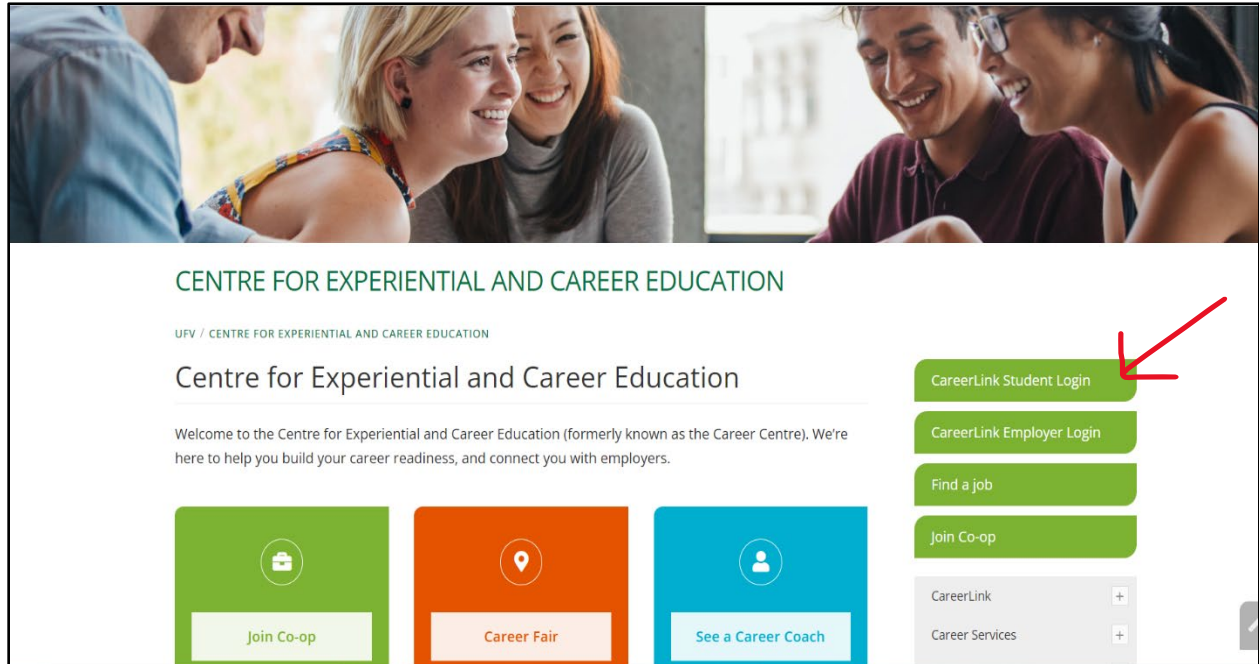


Booking a career coaching appointment

Learn how to book a career coaching appointment with a Career Peer from the Centre for Experiential and Career Education (CECE)! Career Coaching includes tips for resumes and cover letters, interviews, and job search skills.

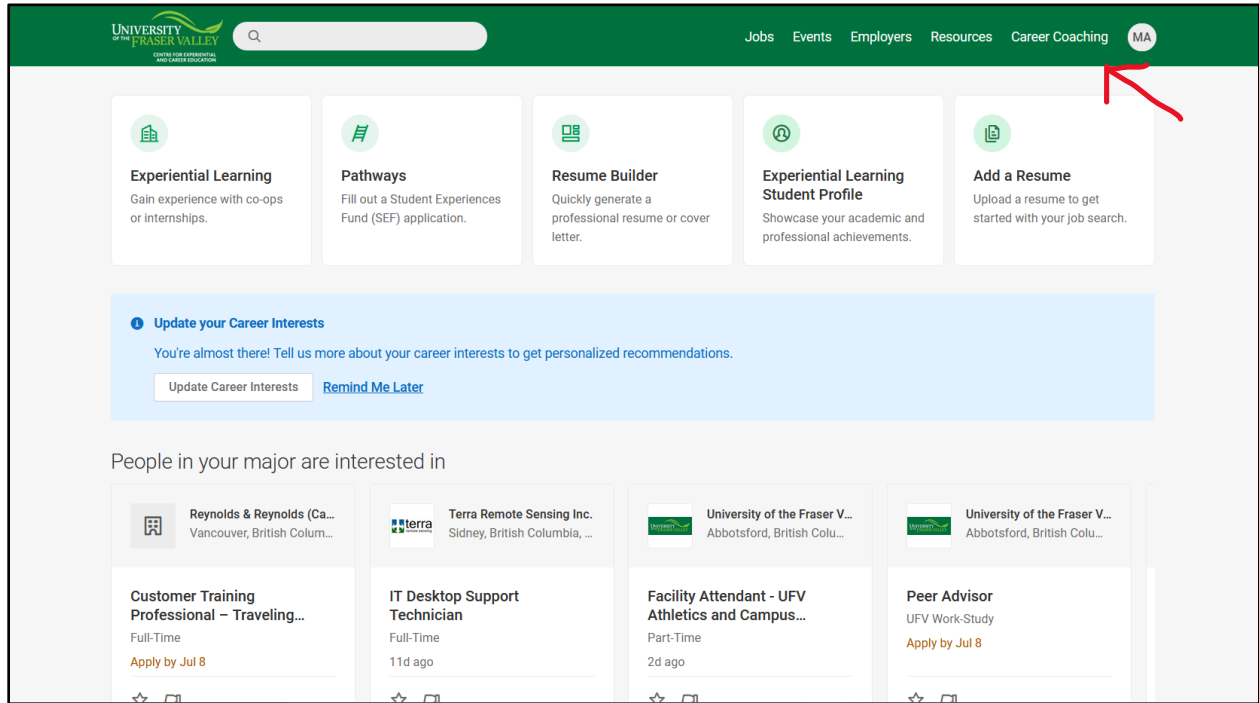
To book a career coaching appointment online:

