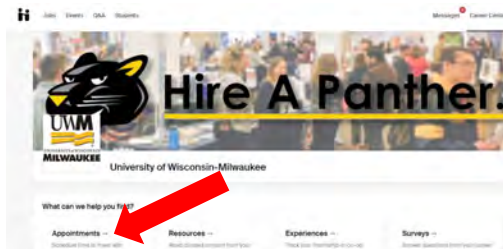


Scheduling an Appointment with CEAS Career Services in Handshake (Resume/Cover Letter Review, Interview Preparation, Co-op, Internship and Job Search, etc.)

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

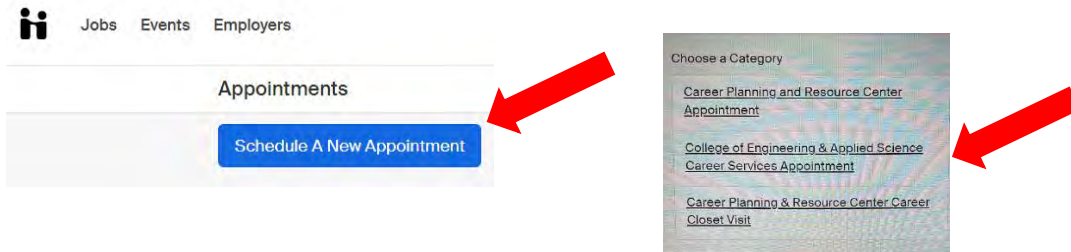


Step 2: Click on Appointments →

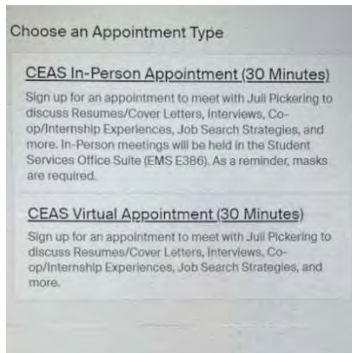


Step 3: Click on “Schedule a New Appointment”

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

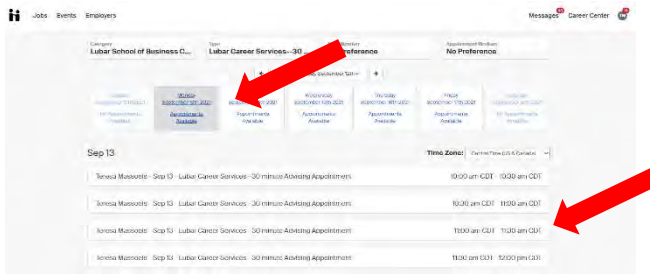


Step 4: Select “CEAS In-Person Appointment (30 Minutes)” or “CEAS Virtual Appointment (30 Minutes)”



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

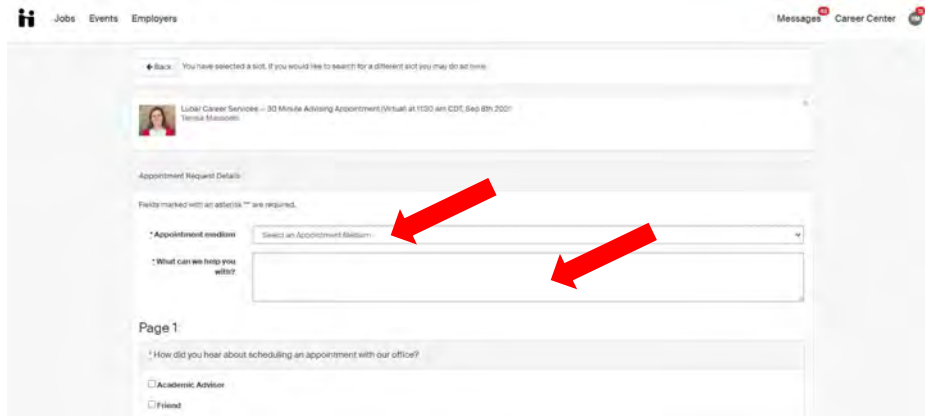


Step 6: Select "Appointment Medium"

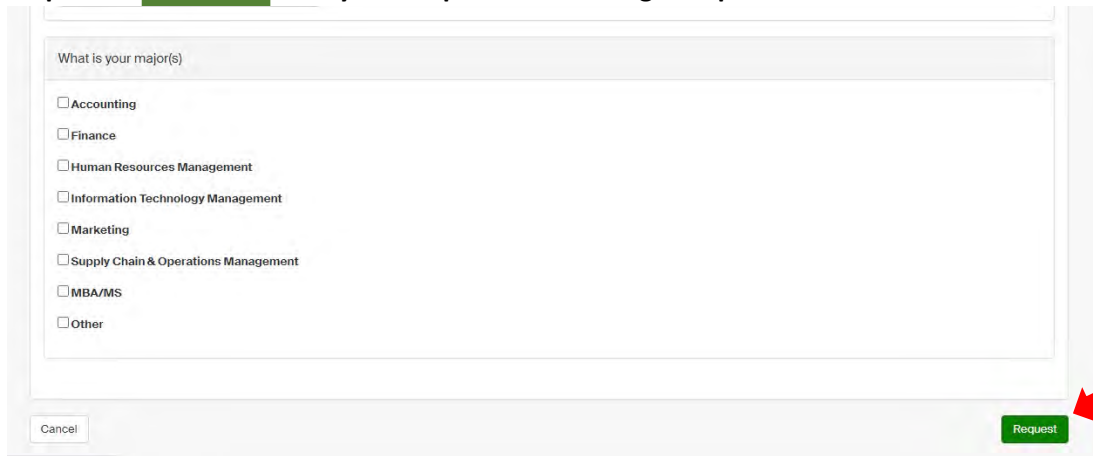
Option A: College of Engineering & Applied Science Career Services (In-person)

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 on Handshake" your link will be available in your Handshake Account to connect.

