

## Virtual Drop-in Guide for Students

As part of the Career & Internship Center's [virtual services](#), drop-in career coaching sessions will continue in spring quarter via Zoom! Find all the answers to your questions below.

### How do virtual drop-ins work?

Rather than coming into our lobby and checking in on the kiosk, students will now sign up for a drop-in session ahead of time. You will sign up in Handshake, following the same process you would for scheduling a 30-minute appointment.

### When are drop-ins offered and how long are the sessions?

Virtual drop-in sessions are still 15 minute long and are available 11:00am-4:00pm, Monday through Friday. Pre-health virtual drop-ins will be available on Mondays, 1:30pm-4:00pm and Thursdays, 11:00am-1:30pm.

### Can I sign up today for a drop-in session tomorrow?

No, virtual drop-ins can only be scheduled day-of. Each weekday morning at 8:00am, we will open up the virtual drop-in timeslots for that day. If you don't see any timeslots available, check back the following morning.

### Can I sign up right before a session?

No, drop-in sessions must be reserved no later than two hours before the desired timeslot begins. For example, if you're hoping to have an 11:30am drop-in session, you will need to sign up for that timeslot before 9:30am in Handshake.

### Does the session have to use video or can we just use audio?

Virtual drop-ins can either be audio-only or audio+video, whichever you prefer. You will be able to choose after opening the Zoom link at the start of your drop-in session.

### What Zoom link do I use to log in for the drop-in session?

Once you sign up in Handshake for a drop-in, you'll arrive at a confirmation page, and the link will be available in the left panel. It will also be included in the confirmation and reminder emails from Handshake. To find the confirmation page again, log in to Handshake, select "Career Center," then "Appointments," and click on your scheduled drop-in under "Upcoming Appointments."

### When do I sign in to the Zoom link?

Please open the Zoom link approximately 2-5 minutes before your scheduled drop-in start time. You will then be placed in a virtual waiting room until the time of your drop-in.

Please wait, the meeting host will let you in soon.

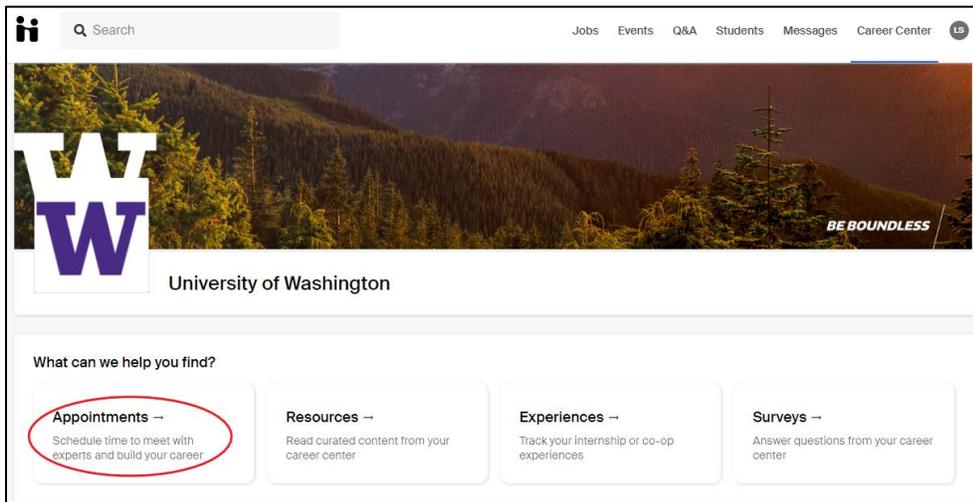
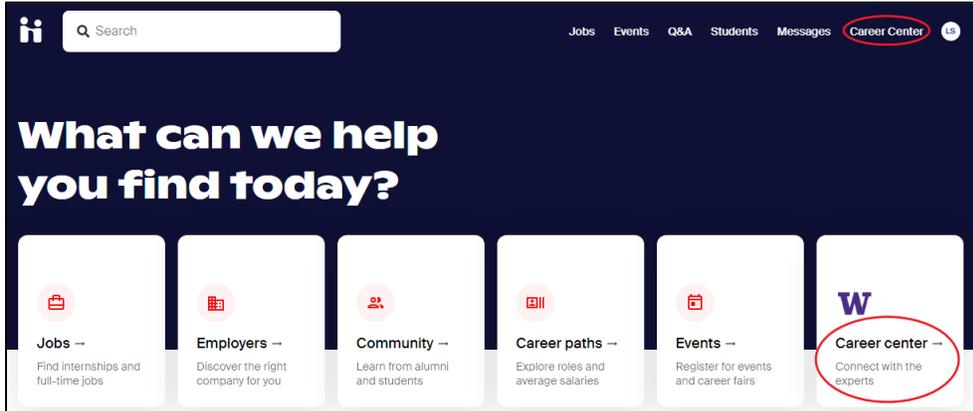
CIC Virtual Drop-In Coaching

