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

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

2. Click on “Career Center”
   - The tab is on the left side of the page under the Handshake logo

3. Click on “Appointments”
   - On the next page, click “Schedule A New Appointment”

4. Choose ‘Career Coaching’ category
   - Then choose an appointment type based on what you need

5. 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”