

# HOW TO SCHEDULE A CAREER ADVISING APPOINTMENT IN HANDSHAKE



1. Log into [uark.joinhandshake.com](https://uark.joinhandshake.com) with your UARK email and password.

**Handshake**

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Bring the best jobs to your students.

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UNIVERSITY OF  
ARKANSAS


**University of Arkansas - Fayetteville**

**UA Students, Faculty,  
and Staff: Login with  
your UARK email** >

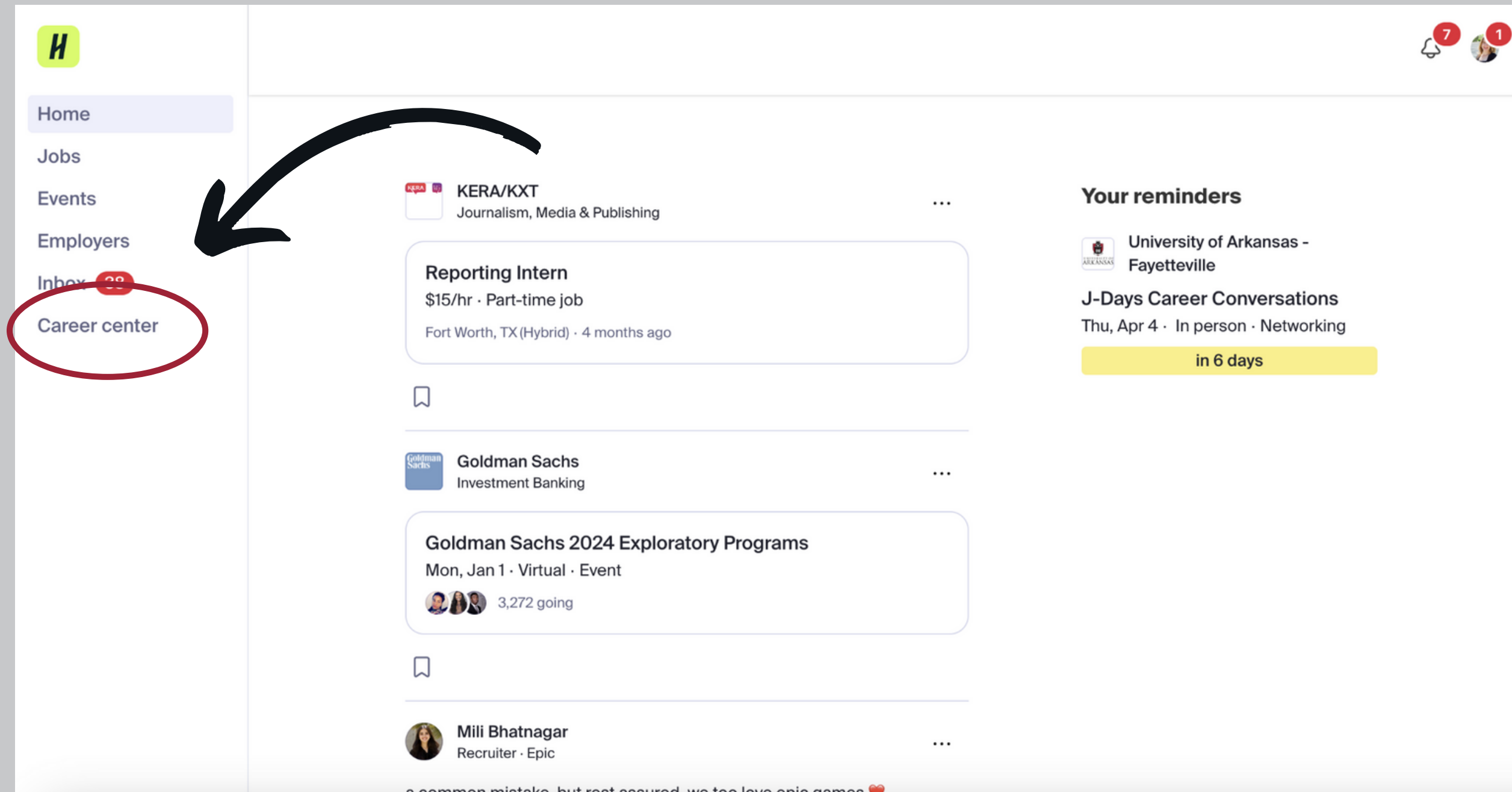
You can also [sign in with your email address.](#)  
(Please use your .edu address, if applicable.)

