How to Schedule an Appointment:

Step 1: At the Handshake homepage, on the left hand side, go to the Plan column and click on “Appointments”. Next, select “New Appointment” and then “Rockefeller College”.

Step 2: Select from the following options as to why you are requesting a meeting and fill in the questions associated with your specific appointment type.

Step 3: Next you can select the appointment date and time that fits with your schedule. Make sure you change the “Staff Member” to Yalitza Negron, or the Rockefeller Career office won’t get notified of your requested meeting.

Step 4: Select the medium of the conversation, in person or phone, and if you are requesting a phone meeting make sure to include your phone number in the description and provide additional detail about the focus of your meeting.

Step 5: Feel out the survey question that is indicated at the bottom of the form to better support the preparation for your meeting.

Step 6: Click the “Request” button on the bottom right hand corner to complete your submission. The Office will be notified about your appointment and your request will be reviewed within 1 business day.

**If you need to cancel an appointment less, all students are required to cancel within 24 hours before your scheduled appointment via Handshake. Once you have cancelled your appointment, please ensure that you send an email to Rockefeller.careers@albany.edu to confirm the cancellation**