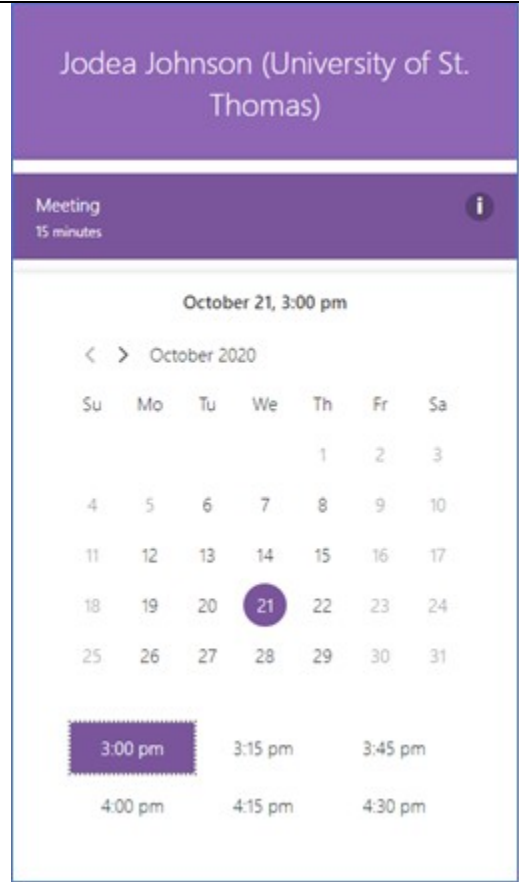
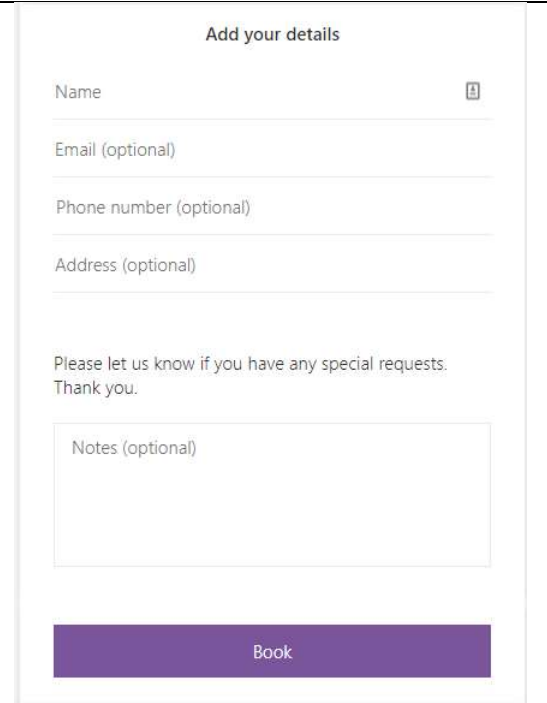


EMPLOYERS – HOW TO BOOK A MEETING

Click on the Bookings link for the St. Thomas Engineering student that you wish to meet.

A calendar booking site will appear (with the student's name at the top)

 <p>Jodea Johnson (University of St. Thomas)</p> <p>Meeting 15 minutes</p> <p>October 21, 3:00 pm</p> <p>< > October 2020</p> <table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></tbody></table> <p>3:00 pm 3:15 pm 3:45 pm</p> <p>4:00 pm 4:15 pm 4:30 pm</p> <p>#1</p> <p>#2</p>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<ol style="list-style-type: none">1. Click the Calendar date that you wish to book (#1). The dates of the event are October 21st -23rd from 3:00 pm -5:00 pm.2. Click the Time that you wish to book (#2)
Su	Mo	Tu	We	Th	Fr	Sa																																					
				1	2	3																																					
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18	19	20	21	22	23	24																																					
25	26	27	28	29	30	31																																					
<ol style="list-style-type: none">3. Scroll down to the 'Add your details' section and enter required information.<ol style="list-style-type: none">a. Optionally, please provide an email address or phone number that the student can use if they need to cancel your appointment for an unforeseen reason.b. If you can, please leave any Notes that you wish the student to be prepared to discuss during the event.4. Click Book – you will receive email confirmation. This confirmation has the link for you to change or cancel the appointment if necessary. Note: The student does not see your email address.5. You should also receive an appointment reminder before the appointment time (usually one day before).	 <p>Add your details</p> <p>Name <input type="text"/></p> <p>Email (optional) <input type="text"/></p> <p>Phone number (optional) <input type="text"/></p> <p>Address (optional) <input type="text"/></p> <p>Please let us know if you have any special requests. Thank you.</p> <p>Notes (optional) <input type="text"/></p> <p>Book</p>																																										