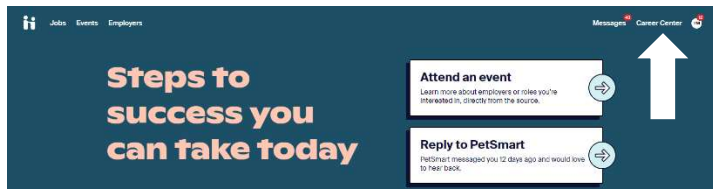
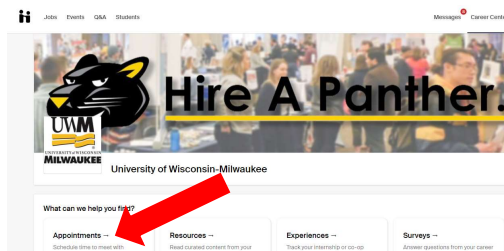


# Scheduling an Appointment with CEAS Career Services in Handshake (Resume/Cover Letter Review, Interview Preparation, Co-op, Internship and Job Search, etc.)

Step 1: Login to Handshake (<https://uwm.joinhandshake.com>) and Click on the Career Center Tab

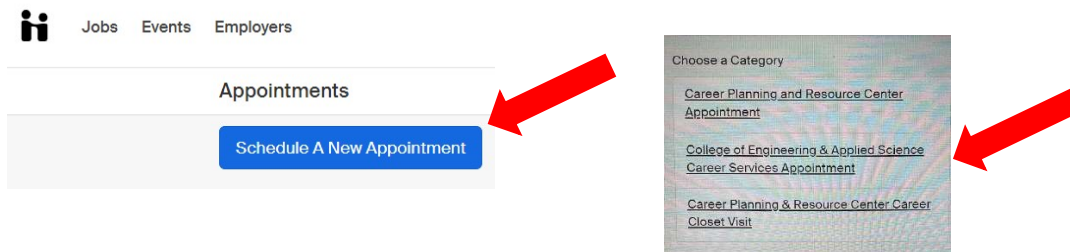


Step 2: Click on Appointments →

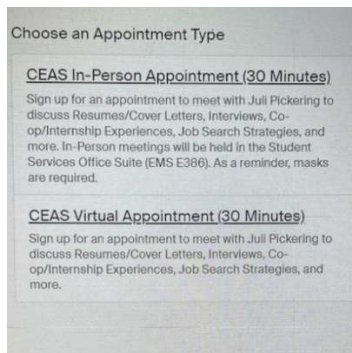


Step 3: Click on “Schedule a New Appointment”

Select “College of Engineering & Applied Science Career Services Appointment”

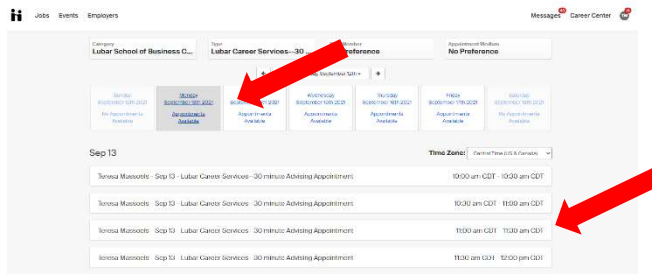


Step 4: Select “CEAS In-Person Appointment (30 Minutes)” or “CEAS Virtual Appointment (30 Minutes)”



Questions?  
Email:  
[jlpicker@uwm.edu](mailto:jlpicker@uwm.edu)  
Phone (414) 229-3209

**Step 5: Go to Day you are looking to make an appointment and click on the TIME of the appointment**

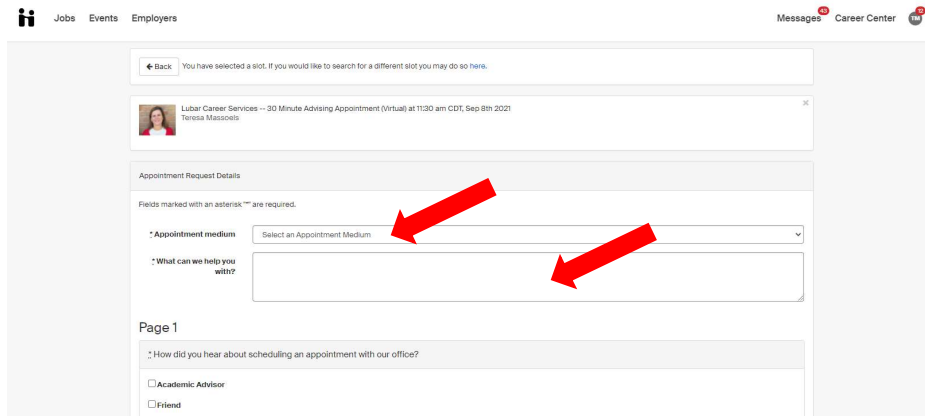


**Step 6: Select "Appointment Medium"**

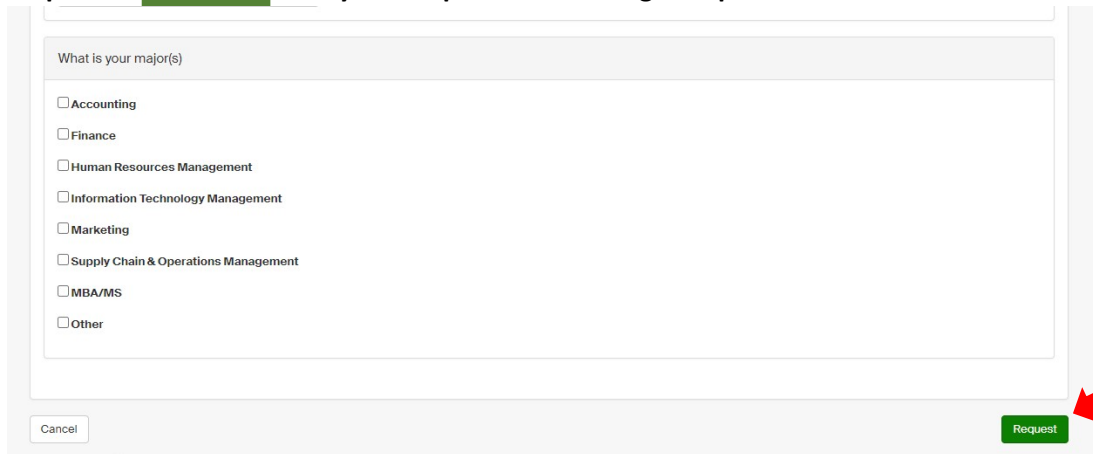
**Option A: College of Engineering & Applied Science Career Services (In-person)**

**Option B: Virtual on Handshake (Via computer)**

**Write in the "What can we help you with?"**



**Step 7: Hit REQUEST after you completed answering ALL questions.**



**You will receive an email from Handshake once your appointment has been approved. Add to your calendar that you have an appointment at the day/time selected. If you selected "Virtual on Handshake" your link will be available in your Handshake Account to connect.**