**Job hunt on the go with  
the Handshake app**

Download the app on iPhone or Android to be the first  
to know about new jobs.



2. Select "Career center" on the left-hand side.



The screenshot shows a career portal interface. On the left-hand side, there is a vertical sidebar with the following menu items: Home, Jobs, Events, Employers, Inbox (with a red notification bubble containing '22'), and Career center. The 'Career center' item is circled in red. A large black arrow points from the 'Career center' item to the main content area. The main content area displays a list of job and event listings. The first listing is from KERA/KXT (Journalism, Media & Publishing) for a 'Reporting Intern' position (\$15/hr, Part-time job) in Fort Worth, TX (Hybrid), posted 4 months ago. The second listing is from Goldman Sachs (Investment Banking) for 'Goldman Sachs 2024 Exploratory Programs' on Monday, Jan 1 (Virtual Event) with 3,272 people going. The third listing is from Mili Bhatnagar (Recruiter at Epic) with a partial text 'a common mistake, but rest assured, we too love epic games' and a red heart icon. On the right-hand side, there is a 'Your reminders' section with a reminder for 'University of Arkansas - Fayetteville J-Days Career Conversations' on Thursday, Apr 4 (In person Networking), which is due 'in 6 days'.

### 3. Select "Appointments"

The screenshot shows the 'Career center' page for the University of Arkansas - Fayetteville. The page features a navigation menu on the left with options: Home, Jobs, Events, Employers, Inbox (38), and Career center. The main content area has a header with the university's name and logo, and a grid of five service tiles: Appointments, Resources, Experiences, First Destination, and Surveys. The 'Appointments' tile is highlighted with a red circle and a black arrow pointing to it from the left.

**H**

Home  
Jobs  
Events  
Employers  
Inbox **38**  
Career center

**Career center**

UNIVERSITY OF ARKANSAS  
UNIVERSITY OF ARKANSAS - Fayetteville

**Appointments →**  
Schedule time to meet with experts and build your career

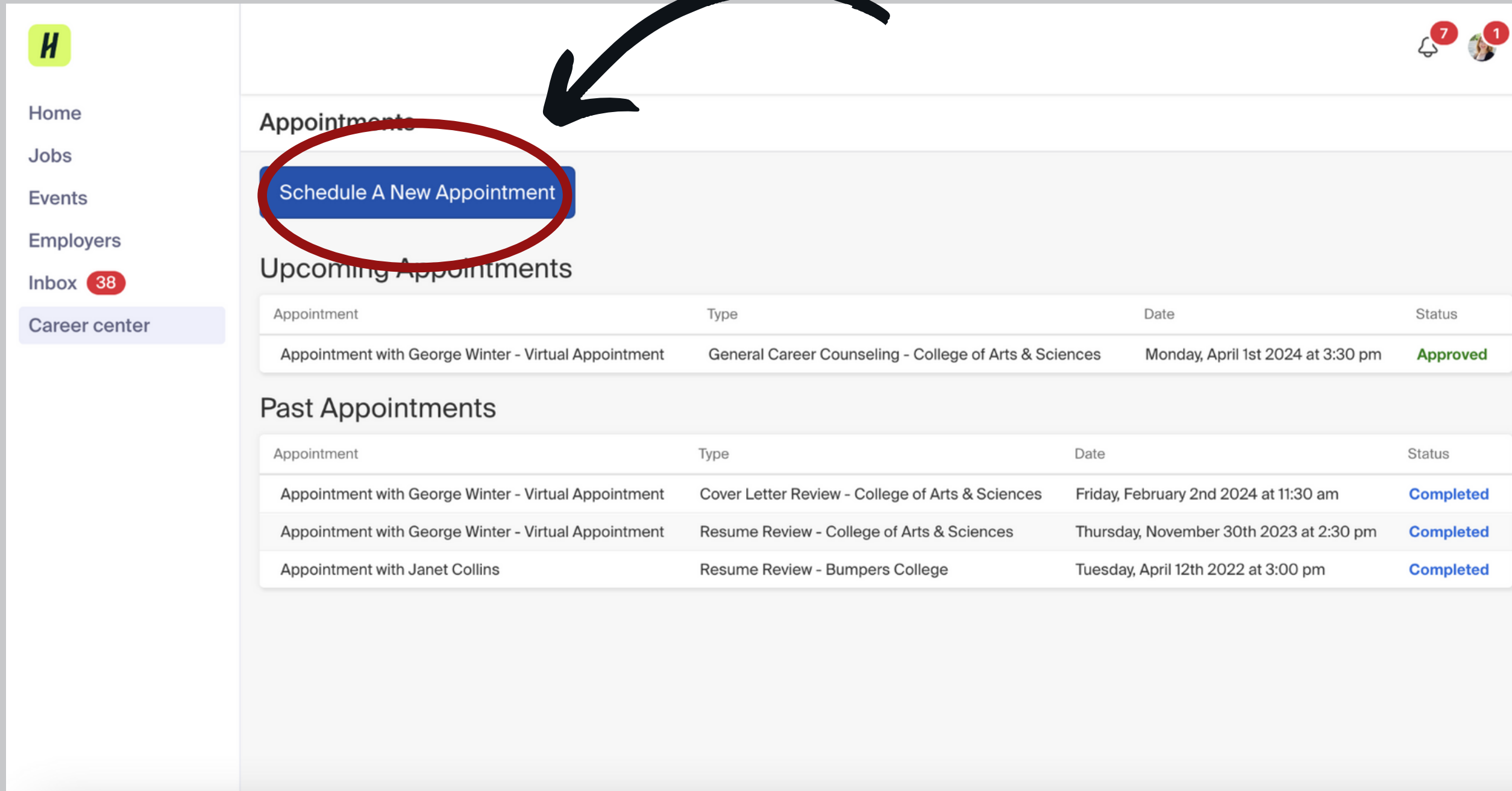
**Resources →**  
Read curated content from your career center

