How to Make an Appointment

All freshmen are encouraged to make an appointment with a Career Success Professional in the Baylor University Career Center. Your first appointment will be critical in helping you make initial steps to accomplishing your career goals. This step by step guide will walk you through the scheduling process and provide instructions on how to prepare for your appointment.

Where Do I Start?

1. Log into Handshake by typing in or copying the provided link into your browser: [https://baylor.joinhandshake.com/login](https://baylor.joinhandshake.com/login)
2. Sign in with your Baylor Bear ID and password
3. Authenticate your sign in with DUO by pushing a notification to your phone

I'm logged into Handshake, Where to Next?

- If you are signing into Handshake for the first time, you will be prompted to complete a brief survey
- After you complete the survey, click on either one of the Career Center tabs located on the right-hand side of your screen (See Example One)

Example One:

Scheduling an Appointment:

- This will lead you to our Career Center Home page within Handshake, from there click on the Appointments tab located on the left-hand side of your screen
- Next, click on the blue tab that says “Schedule an Appointment”
- You will be prompted to select your desired college or choose “Undecided” if you have not chosen a major
- Choose the “New to Baylor” appointment type
- Finally, select a day and time slot that works best for your schedule!
Preparing for your Appointment

Once you have scheduled your appointment, you will want to ensure that you are properly prepared for your meeting with a Career Success Professional. During your appointment, we will review a few of the following areas: your completed Handshake Profile, your Super Strong results, your résumé, job and internship resources, and career ideas that you have. Make sure to review the next steps below before your appointment occurs.

Appointment Medium – Video or Phone Call?

- When you scheduled your appointment, you should have selected either a video call or phone call to discuss your appointment (See Example Two)
- If you selected a video call, make sure to have set up your Zoom account with your Baylor email address prior to the appointment
- If you selected a phone call, make sure you are in a quiet place so that we can properly discuss your goals and our resources

Example Two:

Materials for your Appointment:

1. Pen and paper, to take notes during your appointment
2. A laptop or computer to promptly access our resources during your appointment
3. Your Super Strong results (if you completed the assessment)
4. The résumé you built utilizing Upkey (if you completed résumé building tool)

Family Educational Rights and Privacy Act (FERPA) Guidelines:

- This law, enacted in 1974, is to protect all students’ educational records; which includes appointments conducted with the Baylor University Career Center
- We know this is a transition for all parents and students, as we will not be able to tell you specifics on your student’s career activity
- Students can also sign a waiver in Bearweb, which will give parents access to some areas within their student’s educational records
- If you are a parent or legal guardian of a student, please feel free to reach out to the Career Center with your questions or concerns, as we will do our best to address them