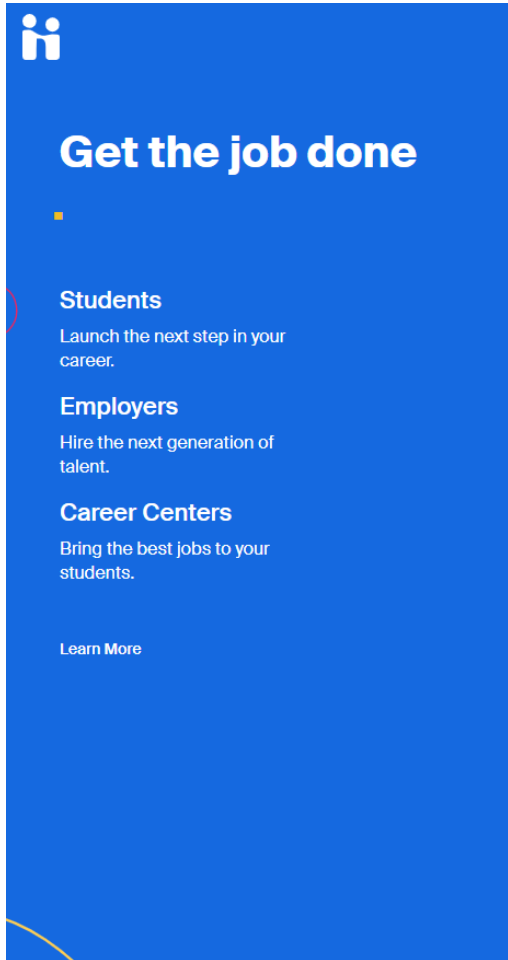




## Steps on how to make career advising appointment on Handshake

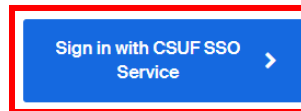
1. Log in to [Handshake](#) by selecting the "Sign in with SSO" option and use your CSUF credentials



No account? [Sign up here.](#)



CSU Fullerton - College of Business and Economics



You can also sign in with your email address.  
(Please use your .edu address, if applicable.)



2. Select "Career Center" in the upper right corner.

Jobs Events Employers Messages **Career Center**

# Steps to success you can take today

**Attend an event**  
Learn more about employers or roles you're interested in, directly from the source.

**Follow 2 new employers**  
Be the first to know when an employer posts a new job or hosts an event.

**CSU Fullerton - College of Business and Economics Career Center** →  
View your school's resources

## Get Virtual Face Time with Employers

<b>Sep 29</b> Virtual career fair <b>Fall 2021 Business Career Fair (Virtual)</b> CSU Fullerton - College of Business and Economics	<b>Aug 12</b> Virtual Session <b>Summer Open House Series (Aug 12th)</b> RSM US LLP	<b>Jul 21</b> Virtual Session <b>Summer Open House Series (July 21st)</b> RSM US LLP
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3. On the next page, choose "Appointments" under "What can we help you find?"



Jobs Events Employers

Messages <sup>6</sup> Career Center <sup>22</sup> BS



CSU Fullerton - College of Business and Economics

What can we help you find?

**Appointments** →

Schedule time to meet with experts and build your career

**Resources** →

Read curated content from your career center

**Surveys** →

Answer questions from your career center

**About**

**Description**

Located in the heart of Orange County, the College of Business & Economics at Cal State Fullerton is the largest accredited business school on the West Coast, nationally recognized for accreditation in both its business and accounting programs. As one of the most diverse campuses in Orange County, the college houses over 9000 undergraduate and 500 graduate business students studying a variety of concentrations from accounting, finance, management, marketing, international business, information systems, economics, and more.

**Contact Information**

**Website**

<https://business.fullerton.edu/Career-Services>

**Phone**

6572788738

**Email**

[businesscareers@fullerton.edu](mailto:businesscareers@fullerton.edu)



4. On the Appointments page, select the blue "Schedule A New Appointment" button.

Appointments

Schedule A New Appointment

Upcoming Appointments

Appointment	Type	Date	Status
Appointment with Gloria Rodriguez	LinkedIn Review (Bachelors)	Thursday, July 1st 2021 at 5:00 pm	Cancelled
Appointment with Gloria Rodriguez	Resume Review (Bachelors)	Friday, July 2nd 2021 at 12:00 pm	Approved
Appointment with Andre Rishi	Resume Review (MBA/Masters)	Monday, July 12th 2021 at 10:00 am	Cancelled
Appointment with Naomi Shibley	EIR Career Appointment (Bachelors)	Tuesday, July 13th 2021 at 10:00 am	Cancelled

