STUDENT GUIDE TO ONLINE APPOINTMENTS

How to schedule appointments through Job Finder

STEP 1:
Log into your Job Finder account by visiting the website (www.wpi.edu/jobfinder) and clicking on the appropriate link. (Figure 1) Current students will log in with their WPI credentials and alumni will log in with their WPI Student ID number and Job Finder password.

![Figure 1: How to log-in to your Job Finder account](image)

STEP 2:
Click the “Schedule an Appointment” link in the Shortcuts menu. (Figure 3) If this is your first time using Job Finder, you will be prompted to complete your Profile before continuing to make an appointment.

![Figure 2: Schedule an appointment](image)
STEP 3:
Select “Request New Appointment.” (Figure 3)

![Request New Appointment](image)

**Figure 3: Request New Appointment**

STEP 4:
- Select the **Appointment Topic** 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!* (Figure 10)
- Optional items to fill in (Figure 4):
  - 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**.
  - You may also select a **Staff** member if you prefer to work with a particular person. Leaving this field blank will show you the soonest available appointment.
  - If you prefer certain **Days of the Week**, you may also select those.

![Calendar](image)

**Figure 4: Calendar**
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. (Figure 5) Select a staff member’s name for the day and time you would like to schedule the appointment.

Figure 5: Check Availability

STEP 6:
Complete the “Confirm Appointment” form and then “Submit Request.” (Figure 6)
- Select whether this will be an in person, phone, or Skype appointment and then provide your contact information as applicable. Phone and skype are best for students/alumni off campus.
- Select your major, degree, and graduation year.
- Alumni MUST include their counseling topic in the Notes section.

Figure 6: Confirm Appointment

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). You’re receive an email to confirm your appointment.
How to view, cancel, and reschedule appointments

STEP 1:
View your upcoming counseling appointments online through your Job Finder account. (Page 1) Open your “Calendar” from the left hand menu and then select the “Counseling Appt” option. Your appointments are available on the right hand side under “Approved Appointments.”(Figure 7)

Figure 7: Scheduled Counseling Appointments

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

STEP 2:
If it is within the allowable time period to cancel/reschedule your appointment, you will have the option “Cancel” or “Reschedule” through your account. 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.

Figure 7: Counseling Appointments
STEP 3:
Click on the menu icon circled below to see the options to **cancel**, **reschedule**, or **add to calendar**. (Figure 8)

- You can cancel our appointment for any reason by selecting the “cancel” option and completing the “Cancel Appointment” form. (Figure 8) Be sure to “Submit” your cancellation.
- You can **reschedule** your appointment for a different day/time by following steps 4-6. (Page 2-3)
- Update your **Outlook calendar** by selecting the “add to calendar” option.

![Figure 8: Cancel, Reschedule, and Add Appointments to Calendar](image1)

![Figure 9: Cancel Appointment](image2)
Available CDC Appointment Topics

<table>
<thead>
<tr>
<th>Appointment Topic and Length</th>
<th>Appointment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30 Minute Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>Resume/CV Critique</td>
<td>Resume and Curriculum Vitae (CV) critiques or instructions on how to write one. Bring a paper copy to your critique appointment.</td>
</tr>
<tr>
<td>Cover Letter Critique</td>
<td>Cover letter critique or instruction on how to write one. Bring a paper copy of your letter and a copy of the corresponding job description.</td>
</tr>
<tr>
<td>Job Search Resources</td>
<td>Discuss and learn how to use resources for finding internships, co-ops, and full-time jobs (e.g., Job Finder, CareerShift, GoinGlobal, Internet Resources, Professional Associations).</td>
</tr>
<tr>
<td>Job Search Strategy</td>
<td>Discuss strategies for how to conduct an effective internship, co-op, and job search (e.g., targeting companies/industries, networking, using LinkedIn, organizing your time).</td>
</tr>
<tr>
<td>International Student Job Search</td>
<td>Discuss job search resources for international students including how to use database of US companies sponsoring H-1B visa holders for full time jobs.</td>
</tr>
<tr>
<td>Interview Skills</td>
<td>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.</td>
</tr>
<tr>
<td>Career Fair Preparation</td>
<td>Learn how to prepare for the Career Fair, including how to research companies attending, how to develop your &quot;elevator pitch,&quot; what to bring, how to dress, what to do at the fair, and following up and thanking employers after the fair.</td>
</tr>
<tr>
<td>LinkedIn/Networking</td>
<td>Discuss how and why to network, including training on LinkedIn and feedback on profile.</td>
</tr>
<tr>
<td>Job Offer/Negotiation</td>
<td>Discuss how to evaluate and negotiate job offer(s) for internships, co-ops, and full-time jobs.</td>
</tr>
<tr>
<td>Career Advising</td>
<td>Discuss interests, skills, values, possible career options, and other issues related to careers. May discuss interest in taking career interest or personality assessments.</td>
</tr>
<tr>
<td>Graduate School Planning</td>
<td>Discuss how to research and choose a school, finances, testing, and how to write a personal statement. Bring a paper copy of your personal statement to have it reviewed.</td>
</tr>
<tr>
<td>Choosing/Changing a Major</td>
<td>Assistance with exploring and understanding majors, narrowing down selection of majors, and choosing a major.</td>
</tr>
<tr>
<td>Co-op Information</td>
<td>Learn about co-ops (4+ month experiences) and review paperwork and process for students wanting to participate in a longer career-related work experience. For undergraduate students.</td>
</tr>
<tr>
<td><strong>60 Minute Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>Mock Interview</td>
<td>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 (<a href="mailto:cdc@wpi.edu">cdc@wpi.edu</a>) 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.</td>
</tr>
<tr>
<td>Mock IQP Interview</td>
<td>Conduct mock interview to prepare for your IQP interview which includes recorded interview, review and advice on strengths and areas for development. Please email your resume to <a href="mailto:cdc@wpi.edu">cdc@wpi.edu</a> at least 24 hours prior to your appointment. Dress professionally and bring a paper copy.</td>
</tr>
<tr>
<td>Assessment Results</td>
<td>Review results from individual assessments including Strong Interest Inventory, MBTI, or any of the 4 MyPlan assessments. Students need to have completed assessment prior to this appointment</td>
</tr>
<tr>
<td>Alumni (&gt; 1 Year) Appointment - All Topics</td>
<td>For all topics. This appointment is for alumni who graduated MORE THAN 1 YEAR ago. Alumni must specify in &quot;Notes&quot; box what topics they are hoping to discuss. Alumni who graduated less than 1 year ago can select any of the other appointment topics.</td>
</tr>
</tbody>
</table>

Figure 10: Appointment Topic & Length