Choose a Category & Type

First, choose which category of appointment you would like to schedule. For this example, there are two choices.

Second, choose the type of appointment (your college and major). For this example, there are two choices. Based on your major, there may be more or fewer choices.

*Should you not see the appropriate choices, please contact the career center by phone at (502) 852-6701.

Login

Login to Handshake student portal at https://louisville.joinhandshake.com/login using ULink credentials and NOT your UofL email address.

Select the Career Center drop-down menu on the right side of the navigation bar

Select “Appointments” from the drop-down menu

Click “Schedule A New Appointment”

Once on the Appointments page, click the blue “Schedule A New Appointment” button.

Choose a Category & Type

1. Choose a Category
   - Career Counseling
     - Includes: major/career exploration, career assessments, resume/cover letter reviews, and practice interviews.
   - Job Search
     - Includes: full-time job searches.

2. Choose an Appointment Type
   - College of Arts and Sciences (Natural Sciences)
   - College of Arts and Sciences (Social Sciences)
6 Choose appointment date
Click on the date you would like to have your appointment on.

7 Choose a time slot
Select an available time slot for the date you have chosen*

*During busy times of the semester, coaches may not have availability for up to two weeks 🙁

8 Meeting options
Now you will see a list of different career related options. Check the options that you would like assistance with during your appointment.

9 Additional info & phone number
Enter the following textboxes with additional information you’d like your Career Coach to know before the appointment.

Enter the phone number you can be best reached at.

10 Submit request
When finished, click the green Request button in the bottom right corner of the page. Your request will then be sent to your Career Coach for confirmation. Please watch your email & Handshake for confirmation from you Career Coach!