1. Open your web browser and go to <https://www.ufv.ca/jobs/>.
2. Click on **CareerLink Student Login** and login into your CareerLink account using your student email id and password.

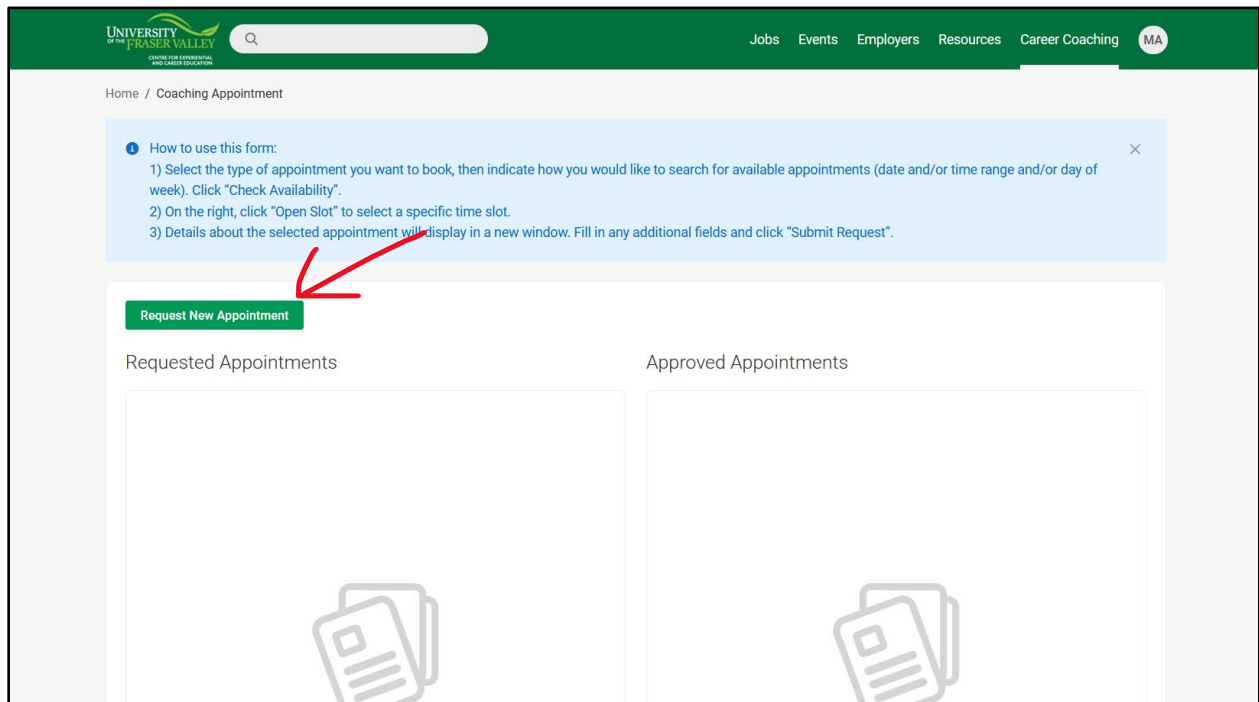


Booking a career coaching appointment

3. Click on **Career Coaching** from the navigation bar of the CareerLink homepage.

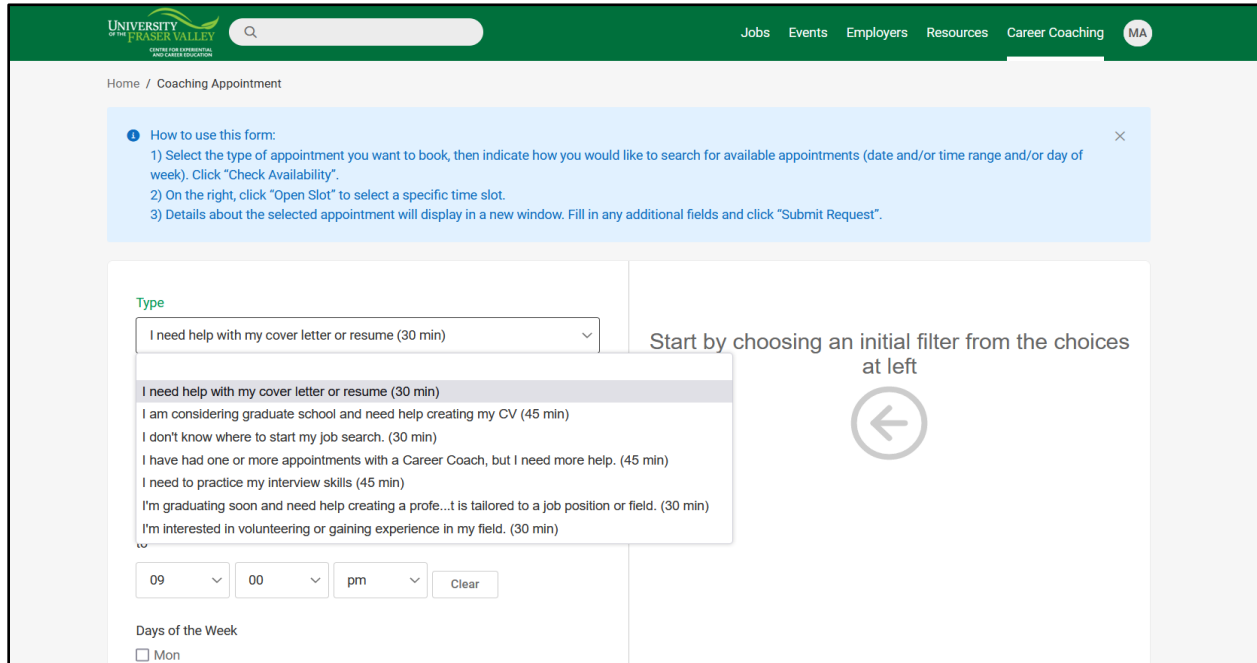


4. Click **Request New Appointment**.



Booking a career coaching appointment

- Select the type of appointment you want from the drop-down list. There are various types of appointments available.



Home / Coaching Appointment

How to use this form:

- Select the type of appointment you want to book, then indicate how you would like to search for available appointments (date and/or time range and/or day of week). Click "Check Availability".
- On the right, click "Open Slot" to select a specific time slot.
- Details about the selected appointment will display in a new window. Fill in any additional fields and click "Submit Request".

Type

I need help with my cover letter or resume (30 min)

I need help with my cover letter or resume (30 min)

I am considering graduate school and need help creating my CV (45 min)

I don't know where to start my job search. (30 min)

I have had one or more appointments with a Career Coach, but I need more help. (45 min)

I need to practice my interview skills (45 min)

I'm graduating soon and need help creating a profes...It is tailored to a job position or field. (30 min)

I'm interested in volunteering or gaining experience in my field. (30 min)

