Appointments using 12Twenty

Booking an Appointment on 12Twenty

Navigate to the appointments module.

	Appointments
슈 Home 요 Profile	Welcome to the advisor's profile to book an appointment, select an available block from the calendar below. You are velcome to book with any available advisor's profile to see each person's specialty and determine which advisor might be best suited to answer your questions. You will be able to book appointments up to two weeks in advance. If you don't see an available appointment time with a counselor of your choice, check back tomorrow.
11 Target Employers	If you need a same day appointment, you can email Career Services or a counselor directly to chack availability. For quick questions use drop in hours. Drop-in hours are: M-Th 11-12 and 3:30-4:30; F 11-1
Employers	Cover letter/resume review protocol: 1. Email your materials in word format to Career Services or directly to a counselor. 2. Weil for a counselor to email edits back to you. 3. <u>Afrer</u> a counselor emails you back with edits, if you wish to make an appointment with them to discuss, you may. Do not book an appointment first.
ž⊟ Tasks ⊷‰ Activity Stream	1L Students: You will have access to make appointments here once all the initial IL appointments with our office have been completed. In order to allow time to adjust to your course load, and in keeping with common law school practice, our office does not meet with ILs until mid-September - this includes drop-ins. We will schedule your initial appointment after our introductory into session.
알 Research Tools > 은 OCI and Job Listings	taes C asif
Appointments	Today < > 🗎 Jul 23 - 29, 2023 (PST)
 My Calendar Events 	TUE 25 Alec Nocco
Resume Books	O 8:30am - 4:30pm PDT
Resource Library	Craig Compton
(2) Help & Support >	O 10.45am - 11.45am PDT
	O 1:15pm - 1:45pm PDT
	O 3.00pm - 4.00pm P0T

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.

		Appointments	Appointment Block	×	
ය ව	Home Profile	(i) Welcome to the advising calendar! To book an appointment, select an availab will be able to book appointments up to two weeks in advance. If you don't set	Date and Time Selected Availability Career Adviser	07/25/2023, 8:30am - 4:30pm PDT 8:30am - 4:30pm PDT	isor's
ā 	Target Employers	If you need a same day appointment, you can email Career Services or a counselo	Career Adviser	93	and 3
	Employers Contacts	Cover letter/resume review protocol: 1. Email your materials in word format to Carr appointment first.	Adviser Profile 1	Alec Nocco Specializes in Public Interest and Government and LLM	couns
;≣ •&•	Tasks Activity Stream	1L Students: You will have access to make appointments here once all the initial 1L drop-ins. We will schedule your initial appointment after our introductory info sess	Available Type(s)	counseling. Previously worked for the Wisconsin State Public Defender's Office. Follow up Resume and/or Cover Letter Review, Offer Negotiation/Decision, Mock Interview, General Career	load,
2 2	Research Tools >	+ Add Filter "D Reset	Available Locations 3	Advising In Person (Career Services Office), Alec Nocco virtual room - https://ucdavislaw.zoom.us/j/96087682812	
8	Appointments	Today < > 🖮 Jul 23 — 29, 2023 (PST)		4 Book Appointment	
	My Calendar Events	25 JUL Alec Nocco		Book Appointment	
	Resume Books Resource Library	O 8:30am - 4:30pm PDT			
?	Help & Support >	Craig Compton			
		O 10:45am - 11:45am PDT			

- 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 they 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					
~	11		Date:	07/25/2023				
۵	Home		Preferred Appointment Type*	General Career Advising 🔹				
8	Profile		Duration*	0 15 mins (0) 30 mins				
	Target Employers		•					
	Employers		Time*	S:30am PDT	9:00am PDT	9:30am PDT	10:00am PI	
:	Contacts		3	10:30am PDT	11:00am PDT	11:30am PDT	12:00pm PE	
狺	Tasks		•	12:30pm PDT	1:00pm PDT	1:30pm PDT	2:00pm PD	
·2:	Activity Stream			2:30pm PDT	3:00pm PDT	3:30pm PDT	4:00pm PD	
2	Research Tools	>	Career Adviser	(P)				
8	OCI and Job Listings							
<u>9</u> 9	Appointments			11g				
	My Calendar			Alec Nocco				
×	Events		Adviser Profile	Specializes in Public Interest and Government and LLM counseling. Previously worked for the Wisconsin State Public Defender's Office.				
•	Resume Books		Preferred Location*	In Person (Career Services Office)				
	Resource Library		Reason for visit* 5	Job Search Strategies - Public Interest/Government 👻				
?	Help & Support	>	Additional Information* 9	Please provide any additional information you would like us to know.				
			Attachments		Drop files to a			

- 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 <u>careerservices@law.ucdavis.edu</u> 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:
 - Email your materials in word format to <u>careerservices@law.ucdavis.edu</u> or directly to a counselor
 - 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.