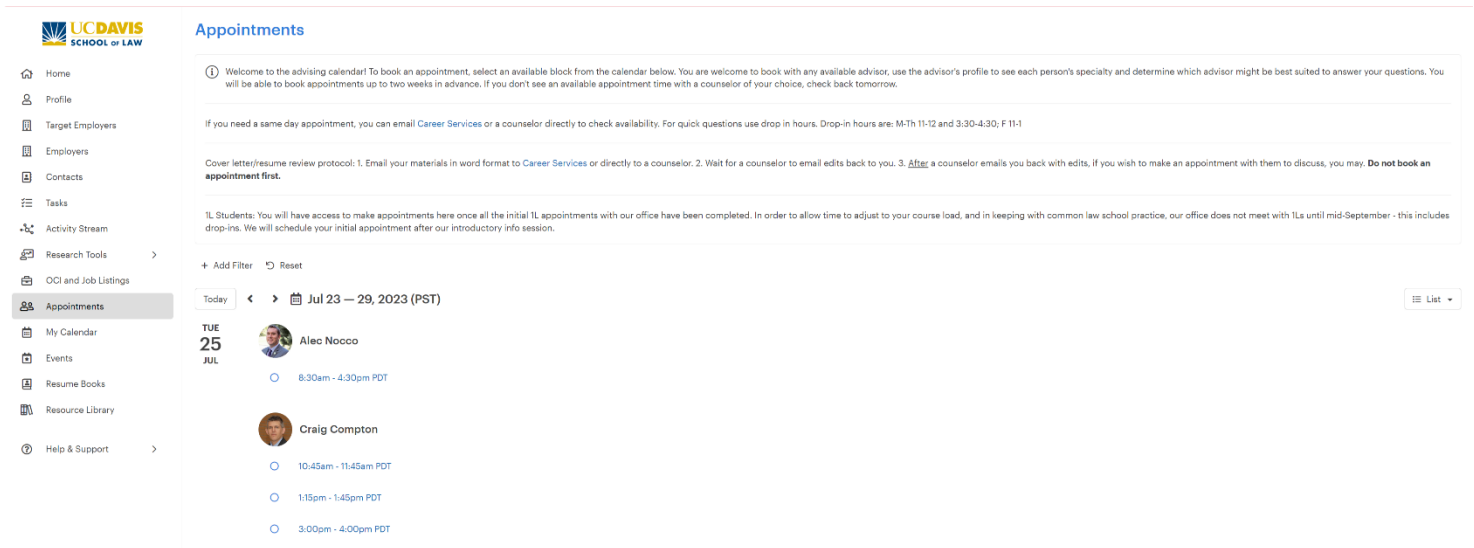


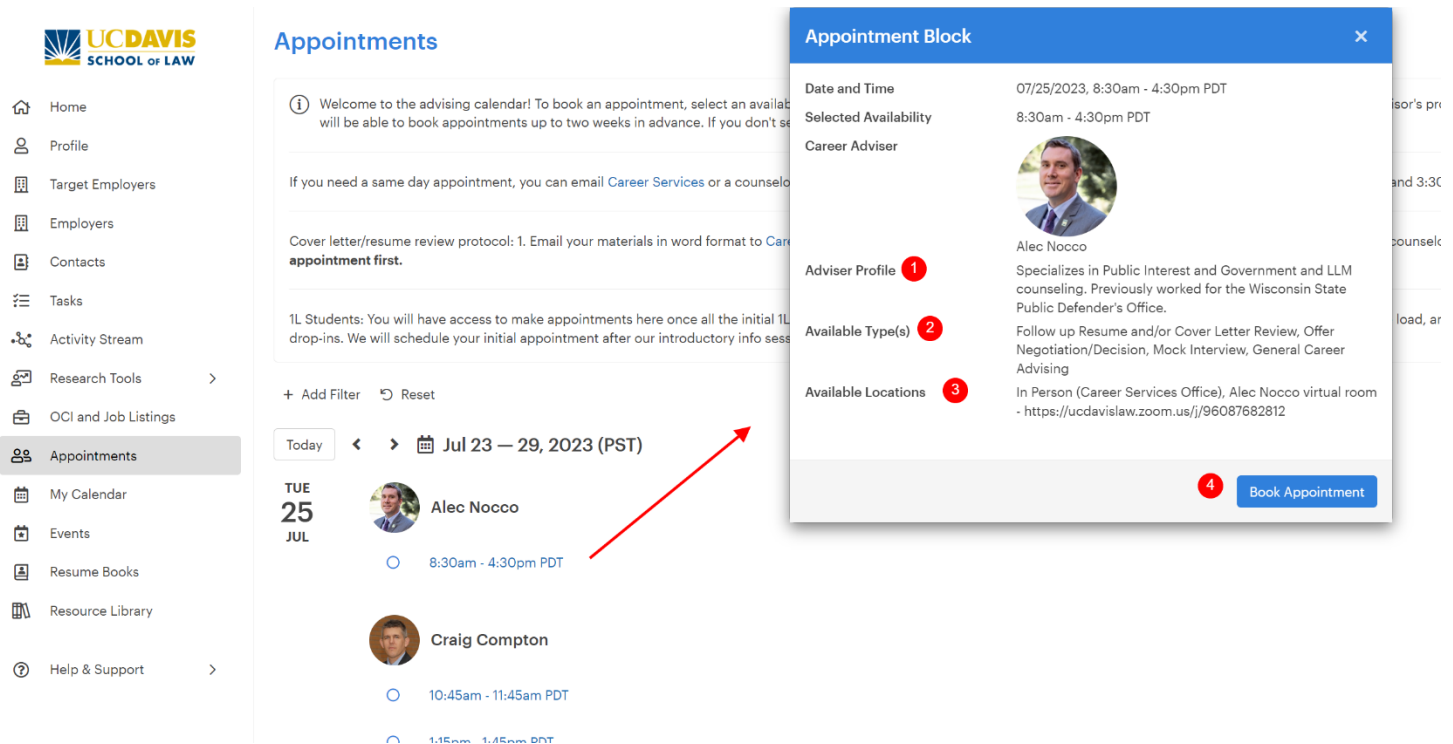
Appointments using 12Twenty

Booking an Appointment on 12Twenty

Navigate to the appointments module.




Once here you can view by day, week, list and you can filter by counselor or appointment type. When you are ready to book, select an appointment block.



1. The advisor profile will tell you about that counselor's specialty to assist you in selecting someone to make an appointment with.
2. These are the types of appointments you can book with this counselor
3. Tells you how that counselor is available to meet that day (in person or zoom)
4. If you are ready to book with that counselor click Book Appointment

You will be brought to this screen:



- Home
- Profile
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- Research Tools >
- OCI and Job Listings
- Appointments**
- My Calendar
- Events
- Resume Books
- Resource Library
- Help & Support >

Book Appointment

Date: 07/25/2023


Preferred Appointment Type* 1

Duration* 2 ☐ 15 mins ☒ 30 mins

Time* 3

<input checked="" type="radio"/> 8:30am PDT	<input type="radio"/> 9:00am PDT	<input type="radio"/> 9:30am PDT	<input type="radio"/> 10:00am PDT
<input type="radio"/> 10:30am PDT	<input type="radio"/> 11:00am PDT	<input type="radio"/> 11:30am PDT	<input type="radio"/> 12:00pm PDT
<input type="radio"/> 12:30pm PDT	<input type="radio"/> 1:00pm PDT	<input type="radio"/> 1:30pm PDT	<input type="radio"/> 2:00pm PDT
<input type="radio"/> 2:30pm PDT	<input type="radio"/> 3:00pm PDT	<input type="radio"/> 3:30pm PDT	<input type="radio"/> 4:00pm PDT

Career Adviser



Alec Nocco

Adviser Profile

Specializes in Public Interest and Government and LLM counseling. Previously worked for the Wisconsin State Public Defender's Office.

Preferred Location* 4

Reason for visit* 5

Additional Information* 6

Attachments 7

8

1. Select the type of appointment
2. Based on the type, you may have a choice of duration. Select how much time you need for your appointment
3. Select your appointment time
4. Select location (in office or remote). If the counselor is working remotely that day you will only have one option. If you wish to meet in person, choose another day or another counselor for that day.
5. Select the reason for the appointment
6. Give as much information as you can to help the counselor prepare for your appointment. Eg. area of law you are interested in for a job search, name of employer if doing a mock interview, etc.
7. You may attach anything you think would be helpful for the appointment – please note that we have access to documents you have uploaded to 12Twenty
