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This module is an improvement for many schools over the old method of scheduling appointments via email and/or maintaining large paper calendars in the Career Management Office reception area. The admin user has an easy-to-use appointment creation function. Advisors can create a profile that includes a bio and other information. Once an advisor has established an appointment schedule, they can easily replicate that schedule for other days and setup a month's worth of available appointments in a matter of a few minutes. The newest version of the Advising module utilizes specific appointment type functionality and scheduling by blocks of time. This version allows the admin to set up types of appointments using time parameters and other settings. These appointment types are then scheduled into blocks of time set up by the advisors. The legacy version also allows for online scheduling but does not set up parameters by type of appointment. With both versions, candidates can browse and sign up/withdraw for available appointments up to the specified deadlines. It is also possible to have the candidates respond to questions as they sign up. As an example, many schools ask for the purpose or topic of the appointment. The advisor can see the signups in real-time, can batch email with people on a particular schedule as needed, and are a click away from viewing each candidate's profile, notes, and GradLeaders Career Center activity history if needed. The advisor can also track attendance/no-shows right from the appointment page, and click to add a new candidate note following the appointment. Many GradLeaders Career Center modules integrate closely with personal calendars (Outlook, Google, etc.). This can be accomplished using GradLeaders Standard iCal integration or Enterprise Outlook integration. The Advising/Coaching module can also be setup so that not only do the candidates' calendars synchronize with GradLeaders Career Center, but also the advisors. Once calendar integration is enabled, the following modules will all synchronize with the calendar transactions: Advising, On-Campus Interviews, Company Events, Workshops, and Mock Interviews. The automatic Check-In feature can also be used to check students in for appointments including drop-ins. A widget can be placed on the advisor/admin dashboard to signify availability.

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