

CAREER DEVELOPMENT APPOINTMENT SCHEDULING GUIDE



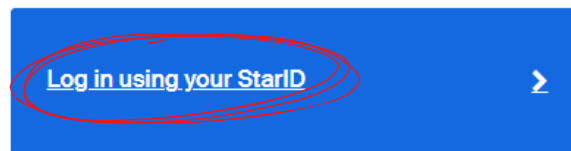
Career Development Center
MINNESOTA STATE UNIVERSITY, MANKATO

Step 1: Log into Handshake

Username: StarID; Password: StarID password

Hello!

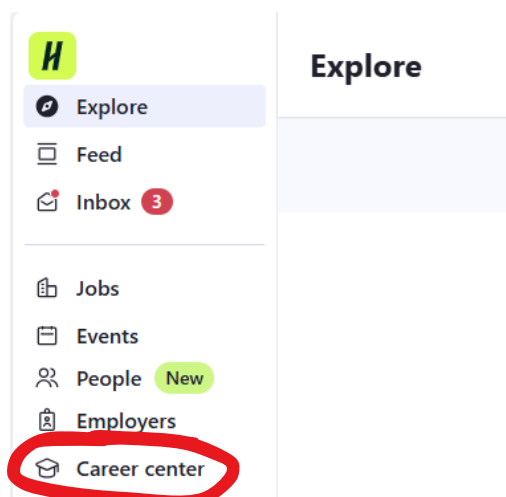
Click below to sign in to your account



[Or log in using your Handshake credentials](#)

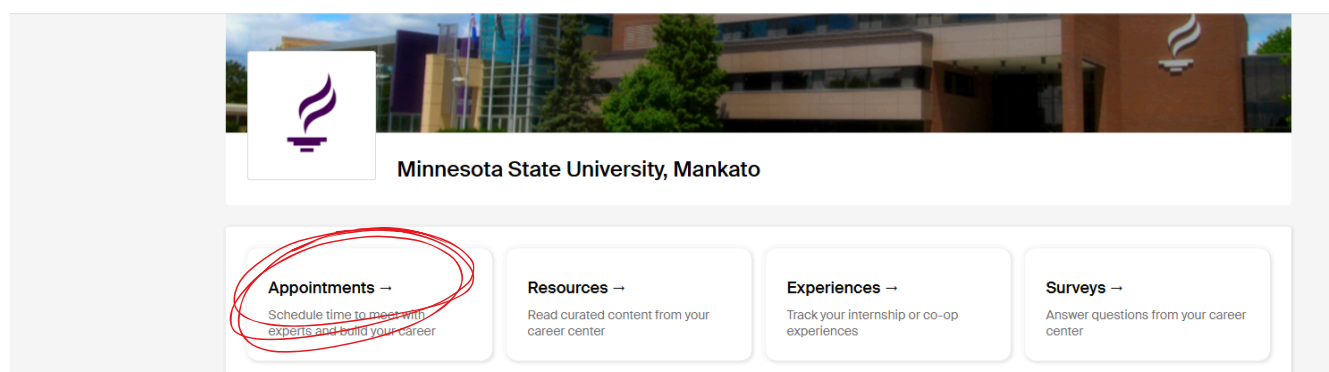
Note: DO NOT use your starID@go.minnstate.edu email address.

Step 2: Click Career Center in the bottom left



Step 3: Click on Appointments

Career center



Step 4: Click on Schedule a New Appt

Appointments

[Schedule A New Appointment](#)

Upcoming Appointments

No Appointments

Step 5: Choose the Category that best fits

Choose a Category

[Current Students](#)
Currently enrolled undergraduate or graduate student

[Recent Alumni](#)
It has been one year or less since you graduated Minnesota State University, Mankato.

Step 6: Pick an appointment type that best fits your reason for visiting

Choose an Appointment Type

[Resume, Cover Letter, or LinkedIn Profile Review](#)
30 min. appointment for Resume, Cover Letter, or LinkedIn Profile review

[Choosing or Changing Majors](#)
30 to 50-minute appointment for students choosing or changing their major.

[Exploring Careers in My Major](#)
Choose this option to explore possible career paths and job opportunities in your chosen field/major.

[Career Assessment Review](#)
50-minute appointment to review a completed career assessment. These assessments include: FOCUS, CliftonStrengths, MBTI, and Strong Interest Inventory.

[Job/Internship Search](#)
30 to 50-minute appointment for strategies and planning of a job or internship search.

[Interview Preparation](#)
30 to 50-minute appointment for what to prepare before, during, and after the interview.

[Mock Interview](#)
50-minute appointment for preparation of an upcoming interview. Send a copy of the position description to cdc@mnsu.edu

[Grad School Planning/Personal Statement Review](#)
30 to 50-minute appointment for those considering or are in the process of applying to graduate school.

[Other](#)
Want to talk about something else career or job related?

Step 7: Choose a day and time that works best with your schedule

Category
Current Students

Type
Resume, Cover Letter, or Li...

Staff Member
No Preference

Appointment Medium
No Preference

← Week of Sunday, May 4th →

Sunday
May 4th 2025
No Appointments
Available

Monday
May 5th 2025
No Appointments
Available

Tuesday
May 6th 2025
No Appointments
Available

Wednesday
May 7th 2025
No Appointments
Available

Thursday
May 8th 2025
No Appointments
Available

Friday
May 9th 2025
Appointments
Available

Saturday
May 10th 2025
No Appointments
Available


May 09 Time Zone: Central Time (US & Canada) ▼

Eleanor Axt - May 09 - Resume, Cover Letter, or LinkedIn Profile Review 11:00 am CDT - 11:30 am CDT

Eleanor Axt - May 09 - Resume, Cover Letter, or LinkedIn Profile Review 12:30 pm CDT - 1:00 pm CDT

Step 8: Select the appointment medium. Provide any notes or helpful information on what you would like help with. Submit your request.

← Back You have selected a slot. If you would like to search for a different slot you may do so [here](#).



Resume, Cover Letter, or LinkedIn Profile Review at 11:00 am CDT, May 9th 2025
Eleanor Axt

Appointment Request Details

Fields marked with an asterisk "*" are required.

* Appointment medium

Select an Appointment Medium ▼

* What can we help you with?

Cancel Request

Step 9: Prepare for your appointment!

✓ Appointment was successfully requested.