8. Book Appointment

Cancelling an appointment

You can edit an appointment to add information or change the type or reason for the appointment. To change the time you must cancel the appointment and select a new one using the steps laid out above.

The screenshot shows the UC Davis School of Law Appointments interface. The left sidebar contains navigation links: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, Appointments (selected), My Calendar, Events, Resume Books, Resource Library, and Help & Support. The main content area is titled 'Appointments' and includes a welcome message, instructions for booking, and a calendar for July 25, 2023. The calendar shows two appointments: one with Alec Nocco from 8:30am to 9:00am PDT, and another with Craig Compton from 10:45am to 11:45am PDT. A red arrow points from the 8:30am appointment to an 'Appointment' modal window. The modal window displays the appointment details for Alec Nocco, including the time (07/25/2023, 8:30am - 9:00am), location (In Person (Career Services Office)), and reason for visit (searching for summer job with a public defender). It also includes buttons for 'Edit' and 'Cancel Appointment'.

1. You can cancel or edit an appointment by selecting the appointment block then clicking on the three dots at the top right of your appointment.

Appointment Protocols

- You can book appointments up to 14 days in advance. If you do not see an available appointment time with the counselor of your choice, check back tomorrow.
- Same day appointments cannot be made on 12Twenty – you must reach out to careerservices@law.ucdavis.edu or a counselor directly to check availability. Drop in hours are available every day for quick questions.
- **Cover letter/resume reviews:** Before booking a cover letter/resume review appointment you must follow the following protocol:
 1. Email your materials in word format to careerservices@law.ucdavis.edu or directly to a counselor
 2. Wait for a counselor to email edits back to you. Typically this can take 1 – 3 business days, but can take longer depending on demand. If you have a deadline coming up within 1 week, please indicate that in your email.
 3. After a counselor emails you their edits, if you wish to discuss those edits, you may then make a cover letter/ resume review appointment with that counselor.

If you book a cover letter/resume review appointment before following the above steps, it will be cancelled and you will be asked to submit your materials by email.