



University Career Center & The President's Promise

Schedule a Career Consultation Appointment

All appointments at the University Career Center @ BSOS are scheduled through the University Career Center & The President's Promise [Careers4Terps](#) database for all declared BSOS majors. Appointments are held in 2148 Tydings Hall. Appointment topics provided by the University Career Center @ BSOS:

- Job search strategies (networking, follow-up etiquette, informational interviews, etc.)
- Developing customized application materials for desired industry or field of choice
- Preparing for interviews
- Salary research
- How to make contacts within a specific industry
- Internship search strategies

If you need introductory information about resumes, internships, or career exploration, you may schedule an appointment with a staff member in the University Career Center, 3100 Hornbake Library, South Wing, through Careers4Terps. **Call 301.314.7225 with questions or issues scheduling an appointment.**

1. Login to Careers4Terps at <http://careers.umd.edu/careers4terps> using your UM Directory ID (you may be asked to answer some questions if this is the first time you have logged in). Once you have answered the questions, click the home button.

Welcome To Careers4Terps!

As you can see, **Careers4Terps has a new look**, but all of your data should have remained the same. These are the changes you need to know:

- To the right, under "Shortcuts", you'll see direct links to search for jobs/internships in Careers4Terps, valuable online resources to help with your search, a list of upcoming fairs and events for you to connect with employers, and the ability to schedule an appointment with a career advisor.
- The Navigation bar is now on the left hand side. It has the same info as before in a different location.
- There is now a "Profile" that you can use and share externally if you'd like, but remember to keep your "My Account" information up to date! This is the criteria that employers use to screen for job applications.
- You now have a "News Feed," where you can follow employers to receive updates on new job postings and events that employer is attending.

Shortcuts

- Request a Career Advising Appointment
- Search Jobs/Internships
- Search On-Campus Interviews
- My On-Campus Interviews
- UNIV 099 Application
- Focus 2 (code: goterps)
- InterviewStream (virtual mock interview)
- Vault (industry guides)
- Candid Careers (advice videos)

Getting Started

- ✓ Account Created
- ✓ Personal Profile
- ✓ Academic Profile
- ✓ Privacy Settings
- ✓ Resume

Click "Request a Career Advising Appointment" to start the process.



Search

- Home
- Jobs
- Profile
- Resumes and Other Documents
- Events
- Interviews
- Employers
- Surveys
- Resources
- Calendar
- My Account

Home / Calendar / Counseling Appt

calendar

Please choose type of appointment first

Date Range

2016-08-05 to
 2016-08-19

Time Range

09 00 am to
 05 00 pm

Location

Counselor(s)

- Courtney Riley
- Crystal Sehlke
- Erica Ely
- Keturah Calverton

0 of 7 selected [\[show selected \]](#) [\[Show All \]](#)

Days of the Week

Mon Tue Wed Thu Fri
 Sat Sun

2. Choose a filter to locate appointment openings. Most students use the date range or appointment type filters only to view all openings.

Select an "Appointment" type to view all of the appointment times available. You will be able to select a specific topic before hitting the final submit button.

Available times will populate for a two week period (so if you don't see a time that fits your schedule, check back each day because new options will appear).

The "Location" box is not usually a good filter to use, so try the time range or "counselor" filter first.

You also have the option to select a particular "Counselor" and view his/her availability. Note: selecting a particular staff member sometimes limits your options.

Click "Check Availability" to view all appointment times.

3. The list of appointment openings will look like the sample below. Please note that **NOT** all appointments take place in the University Career Center, S. Hornbake Library, 3rd floor.
 Click the red highlighted name that best fits your schedule to continue.

Monday	
Crystal Sehlke UCC @ BSOS, 2148 Tydings Hall - 30 mins	1:00 pm
Stephanie Ryan UCC, 3100 Hornbake Library, South Wing - 30 mins	
Crystal Sehlke UCC @ BSOS, 2148 Tydings Hall - 30 mins	1:30 pm
Stephanie Ryan UCC, 3100 Hornbake Library, South Wing - 30 mins	2:00 pm

4. You will now see the “Confirm Appointment” box. Select specific topics or type in addition details you would like to discuss during the appointment. Click Submit Request to save your appointment.

Confirm Appointment ✕

Type *

Please choose your primary reason for this appointment

Experiential Learning: Internship Search

Discussion Topics *

Select all that are relevant

- Career Exploration
- Career Fair Prep
- Careers4Terps
- Choose/Change Major
- Cover Letter

Attachment

ADD ITEM

SUBMIT REQUEST

5. **Finished!** Your appointment is now confirmed. You may reschedule or cancel the appointment (with at least 24 hours’ notice) by clicking the “Calendar” button under “Home” and choose an option listed below.

- Home
- Jobs
- Profile
- Resources
- Calendar
- My Account

Approved Appointments

Items 1-1 of 1

CS

Experiential Learning: Internship Search

August 17, - 10:30 am

UCC @ BSOS, 2148 Tydings Hall

30 mins

⋮

cancel

reschedule

add to calendar