Scheduling Appointments

Below are procedures for scheduling 30-minute appointments with career services staff using Career Connect. For general appointment scheduling policies and guidelines, please review our Appointment Policies.

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

   **Students:**
   

   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

2. Once you have logged in, select **Advising > General 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.

5. On the following Advising Availability Calendar, pick a date/time that works with your schedule. Keep in mind that all appointments can be scheduled in person (default), by phone, or via Zoom.

NOTE: Student appointments are available Tuesdays through Thursdays, and alumni, on Fridays.
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.

   If you would like to conduct the appointment by phone or via Zoom, please indicate this request in the "Notes to Staff" section, and make sure to include your phone number, if applicable. If you request a Zoom appointment, you will receive a link from the respective staff member prior to the appointment date.

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 very high demand for appointments, and advanced cancellation may 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.