Video Transcript: How to Schedule an Appointment Using Hire-A-Redbird

This video is to provide you an overview of how to schedule an appointment with a career advisor using the hire-a-redbird system.

Once you log in you scroll down to where it says career advising and select the request for a career advising appointment. Here you will need to fill out a form. But first you need to know that there are two types of appointments that you can schedule: In person appointments that all take place in the career center in the student services building in room 110 or you can schedule a virtual appointment with a career advisor. The other options are there but they are not available for scheduling online. Make a decision between in person or virtual for date range please put in there a range for which you want to look for openings for career advising appointments, and then also length. But keep in mind some appointments we have like choosing a major appointments we do encourage students to select 60 minutes.

Another very important part is selecting the correct career advisor based on your major, your year in school, or based on the career need that you’re presented. You’ll notice that if I scroll over each career advisor’s name a biography pops up that tells me what academic majors they meet with. It also lets me know what other types of things that they do. So for example with Maureen it says critique graduate school resumes and personal statements and that is regardless of your major. If you want to learn more in-depth about our career advising if you visit the career center home page and select student then you select career advising. This page will tell you the different topics that we cover, the different appointments that we have, based on the type of support that you need a recommendation of what advising service and about how long you should expect the appointment to be.

At this point I am going to finish showing you how to making that appointment. So if you go back to your appointment form here, you select a career advisor (so I will select Laurenn here). Now we’ll scroll down here to check her availability based on the dates that I put out there. So now it returns for me all of the different time slots that she’s available, and keep in mind that I chose the 60 minute length of an appointment. So now I am going to select here to meet with her on Monday August 10th. I am going to be directed to complete this form. You need to choose the topic that you want to discuss and please make sure that the length of the appointment is consistent with the recommendation that you see over here. So let’s say I want to meet with her about 60 minutes about choosing a major please enter in your cell phone because we will need this just in case we need to cancel an appointment. In the notes section we ask what you hope to accomplish in your career advising appointment. Make sure that you provide as much detail as possible so we can be effective with you in your advising appointment. You hit submit request and now it shows me that I have requested that appointment on my system. The email from the system letting you know who you requested the appointment with, the time and the date, and also to let you know that you will receive a future email once the advisor has time to either accept your request or decline your request and then schedule another time.

At any time if you have questions always contact the career center. Thank you