



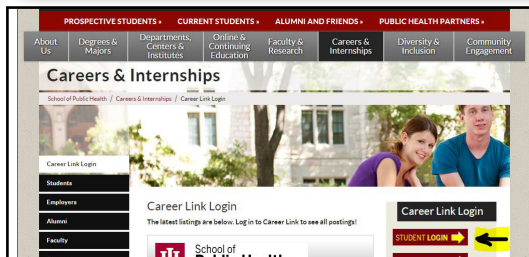
# Meet with a Career Coach

## How to Schedule a Career Coaching Appointment

Students in the School of Public Health can meet with a career coach by pre-scheduling an appointment. Pre-scheduled appointments are hosted at the Office of Career Services. Detailed instructions on how to pre-schedule a career coaching appointment are below.

### 1. SPH Web site:

Go to <https://careers.publichealth.iu.edu/> and click the Career Link button on the top right side of the page.

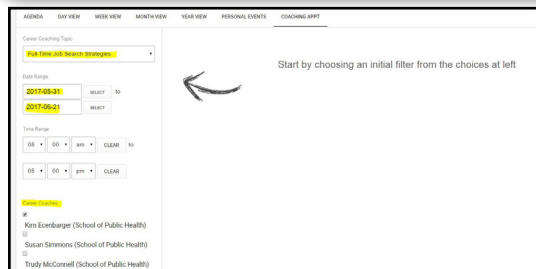
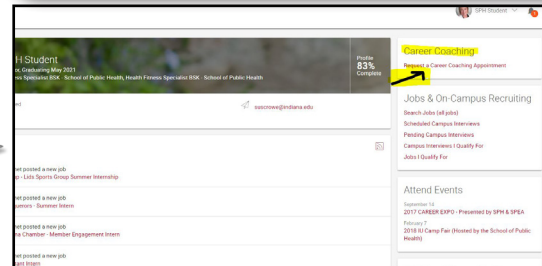


### 2. Select Student Login:

Select the Student login button on the following page and use your CAS credentials to log into the Career Link site.

### 3. Career Coaching:

Locate the Career Coaching link from the right navigation pane. Note: You must complete your Personal and Academic account information (located in the Profile section of the left navigation) before you will be able to schedule an appointment.

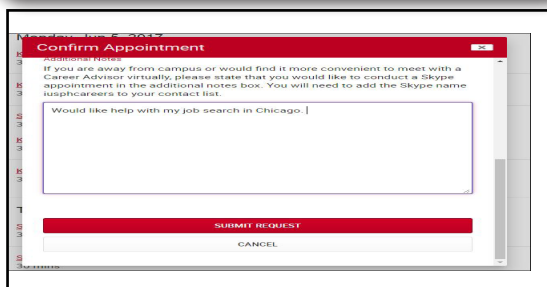
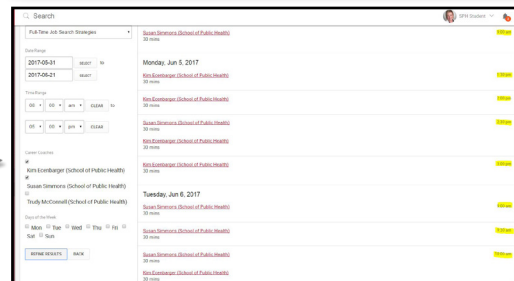


### 4. Find Availability:

When you reach the appointment scheduler, you must fill out all fields, including: Type, Date Range, Time Range, Length, Counselor(s), and Days of the Week. Once you do this, click the Check Availability button at the bottom.

### 5. Select Appointment Time:

You will now see a list of available appointment times. From the list, select a time that works for you. If you do not see any timeslots, you may need to change your scheduler fields (such as Date Range, Time Range, or Days of the Week).



### 6. Confirm Your Appointment:

A dialogue box will open. Confirm your appointment details and be sure to briefly include what you'd like to discuss with your coach. This will help your coach prepare for the appointment. Once you've done this, select the Submit Request button at the bottom of the page. Look for a follow-up approval/rejection email.