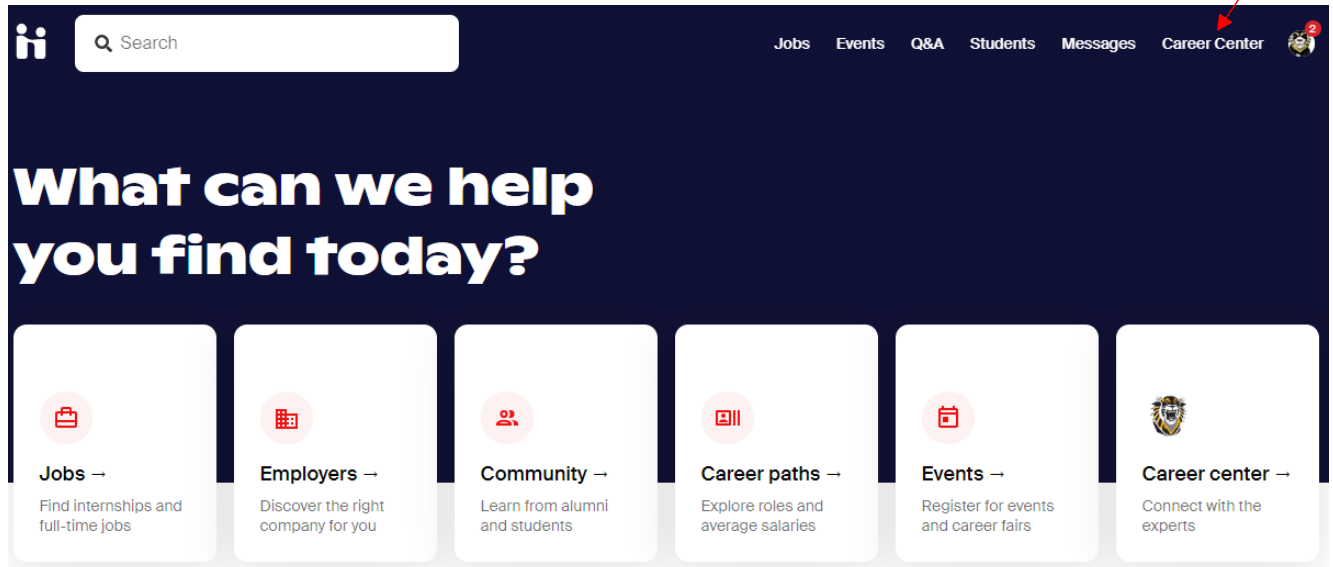
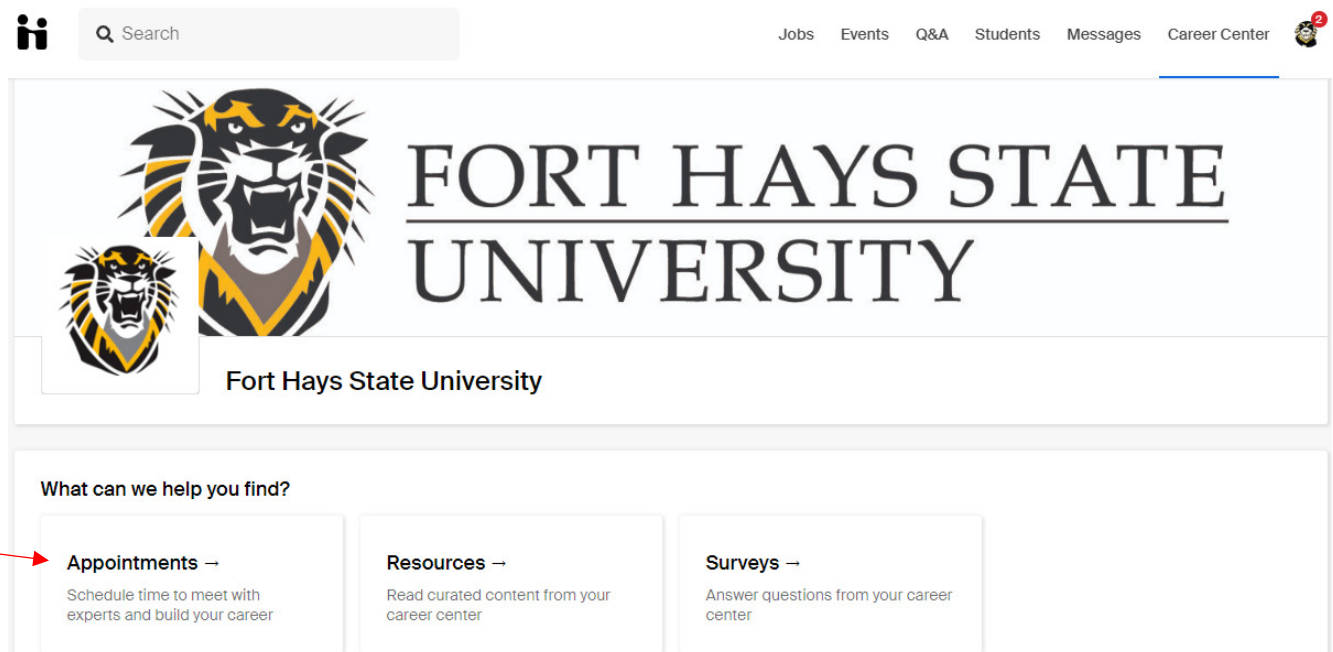


