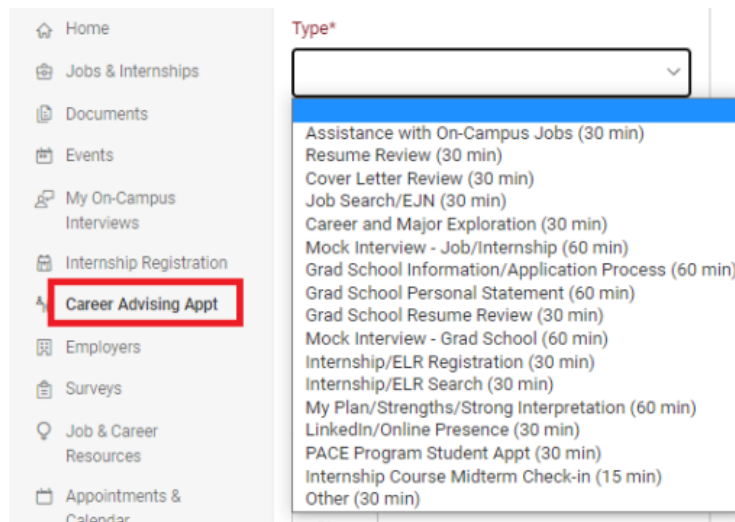


How to Make a Career Advising Appointment through the Elon Job Network

Link: <https://elon-csm.symplicity.com/>

Appointments are available Monday-Friday from 8:00am-5:00pm EST and must be made no earlier than 24 hours from the time scheduled

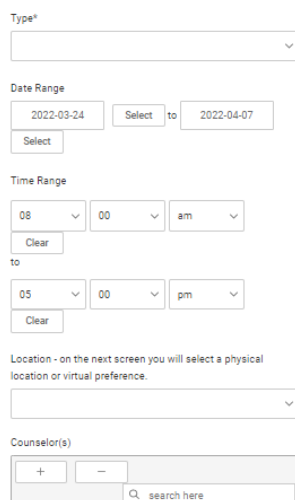
Step 1) Log into your Elon Job Network account and click “Career Advising Appointment” on the left hand column. You will then be able to select the appointment type that is best in line with your appointment needs.



The screenshot shows the left sidebar with the following menu items: Home, Jobs & Internships, Documents, Events, My On-Campus Interviews, Internship Registration, **Career Advising Appt** (highlighted with a red box), Employers, Surveys, Job & Career Resources, and Appointments & Calendar. To the right, a dropdown menu for 'Type*' is open, displaying a list of appointment options with their durations:

- Assistance with On-Campus Jobs (30 min)
- Resume Review (30 min)
- Cover Letter Review (30 min)
- Job Search/EJN (30 min)
- Career and Major Exploration (30 min)
- Mock Interview - Job/Internship (60 min)
- Grad School Information/Application Process (60 min)
- Grad School Personal Statement (60 min)
- Grad School Resume Review (30 min)
- Mock Interview - Grad School (60 min)
- Internship/ELR Registration (30 min)
- Internship/ELR Search (30 min)
- My Plan/Strengths/Strong Interpretation (60 min)
- LinkedIn/Online Presence (30 min)
- PACE Program Student Appt (30 min)
- Internship Course Midterm Check-in (15 min)
- Other (30 min)

Step 2) Select the details of your appointment:



The screenshot shows the appointment details form with the following fields:

- Type***: A dropdown menu.
- Date Range**: Two date pickers (2022-03-24 and 2022-04-07) with 'Select' buttons and a 'to' label.
- Time Range**: Two time pickers (08:00 am and 05:00 pm) with 'Clear' buttons and a 'to' label.
- Location**: A text box with a note: "Location - on the next screen you will select a physical location or virtual preference."
- Counselor(s)**: A section with '+' and '-' buttons and a search bar labeled "search here".

Step 3) Select an advisor that you would like to meet with. If you are unsure, the system will show you the advisors that fit your requested criteria based on your major or intended major.

Counselor(s)

☐ Cindy Sweeney

☐ Corinne Townley

☐ Lauren Bosselait

Step 4) Review and confirm your appointment. You can attach any relevant materials that would be helpful for the advisor to review before the meeting. Additionally, it is helpful to provide the advisor a note about anything specific you would like to review so that they may be best prepared:

Confirm Appointment
×

* indicates a required field

Counselor *
Lauren Bosselait

Date *
Mar 29, 2022

Time - ET *
10:00 AM

Location *
Porter Center, KoBC 106

Type *
Resume Review (30 min)

Class year at time of appointment *

How do you prefer to connect for this appointment? *

☐ Virtual
☐ In-Person
☐ Email

Attachment
Please attach any documents you would like to review at the appointment, i.e. resume or cover letter.

Notes for Advisor *

Please type **VIRTUAL OR IN-PERSON** in this box and provide information for the advisor about what you wish to discuss in this appointment. This will help the advisor better prepare for your meeting.

If you need assistance in making an appointment, please call our front desk during work hours (336) 278-6064. Additionally, you may email lsbcareers@elon.edu.