To schedule an appointment, please see the following instructions:

1. Log into Handshake and select the “Career Center” tab at the top of your screen.
2. Click “appointments” on that page.
3. Select “Schedule a New Appointment;” the large blue button on the top left side of the screen:

   ![Schedule A New Appointment](image)

4. Proceed with on-screen prompts. When you reach the scheduling calendar page for your preferred appointment type and select the appointment you want, proceed to the following screen:

   ![Appointment Request Details](image)

   In Appointment Medium, select “Phone Appointment with Business Career Center.” In your appointment notes, please indicate if you would like a virtual appointment via Skype for Business (using your Marquette provided account) or if you would prefer a phone appointment. For a phone appointment, we will call you at the number you provide in the pre-appointment survey spot at reserved time and date.