# How to Request Online Appointments with Career Services through Handshake

1. Login to your Handshake account using your TigerNetID. (<https://fhsu.joinhandshake.com>)
2. Go to **Career Center** on the menu bar



3. Select **Appointments**



4. Select **Schedule a New Appointment**.
5. Select your classification.

## 6. Choose an Appointment Type

Choose an Appointment Type

- Graduate School Prep
- International Student Job/Internship Search (CPT/OPT)
- Interview Room Reservation  
Do you have an upcoming Skype or Zoom interview? Reserve an interview room in Career Services for a quiet, professional meeting space. If you need to borrow a laptop for the interview, please let us know and we will have one available.
- Job/Internship Search  
Meet with Career Services staff regarding questions related to your job search and learn about the resources available.
- Mock Interview for Job/Internship  
Participate in a practice interview with Career Services staff to gain confidence and improve your interview skills.
- Mock Interview for Scholarship/Grad School
- Resume/Cover Letter Review  
Meet with Career Services staff for assistance with format/content of your resume and/or cover letter.
- Tailored for Tigers  
Fort Hays State University and Master Cleaners have launched a professional clothing closet for all FHSU students. The closet provides professional clothing appropriate for interviews, business presentations, career fairs, or other professional activities. An inventory of both men and women's professional attire is available for check out, free of charge, to FHSU students. The Tailored for Tigers clothing closet is located in the Forsyth Library room 039. Summer hours are by appointment only.
- Virtual Appointment - Job Search  
Job search questions via phone or email.
- Virtual Appointment - Resume/CL  
Resumes/cover letter reviews via email.

## 7. Select the **Date** and **Time** that best fits with your schedule

Category: Junior

Type: Virtual Appointment - Resu...

Staff Member: No Preference

Appointment Medium: No Preference

Week of Sunday, March 15th

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 15th 2020	March 16th 2020	March 17th 2020	March 18th 2020	March 19th 2020	March 20th 2020	March 21st 2020
No Appointments Available	No Appointments Available	Appointments Available	Appointments Available	Appointments Available	Appointments Available	No Appointments Available

Mar 17

Time Zone: Central Time (US & Canada)

Mar 17 - Virtual Appointment - Resume/CL 3:15 pm CDT - 3:30 pm CDT

## 8. Fill out the Appointment Request Details and then click **Request**