

Scheduling a phone or video appointment at the ICC:

The first five steps are the same for all appointment types.

1. Log in to **Handshake**, <http://ucdavis.joinhandshake.com>
2. From your home screen, select “**Career Center**” then “**Appointments.**”
3. Click “**Schedule A New Appointment.**”
4. **Choose a category** for the appointment topic, such as “CV/Resume Help” or “Career Exploration.”
5. **Choose an Appointment Type**, such as “Engineering and Computer Science” or “Communications.”

The following steps are specific to REMOTE advising appointments:

6. Once you complete steps 1-5 above, you’ll see a screen with several filters along the top: “Category,” “Type,” “Staff Member,” and “Appointment Medium.” You can filter **Appointment Medium** by the method of appointment you would prefer, including **phone call** and **video call**. This will then display all available time slots in that medium. Click on your preferred timeslot to continue.

The screenshot shows the Handshake interface for scheduling an appointment. At the top, there are navigation links for Jobs, Events, Q&A, Students, Messages (with a notification badge), and Career Center (with a notification badge). Below these are filter boxes for Category (Cover Letter Help), Type (Business and Management), Staff Member (No Preference), and Appointment Medium (Video Call). The Appointment Medium dropdown is open, showing options: No Preference, In Person at UC Davis Internship and Career Center (ICC), Phone Call, Email, and Video Call. The Video Call option is circled in red. Below the filters is a calendar view for the week of Sunday, March 22nd to Thursday, March 26th, 2020. The Tuesday, March 24th slot is highlighted as available.

7. In the dropdown for “**Appointment Medium**,” be sure to select your preference. In the field for “**What can we help you with?**” please type a message that will be sent directly to the advisor to help them understand the support you are seeking. Please be specific so that the advisor can best meet your needs.
 - a. If you select phone call, provide a **phone number** where the advisor can contact you at the appointment time. If you select video call, the advisor will contact you with a **Zoom meeting link**.
 - b. If you will be discussing your resume and/or cover letter, please **share your documents ahead of time** with the advisor, either emailed as attachments or shared via Google Docs. You can find the advisor’s email address in your **Upcoming Appointments** in Handshake.

The screenshot shows the 'Appointment Request Details' form. At the top, there is a header with a profile picture of Spencer Atkinson and the text 'Business and Management at 11:00 am PDT, Mar 24th 2020'. Below this is the 'Appointment Request Details' section. The 'Appointment medium' dropdown is set to 'Video Call', with a red arrow pointing to it. The 'What can we help you with?' text area is empty. At the bottom of the form, there are 'Cancel' and 'Request' buttons.

8. Once you have confirmed that all the fields are accurate, click “**Request**” at the bottom of the form to complete the scheduling process.