1. Log in to Handshake with your CSB/SJU credentials: [https://csbsju.joinhandshake.com/login](https://csbsju.joinhandshake.com/login).
2. Click Career Center from the top ribbon.
3. Click Appointments under “What can we help you find?”

![Handshake Appointments](image)

4. Click Schedule a New Appointment.
5. Click Virtual.

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**Choose a Category**

- Virtual

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6. Choose an Appointment Type:

Choose an Appointment Type

- Academic Internship Questions
- Bonner Leader Program Coaching
- Cover Letter Critique
- Exploring Majors & Careers
- Gaining Experience

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7. Select the date/time that is best for you. See what staff members are available by using the filter.

![Appointment Schedule](image)

8. In the What can we help you with? box, please provide a brief description of what we can help you with. This will help the career coaches prepare for your session.

9. Upon selecting the Request button, your appointment will be automatically approved. You will then receive an email later from an XPD staff member with a Zoom link. This will connect you virtually in an audio and/or video conference.

*Note: if you are unable to attend your XPD appointment, please log in to Handshake and cancel your appointment. You can do this the same way you schedule an appointment, but when you get to the spot where it says Schedule a New Appointment, you will see your upcoming appointments. Select the appointment to cancel.*

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**CSB OFFICE**

Clemens Library

(320)-363-5707

**XPD- EXPERIENCE & PROFESSIONAL DEVELOPMENT**

www.csbsju.edu/xpd

Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

**SJU OFFICE**

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