HOW TO SCHEDULE AN APPOINTMENT WITH THE CAREER CENTER

- Login to Handshake with your Millersville Credentials: <u>Handshake Log-in</u>
- Once on your main page, click on "Career Center" in the upper right-hand corner.

Jobs Events Q&A Students	ivu are	vunienny nermy lie ane as rainvia raggar.	Messages Career Center 💅
	Build your Profile I Upload your resume and we	Faster ×	
	Add Photo Add Photo Patricia Taggart Millersville University of Pennsylvania	My Journey What are you passionate about? What are you looking for on Handshake? What are your experiences or skills? Type your introduction	
	Speech Communication - Communication Studies Graduates May 2022 Junior	Education If Millersville University of Pennsylvania primary education Ending May 2022	
	Your profile is 35% complete	Major in Speech Communication - Communication Studies	

• Then click on "Appointments"



• Then click on "Schedule an Appointment"

5			
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Schedule A New Appointment			
pcoming Appointments			
Appointment	Туре	Date	Status
Appointment With Arianna Vargas	Type Discuss Credit-Bearing Internship Process	Date Tuesday, March 9th 2021 at 10:00 am	Status Completed
Appointment Appointment with Arianna Vargas Appointment with Patty Taggart	Type Discuss Credit-Bearing Internship Process Discussion: Current Internship	Date Tuesday, March 9th 2021 at 10:00 am Wednesday, March 10th 2021 at 10:00 am	Status Completed Declined

• You will then select a category.

Career Document Assistance	
Making Career Decisions	
Internships	
Full-time and Part-time Jobs	
Interviewing	
Graduate School	
Mentorship	

• After a category is selected, specific appointment topics within that category will be displayed. Select the reason for your appointment.

Choose an Appointment Type

Discuss Credit-Bearing Internship Process

Discussion: Current Internship

Discussion: Post-Internship

Search for Internship

• Based on your selection, you will be provided with dates of available appointments. Select the date and then select the appropriate staff member and time you would like to meet.

iternships		Type Discuss Credit-Bearin	ng Int	Staff Member No Preference	Appointr No Pre	nent Medium eference
			Week of Sunday,	March 14th 🗸 🗲		
Sunday March 14th 2021 No Appointments Available	Monday March 15th 2021 Appointments Available	Tuesday March 16th 2021 Appointments Available	Wedne: March 17t Appointr Availa	sday Thursday March 18th 2021 March 18th 2021 Appointments ble Available	Friday March 19th 202 Appointments Available	Saturday March 20th 2021 No Appointments Available
ar 11						
Patty Tagg <mark>a</mark> rt - Mar	11 - Discuss Cred	lit-Bearing Internship Proc	ess		Time Zone: 9:0	Eastern Time (US & Canada) 00 am EST - 9:30 am EST
Patty Taggart - Mai Patty Taggart - Mai	11 - Discuss Cred 11 - Discuss Cred	lit-Bearing Internship Proc	ess ess		Time Zone: 9:0 9:30	Eastern Time (US & Canada) 00 am EST - 9:30 am EST 0 am EST - 10:00 am EST
Patty Taggart - Mai Patty Taggart - Mai Patty Taggart - Mai	11 - Discuss Cred 11 - Discuss Cred 11 - Discuss Cred	lit-Bearing Internship Proc lit-Bearing Internship Proc lit-Bearing Internship Proc	ess ess ess		Time Zone: 9:30 9:30 12:00	Eastern Time (US & Canada) 20 am EST - 9:30 am EST 20 am EST - 10:00 am EST 20 pm EST - 12:30 pm EST

• The next screen shows your topic, date, time and staff member. If you have any specific details you would like us to review in the appointment, please enter in the box provided.

Discuss Credit-Bearing Internship Process at 9:00 am EDT, Mar 17th 2021 Pathy Taggart oppointment Request Details * Appointment medium via Zoom * What can we help you with?	← Back You have selected a	slot. If you would like to search for a different slot you may do so here.	
* Appointment medium via Zoom * What can we help you with? via Zoom	Discuss Credit-Bear Patty Taggart	ng Internship Process at 9:00 am EDT, Mar 17th 2021	×
Appointment medium via Zoom What can we help you with?	ppointment Request Details		
with?	* Appointment medium	via Zoom	~
	with?		

- Once your appointment is approved, you will receive a confirmation email with a zoom link to your student email.
- To cancel your appointment, either cancel through Handshake or email <u>careers@millersville.edu</u>.

Any questions or difficulties scheduling appointments please email <u>careers@millersville.edu</u>.