Scheduling an Advising Appointment in CareerHub

Below is a step-by-step guide to schedule an advising appointment in CareerHub.

Login to MyEagle Student Sign-In, then the Click CareerHub icon (see arrow below) and enter your Username and Password.
Job Opportunities in CareerHub

CareerHub is a tool to connect you to jobs, as employers regularly post positions on this site. As an HCC student you can apply for a posted position if you have an approved resume loaded in your CareerHub account. Also, as a student you can sign up for career related events, such as computer interviews and job fairs. If you want information on the go, download the CareerHub app to your mobile device.

Access CareerHub via My Eagle - [https://myeagle.hccs.edu/](https://myeagle.hccs.edu/)


Scheduling an Advising Appointment in CareerHub

*Below are the steps to schedule an appointment with an Academic Advisor.*

- **Step 1 - Select Schedule an Appointment**
  - Complete Job Seeker Status
  - Add Cell Phone
  - Agree to Student Job Scam Training

- **Step 2 - Click Request New Appointment**

- **Step 3 - Select Type of Appointment:**
  - Advising - General
  - Advising - Transfer
  - Advising - Graduation
  - Advising - Major/Degree Plan

- **Step 4 - Enter Date Range - Find dates you are available**
  - Enter Time Range - Time you are available
  - Enter Length - Duration of the appointment (20-30 minutes)
  - Enter Location
  - Select Advisor Name
  - Select Days - Days for the appointment

- **Step 10 - Click Check Availability - Select a time that works with your schedule.**

- **Step 11 – Confirm the appointment.**
  (In the comment box, please state what you desire to discuss in your advising session, and if you prefer a telephone or web-cam session.)

- *Once you submit your appointment, you will receive a notification from the Advisor confirming your requested appointment date and time.*
CAREERHUB STUDENT PROFILE – SCHEDULE APPOINTMENT
CAREERHUB STUDENT PROFILE – JOB SEEKER STATUS

Steps:
Complete Job Seeker Status
Add Cell Phone
Agree to Student Job Scam Training
CAREERHUB STUDENT PROFILE – ADD CELL PHONE
System Information

I have reviewed the Student Job Scam Training *

We value your experience utilizing CareerHub and are always looking out for your safety online. Please click here to view tips to protect your digital profile and how to identify job scams. By checking the box, you are agreeing that you are aware of HCC Cyber Security tips and best practices.

☐ I Agree
REQUEST NEW APPOINTMENT
START WITH SELECTING TYPE OF APPOINTMENT
SEARCH FOR AVAILABLE ADVISING STAFF

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Staff Name</th>
<th>Location</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Mar 23, 2020</td>
<td>9:00 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
</tr>
<tr>
<td></td>
<td>9:15 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
</tr>
<tr>
<td></td>
<td>9:30 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
</tr>
<tr>
<td></td>
<td>9:45 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
</tr>
<tr>
<td></td>
<td>10:00 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
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<td></td>
<td>10:15 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
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<td></td>
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<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
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<tr>
<td></td>
<td>10:45 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
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<tr>
<td></td>
<td>11:00 am</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
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<td></td>
<td>11:15 am</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>12:00 pm</td>
<td>James Noble</td>
<td>Virtual Location - Via Webex Online</td>
<td>20 mins</td>
</tr>
</tbody>
</table>

*Note: The above schedule is for example purposes only.*
CONFIRM THE APPOINTMENT — ADD REASON

Greetings,

I would like to speak with someone regarding my resume and how to use CareerHub to search for a job. Thank you.

Johnny Appleseed
CONFIRM THE APPOINTMENT – CLICK SUBMIT
Confirming an Advising Appointment in CareerHub

Once you submit your appointment, you will receive a notification from the Advisor confirming your requested appointment date and time.