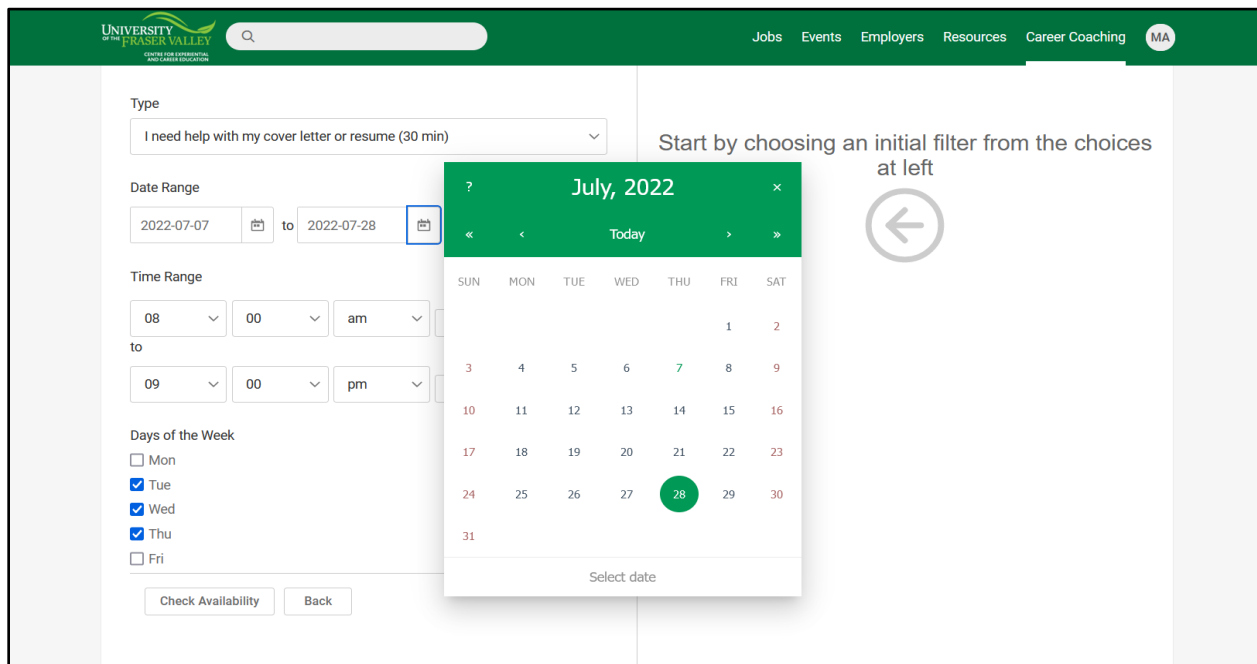
09 00 pm Clear

Days of the Week

Mon

Start by choosing an initial filter from the choices at left

- Select the date range, time, and days to search for available appointments.



Home / Coaching Appointment

Type

I need help with my cover letter or resume (30 min)

Date Range

2022-07-07 to 2022-07-28

Time Range

08 00 am to 09 00 pm

Days of the Week

Mon

Tue

Wed

Thu

Fri

Check Availability Back

July, 2022

Today

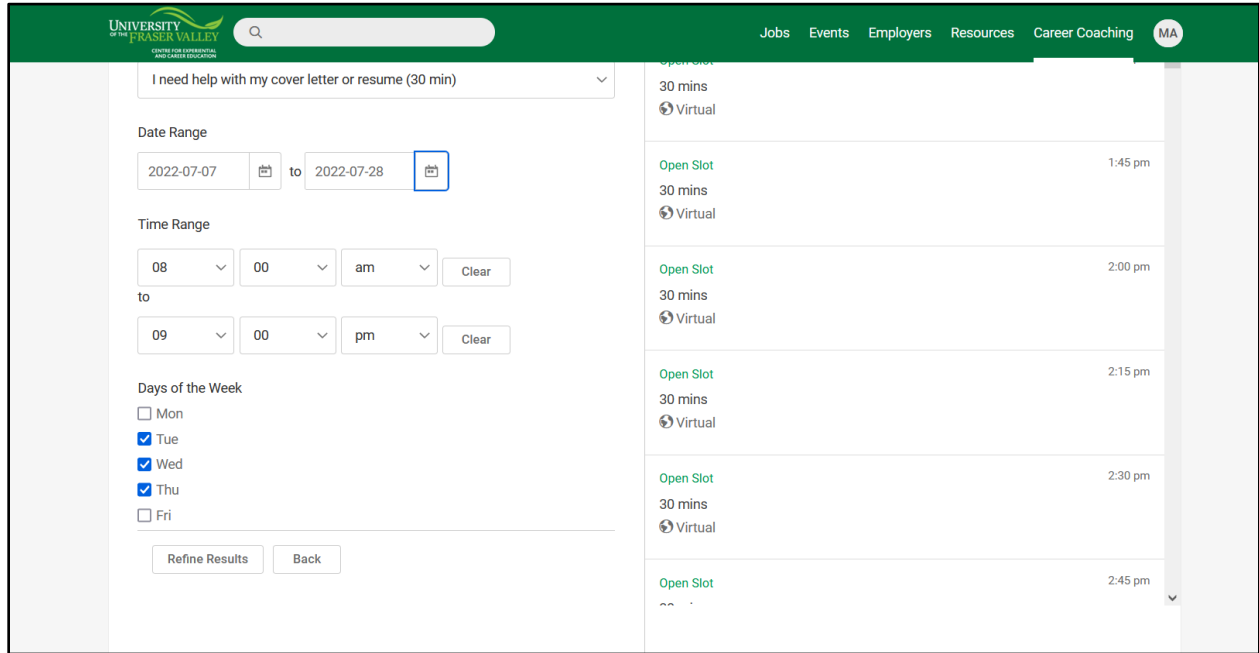
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Select date

