

OFFICES OF CAREER AND LEADERSHIP MANAGEMENT

Scheduling Appointments

Below are procedures for scheduling 30-minute appointments with the career coaching staff. You can also view this [video tutorial](#), which outlines steps after the login process. 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:

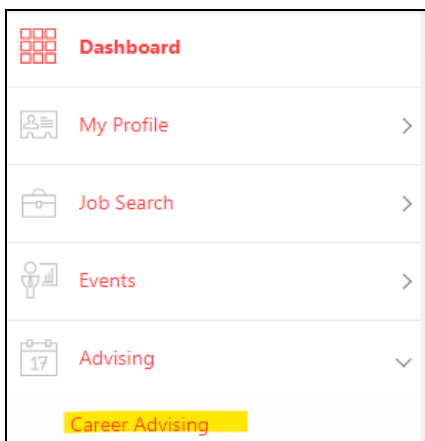
<https://candidate.gradleaders.com/ColumbiaSW/Candidates/Login.aspx?pid=3455>

Alumni:

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

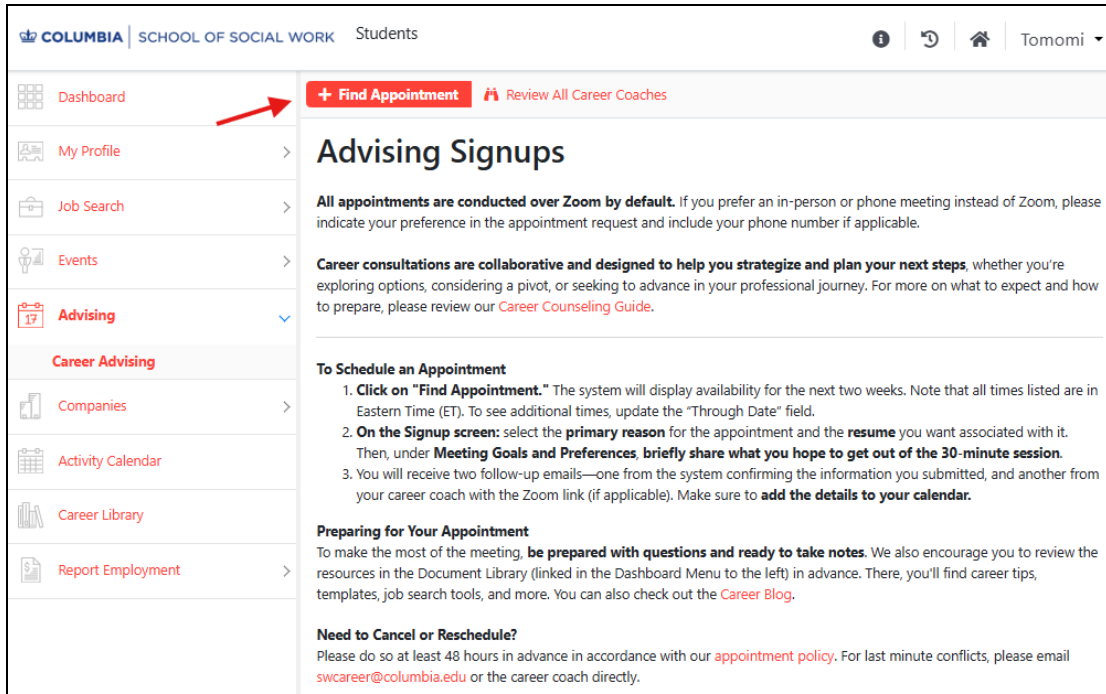
If you graduated in or before May 2017 and never used the platform, you can request a new account by completing this [request form](#). If you don't know your UNI, have forgotten your password, and/or have never set up Duo Multifactor Authentication (Duo MFA), which are required for access, refer to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

