

**OFFICE OF CAREER AND LEADERSHIP MANAGEMENT****Career Counseling**

The Office of Career and Leadership Management offers 30-minute one-on-one career counseling and coaching sessions to both students and alumni. Appointments are currently available via Zoom or by phone, and in person by request. During the academic year, students can schedule one appointment per month, Tuesdays through Thursdays, and alumni, one appointment per semester on select Fridays. During the summer, students and alumni can schedule appointments between Tuesdays and Thursdays based on availability.

Meetings are collaborative and designed to help you strategize and plan your next steps, whether you are in the early stages of exploring, looking to make a pivot, or seeking to advance in your professional journey. To learn more, including how to schedule an appointment or make the most of a session, review the details below.

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How We Can Help

Our expertise lies in helping you:

- Gain clarity on your strengths, values, interests, needs, and goals, and identify organizations and opportunities aligned with them.
- Assess and evaluate your career options, make decisions about the path you want to explore or take, and devise and implement a plan to move forward in that path.
- Develop knowledge, skills, and tools to effectively communicate your unique talents, background, and aspirations in person, online, and in applications, and secure jobs that are fulfilling.
- Cultivate meaningful connections with alumni, employers, and professionals in the field, and maintain a strong network of contacts.

- Leverage resources and opportunities to enhance your career prospects, reputation, and trajectory throughout your professional journey.

Specific topics for discussion may include: career goal-setting and planning; resume and cover letter writing; LinkedIn profile development; job search strategies; interview preparation and offer negotiation; networking, and more.

What to Expect

We believe that solutions are best ideated by the individuals seeking guidance and that successful career management requires self-directed learning, exploration, and action.

To that end, we do not:

- **Tell you what you do, what paths to take, or what decisions to make:** These are personal decisions we guide you through.
- **Place you in jobs or provide lists of organizations and jobs to apply to:** The ability to search for and land jobs is an essential life and career skill. We provide education and resources to navigate the process effectively.
- **Revise or line edit your application materials, including resumes, cover letters, and personal statements:** All applications should reflect your own communication skills, style, and voice. To help craft strong applications, we offer guidance on best practices and personalized feedback.
- **Disclose alumni and employer contact information:** To support your networking efforts while honoring the privacy of confidential data, we share various tools, strategies, and opportunities for reaching out and building connections inside and outside the Columbia community.
- **Provide legal, business, or practice-specific advice, including reviews of employment contracts or consultations on how to start or build businesses or private practices:** These matters are outside the scope of our expertise and are best addressed by experts in the respective fields.

Scheduling Appointments

Appointments can be self-scheduled via Career Connect. (Click [here](#) for a full tutorial.)

- Students: <https://candidate.gradleaders.com/ColumbiaSW/Candidates/Login.aspx?pid=3455>

- Alumni:

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

Please be sure to check your schedule before making an 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 or in-person appointment*, please indicate this request in the "Notes to Staff" section. For phone meetings, make sure to include your phone number.

**In-person appointments are available to students only*

Preparing for an Appointment

To make the most of your appointment:

- Research resources already readily available in the Document Library within Career Connect. Additional resources are available on our [blog site](#).
- Treat the appointment like any business meeting. Prepare an agenda of what you hope to learn or accomplish within the timeframe given, and identify the questions or concerns you want to focus on most.
- If you are seeking a resume or cover letter review, bring a sample job or internship listing you're interested in.
- Plan to take notes and expect to do follow-up work after the meeting.
- Make sure your environment is free from distractions, and your technology is operational.

Cancellation / No-Show Policies

We understand that academic, professional, and personal obligations may arise unexpectedly. If you are unable to make your appointment, please make sure to cancel or reschedule it within 48 hours using Career Connect.

For same-day cancellation, please email swcareer@columbia.edu or the career coach directly. There is a high demand for appointments, and advanced cancellation will allow other students and alumni to take advantage of the opening.

If you miss appointments multiple times without notice, you may be restricted from scheduling future meetings. Please be sure to be in touch with us regarding any conflicts or challenges.