**SCHEDULE A CAREER CONSULTATION APPOINTMENT**

All appointments at the University Career Center & The President’s Promise are scheduled through the Careers4Terps database. Appointment topics provided by the Center vary:

- Job search strategies (networking, follow-up etiquette, informational interviews, etc.)
- Developing customized application materials for desired industry or field of choice
- Preparing for interviews
- Salary research
- How to make contacts within a specific industry
- Internship search strategies
- Choosing a major/career path

Call 301.314.7225 with questions or issues scheduling an appointment.

1. Login to Careers4Terps at [http://careers.umd.edu/careers4terps](http://careers.umd.edu/careers4terps) using your UM Directory ID (you may be asked to answer some questions if this is the first time you have logged in). Once you have answered the questions, click the home button.

**Click “Request a Career Advising Appointment” to start the process.**
2. Choose a filter to locate appointment openings. Most students use the date range or appointment type filters only to view all openings.

Select an “Appointment” type to view all of the appointment times available. You will be able to select a specific topic before hitting the final submit button.

Available times will populate for a two week period (so if you don’t see a time that fits your schedule, check back each day because new options will appear).

The “Location” box is not usually a good filter to use, so try the time range or “counselor” filter first.

You also have the option to select a particular “Counselor” and view his/her availability. Note: selecting a particular staff member sometimes limits your options.

Click “Check Availability” to view all appointment times.
3. The list of appointment openings will look like the sample below. Please note that \textbf{NOT} all appointments take place in the University Career Center, S. Hornbake Library, 3rd floor.

\begin{center}
\textit{Click the red highlighted name that best fits your schedule to continue.}
\end{center}

\begin{table}
\begin{tabular}{|l|l|}
\hline
\textbf{Monday} & \\
\hline
Crystal Sehike & UCC @ BSOS, 2148 Tydings Hall - 30 mins \\
Stephanie Ryan & UCC, 3100 Hornbake Library, South Wing - 30 mins \\
\hline
Crystal Sehike & UCC @ BSOS, 2148 Tydings Hall - 30 mins \\
Stephanie Ryan & UCC, 3100 Hornbake Library, South Wing - 30 mins \\
\hline
\end{tabular}
\end{table}

4. You will now see the “Confirm Appointment” box. Select specific topics or type in addition details you would like to discuss during the appointment. Click Submit Request to save your appointment.

\begin{center}
\textbf{Confirm Appointment}
\end{center}

5. \textbf{Finished!} Your appointment is now confirmed. You may reschedule or cancel the appointment (with at least 24 hours’ notice) by clicking the “Calendar” button under “Home” and choose an option listed below.