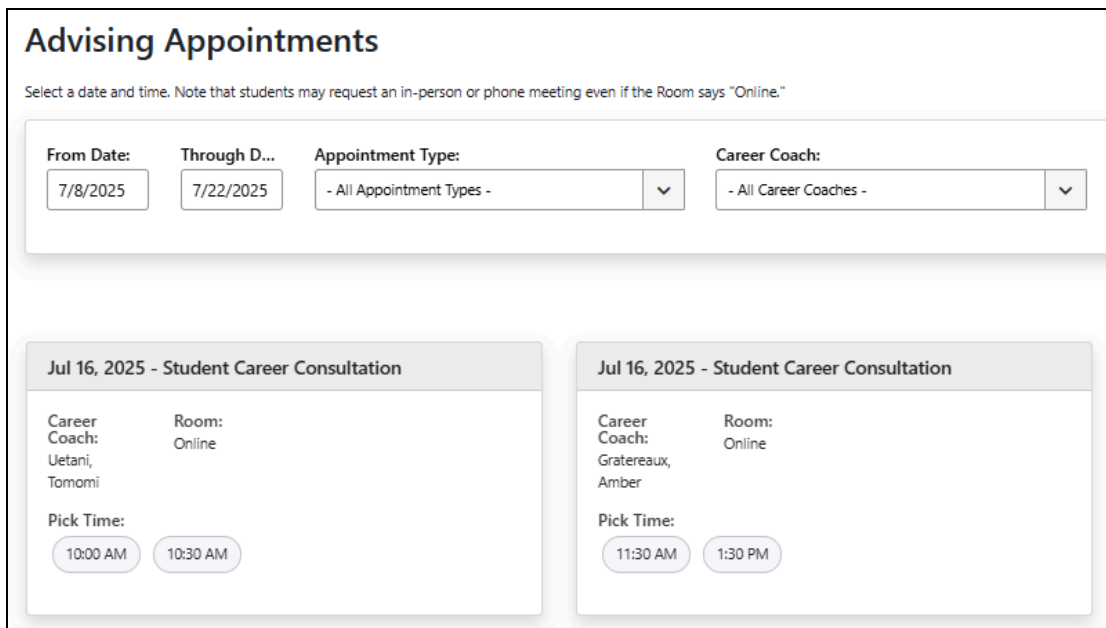


⚠ If you don't see this option, it means that you still need to complete the account registration steps, including your profile, resume upload, and communication preferences.

3. On the following screen, click on **Find Appointment**.



4. **Select a date and time.** To see additional availability beyond the default two-week window, update the “Through Date” field. Students may request an in-person or phone meeting even if the Room says "Online."



5. On the **Signup** screen, **select the primary reason for the appointment** and the **resume** you want associated with it. Then, under **Meeting Goals and Preferences**, **briefly describe what you hope to gain** from the 30-minute session. *Identify the most pressing issue you'd like to address or the outcome you'd like to achieve (e.g., feedback on how to strengthen your resume for a post-MSW fellowship).* This will help us stay focused on your priorities and use our time effectively. If time allows, we may also cover additional questions or concerns.

If you prefer an in-person or phone meeting instead of Zoom*, please indicate that in this section as well and include a phone number if applicable. By default, **appointments will be conducted over Zoom** unless you let us know otherwise.

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

Signup: Student Career Consultation - 7/16/2025 10:00 AM

Candidate Advising Appointment Detail

Meeting Goals and Preferences ⓘ *

Briefly share what you hope to get out of the 30-minute session. This will help us stay focused and aligned with your goals and make the most of our time together. If you prefer an in-person or phone meeting instead of Zoom, please note that here and include a phone number if applicable.

Reason for Appointment *

- Select -

Choose only 1 answer.

