How to Schedule a Career Advising appointment for AMS Department

- You can only schedule online 24 hours in advance
- Appointments are 30 minutes in length
- You can only schedule two appointments at a time
  - For quick questions and resume reviews, schedule one appointment
  - For things like career planning/decision making, mock interviews or addressing multiple issues schedule 2 appointments back to back

1. Log into Handshake
2. Click “Career Center” at the top of the page
3. From the drop down menu click “Appointments”
4. Click “Schedule New Appointment”

5. Choose a category based on the primary reason for your appointment
6. School down and Choose “AMS Career Advising – For FM and AMS Graduate Students”

7. Use the arrows to choose your week
8. Click a box to choose your day
9. Choose one of the time to meet with Sonjala
10. Choose “Appointment medium” Choose “In Person”, All appointment will be in WhiteHead 100

11. Write what you would like to discuss that day
12. Click “Request”
13. You will see a notification that says “Appointment Successfully Created”
14. You can also click “Cancel Appointment” from this page

15. To get back to see your scheduled appointments click “Career Center” → “Appointments” to get to the above screen.
16. To Cancel, In the “Upcoming Appointments” section, Click on the appointment line to see the above page where you can cancel or add a note for your advisor.

17. Click Cancel appointment
18. Write an email message and click send. The appointment is now cancelled and you can schedule another