**Experiences →**  
Track your internship or co-op experiences

**First Destination →**  
Let us know what you'll be doing after graduation

**Surveys →**  
Answer questions from your career center

## 4. Select "Schedule A New Appointment"



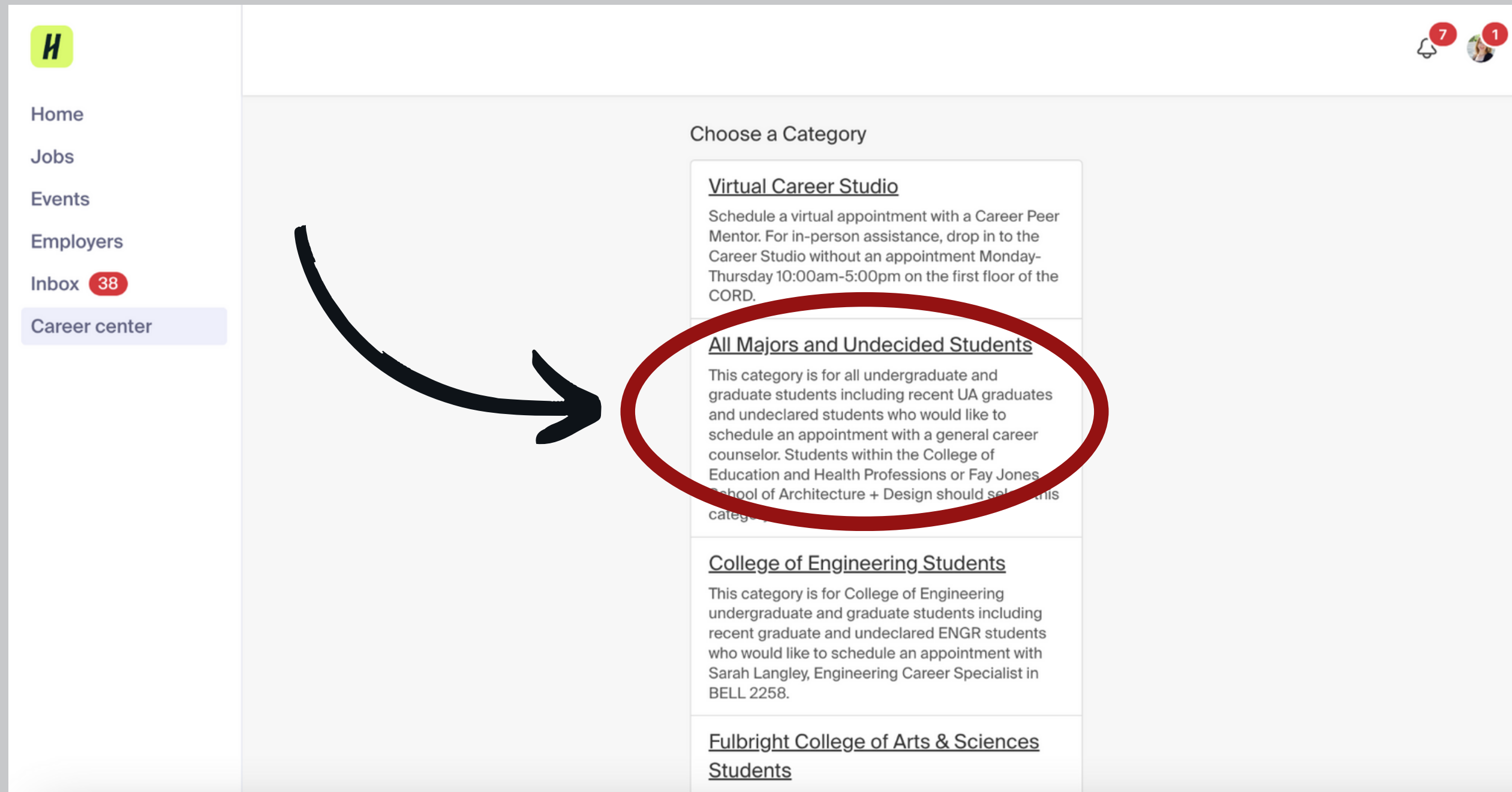
The screenshot displays a user interface for managing appointments. On the left is a sidebar with navigation links: Home, Jobs, Events, Employers, Inbox (38), and Career center. The main content area is titled 'Appointments' and features a blue button labeled 'Schedule A New Appointment', which is circled in red. Below this is a section for 'Upcoming Appointments' with a table containing one entry. At the bottom is a section for 'Past Appointments' with a table containing three entries. A black arrow points from the top of the page down to the 'Schedule A New Appointment' button.

