

# HOW TO SCHEDULE A CAREER ADVISING APPOINTMENT IN HANDSHAKE



1. Log into uark.joinhandshake.com with your UARK email and password.

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UNIVERSITY OF ARKANSAS

**University of Arkansas - Fayetteville**

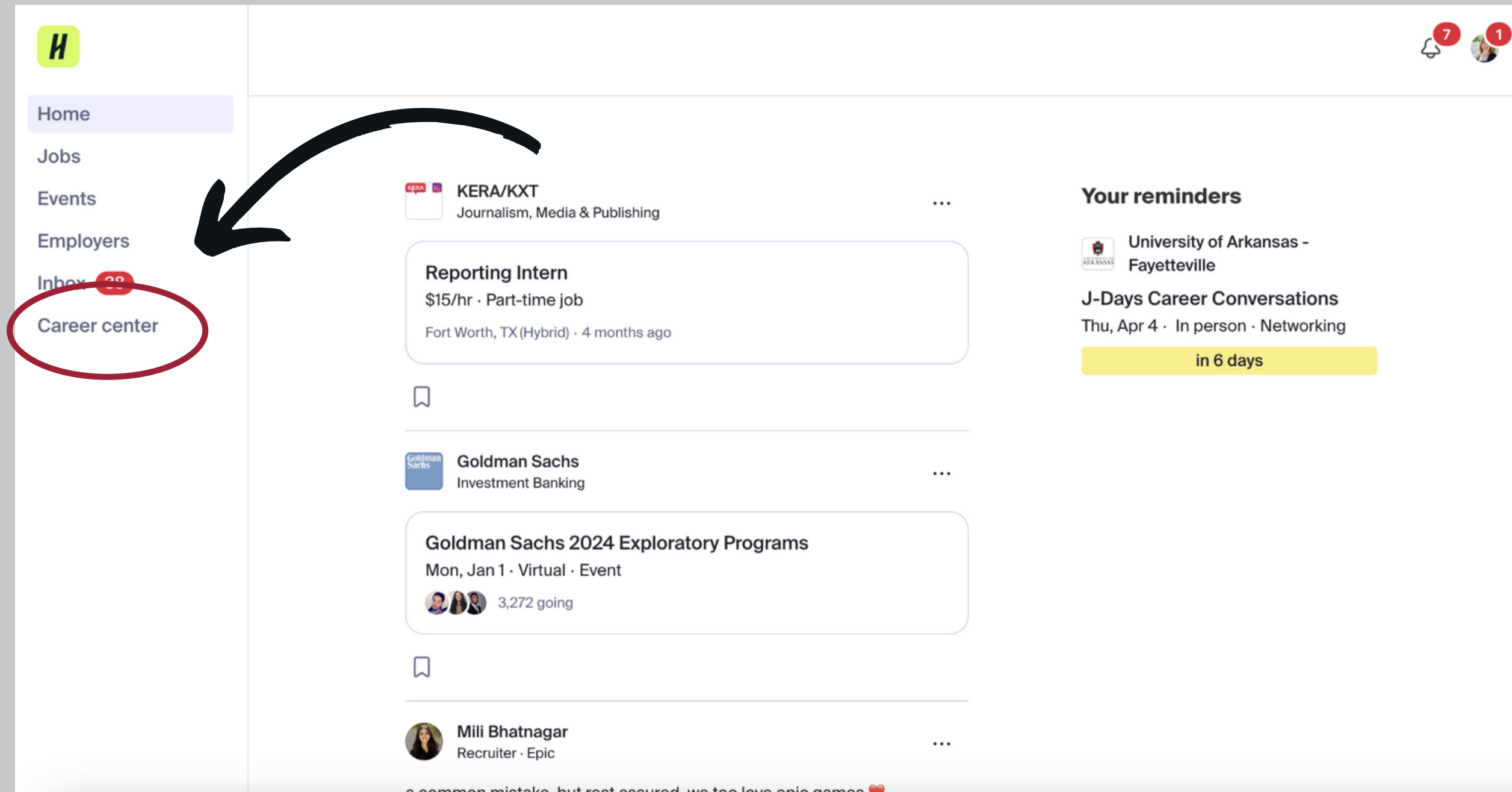
**UA Students, Faculty, and Staff: Login with your UARK email** >

