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:

### Book Appointment

<table>
<thead>
<tr>
<th>Date:</th>
<th>07/25/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Appointment Type*</td>
<td>General Career Advising</td>
</tr>
<tr>
<td>Duration*</td>
<td>15 mins</td>
</tr>
<tr>
<td>Time*</td>
<td>8:30am PDT</td>
</tr>
<tr>
<td></td>
<td>10:30am PDT</td>
</tr>
<tr>
<td></td>
<td>12:30pm PDT</td>
</tr>
<tr>
<td></td>
<td>2:30pm PDT</td>
</tr>
</tbody>
</table>

#### Adviser Profile
Specializes in Public Interest and Government and LLM counseling. Previously worked for the Wisconsin State Public Defender’s Office.

#### Preferred Location*
In Person (Career Services Office)

#### Reason for visit*
Job Search Strategies - Public Interest/Government

#### Additional Information*
Please provide any additional information you would like us to know.

#### Attachments
Drop files to attach, or browse

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.

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.