

The Gerri Ripp Center for Career Development Appointment Policy

Career Advisors can assist you through every step in your career exploration, and internship and job searches. You'll benefit from personalized guidance on setting and maintaining career goals, gaining self and industry awareness, building your professional network, and making informed and fulfilling career choices.

Career Advisors are available for individual appointments in several ways:

Resume Review:

Students can have their resumes critiqued by a Career Advisor during Walk-in Hours. Walk-in Hours are generally 10-15 minute meetings available on a first-come, first-served basis. No appointment necessary.

Walk-in Hours are scheduled as follows:

Tuesdays and Fridays: 11:00 am – 1:00 pm

Thursdays: 4:00 pm – 6:00 pm

Cover Letter:

Career Advisors will help students decode job descriptions to ensure this document is marketing the skills, experiences, and qualities employers want in a candidate.

Career Exploration:

These types of appointments are beneficial if you are a freshman/sophomore deciding on a major, unsure what to do with your major, or need help tailoring your job hunt to a specific industry.

Mock Interview:

Whether you have an interview scheduled or are working on getting more comfortable in general interview situations, gain confidence with a practice interview.

Prepare For Your Appointment

To receive the maximum benefit from your advising session, prior to your appointment we ask that you:

- Access your [GAELink](#) account: Complete your profile, indicating your major(s) of interest.
- Review the Resume Guide and Career Spots videos for assistance in creating your resume.
- Please bring a printed copy of your résumé, cover letter and/or job description (if conducting a mock) before the meeting.

Cancellations & Tardiness:

Due to the extreme volume of appointment requests and an increase in the number of last minute appointment cancellations and no-shows, we request that you **cancel appointments 24 hours in advance**. Your cancellation will allow us to offer your time slot to another student. With prior notice, every effort will be made to reschedule your appointment within 5 business days.

If a student or alumni is more than 15 minutes late for an advising appointment, the advisor reserves the right to reschedule the appointment.

Consequence:

A Late Cancellation or No-Show will automatically result in following actions being taken:

- First Offense: If you do not show or do not cancel your appointment 24 hours prior to your scheduled appointment you will receive an e-mail reminder about the No-Show/Late Cancellation Policy.
- Second Offense: You will receive an e-mail from the career counselor alerting you that if you don't keep your 3rd appointment, you will not be allowed to schedule an individual appointment for the remainder of the month, and that you may only utilize Walk-in Hours during this period.
- Third Offense: You will receive an e-mail notice that your privilege for scheduling an appointment is suspended for the remainder of the semester and that you may only use Walk-in Hours during this time period.