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 navigation menu with the following items: Home, Jobs, Events, Employers, Inbox (with a red notification bubble containing '22'), and Career center. The 'Career center' item is circled in red, and a black arrow points from it towards the main content area. The main content area displays three job listings:

- KERA/KXT** (Journalism, Media & Publishing):
  - Reporting Intern**
  - \$15/hr · Part-time job
  - Fort Worth, TX (Hybrid) · 4 months ago
- Goldman Sachs** (Investment Banking):
  - Goldman Sachs 2024 Exploratory Programs**
  - Mon, Jan 1 · Virtual · Event
  - 3,272 going
- Mili Bhatnagar** (Recruiter · Epic):
  - a common mistake, but rest assured, we too love epic games 🍷

On the right-hand side, there is a section titled "Your reminders" which includes:

- University of Arkansas - Fayetteville**
- J-Days Career Conversations**
- Thu, Apr 4 · In person · Networking
- in 6 days


At the top right of the interface, there are notification icons: a bell icon with a red bubble containing '7' and a profile icon with a red bubble containing '1'.

### 3. Select "Appointments"

**H**

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

**Career center** 7 1

 **University of Arkansas - Fayetteville**

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

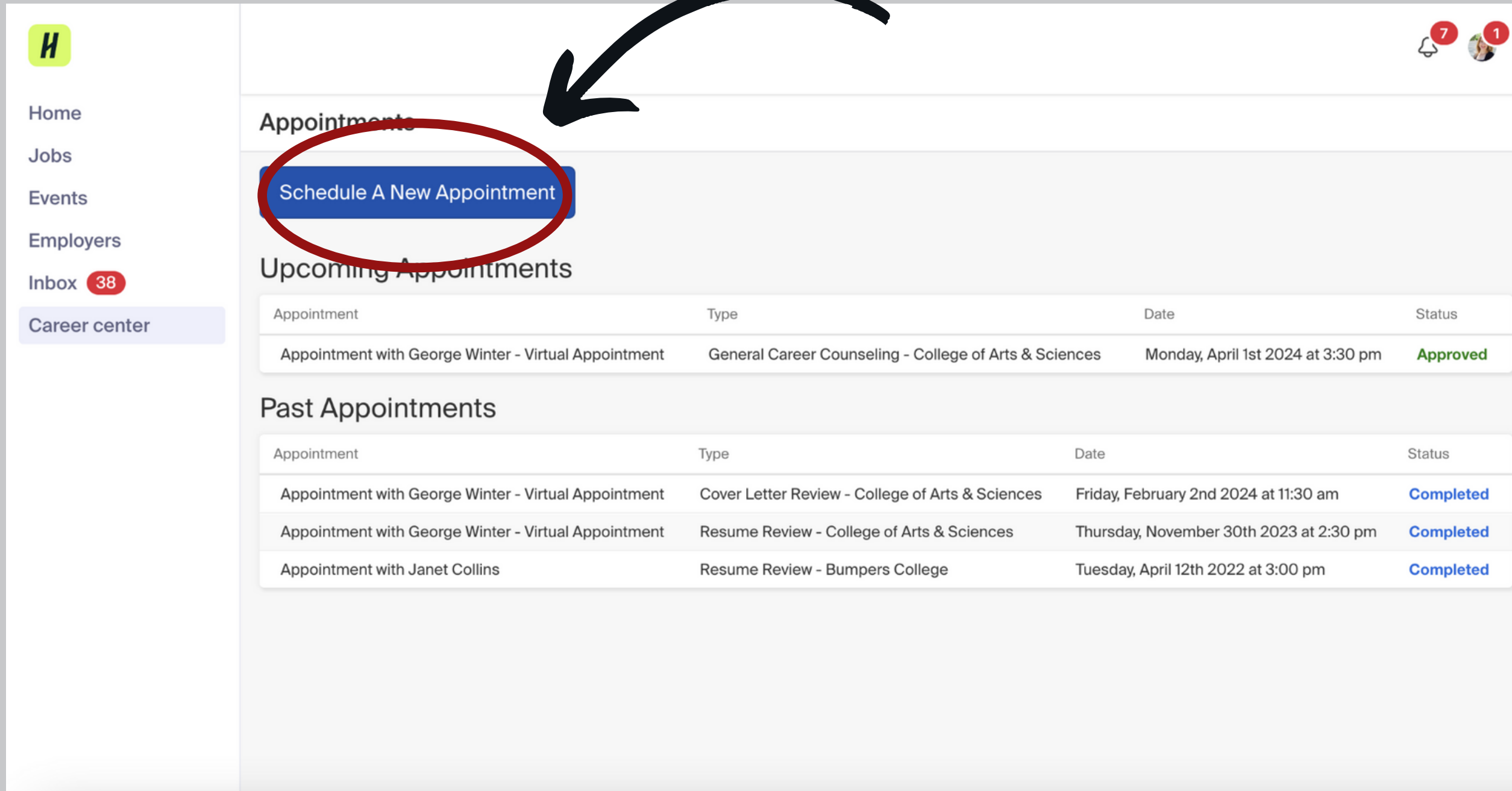
**Resources →**  
Read curated content from your career center

