

Handshake

How to schedule an appointment with your Career Coach in Handshake:

Log in to Handshake at
PennWest.joinhandshake.com
or download the Handshake
Jobs + Careers App

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Sign in using your PennWest email and password. Agree to terms and fill in details about your interests, career goals and preferences. It's okay to skip sections now, as you can always make changes later.

Click on “Career Center”

The tab is on the left side of the page under the Handshake logo

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Inbox 3

Career center



Click on “Appointments”

On the next page, click “Schedule
A New Appointment”

3

Appointments →

Schedule time to meet with
experts and build your career

Schedule A New Appointment

Choose ‘Career Coaching’ category

Then choose an appointment type
based on what you need

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Choose a Category

Career Coaching

Meet virtually or in-person (upon request) with a peer or professional career coach to discuss a variety of career topics. NOTE: Include your phone number in the “help requested” section.

Click “Staff Member” to select
your Career Coach

Pick a date and time.
Choose an appointment medium and
write a note. To finish, click “Request”

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Request