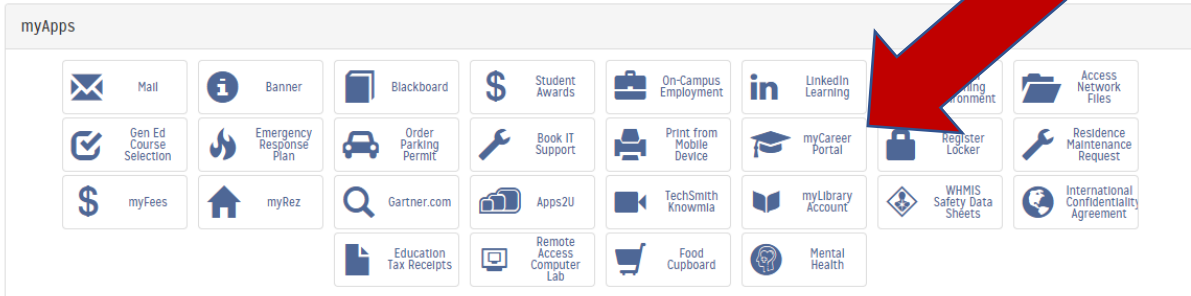


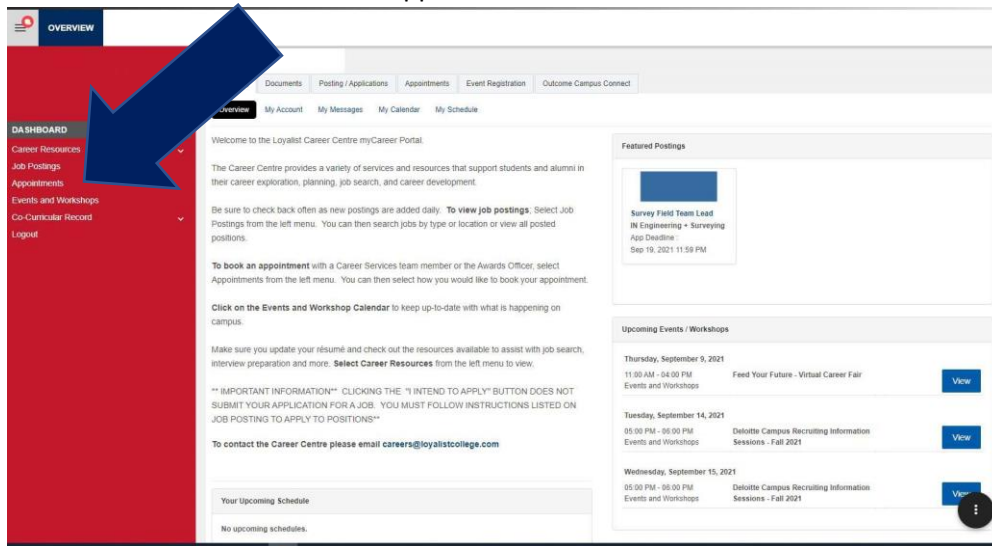
# Loyalist Career Services

## How to Book Appointments

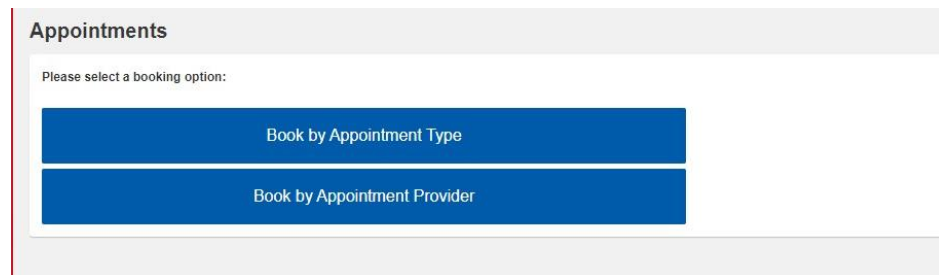
1. Log in to your myLoyalist account then click on the myCareer Portal Icon.



2. The system should automatically take you to the Home Page of the myCareer Portal.
3. From the Home Screen – select Appointments from the left menu.



4. Click Book an Appointment by type or by Provider to see available dates and times.



5. Select the appointment type that best fits your needs. You will see available appointments on the right hand side of the screen.

**Appointments: Book by Appointment Type**

**Choose Type**

**Awards Assistance**  
Need assistance or have questions about your Awards and Bursary application. Book an appointment with the Awards Officer.  
[Book](#)

**Career Advising**  
Are you unsure if you are in the right program? Looking to make a program change? Have questions about the types of jobs you can get post graduation with your current training? This is the appointment type for you.  
[Book](#)

**Interview Room Booking**  
Book the interview room in the Career Centre to complete a interview with InterviewStream or if you have a phone or skype interview and need quiet space to complete.  
[Book](#)

**Mock Interview**  
Book an appointment to have a Career Advisor complete a practice interview with you. Please provide Advisor with job posting and/or company information for whom the practice interview is with. Please attach your resume to the appointment  
[Book](#)

**Résumé Consultation**  
Meet one on one with an advisor to have your resume reviewed.  
[Book](#)

**Next Available Appointments**

**Type: Résumé Consultation**

Monday, September 13, 2021

Tuesday, September 14, 2021

Wednesday, September 15, 2021

Thursday, September 16, 2021

Friday, September 17, 2021

Monday, September 20, 2021

Tuesday, September 21, 2021

Wednesday, September 22, 2021

6. Once you have selected the day that works for you. A list of specific time slots for the day of the week will show up. Select a specific time.

**Next Available Appointments**

**Type: Résumé Consultation**

**Select a time**

**Sep 22, 2021 09:30 AM to 10:00 AM**  
Provider: Lyndsay Kerik  
2H3

**Sep 22, 2021 10:00 AM to 10:30 AM**  
Provider: Lyndsay Kerik  
2H3

**Sep 22, 2021 10:30 AM to 11:00 AM**

7. Fill in the requested information for the appointment and attach any required documents.

**APPOINTMENT DETAILS**

Provider: Lyndsay Kenik  
Location: 2H3  
Date: September 22, 2021

**APPOINTMENT TYPE**

Type: Résumé Consultation


**APPOINTMENT TIME**

Time: From 09:30 AM To 10:00 AM

**APPOINTMENT MODE**

Appointment Mode: In Person

**ADDITIONAL INFORMATION**

Local Phone #:   
Additional Info: 

**UPLOAD DOCUMENT**

Upload Document: **Instructions:** Please upload a current resume so an advisor can review prior to appointment.  
The following extensions are acceptable: doc, docx and pdf

No file chosen

**IN-TAKE FORM**

**NEW CATEGORY**

Please upload your résumé

What type of position are you using this for? Part-Time, Full-Time, Placement etc.

Are you applying to a specific job? If yes, please include link to job ad.