Appointment	Type	Date	Status
Appointment with George Winter - Virtual Appointment	General Career Counseling - College of Arts & Sciences	Monday, April 1st 2024 at 3:30 pm	Approved

Appointment	Type	Date	Status
Appointment with George Winter - Virtual Appointment	Cover Letter Review - College of Arts & Sciences	Friday, February 2nd 2024 at 11:30 am	Completed
Appointment with George Winter - Virtual Appointment	Resume Review - College of Arts & Sciences	Thursday, November 30th 2023 at 2:30 pm	Completed
Appointment with Janet Collins	Resume Review - Bumpers College	Tuesday, April 12th 2022 at 3:00 pm	Completed

5. Select the college your major is in or select “All Majors and Undecided Students”



The screenshot shows a web interface for a career center. On the left is a navigation menu with a green 'H' logo and links for Home, Jobs, Events, Employers, Inbox (38), and Career center. The main content area is titled 'Choose a Category' and lists three options:

- Virtual Career Studio**: Schedule a virtual appointment with a Career Peer Mentor. For in-person assistance, drop in to the Career Studio without an appointment Monday-Thursday 10:00am-5:00pm on the first floor of the CORD.
- All Majors and Undecided Students**: This category is for all undergraduate and graduate students including recent UA graduates and undeclared students who would like to schedule an appointment with a general career counselor. Students within the College of Education and Health Professions or Fay Jones School of Architecture + Design should select this category.
- College of Engineering Students**: This category is for College of Engineering undergraduate and graduate students including recent graduate and undeclared ENGR students who would like to schedule an appointment with Sarah Langley, Engineering Career Specialist in BELL 2258.

The 'All Majors and Undecided Students' option is circled in red, and a black arrow points to it from the left.

6. Select your preferred appointment type such as “Resume Review – All Majors”

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: Home, Jobs, Events, Employers, Inbox (38), and Career center. The main content area displays a list of appointment types. The first appointment type is "Resume Review - All Majors", which is circled in red. A black arrow points from the left towards this circled appointment. Below it are "Salary Negotiation - All Majors" and "Career Studio".

**Resume Review - All Majors**  
Select this appointment to have your resume carefully reviewed by a career counselor. You'll receive feedback and suggestions on how to enhance and tailor your resume to a specific job, internship, scholarship, or graduate school.

