How to book an appointment

• Decide which would suit you best
  – Careers information drop-in – no appointment needed
  – Careers advice
  – CV/application reviews
  – Mock interview

• Use our appointments page to help you choose
  – www.york.ac.uk/careers/advice
How to book an appointment

• Log into Careers Gateway
  – [www.york.ac.uk/careers/gateway](http://www.york.ac.uk/careers/gateway)

• Choose Appointments/Search & Book

[www.york.ac.uk/careers](http://www.york.ac.uk/careers)
How to book an appointment

• Select the appointment type you want
• Click on Show results
• The list shows appointments as Available, Booked or Too Early
• Choose an Available appointment and Book now

www.york.ac.uk/careers
How to book an appointment

• You can book for today or tomorrow. If there are no appointments left to book, try again from 08:00 tomorrow morning, for the following day’s appointments.

• We have appointments Mon – Fri in term time (slightly fewer during vacation).