

OFFICES OF CAREER AND LEADERSHIP MANAGEMENT

Scheduling Appointments

Below are procedures for scheduling 30-minute appointments with the career coaching 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** (powered by GradLeaders) using the appropriate constituent link. You will be prompted to enter your UNI and password—the same credentials you use to access LionMail and other Columbia University systems.

Students:

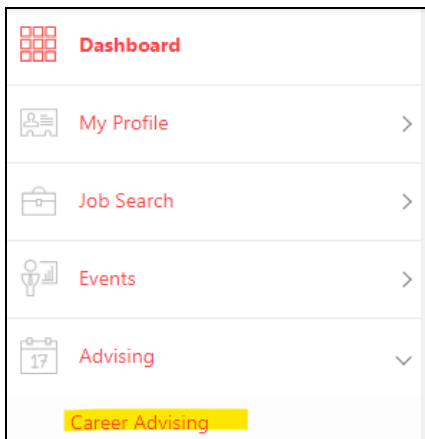
<https://candidate.gradleaders.com/ColumbiaSW/Candidates/Login.aspx?pid=3455>

Alumni:

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

If you graduated in or before May 2017 and never used the platform, you can request a new account by completing this [request form](#). If you don't know your UNI, have forgotten your password, and/or have never set up Duo Multifactor Authentication (Duo MFA), which are required for access, refer to the [Alumni UNI Help](#) page and [Duo MFA Info for Alumni](#) for guidance first.

2. 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**.

COLUMBIA | SCHOOL OF SOCIAL WORK Students

Dashboard **Add Appointment** Review All Career Coaches

My Profile >

Job Search >

Events >

Advising 17

Career Advising

Companies >

Activity Calendar

Career Library

Report Employment >

Advising Appointments

All appointments will be conducted over Zoom as a default. If you prefer a phone or in-person appointment, please specify your preference in the appointment request and include your phone number.

Career advisement sessions 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 about what to expect and how to prepare, please review our [Career Counseling Guide](#).

To schedule an appointment:

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".
2. On the Signup screen, select the primary reason for the appointment. If you prefer a phone or in-person appointment, please indicate your request in the "Notes to Staff" section and include a number where you can be reached.
3. You will receive two follow-up emails; one from the system confirming the details of your appointment, and another from the career advisor providing details of the Zoom meeting (if applicable). **Please make sure to look out for the Zoom link and add it to your calendar.**

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 Blog](#).

4. Select **Student Career Consultation** or **Alum Career Consultation**, depending on your status, then **Find Available Appointments**.

Find Available Appointments

Appointment Type: *

- Select -

- Select -

Student Career Consultation

Find Available Appointments Cancel

5. On the following **Advising Availability Calendar**, pick a date and 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

Advising Appointments

Availability Calendar

Pick a time

APPOINTMENT DATE: 3/19/2020
APPOINTMENT TYPE: Student Career Consultation
ADVISOR: All Advisors
ROOM: All Rooms

ADVISOR: Peña, Rawlisha
ROOM: 526

PICK TIME: 3:00 PM 3:45 PM 10:30 AM 11:15 AM

If there are no options to choose from, check the following month by clicking on the right arrow above the calendar.

- 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 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.*

Signup: Student Career Consultation - 3/19/2020 3:00 PM

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

SELECT RESUME *
- Select -
[Browse To Upload New Resume](#)


Click 'Save' to commit changes. **Save** [Cancel](#)

- 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.
- 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 coach 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 

Career Counseling 

SELECT RESUME *

Resume Template 

[Browse To Upload New Resume](#)

Click 'Update' to commit changes. [Update](#) [Remove Signup](#)