**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"



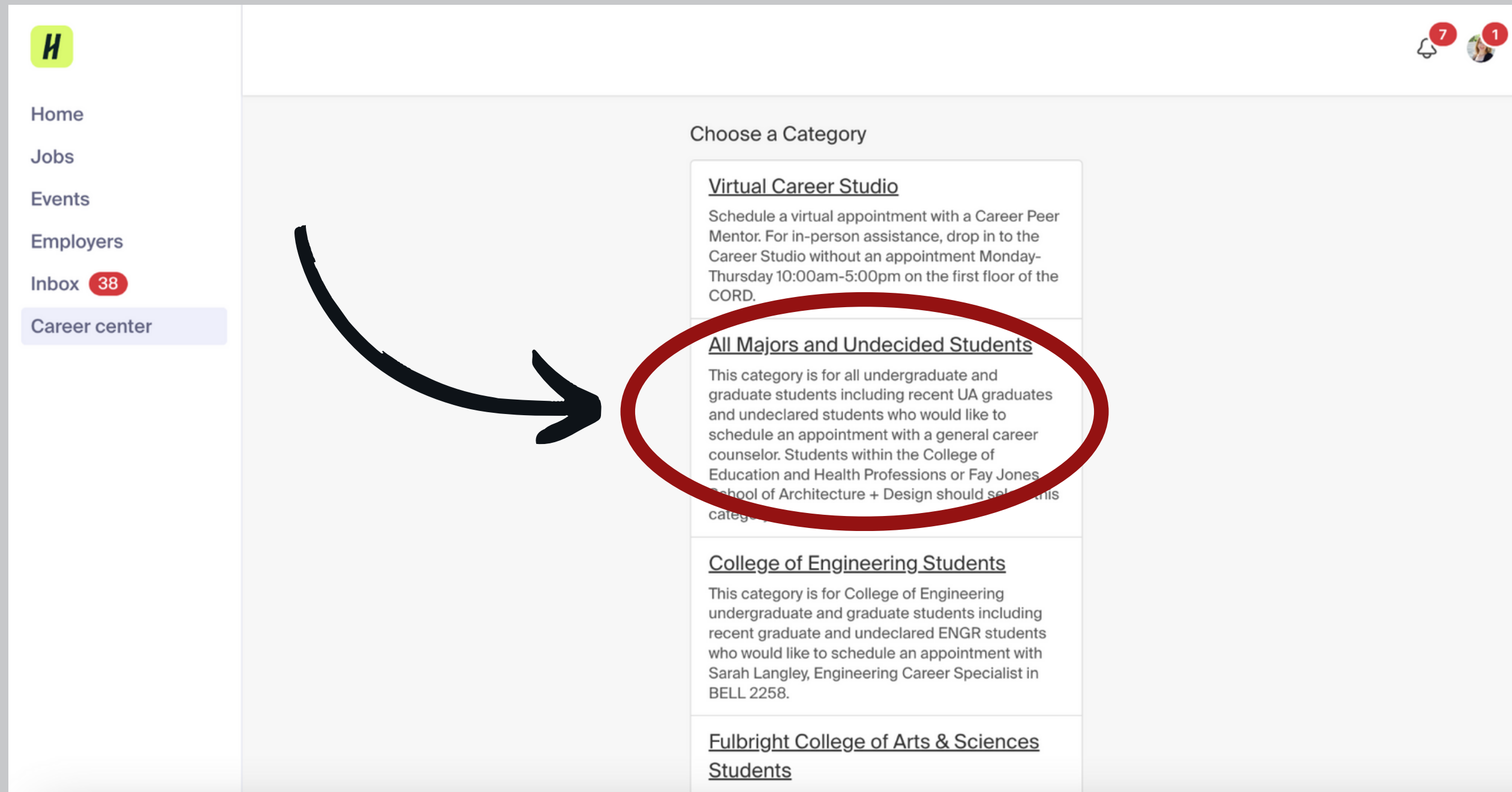
The screenshot displays a user interface for managing appointments. On the left is a sidebar with navigation links: Home, Jobs, Events, Employers, Inbox (38), and Career center. The main content area is titled 'Appointments' and features a blue button labeled 'Schedule A New Appointment', which is circled 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 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 sidebar with a green 'H' logo and menu items: Home, Jobs, Events, Employers, Inbox (38), and Career center (highlighted). 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.
- Fulbright College of Arts & Sciences Students**: This category is for Fulbright College of Arts & Sciences students who would like to schedule an appointment with a general career counselor.

