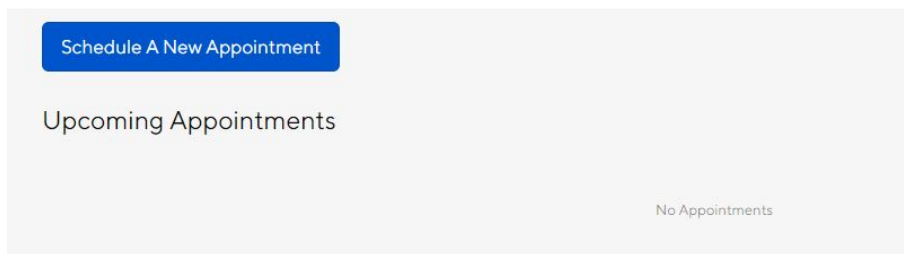


# How to Make an Appointment on Handshake

1. Log into your Handshake account via MyWord or at <https://uiw.joinhandshake.com/>  
*\*If you are a current student, log in through **MyWord***
2. If you haven't already done so, complete your Handshake profile.
3. To make an appointment, click on the "Career Center" drop down → "Appointments"



4. Click on "Schedule a New Appointment"  
Appointments



5. Choose the Category that **best describes** you

Choose a Category

<b>Undergraduate - Extended Academic Programs</b> Students currently seeking a bachelor's degree at UIW EAP (online, adcap)
<b>Graduate - Extended Academic Programs</b> Graduate-level (master, doctoral, professional) students enrolled in EAP (online, ADCAP)
<b>Recent Alumni - Main Campus</b> Main campus students within 3 years of their graduation date
<b>Recent Alumni - Extended Academic Programs</b> EAP students within 3 years of graduation.
<b>Alumni - Main Campus</b> Main campus students who are 3+ years past their graduation date
<b>Alumni - Extended Academic Programs</b> EAP students who are 3+ years past their graduation date
<b>Undergraduate - Main Campus</b> Students currently seeking a bachelor's degree at UIW Main Campus
<b>Graduate - Main Campus</b> Students seeking graduate-level (master's, doctoral, professional) degrees from UIW main campus

# How to Make an Appointment on Handshake

## 6. Choose the Type of Appointment you need

Choose an Appointment Type

<b>Assessment Debrief - School of Media &amp; Design</b> Best if considering changing your major, unsure about your major, identifying appropriate career path with your major
<b>Career Counseling - School of Media &amp; Design</b> Meet with an advisor to discuss the steps you should be taking to ensure success while navigating your career path.
<b>Cover Letter Review - School of Media &amp; Design</b> One-on-one cover letter review with career advisor.
<b>Handshake Profile Completion - School of Media &amp; Design</b> One-on-one appointment with career advisor. Review your Handshake profile, complete your Handshake profile, and learn tips to be successful on Handshake
<b>Mock Interview - School of Media &amp; Design</b> One-on-one interview prep with career advisor
<b>Resume Review - School of Media &amp; Design</b> One-on-one resume review with career advisor

## 7. Select the Date for your appointment

Sunday September 2nd 2018 No Appointments Available	Monday September 3rd 2018 No Appointments Available	Tuesday September 4th 2018 No Appointments Available	<b>Wednesday September 5th 2018 Appointments Available</b>	Thursday September 6th 2018 Appointments Available	Friday September 7th 2018 No Appointments Available	Saturday September 8th 2018 No Appointments Available
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## 8. Select the Time for your appointment. If there is no availability, you will need to select another date

Sep 05 Time Zone: Central Time (US & Canada) ▼

Michelle McWilliams - Sep 05 - Assessment Debrief - School of Media & Design	1:30 pm CDT - 2:30 pm CDT
Michelle McWilliams - Sep 05 - Assessment Debrief - School of Media & Design	2:30 pm CDT - 3:30 pm CDT

# How to Make an Appointment on Handshake

## 9. Complete the Pre-Appointment Survey

Appointment Request Details

\* Appointment medium: In Person

\* What can we help you with?

Pre-Appointment Survey

\* What questions/concerns do you have for your appointment?

\* How did you hear about scheduling an appointment with our office?

- Academic Advisor
- Friend
- Faculty Member
- Class Requirement
- Parent / Family
- Previous Appointment
- Social Media
- Ad
- Other

\* Please provide a telephone number where our staff can reach you on the day of the appointment

## 9b. Complete and submit the Pre-Appointment Survey

\* Please provide a telephone number where our staff can reach you on the day of the appointment

If you indicated other, please list here:

Cancel Request

## 10. Once you submit the request, your Career Advisor will be notified.