

Booking a Career Appointment in CareerReady

Follow these steps to book an appointment to meet with one of our Coaches/Advisors:

1. Log on to the Career Ready portal through the student log-in: <u>http://careerready.mohawkcollege.ca</u>

After you reach the main page:

- 2. On the left-hand side of the screen, you will see the menu option "Career."
- 3. Click the small arrow to the right of "Career" to open the sub-menu.
- 4. Click on "Appointments."

	Welcome	•				
	Dashboard	Co-op	Co-Curricular Record	Documents	Posting / Applications	Appointm
DASHBOARD	Overview	My Acco	ount My Calendar			
Quick Links	Welcome to l opportunities and Events. Should you r	Mohawk Co s! CareerR require ass	ollege CareerReady Porta eady provides you with a istance please contact th	l, your pathway ccess to Career e following:	to exciting employment Opportunities and Work:	shops
Co-Curricular Record Verkshops	Career & Co- Student & Gra Co-curricular	operative E aduate Emp Record: stu	ducation: careerready@mo oloyment: success@mohaw ident life@mohawkcollege.	hawkcollege.ca /kcollege.ca or 9 ca	or 905-575-2167 05-575-2176	

5. In the main window, click the blue button "Book by Appointment Type."

Please select a booking option:

Book by Appointment Type

6. This will take you to a list of appointment types, sorted by in-person and virtual delivery methods. To view available appointments, click the blue button "Book" under the appointment type and delivery method you are interested in.





7. A list of dates will appear under the "Next Available Appointments" header on the right side of the screen. Select the date you would like to book an appointment.

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      Next Available Appointments

      Type: 1. In-Person at Fennell Campus, Room F114, Resume/Cover Letter Review

      Wednesday, May 11, 2022

      8. A list of available appointment times for that day will pop up on the right side of the screen.

      Next Available Appointments

      Type: 1. In-Person at Fennell Campus, Room F114, Resume/Cover Letter Review

      Select a time

      May 11, 2022 10:00 AM to 11:00 AM

      Provider: Ruth Yirgalem

      Appointment Mode(s) In-person (F114 @ Fennell)
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See 'Appointment Mode'

- 9. Select your desired appointment time and provider (Career Coach/Advisor) by clicking on the bold blue text for that day and time.
- 10. On the next screen, confirm your information and book that appointment.

Once you have booked your appointment:

- 11. You will receive a confirmation email. Confirm whether your appointment is inperson or virtual via Zoom.
 - For in-person, meet at the Fennell campus in room F114.
 - For virtual appointments, the Coach/Advisor will send you another email with a Zoom link prior to your appointment. If you prefer a phone appointment, specify in the appointment notes and provide your phone number.