### What if I want to cancel my scheduled drop-in?

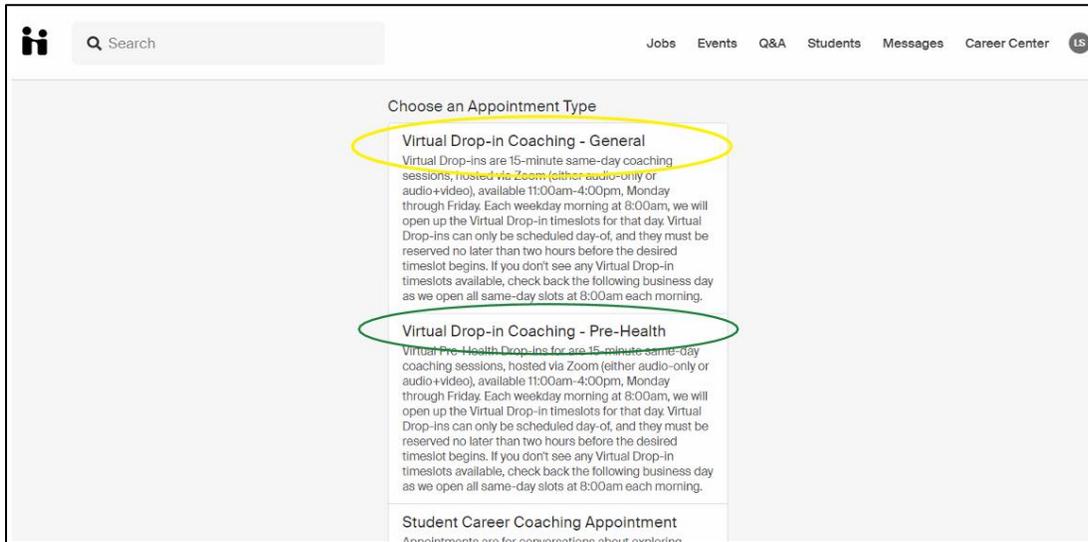
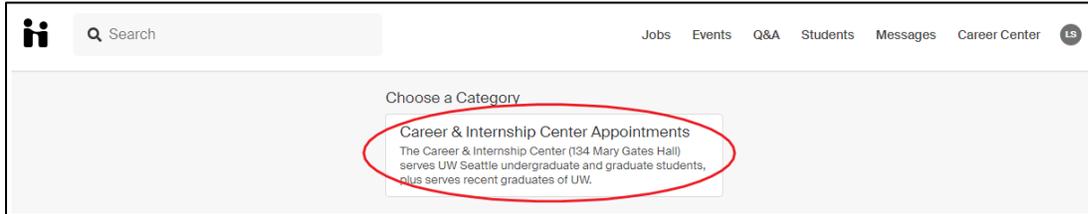
If you decide you are unable to keep your virtual drop-in slot, please cancel as soon as possible so we can accommodate another student. You can cancel directly in your Handshake account by viewing your Appointments, selecting the specific drop-in session, and clicking the red "Cancel Appointment" button.

