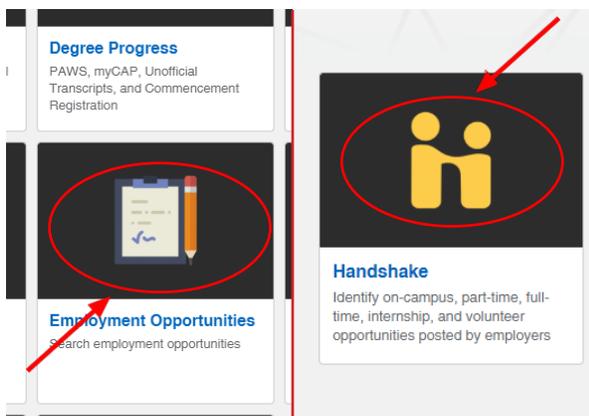


Making an Appointment

Handshake is a web-based job board and resource portal that can be used by CSUSB students and alumni. This portal also allows students to schedule career counseling appointments. This helps with visualizing and creating appointments based on available schedules from both ends (e.g. the career counselor and the student), along with choosing from an array of career-related sessions, such as developing job search strategies or finding internships.

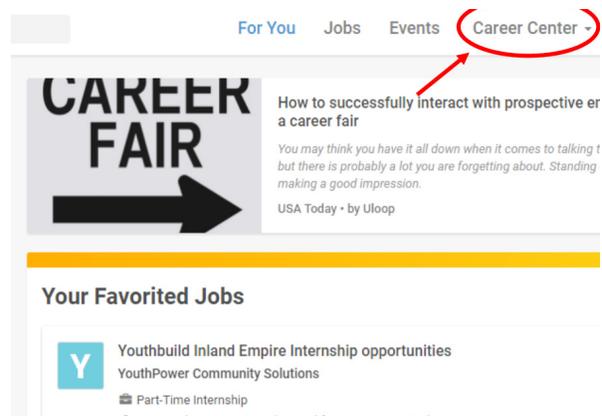
STEP 1

Log in to your Handshake Account through your My Coyote by clicking on the "Employment Opportunities" icon, then the Handshake icon. You will then be redirected to your Handshake profile.



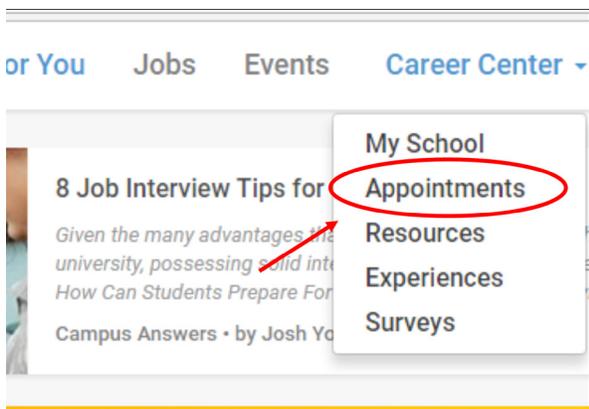
STEP 2

Click on the "Career Center" tab on the far right side of Handshake.



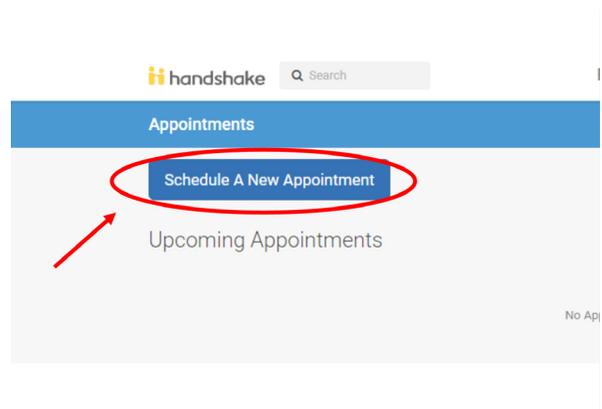
STEP 3

Click on the "Appointments" tab on the far right of Handshake, under the "Career Center" drop-down menu.



STEP 4

Click on the blue "Schedule Appointment" on the top left corner.



Making an Appointment

STEP 5

Click on Main Campus Appointments or Palm Desert Campus Appointments depending on your location, and then choose appointment type.

Choose a Category

Main Campus Appointments
The following include all available appointment types available at the San Bernardino campus.

Palm Desert Campus Appointments
The following include all available appointment types available at the Palm Desert campus.

STEP 6

Select the available date you wish to see a counselor and then select the time/counselor that best fits your schedule.

Week of Sunday, September 24th, 2017

| | | | |
|---------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| Sunday September 24th 2017 No Appointments Available | Monday September 25th 2017 No Appointments Available | Tuesday September 26th 2017 No Appointments Available | Wednesday September 27th 2017 Appointments Available |
|---------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------|

Sep 27

Crystal Wilson - Sep 27 - Internships

STEP 7

Fill out the prompts, to include the description for the appointment. The more detailed the description, the better the Career Counselor can assist you.

Appointment Request Details

* Appointment medium: Office Visit

* What can we help you with?

Cancel

STEP 8

Once all fields have been filled out, select the green "Request" button to request the appointment. An email confirmation will then be sent to your student email address.

Request