STUDENT GUIDE TO ONLINE APPOINTMENTS

How to schedule appointments through Job Finder

### STEP 1:

Log into your **Job Finder account** by visiting the CDC website (www.wpi.edu/+CDC) and clicking on the Job Finder logo. Click on "Student/Alumni" and then enter your username and password.

> **Note for first time Job Finder users**: Your username is your WPI Student ID number. Your password is the first 4 digits of your Student ID followed by your 4 digit birth month and day. (*For example*: Username = 12345678; Password = 12340523 for May 23 birthday)
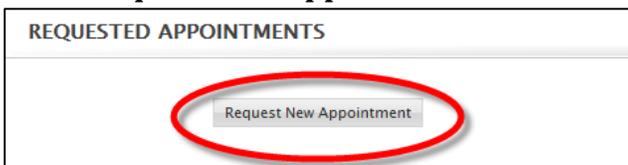
STEP 2:

Click the **"Schedule an Appointment"** link in the Shortcuts menu.
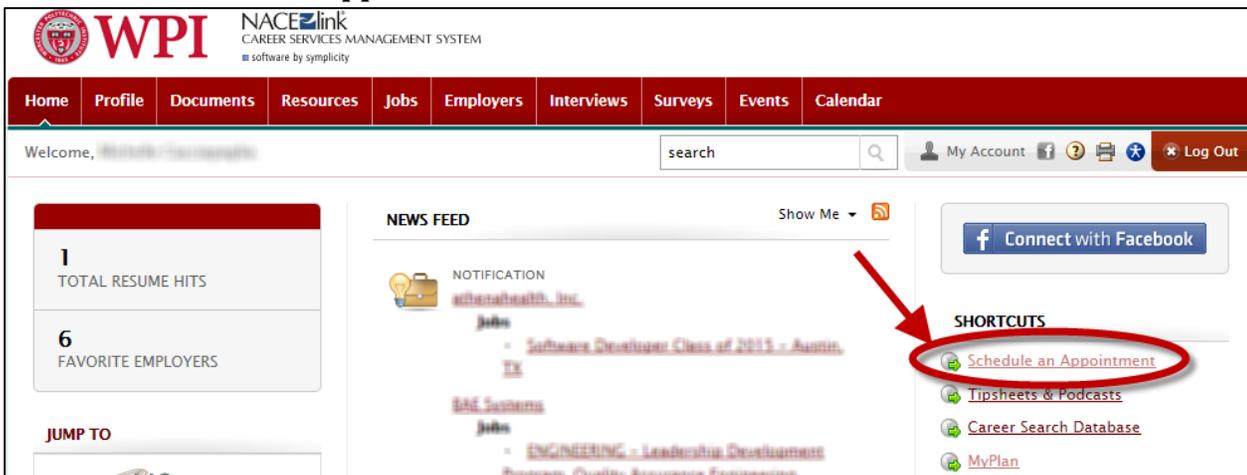
STEP 3:

Click **"Request New Appointment"**

STEP 4:

- Select the **Type of Appointment** you want to schedule by selecting a topic from the drop-down.
  - ○ ***For a description of the available appointment topic and their lengths, refer to the last page of this packet or the CDC website!***
- Optional items to fill in:
  - ○ Select the **Date Range** that you want to search for an available appointment by specifying a start and end date.
  - ○ If you are only available during a certain time of day, you may use the arrow sliders to select a particular **Time Range**.
  - ○ Your appointment topic will determine whether your **Appointment Length** is 30 or 60 minutes. *The length of the appointment will appear in the "Type of Appointment" name – thus, choosing "Resume/CV Critique (30 min)" and then selecting a length of 60 minutes will result in no appointments being available. Type and Length must match for choices to appear!*
  - ○ You may also select a **Counselor(s)** if you prefer to work with a particular staff member. If you prefer to find the first available appointment with any staff member, you can leave this field blank.
  - ○ If you prefer certain **Days of the Week**, you may also select those.

STEP 5:

Click **"Check Availability"** or **"Refine Results"** on the bottom left of the screen and a list of available appointments will populate on the right.

STEP 6:

Click on the appointment you want, then fill out the required information for the meeting. When finished, click "**Submit Request**." You will receive an email at your WPI email account confirming your appointment once complete.

Students and alumni who are long-distance may opt to have an appointment over the phone or through Skype.

> **IMPORTANT: "Notes"** is a required field. Please include any information about your appointment that would be helpful for the CDC staff member to know (For Example, for an Interview Skills appointment, you might add a note that you want to learn skills for IQP interviews). **Alumni MUST include notes about the topic they wish to discuss.**

You may view all of your upcoming appointments ("**Approved Appointments**") with the CDC under "**Counseling Appointment**" in your "**Calendar**" tab in Job Finder.

How to add CDC appointments to your Outlook Calendar

STEP 1:

Click the "**Calendar**" tab. Select "**Day View**" or "**Week View**" and select to show "**Counseling Appointments.**" Use the calendars on the right to select the correct date of your appointment.

STEP 2:

Click on (or hover over) your appointment at the CDC and click "**Add to Calendar**." When a pop-up appears on your screen, click "**Open**." An Outlook appointment will appear and you can "**Save**" it to your Outlook Calendar.

