

OFFICES OF CAREER SERVICES AND LEADERSHIP MANAGEMENT

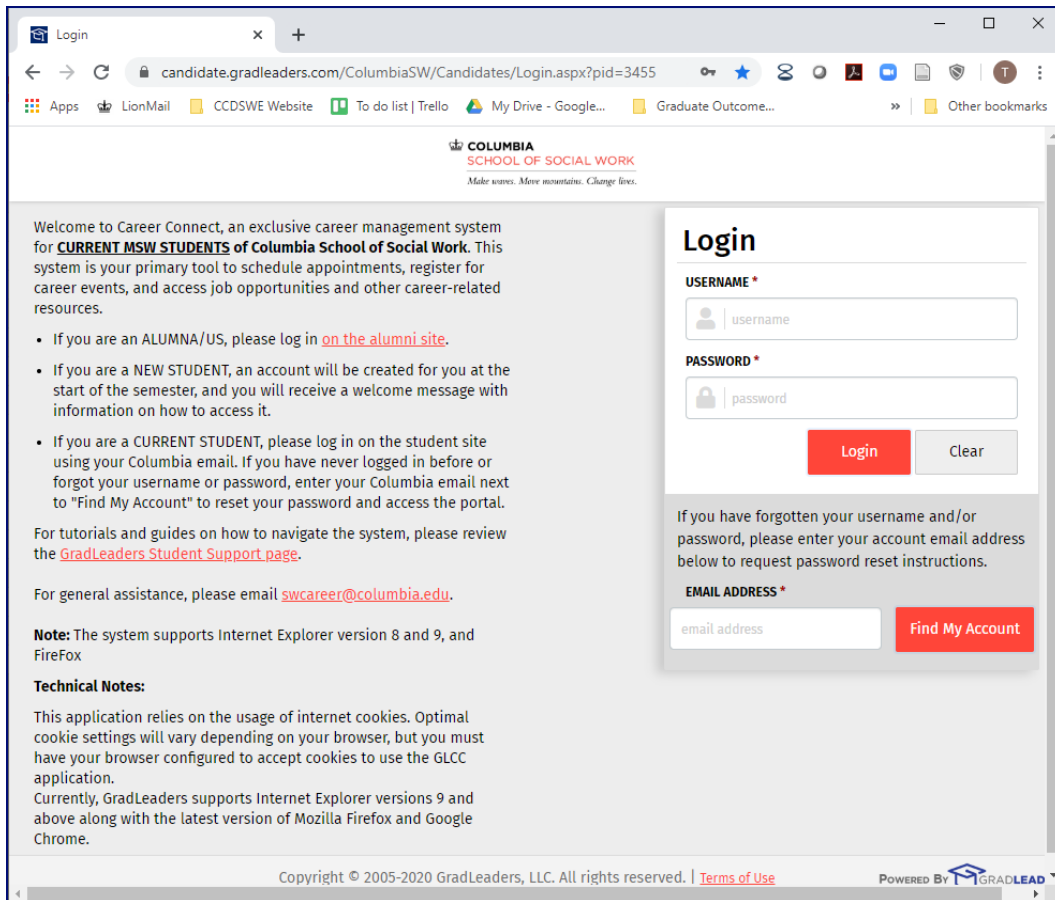
Scheduling Appointments

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>

COLUMBIA
SCHOOL OF SOCIAL WORK
Make waves. Move mountains. Change lives.

Welcome to Career Connect, an exclusive career management system for **MSW ALUMNI** of Columbia School of Social Work. This system is your primary tool to access job opportunities and resources, schedule appointments, and register for career events.

- If you were a STUDENT DURING THE 2017-2018 academic year, please note that you already have an account. You may request your account information by emailing swcareer@columbia.edu.
- If you are a FIRST-TIME USER who graduated prior to the 2017-2018 academic year, please email swcareer@columbia.edu with your full name (including your last name at the time of graduation, if different), UNI, **Columbia email**, and graduation year. We will create an account for you. Please allow up to 10 business days for processing.
- Graduates who used LionMail while students have uninterrupted access to LionMail service. The Columbia Alumni Association also offers alumni [free, Web-based email](#) (UNI and password required) that includes a Customizable name @caa.columbia.edu with no forwarding required.
- If you do not know your UNI and/or need to set it up, you can go to the Columbia Alumni Association [UNI Help page](#).
- If you are a CURRENT STUDENT, please log in on the [student site](#). If you have never logged in before or forgot your password, enter your Columbia email next to "Find My Account" to reset your password and access the portal. Note that your username will be your UNI.