A red circle highlights the 'All Majors and Undecided Students' category, and a black arrow points from the left sidebar towards it. In the top right corner, there are notification icons for 7 messages and 1 profile picture.



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.

**Salary Negotiation - All Majors**  
Discuss salary and job offer negotiation strategies and tips with one of our experienced career counselors.

**Career Studio**  
THIS IS A DROP-IN APPOINTMENT ONLY. The Career Studio is an open-concept environment offered by Career Connections where UA students can drop in without an appointment Monday-Thursday 10:00-5:00pm. Peer mentors offer assistance with resume and cover letter reviews, interview tips and mock interviews, LinkedIn profile reviews, job search resources, and career fair etiquette questions. For resume and cover letter reviews, please bring a paper copy of your

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

7. Select your desired date and time.

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

The screenshot shows a scheduling interface for 'Offices of Career Connections'. On the left is a navigation sidebar with a green 'H' icon and menu items: Home, Jobs, Events, Employers, Inbox (38), and Career center (highlighted). The main content area features a calendar grid for the week of March 31st to April 6th, 2024. Friday, April 5th, is selected and highlighted in light blue. Below the calendar, the date 'Apr 05' is displayed, and a 'Time Zone' dropdown menu is set to 'Central Time (US & Canada)'. A list of five virtual appointments is shown for April 5th, all with the title 'George Winter - Virtual Appointment - Apr 05 - Resume Review - All Majors'. The appointment times are: 9:30 am CDT - 10:00 am CDT, 10:00 am CDT - 10:30 am CDT, 10:30 am CDT - 11:00 am CDT, 11:00 am CDT - 11:30 am CDT, and 11:30 am CDT - 12:00 pm CDT. In the top right corner, there are notification icons: a bell with a '7' and a profile icon with a '1'.

Day	Date	Appointments Available
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)

Appointment Title	Time
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 is a sidebar with navigation options: Home, Jobs, Events, Employers, Inbox (38), and Career center. The main content area shows a notification: "Resume Review - All Majors at 11:00 am CDT, Apr 5th 2024" by George Winter - Virtual Appointment. Below this is the "Appointment Request Details" section. A note states: "Fields marked with an asterisk '\*' are required." The form contains two fields: "\* Appointment medium" (a dropdown menu with "Select an Appointment Medium" selected, circled in red) and "\* What can we help you with?" (a text input field). At the bottom are "Cancel" and "Request" buttons.

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

**H**

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

← 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. At the top, a green checkmark and the text "Appointment was successfully requested." confirm the action. The interface is divided into three main sections: a left sidebar, a central profile area, and a right-hand request details area.

**Left Sidebar:** Contains navigation links: Home, Jobs, Events, Employers, Inbox (38), and Career center (highlighted).

**Central Profile Area:** Features a placeholder for a profile picture. Below it, the profile of the staff member is listed: **STAFF MEMBER** George Winter - Virtual Appointment, with email gwinter@uark.edu and title Career Counselor. The student's profile is listed below: **STUDENT** Matilda Rydell, Senior, Fulbright College of Arts and Sciences, Journalism/Political Science, and Natural Resources Management. The appointment details are: **TYPE** Resume Review - All Majors and **WHEN** Friday, April 5th 2024 at 11:00 am for 30 minutes.

**Right-hand Request Details Area:** Shows the request was made by Matilda Rydell. The message text is: "HELPP REQUESTED 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 visible. Below this 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.

**THANK  
YOU!**

