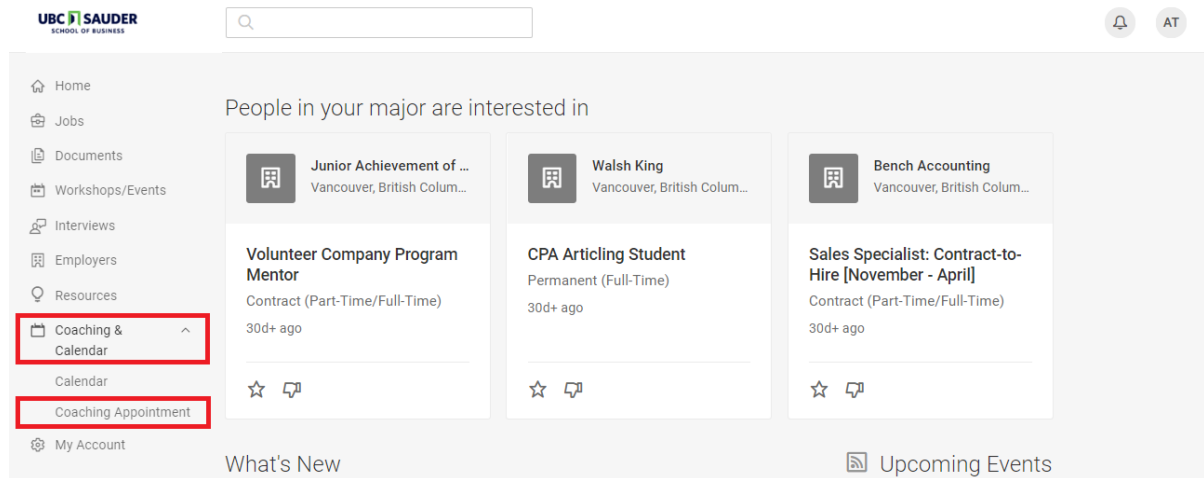


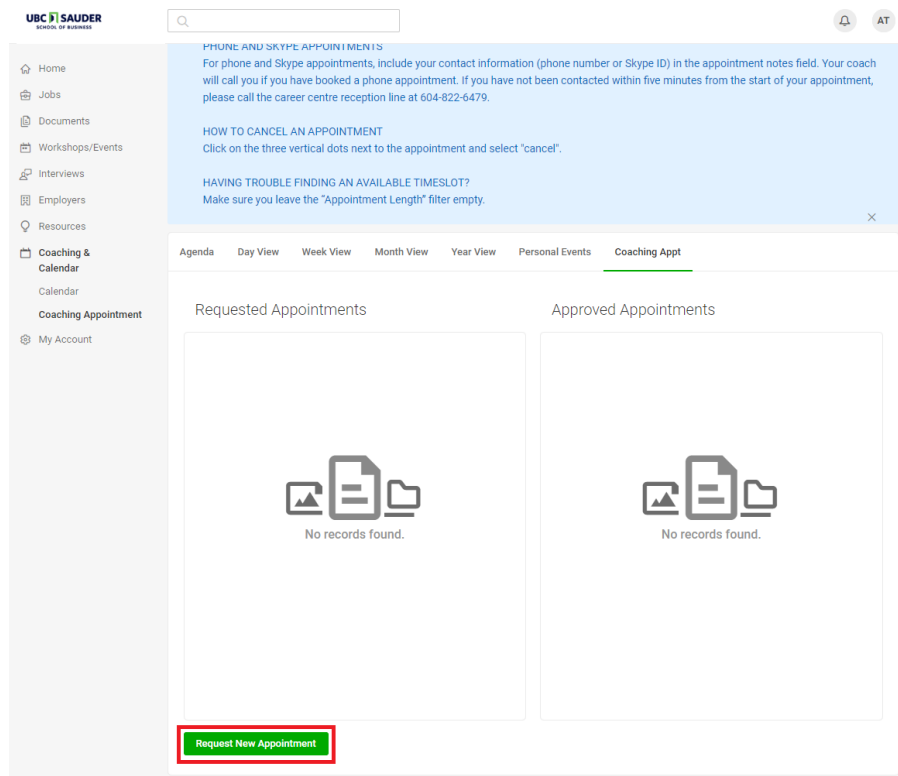
How to book a Coaching Appointment on COOL

Step 1: Log into COOL using your CWL: <https://sauder-ubc-csm.symlicity.com/>

Step 2: Click on the “Coaching & Calendar” tab and click “Coaching Appointment.” Another way to access the appointment page is to scroll down the homepage and click “Book a Coaching Appointment” under the Quicklink section.



Step 3: Scroll down to the bottom of the page and click “Request a Coaching Appointment”



Step 4: Select the type of coaching appointment you would like to book and select “Check Availability”

UBC SAUDER
Faculty of Business

Home Jobs Documents Workshops/Events Interviews Employers Resources Coaching & Calendar Coaching Appointment My Account

Agenda Day View Week View Month View Year View Personal Events Coaching Appt

Type

Date Range
2019-08-07 to
2019-08-21

Time Range
08:00 am to
09:00 pm

Length

Location

Coach
 External Consultant (Co-op) - Nikola Girke
 Jasmine Bassi
 Michael Rankin
 Mursal Khyabani

Days of the Week
 Mon Tue Wed Thu Fri
 Sat Sun

Start by choosing an initial filter from the choices at left

Step 5: Select a date and time that works with you. Remember to double check the appointment location to see if it is a: “Virtual Coaching Appointment (Skype/Phone)” or “Business Career Centre” appointment (in person). Fill in the required fields and click “Submit Request.”

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Confirm Appointment

* indicates a required field

Length of Appt *
30

Coach *
Mursal Khyabani

Time *
10:30 AM

Type *
Job Search Strategies

Location
Business Career Centre

Room
check-in at reception

Appointment Method *

Additional Notes *
Please provide details about what you wish to discuss with your coach.