## How do I schedule a drop-in session in Handshake?

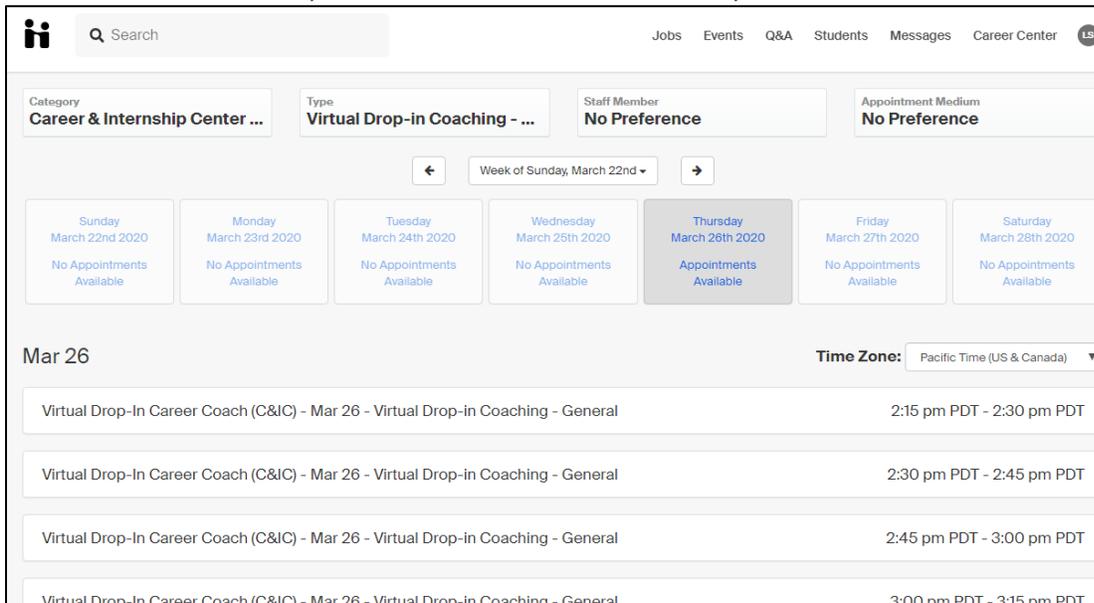
Log in to [uw.joinhandshake.com](http://uw.joinhandshake.com) using your UW NetID. To schedule a drop-in, navigate to “Career Center,” either along the top bar or on your dashboard. Once there, click “Appointments” and “Schedule a New Appointment.”



Under “Choose a Category,” select “Career & Internship Center Appointments.” You will then see two choices for drop-ins: “Virtual Drop-in Coaching – General” and “Virtual Drop-in Coaching – Pre-Health”. Select the one that best fits your need.



You will see the list of drop-in times that are available that day.



Select a timeslot, and write a note about what you're wanting to discuss in the "What can we help you with?" field. Click "Request."

The screenshot shows a web interface for requesting an appointment. At the top, there is a search bar and navigation links for Jobs, Events, Q&A, Students, Messages, and Career Center. Below this is a breadcrumb trail: "← Back You have selected a slot. If you would like to search for a different slot you may do so [here](#)." The main content area is titled "Virtual Drop-in Coaching - General at 2:15 pm PDT, Mar 26th 2020" and "Virtual Drop-In Career Coach (C&I)". Under "Appointment Request Details", there is a dropdown menu for "Appointment medium" set to "Virtual (online)". A text area for "What can we help you with?" contains the text: "I'd like some help with my resume before I begin applying for summer internships. Thank you!". At the bottom, there are "Cancel" and "Request" buttons.

You will then arrive at the confirmation page. On the left panel, you will see the date and time for your drop-in, along with the specific link for Zoom. Approximately 2-5 minutes before your scheduled drop-in, please click that link to open Zoom.

The screenshot shows the confirmation page for the appointment. A green banner at the top states "✓ Appointment was successfully created." The page is divided into two main sections. On the left, there is a profile card for the staff member, Lindsay Smith, who is a Virtual Drop-In Career Coach (C&I). Her contact information is listed: ccf2@uw.edu, Junior, College of Arts & Sciences, Psychology. The appointment details are listed below: TYPE: Virtual Drop-in Coaching - General; WHEN: Thursday, March 26th 2020 at 2:15 pm for 15 minutes; WHERE: C&I Drop-In Career Coaching (Zoom Link Will Appear Here); MEDIUM: Virtual (online). On the right, there is a confirmation section showing "Approved by Lindsay Smith" and "Approved". Below this is a "Cancel Appointment" button. A comment section allows users to "Add a Comment..." with an "Add Comment" button. The system has automatically approved the appointment on Thursday, March 26th 2020 at 12:08 pm. A "CREATE" message states: "You requested an appointment with Virtual Drop-In Career Coach (C&I) Lindsay Smith · Thursday, March 26th 2020 12:08 pm".

### I have more questions about virtual drop-ins.

If you have any questions, please send an email to [ccsf2@uw.edu](mailto:ccsf2@uw.edu) or give us a call at 206-543-0535. For additional information about all of the Career & Internship Center's virtual services, please visit our website at <https://careers.uw.edu/the-career-internship-center-is-now-virtual/>.