Start by choosing an initial filter from the choices at left

Booking a career coaching appointment

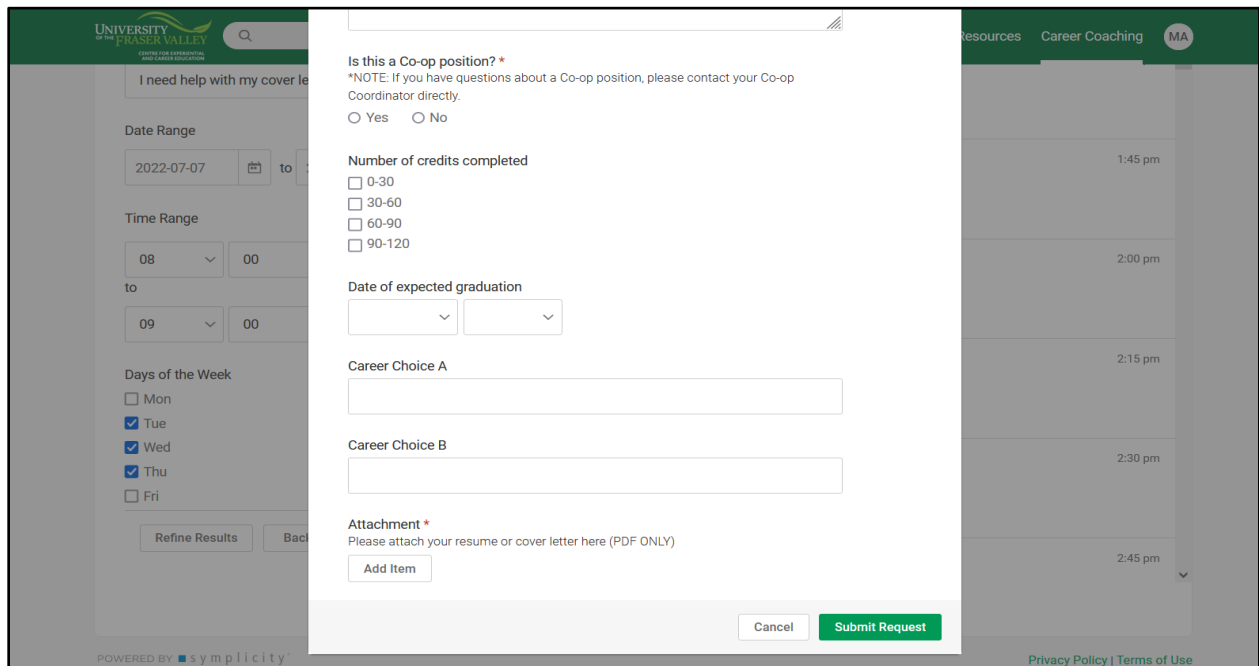
7. Click on a date to see available time slots. Select a time slot.



The screenshot shows the booking interface with the following elements:

- Search Bar:** "I need help with my cover letter or resume (30 min)"
- Date Range:** 2022-07-07 to 2022-07-28
- Time Range:** 08:00 am to 09:00 pm
- Days of the Week:** Tue, Wed, Thu selected
- Available Time Slots:**
 - Open Slot, 30 mins, Virtual, 1:45 pm
 - Open Slot, 30 mins, Virtual, 2:00 pm
 - Open Slot, 30 mins, Virtual, 2:15 pm
 - Open Slot, 30 mins, Virtual, 2:30 pm
 - Open Slot, 30 mins, Virtual, 2:45 pm
- Buttons:** Refine Results, Back

8. Fill in some additional details and click on the **Submit Request** button.



The screenshot shows the booking form with a modal overlay for additional details. The modal contains the following fields:

- Is this a Co-op position? ***
 - *NOTE: If you have questions about a Co-op position, please contact your Co-op Coordinator directly.
 - Yes No
- Number of credits completed**
 - 0-30
 - 30-60
 - 60-90
 - 90-120
- Date of expected graduation**
 - Month: [dropdown]
 - Year: [dropdown]
- Career Choice A**
 - [text input field]
- Career Choice B**
 - [text input field]
- Attachment ***
 - Please attach your resume or cover letter here (PDF ONLY)
 - [Add Item button]
- Buttons:** Cancel, Submit Request

9. You will get a confirmation email when your appointment is approved. For more information or any questions regarding booking appointments, email cece@ufv.ca.