Past Appointments

Appointment	Type	Date	Status
Appointment with Lindsay Siegmund	Internship Search (Bachelors)	Thursday, July 1st 2021 at 10:30 am	Cancelled
Appointment with Gloria Rodriguez	Resume Review (Bachelors)	Monday, June 28th 2021 at 1:30 pm	Approved
Appointment with Megan Martinez	Cover Letter (Bachelors)	Monday, June 28th 2021 at 11:00 am	Cancelled
Appointment with Megan Martinez	Resume Review (Bachelors)	Monday, June 28th 2021 at 10:30 am	Cancelled
Appointment with Megan Martinez	Resume Review (Bachelors)	Monday, June 28th 2021 at 10:30 am	Cancelled
Appointment with Gloria Rodriguez	Resume Review (Bachelors)	Monday, June 28th 2021 at 10:00 am	Cancelled
Appointment with Gloria Rodriguez	Resume Review (Bachelors)	Monday, June 28th 2021 at 10:00 am	Cancelled
Appointment with Gloria Rodriguez	Cover Letter (Bachelors)	Monday, June 28th 2021 at 10:00 am	Cancelled
Appointment with Naomi Shibley	Cover Letter (Bachelors)	Friday, June 25th 2021 at 12:00 pm	Cancelled
Appointment with Megan Martinez	TEST APPOINTMENT TYPE	Monday, May 31st 2021 at 10:00 am	Cancelled
Appointment with Megan Martinez	TEST APPOINTMENT TYPE	Monday, May 24th 2021 at 11:00 am	Cancelled



5. On the category page, choose the category that is appropriate to you (Bachelors/Masters)



Jobs Events Employers



Messages <sup>6</sup> Career Center <sup>22</sup> BS

Choose a Category

[College of Business and Economics](#)  
(Bachelor's Degree)



6. Next, select the appointment type that you need. Appointment type can also be changed in the next step.

 [Jobs](#) [Events](#) [Employers](#) [Messages](#) <sup>9</sup> [Career Center](#) <sup>22</sup> 


Choose an Appointment Type


<a href="#">Resume Review (Bachelors)</a>
<a href="#">Cover Letter (Bachelors)</a>
<a href="#">Internship Search (Bachelors)</a>
<a href="#">Academic Internship/Practicum Questions (Bachelors)</a>
<a href="#">Job Search (Bachelors)</a>
<a href="#">Interview Prep (Bachelors)</a>
<a href="#">Mock Interview (Bachelors)</a>
<a href="#">LinkedIn Review (Bachelors)</a>
<a href="#">Class Assignment (Bachelors)</a>
<a href="#">Other Career Related Question (Bachelors)</a>
<a href="#">EIR Career Appointment (Bachelors)</a>



7. On the appointment details page:

- You will see the available appointments for the appointment type you selected
- The appointment filters on top allow you to specify the appointment time frame, appointment type, staff members and appointment medium
- Select the appointment date/time that you want on this page.


[Jobs](#)
[Events](#)
[Employers](#)

[Messages](#) <sup>6</sup>
[Career Center](#) <sup>22</sup>


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Category  
**College of Business and Ec...**

Type  
**Cover Letter (Bachelors)**

Staff Member  
**No Preference**

Appointment Medium  
**No Preference**

Week of Sunday, June 27th

Sunday  
June 27th 2021

No Appointments Available

Monday  
June 28th 2021

No Appointments Available

Tuesday  
June 29th 2021

No Appointments Available

Wednesday  
June 30th 2021

No Appointments Available

Thursday  
July 1st 2021

No Appointments Available

Friday  
July 2nd 2021

No Appointments Available

Saturday  
July 3rd 2021

Appointments Available


**Jul 03** Time Zone: Pacific Time (US & Canada) ▾

Megan Martinez - Jul 03 - Cover Letter (Bachelors)	10:00 am PDT - 10:30 am PDT
Megan Martinez - Jul 03 - Cover Letter (Bachelors)	10:30 am PDT - 11:00 am PDT
Megan Martinez - Jul 03 - Cover Letter (Bachelors)	11:00 am PDT - 11:30 am PDT
Megan Martinez - Jul 03 - Cover Letter (Bachelors)	11:30 am PDT - 12:00 pm PDT
Megan Martinez - Jul 03 - Cover Letter (Bachelors)	12:00 pm PDT - 12:30 pm PDT
Megan Martinez - Jul 03 - Cover Letter (Bachelors)	12:30 pm PDT - 1:00 pm PDT
Megan Martinez - Jul 03 - Cover Letter (Bachelors)	1:00 pm PDT - 1:30 pm PDT



- On the final page, choose the appointment medium and provide any information you would like the advisor to know for the appointment. Select the green "Request" button to confirm the appointment.

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

 Cover Letter (Bachelors) at 10:00 am PDT, Jul 6th 2021  
Gloria Rodriguez

Appointment Request Details

Fields marked with an asterisk "\*" are required.

\* Appointment medium Video Zoom Call - Business Career Services

\* What can we help you with? Cover letter for an accounting internship role

Cancel Request

- An email confirmation with the appointment details will be sent to your CSUF email from Handshake.