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| OFFICES OF CAREER SERVICES AND LEADERSHIP MANAGEMENT |
| **Scheduling Appointments** |

Below are procedures for scheduling 30-minute appointments with career services staff. For an overview of what to expect and how to prepare for an appointment, please review our Career Counseling guide.

1. **Log in to Career Connect** using the appropriate constituent link:

   Students:
   https://candidate.gradleaders.com/ColumbiaSW/Candidates/Login.aspx?pid=3455
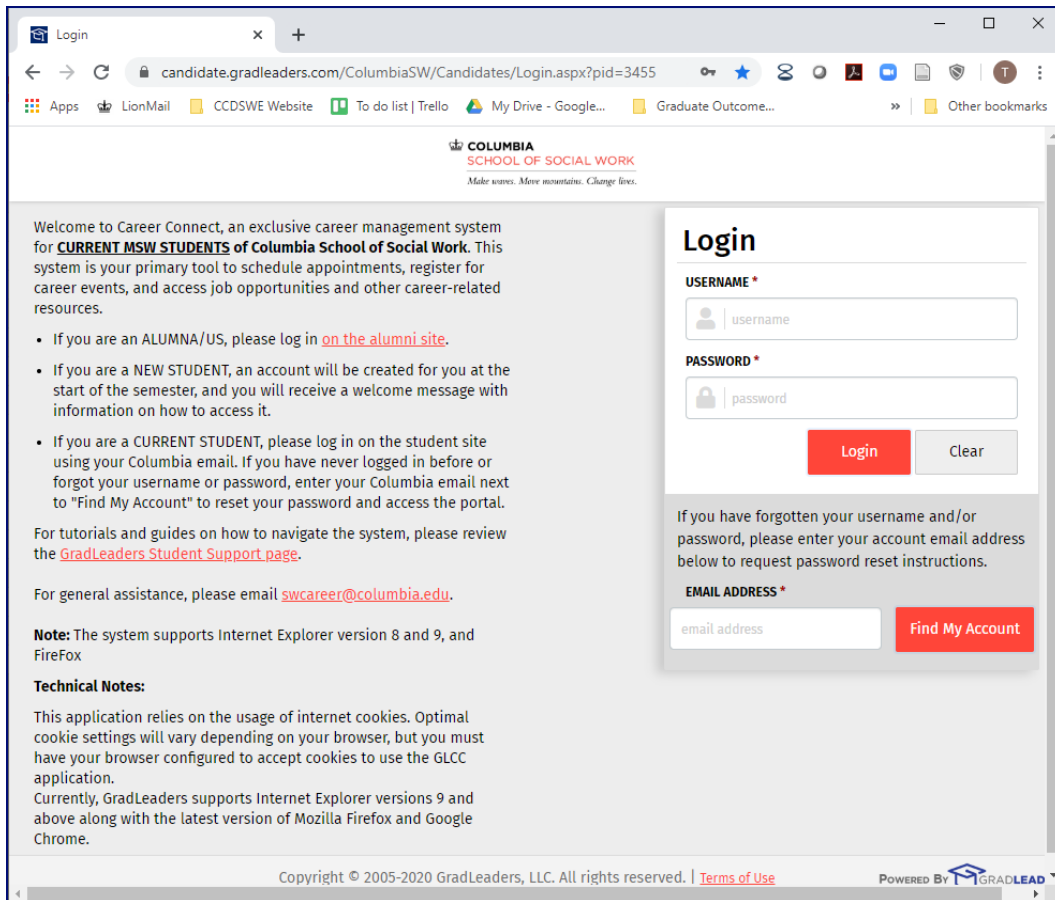
NOTE: All students have been issued accounts at the start of their program with their UNI as their username and Columbia email as their associated account. (Check for the email titled "Welcome to Career Connect".)

> If you have never logged in before or forgot your username or password, enter your Columbia email next to "Find My Account" to reset your password. If resetting does not work, email us at swcareer@columbia.edu and request to have your account reset.

Alumni:

https://candidate.gradleaders.com/ColumbiaSW/Candidates/Login.aspx?pid=3453

> NOTE: If you do not have an existing account and/or graduated prior to the 2017-2018 year, please complete this account request form, which requires submission of your full name (including your name while you were a student, if it has changed), UNI, graduation date, and Columbia email. Once your credentials are verified, we will create an account for you.
>
> If you do not know your UNI or have an active Columbia email address, go to Columbia Alumni Association's website for directions on how to obtain both.

2. Once you have logged in, select **Advising** > **Career Advising** on the Dashboard menu to the left.
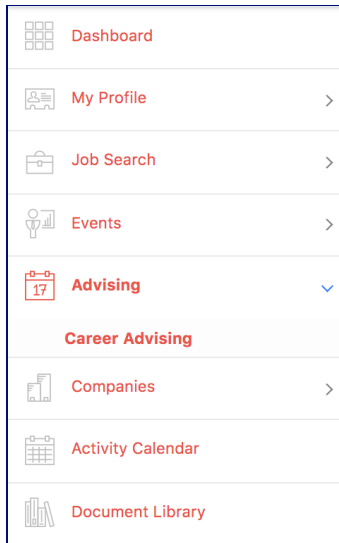
⚠️ If you do not see this option, it means that you still need to complete the account registration steps, including your profile, resume upload, and communication preferences.

3. On the following screen, click on **Add Appointment**.

4. Then select **Student Career Consultation** or **Alum Career Consultation**, depending on your status, and **Find Available Appointments**.

Find Available Appointments

APPOINTMENT TYPE: *

Student Career Consultation

Find Available Appointments   Cancel

5. On the following **Advising Availability Calendar**, **pick a date/time** that works with your schedule.

Advising Availability Calendar

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APPOINTMENT TYPE:	ADVISOR:	ROOM:
Student Career Consultation	All Advisors	All Rooms

⊘   **MAR 2020**   ⊙

SUN	MON	TUE	WED	THU	FRI	SAT
1 No available times	2 No available times	3 No available times	4 No available times	5 No available times	6 No available times	7 No available times
8 No available times	9 No available times	10 No available times	11 No available times	12 No available times	13 No available times	14 No available times
15 No available times	16 No available times	17 No available times	18 No available times	19 Pick Time **4**	20 No available times	21 No available times
22 No available times	23 No available times	24 No available times	25 Pick Time **1**	26 Pick Time **4**	27 No available times	28 No available times
29 No available times	30 No available times	31 No available times	1 Pick Time **1**	2 Pick Time **4**	3 No available times	4 No available times

If there are no options to choose from, check the following month by clicking on the right arrow above the calendar.

6. On the **Signup** screen, select the **primary reason for the appointment** and the **resume** you want associated with the appointment.

   As a default, **all appointments will be scheduled via Zoom,** and a link will be shared with you at least two days before the meeting. If you prefer a phone appointment, please indicate this request in the "Notes to Staff" section, and make sure to include your phone number.

7. You will receive a **follow-up email** with details of your appointment request. Please make sure to add the appointment to your calendar and also **think about what you want to get out of the session** in the 30 minutes allotted. Keep in mind that resume and cover letter reviews typically take up the entire session *individually*, and it is expected that you will need to invest time after the appointment to make additional edits with the feedback and resources provided.

8. If your **schedule changes** and you are no longer able to attend the meeting, please make sure to **cancel the appointment in advance**. There is a high demand for appointments, and advanced cancellation will allow other students and alumni to take advantage of the last minute opening.

   You can cancel in the system by going to your **Advising Appointments** menu and simply clicking on **Action > Cancel**, and then **Remove Signup**.

   For same day cancellation, please email swcareer@columbia.edu or the career services staff member directly.