Resume

Select Resume *

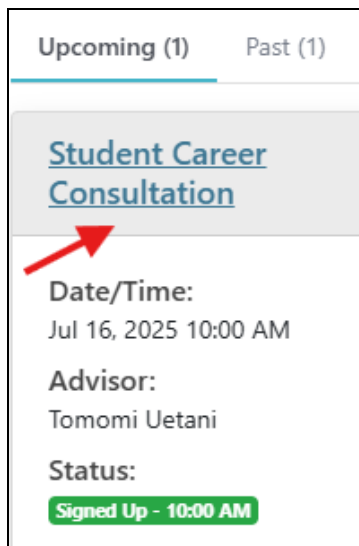
- Select -

[Browse to upload new Resume](#)

6. After submitting your appointment request, you will automatically receive a **follow-up email** from the system with the details you submitted, and a separate email from staff with the **Zoom link**, unless you requested an in-person or phone appointment. Please be sure to **add the details to your calendar**.
7. To get the most out of the appointment, we encourage you to **prepare questions in advance**, and if you haven't already, take a few minutes to review the Document Library (linked in the Dashboard Menu to the left), which includes career tips, templates, job search tools, and more. You can also explore the [Career Blog](#) for a curated list of top resources.

- 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, clicking on the **upcoming appointment**, then **Remove Signup**. For same day cancellation, please email swcareer@columbia.edu or the career coach directly.



Upcoming (1) Past (1)

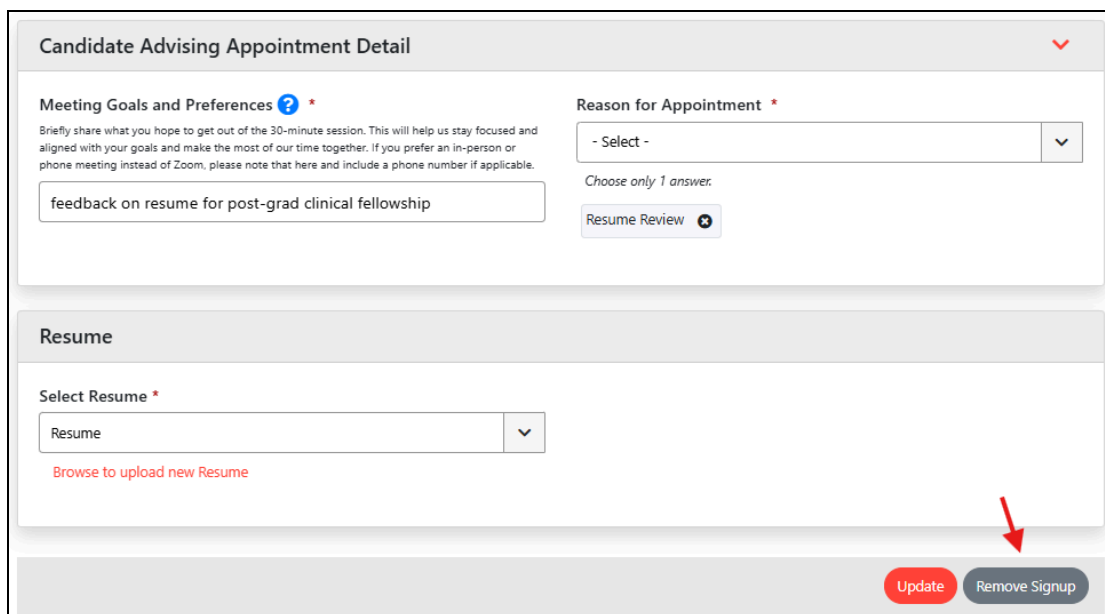
[Student Career Consultation](#)

Date/Time:
Jul 16, 2025 10:00 AM

Advisor:
Tomomi Uetani

Status:
Signed Up - 10:00 AM

A red arrow points to the "Student Career Consultation" link.



Candidate Advising Appointment Detail

Meeting Goals and Preferences ? *

Briefly share what you hope to get out of the 30-minute session. This will help us stay focused and aligned with your goals and make the most of our time together. If you prefer an in-person or phone meeting instead of Zoom, please note that here and include a phone number if applicable.

feedback on resume for post-grad clinical fellowship

Reason for Appointment *

- Select -

Choose only 1 answer.

Resume Review +

Resume

Select Resume *

Resume

[Browse to upload new Resume](#)

Update Remove Signup

A red arrow points to the "Remove Signup" button.