For tutorials and guides on how to navigate the system, please review the [GradLeaders Student Support page](#).

For general assistance, please email swcareer@columbia.edu.

Login

USERNAME *

PASSWORD *

Login Clear

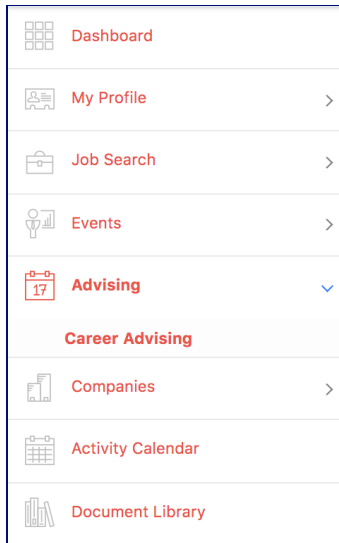
If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

EMAIL ADDRESS *
 Find My Account

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.

- 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**.

A screenshot of a web application interface. At the top left is the 'COLUMBIA SCHOOL OF SOCIAL WORK' logo and the text 'Students'. At the top right are a user profile icon, a notification bell with '11', and the name 'Tomomi'. Below the header is a navigation menu on the left with items: Dashboard, My Profile, Job Search, Events, Advising (selected), Career Advising, Companies, Activity Calendar, Document Library, and Report Employment. The main content area is titled 'Advising Appointments' and contains a '+ Add Appointment' button and a 'Review All Advisors' button. A yellow highlighted text block reads: 'UPDATE (as of 3/13/20): All appointments will be conducted over Zoom as a default. If you prefer a phone appointment, please specify your preference in the appointment request and include your phone number.' Below this is a section 'To schedule an appointment:' followed by three numbered steps. Step 1: 'Click on "Add Appointment" and choose "Student Career Consultation". The system will default to the next available date. Note that all times listed are in Eastern Time (ET). To view other available times, click on "Availability Calendar".' Step 2: 'On the Signup screen, select the primary reason for the appointment. If you prefer a phone appointment, please indicate your request in the "Notes to Staff" section and include a number where you can be reached.' Step 3: 'In preparation for the appointment, think about what you want to get out of the session in the 30 minutes allotted, and be prepared to take notes. In the meantime, we encourage you to review the extensive resources in the Document Library (see the link within the Dashboard Menu to the left), which includes career tips, templates, job search links, and more. You can also take a look at the Career Services Blog.' Below the steps is a note: 'If you are unable to make your appointment, please cancel or reschedule it within 48 hours in accordance with our appointment policy. For last minute conflicts, please email swcareer@columbia.edu or the career services staff member directly.' At the bottom right of the main content area is a 'Sort By' dropdown menu set to 'Reverse Chronol' and a hamburger menu icon. Below the main content area is a section titled 'Signups (0)' with a horizontal line and the text 'There are no records to display.'

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

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

Advising Availability Calendar

<< Screen message text is empty >>

APPOINTMENT TYPE: Student Career Consultation ▼

ADVISOR: All Advisors ▼

ROOM: 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.

SIGNUPS (1)

Advising on Mar 19 2020 3:00 PM

Student Career Consultation

ADVISOR:
Rawlisha Peña

STATUS:
Signed Up - 3:00 PM

ACTION:
Cancel

Signup Information LESS

time	signup status	pick time
3:00 PM - 3:30 PM	Signed Up	

edit survey

Candidate Advising Appointment Detail -

NOTES FOR STAFF

If you would like to request a phone or Zoom appointment, please indicate it here, along with a phone number if applicable. You may also add any additional notes for the staff.

REASON FOR APPOINTMENT *

Select Responses v

Career Counseling X

SELECT RESUME *

Resume Template v

[Browse To Upload New Resume](#)

Click 'Update' to commit changes.

Update
Remove Signup