

# SCHEDULE AN APPOINTMENT WITH CAREER SERVICES

*Create a Purple Briefcase Account*

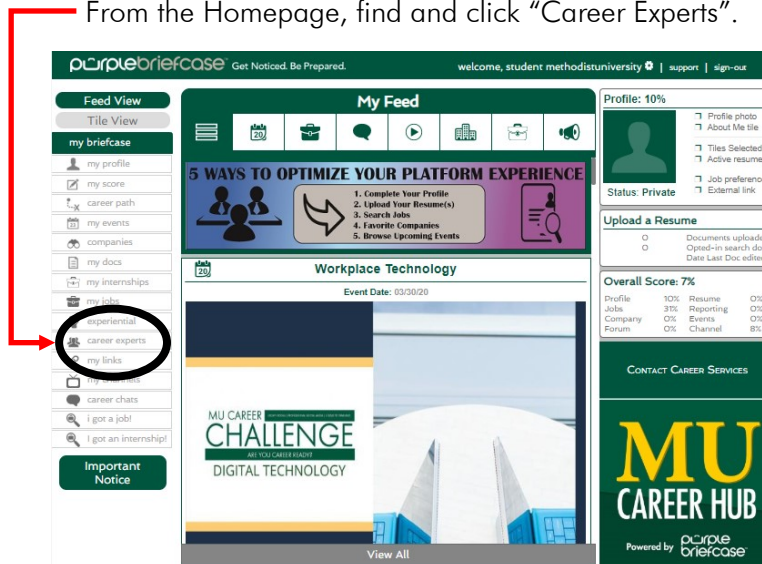
<https://app.purplebriefcase.com/pb/account/login?>



\*If Purple Briefcase “cannot find an account associated with the entered email address”, please create a Pending Account. A Career Expert will approve your account.\*

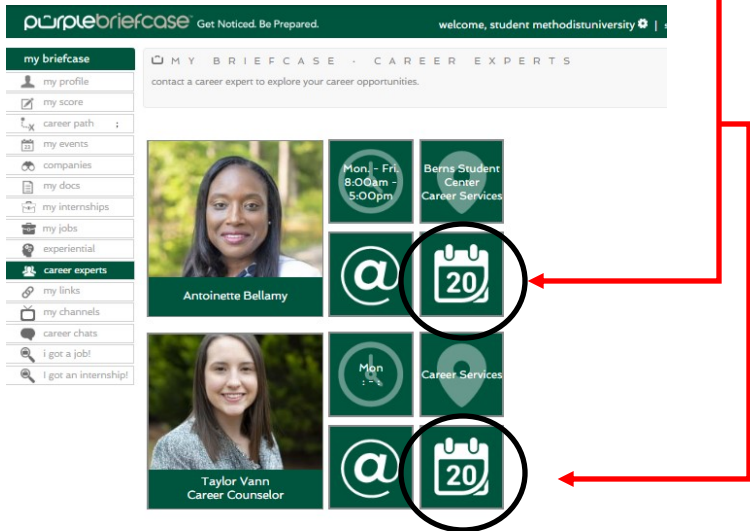
*Find a Career Expert*

From the Homepage, find and click “Career Experts”.



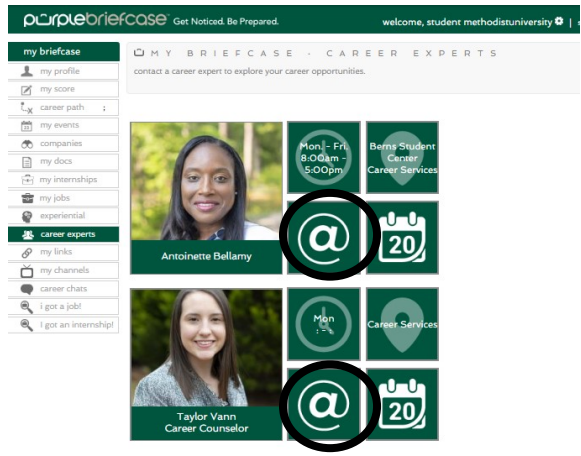
## Schedule an Appointment

Click on the Calendar icon to select an appointment type, date, and time.



