



uOttawa

Faculté de droit
Faculty of Law

Section de common law
Common Law Section

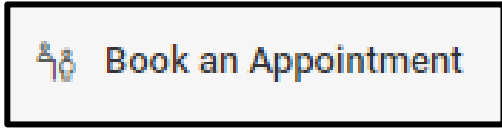
**Centre des carrières et du développement professionnel
Career and Professional Development Centre**

BOOKING AN APPOINTMENT IN THE SOURCE

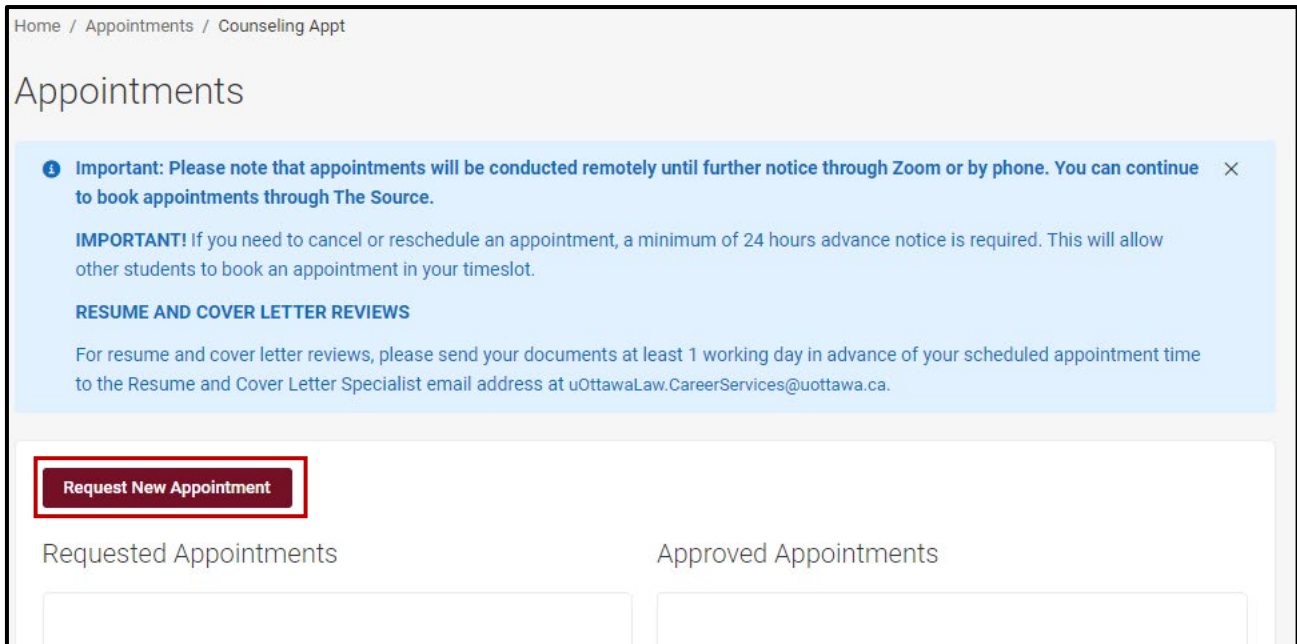
Do you need some career-related advice or useful tips on how to improve the structure and overall content of your resume and cover letter? Students make all appointments through The Source using the **Book an Appointment** tab. Here are the steps:

SCHEDULING AN APPOINTMENT

1. Click on the “Book an Appointment” tab.



2. Click on “Request New Appointment”.
3. Please take note of the **Important** alert that appears at the top of the Appointments page.

A screenshot of a web page titled "Appointments". At the top left, there is a breadcrumb trail: "Home / Appointments / Counseling Appt". Below the title, there is a light blue alert box with an information icon and a close button. The alert text reads: "Important: Please note that appointments will be conducted remotely until further notice through Zoom or by phone. You can continue to book appointments through The Source." Below this, it says "IMPORTANT! If you need to cancel or reschedule an appointment, a minimum of 24 hours advance notice is required. This will allow other students to book an appointment in your timeslot." Then, it has a section header "RESUME AND COVER LETTER REVIEWS" followed by instructions: "For resume and cover letter reviews, please send your documents at least 1 working day in advance of your scheduled appointment time to the Resume and Cover Letter Specialist email address at uOttawaLaw.CareerServices@uottawa.ca." Below the alert, there is a dark red button with white text that says "Request New Appointment". Underneath the button, there are two columns: "Requested Appointments" and "Approved Appointments", each with a corresponding empty table or list area.

4. Start by choosing an initial filter from the choices on the left. You can filter by type of appointment (resume/cover letter review, mock interview, etc.), date and time range, counsellors, and days of the week.

Type

2020-08-24 Select to

2020-09-07 Select

Time Range

07 30 am

Clear

to

06 00 pm

Clear

Location

Counselor(s)

+ -

search here

Chantal Riendeau

Jennifer Nadon

Karine Laframboise

0 of 5 selected [show selected] [show all]

Days of the Week

Mon

Tue

Wed

Thu

Fri

Check Availability Back

Start by choosing an initial filter from the choices at left

5. Once you've narrowed your search, click on **Check Availability**. If the message "No appointment found" appears, try using different filters. Once a list of appointments appears, select the one you would like to book.

<p>Type</p> <p>Career Counselling: Resume / Cover Letter (Fri) ▾</p>	<p>Wednesday, Aug 26, 2020 ▾</p> <p>Karine Laframboise 1:30 pm Centre des carrières Career Centre - Karine Laframboise - Virtuel Virtual - 30 mins</p>
<p>Date Range</p> <p>2020-08-25 <input type="button" value="Select"/> to 2020-08-28 <input type="button" value="Select"/></p>	<p>Karine Laframboise 2:30 pm Centre des carrières Career Centre - Karine Laframboise - Virtuel Virtual - 30 mins</p>
<p>Time Range</p> <p>07 ▾ 30 ▾ am ▾ <input type="button" value="Clear"/></p> <p>to</p> <p>06 ▾ 00 ▾ pm ▾ <input type="button" value="Clear"/></p>	<p>Thursday, Aug 27, 2020 ▾</p> <p>Chantal Riendeau 9:00 am Centre des carrières Career Centre - Chantal Riendeau - Virtuel Virtual - 30 mins</p>

6. Click "Submit Request".

Confirm Appointment ✕

* indicates a required field

Counsellor(s) *
Chantal Riendeau

Location *
Centre des carrières | Career Centre - Chantal Riendeau

Room
Virtual | Virtuel

Date *
Aug 27, 2020

Time *
9:00 AM

Type
Career Counselling: Resume / Cover Letter (French Documents Only) (30 min)

Virtual Appointments
All appointments will be virtual via Zoom (you will not be required to use video). If you do not have the technical requirements to use Zoom (such as stable internet) please provide a phone number where you can be reached.

CANCELLING OR RESCHEDULING AN APPOINTMENT

One (1) business day prior to your booked appointment time, you will receive an email with a link and details for how to join your virtual appointment. If for any reason you cannot attend your appointment, please remember to cancel your appointment a minimum of **24 hours in advance** in The Source by clicking on the three dots for more options where you can select “Cancel” or “Reschedule”.

