

Career Services Advising Appointment Process (for Students)

Last Updated: 5 Feb 2016

Undergraduate or MBA students of the College of Business can request appointment with Career Services Advisors via the CB Business Career Services website.

<http://www.cb.cityu.edu.hk/careerservices>

(For students of other programmes, please contact your respective programme leaders)

How to make an appointment:

- 1) In the Business Career Services website, go to 'For Students' option at the top menu and select 'Career Advising'.
- 2) After you have read through the contents, click on 'Career Advising Appointment Form' at the bottom of the page.
- 3) You will be requested to login. Please use your EID and password that you use for CityU applications such as AIMS and Canvas.
- 4) After logging in you will be presented with the 'Career Advising Appointment Form' (Figure 1).
- 5) Most of the 'Personal Information' section will be pre-filled in based on your student record. The only additional information will be your 'Telephone No.' which is optional.
- 6) Please select an appropriate 'Appointment Type'.
- 7) After selecting the 'Appointment Type' the appropriate counsellors will be loaded from the system. Please select a desired Counsellor from the list.
- 8) After selecting a counsellor you may be required to choose a preferred timeslot. Whether you will have the option to do this or not depends on the chosen counsellor, if he or she has already defined his or her available counselling hours. *(Please be patient while the timeslot list is being generated as it may take a while to load.)*
- 9) Please type in any additional comments that you may wish to inform the advisor in advance. This field is optional.
- 10) In the 'Upload Files' section you can opt to upload your prepared Cover Letter, CV, and any other relevant documents. You can also type in the description of the 'Other document'. For example, if you wish to seek advice on writing your CV, you may upload it here so the advisor can read through it before the meeting.
- 11) Finally please type in the four character validation code as generated in the image.
- 12) Click 'Submit' to submit your appointment request.
- 13) After the request has been submitted, the advisor may contact you (via email or otherwise) about the proposed meeting. If you do not have the option to choose a preferred timeslot in the form then a mutually convenient timeslot will have to be agreed before the meeting can take place.

Career Advising Appointment Form

Personal Information

Name: CHAN Tai Man

Student ID: 55556666

Email: chantrm-c@my.cityu.edu.hk

Category: Undergraduate

Telephone No.: (optional)

I wish to setup an appointment

Appointment Type: --- Please select a type ---

Counsellor: --- Please select a Counsellor ---

Additional Comments:

Upload Files

You are suggested to upload your prepared Cover Letter, CV, and any other files that you consider relevant to facilitate the pre-appointment preparation. The file size for each file should not exceed 1MB and only doc, docx, pdf are accepted. To avoid errors during the uploading process, please do not include any special characters (e.g. space \ : * ? + < > |) in the filename.

Cover Letter: Browse... No file selected.

CV: Browse... No file selected.

Other Documents: Browse... No file selected.

Other Documents Description:

Validation:

8 7 6

Please enter the code from the above image:

Submit

Figure 1 Career Advising Appointment Form

Referral Cases:

There may be times when you will be referred to a different career advising counsellor if the counsellor decide that a fellow counsellor will be better suited to give you advice on certain subject matters. In that case, either your counsellor will contact you manually or you will get a system message similar to the following:

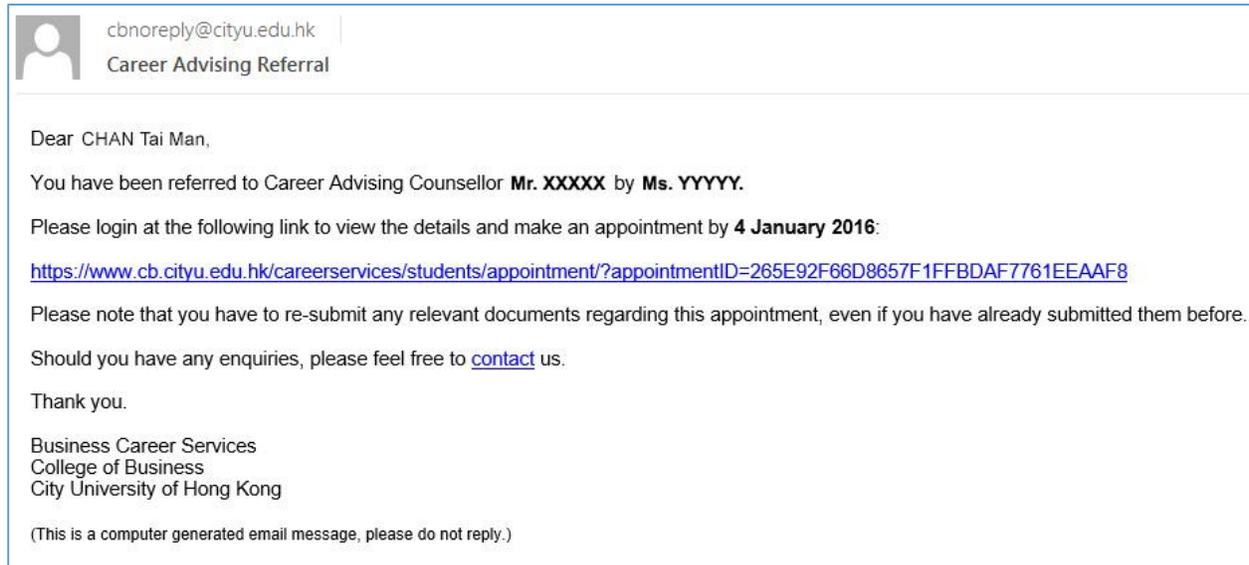


Figure 2 Referral Email

As the example email above stated, your chosen counsellor Mr. XXXXX has referred your case to Ms. YYYYY. You will have to click on the link in the email, login to the system, and fill out the advising appointment form again. Please note that you will have to re-upload any relevant document for this new counsellor. For each referred case there is a deadline in which you have to respond by. If you do not follow the link and fill out the online appointment form by that deadline, it would be assumed that you do not wish to make an appointment with the referred counsellor. The case will be closed then.

Share Your Outcomes

If you find the career counselling useful, share with us. If a counsellor assisted you in preparing the CV, improved your job interview skills and you got your ideal job eventually, please share your success stories with the counsellor!