**Co-op + Career portal**

**APPOINTMENTS**
The Appointments module is where you can book an appointment with a Career Educator, Co-op Coordinator, or Placement Coordinator.

We have several appointment calendars, which are organized in order of applicable student groups. Some calendars are only available to certain groups, while others are open to all.

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**+ Career Services**

i) For all students, alumni, faculty and staff looking for assistance with their career, work search, applications, interview/networking skills, and other related services.

**+ International opportunities**

i) For any students interested in working abroad (co-op or non-co-op)

**+ Indigenous Co-op**

i) For Indigenous students wanting to meet with the LE,NONET Experiential and Community Learning Coordinator

**+ Business Co-op**

i) Exclusively for students in the faculty of Business

**+ ECS Co-op**

i) Exclusively for students in an Engineering or Computer Science co-op program

**+ All other co-op programs**

i) Exclusively for students in a co-op program (other than ECS or Business)

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**HOW TO BOOK AN APPOINTMENT**

1. Select the appointment calendar applicable to you

2. It is recommended that you select **Book by Appointment Provider**, as this allows you to select the Co-op + Career staff member that is applicable to you.
3. After selecting “Book by Appointment Provider,” look through the list of providers to find the person who is most suitable for you to meet with. There is info provided under each provider’s name that clarifies the program area(s) of focus.

![Select Provider]

4. Once you have selected the staff member you want to book an appointment with, choose the type of appointment you need (e.g. some appointment timeslots are created specifically for Work Site Visit appointments.)

![Engineering Co-op appointments: Book by Appointment Type]

5. A list will populate that shows the next 5 appointment timeslots that the staff member has available for the specific appointment type. You can click the “view calendar” button to see all available timeslots, and select a timeslot that you would like to book.

![View Calendar]
6. In your appointment booking, select the appointment type (if applicable) and provide the additional information that is requested (different appointment calendars may require different information).

7. Click “book appointment” – you should receive an email confirming your appointment booking. If you have booked your appointment more than 24 hours in advance, you will get a reminder email the day before your appointment.

Pay attention to the type of information that the appointment booking form is requesting; this will help the career educator or co-op coordinator prepare for your appointment.