

# Student Guide:

## Booking an Interview Appointment

### How do I book an interview Appointment?

1. Once you get an email alert of a scheduled interview, login to [career360.smu.ca](http://career360.smu.ca)
2. On the left navigation bar click 'Co-op', 'Job Postings' then 'Interviews'
3. On your dashboard, under 'Co-op Interviews', click blue 'view' under the *Unscheduled Interviews* row
4. On Interview Details Page, click blue 'Book My Interview Appointment'
5. Select suitable interview slot and click 'Book'
6. To change a previously selected interview slot, click 'Reschedule Interview' and click 'Book' on the appropriate slot

#### Still Have Questions?

Please contact Career Services at [career360@smu.ca](mailto:career360@smu.ca) for any further questions and assistance.

4th Floor, Student Centre | [smu.ca/career360](http://smu.ca/career360) | [career360.smu.ca](http://career360.smu.ca)