[Click here for descriptions of appointment types!](#)

7. Select your desired date and time.

**Note: YOU CANNOT SCHEDULE SAME DAY APPOINTMENTS**

Home  
Jobs  
Events  
Employers  
Inbox **38**  
Career center

Sunday  
March 31st 2024  
No Appointments Available

Monday  
April 1st 2024  
Appointments Available

Tuesday  
April 2nd 2024  
Appointments Available

Wednesday  
April 3rd 2024  
Appointments Available

Thursday  
April 4th 2024  
Appointments Available

Friday  
April 5th 2024  
Appointments Available

Saturday  
April 6th 2024  
No Appointments Available

Apr 05

Time Zone: Central Time (US & Canada)

George Winter - Virtual Appointment - Apr 05 - Resume Review - All Majors 9:30 am CDT - 10:00 am CDT

George Winter - Virtual Appointment - Apr 05 - Resume Review - All Majors 10:00 am CDT - 10:30 am CDT

George Winter - Virtual Appointment - Apr 05 - Resume Review - All Majors 10:30 am CDT - 11:00 am CDT

George Winter - Virtual Appointment - Apr 05 - Resume Review - All Majors 11:00 am CDT - 11:30 am CDT

George Winter - Virtual Appointment - Apr 05 - Resume Review - All Majors 11:30 am CDT - 12:00 pm CDT





8. Select your preferred appointment medium.  
(ex. via Microsoft Teams, Handshake, Phone Call, or In-Person)

The screenshot displays a web application interface for appointment booking. On the left, a sidebar contains navigation links: Home, Jobs, Events, Employers, Inbox (38), and Career center. The main content area features a top navigation bar with a bell icon (7 notifications) and a profile icon (1 notification). Below this is a message box with a back arrow and text: "You have selected a slot. If you would like to search for a different slot you may do so [here](#)." A card below shows appointment details: "Resume Review - All Majors at 11:00 am CDT, Apr 5th 2024" by "George Winter - Virtual Appointment". The "Appointment Request Details" section includes a note: "Fields marked with an asterisk "\*" are required." The form contains two fields: a dropdown menu labeled "\* Appointment medium" with the text "Select an Appointment Medium" and a dropdown arrow, which is circled in red; and a text area labeled "\* What can we help you with?". At the bottom, there are "Cancel" and "Request" buttons.

9. Under “What can we help you with?” enter a brief description of your request.

Home  
Jobs  
Events  
Employers  
Inbox 38  
Career center

7 1

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

Resume Review - All Majors at 11:00 am CDT, Apr 5th 2024  
George Winter - Virtual Appointment

Appointment Request Details

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

\* Appointment medium Virtual on Handshake

\* What can we help you with? Hello, my name is [insert name] I am a [insert grade level] [insert major]. I would like a [insert career center resource].

Cancel Request

10. Your appointment has successfully been requested! You'll receive an email confirmation once your appointment is approved.

The screenshot displays a web interface for requesting an appointment. On the left is a navigation sidebar with a green 'H' logo and menu items: Home, Jobs, Events, Employers, Inbox (38), and Career center (highlighted). The main content area features a green checkmark and the message "Appointment was successfully requested." Below this, a staff member profile for George Winter - Virtual Appointment is shown, including his email (gwinter@uark.edu) and role as Career Counselor. The student profile for Matilda Rydell is also visible, listing her as a Senior at Fulbright College of Arts and Sciences, majoring in Journalism/Political Science and Natural Resources Management. The appointment type is "Resume Review - All Majors" and is scheduled for Friday, April 5th 2024 at 11:00 am for 30 minutes. A message box shows the request details: "Requested by Matilda Rydell", "HELP REQUESTED", and a template message: "Hello, my name is [insert name] I am a [insert grade level] [insert major]. I would like a [insert career center resource]." A red "Cancel Appointment" button is present. Below the message is a comment section with a text input field containing "Add a Comment..." and a blue "Add Comment" button. At the bottom, a "CREATE" notification states: "You requested an appointment with George Winter - Virtual Appointment" by Matilda Rydell on Friday, March 29th 2024 12:07 pm. The top right corner of the interface shows notification icons for 7 alerts and 1 profile.

**THANK  
YOU!**