If you have any questions about the online appointment process please feel free to contact the Career Development Center at 508-831-5260 or come in to the office

How to cancel/reschedule upcoming appointments

Hover over the "**Calendar**" tab and click on the "**Counseling Appointment**" sub-tab. Your upcoming appointments can be seen under "**Approved Appointments**."

> **IMPORTANT**:
> **You may cancel/reschedule your appointments <u>UP TO 2 HOURS IN ADVANCE</u> of the appointment start time**.
> If you must cancel or reschedule with <u>less</u> than 2 hours advanced notice, please **call the Career Development Center at 508-831-5260**.

If it is within the allowable time period to cancel/reschedule your appointment, you will see the option "Cancel" or "Reschedule" underneath your appointment. If it is less than 2 hours prior to your scheduled appointment, these options will not appear and you will need to call the CDC.
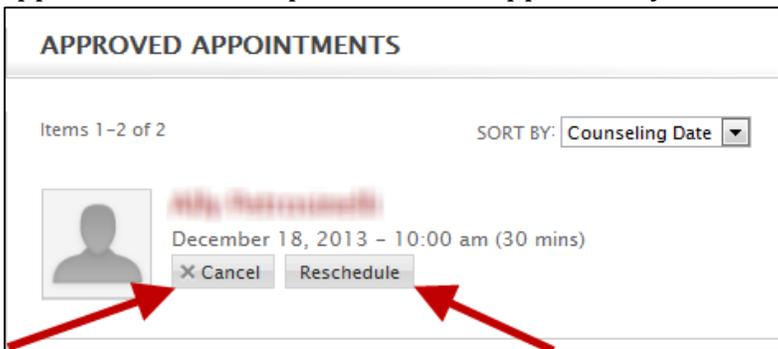
To CANCEL your appointment:

Click "**Cancel**" and select a reason for cancellation in the drop down menu. You may provide more information for the counselor if you would like, though it is not required. When finished, click "**Submit**."

> **NOTE:** You MUST cancel your appointments through Job Finder – simply deleting the appointment from your Outlook Calendar will not cancel the appointment.
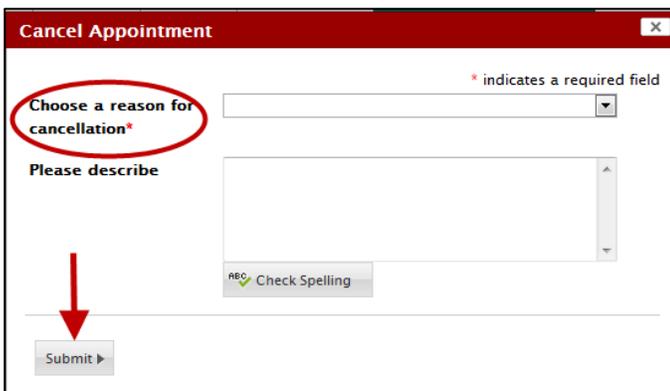
To RESCHEDULE your appointment:

Click "**Reschedule**." This will bring you back to the scheduling process. Then simply **follow Steps 4 through 6** above.

Available CDC Appointment Topics

APPOINTMENT TOPIC AND LENGTH	APPOINTMENT DESCRIPTION
30 MINUTE APPOINTMENTS	
Resume/CV Critique	Resume and Curriculum Vitae (CV) critiques or instructions on how to write one. Bring a hard copy to your critique appointment.
Cover Letter Critique	Cover letter critique or instruction on how to write one. Bring a hard copy and copy of job description.
Graduate School Planning	Discuss how to choose a school, finances, testing and writing a personal statement.
Career Search Database	Tutorial on how to use database to identify companies by industry and location (US and internationally).
Job Finder	Tutorial on how to use Job Finder.
Job Offer/Negotiation	Discuss how to evaluate and negotiate job offer(s)
International Student Resources	Discuss job search resources for international students including how to use database of US companies sponsoring H1B visa holders for full time jobs.
Co-Op Information	Review paperwork and process for students wanting to learn more about this 6-8 month career-related work experience.
LinkedIn/Networking	Discuss how and why to network, including training on LinkedIn and feedback on profile.
Interview Skills	Discuss how to prepare for an interview and advice on interviewing skills and answering questions. Highly recommended to schedule this appointment prior to doing a Mock Interview.
60 MINUTE APPOINTMENTS	
Mock Interview	Conduct mock interview which includes recorded interview, review and a critique with advice on interview strengths and areas for development. Email your resume and a job description you want to use to the CDC email (cdc@wpi.edu) at least 24 hours prior to your appointment. Dress professionally and bring a hard copy of resume. It is recommended to have an Interview Skills appointment prior to a Mock Interview, if possible.
Internship/Co-Op Search Strategies	Discuss strategies and resources for finding internships and co-ops.
Full Time Job Search Strategies	Discuss strategies and resources for finding full-time employment.
Career Advising	Discuss interests, skills, values, possible career options, and other issues related to careers. May discuss interest in taking career interest or personality assessments.
Choosing/Changing a Major	Assistance with exploring majors, narrowing down selection of majors, and choosing a major.
Assessment Results	Review results from individual assessments including Strong Interest Inventory and MBTI. Students need to have completed assessment prior to this appointment
Alumni Appointment (ALL TOPICS)	For all topics. This appointment is for **alumni who graduated MORE THAN 1 YEAR ago**. Alumni must specify in "Notes" box what topics they are hoping to discuss.