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
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 in Handshake” your link will be available in your Handshake Account to connect.