## Select an Appointment Type

<p><b>Career Coaching Session-Zoom</b> ▶</p> <p>If you would like to speak with a career expert about major or career exploration, please schedule an appointment with me. I will send you a Zoom link.</p>	<p><b>Career Coaching Session-Phone</b> ▶</p> <p>If you would like to speak with a career expert about major or career exploration, please schedule an appointment with me. Please include your phone number in the m...</p>
<p><b>Resume Review-Email</b> ▶</p> <p>I will review resumes via email. Please forward your resume to abellem@methodist.edu.</p>	<p><b>Career Management Session-Phone or Zoom</b> ▶</p> <p>Please schedule a phone or Zoom appointment to discuss next steps in your career journey. Consider job search, graduate school, or military service options.</p>
<p><b>Mock Interview-Zoom</b> ▶</p> <p>If an employer has scheduled an interview with you, you should schedule a mock interview 2-3 days before your actual interview. If you choose this option, I will se...</p>	<p><b>Mock Interview-Phone</b> ▶</p> <p>If an employer has scheduled an interview with you, you should schedule a mock interview 2-3 days before your actual interview. If you choose this option, please l...</p>



\*If you do not see the specific service you are looking for, please send the career expert an email.\*

# Select a Day

A Bellamy  
**Career Coaching Session-Zoom**  
🕒 1 hr

If you would like to speak with a career expert about major or career exploration, please schedule an appointment with me. I will send you a Zoom link.

Select a Date & Time

March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

🌐 Eastern Time - US & Canada (9:24am) ▼

*Powered by Calendly*

\*Available dates will be highlighted blue.\*

# Select a Time

A Bellamy  
**Career Coaching Session-Zoom**  
🕒 1 hr

If you would like to speak with a career expert about major or career exploration, please schedule an appointment with me. I will send you a Zoom link.

Select a Date & Time

March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

🌐 Eastern Time - US & Canada (9:29am) ▼

Monday, March 23

● times you're available

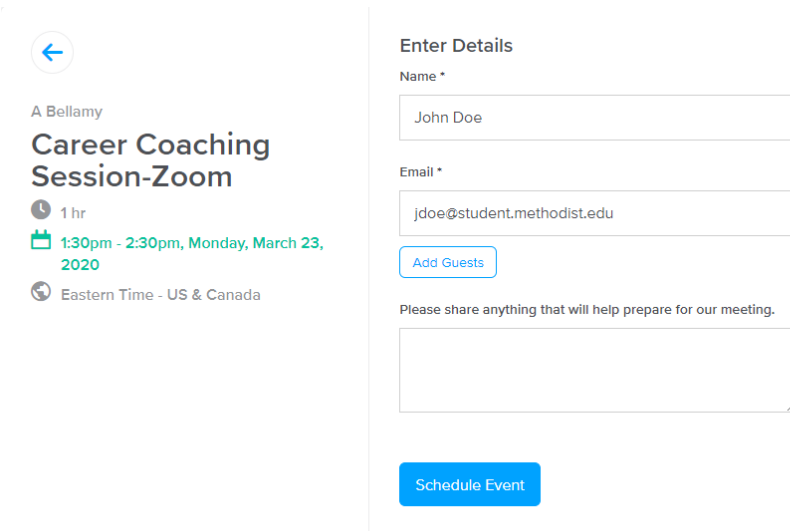
- 1:30pm
- 2:00pm
- 2:30pm
- 3:00pm
- 3:30pm
- 4:00pm

**Confirm**

*Powered by Calendly*

## Enter Details

Enter your name, email, and any additional information we may need to prepare for your appointment. Please provide your phone number if you are requesting a phone appointment. A Career Expert will call you at the appointment time you have selected. Once you have entered that information, click "Schedule Event".






The screenshot shows a mobile interface for scheduling a Zoom meeting. On the left, there is a summary card for the event: 'Career Coaching Session-Zoom' by 'A Bellamy', lasting '1 hr', on 'Monday, March 23, 2020' from '1:30pm - 2:30pm' in 'Eastern Time - US & Canada'. On the right, the 'Enter Details' form is displayed. It includes a 'Name' field with 'John Doe', an 'Email' field with 'jdoe@student.methodist.edu', and an 'Add Guests' button. Below these is a text area for additional information with the prompt 'Please share anything that will help prepare for our meeting.' and a 'Schedule Event' button at the bottom.

## Confirmation

You should receive a confirmation email with your appointment details. Please email a Career Expert if you do not receive a confirmation email to ensure your appointment has been scheduled.

### Confirmed

You are scheduled with A Bellamy.

-  Career Coaching Session-Zoom
-  3:00pm - 4:00pm, Monday, March 23, 2020
-  Eastern Time - US & Canada

A calendar invitation has been sent to your email address.

Simple. Automated. Scheduling.

jdoe@student.methodist.edu

Try it now!