

# UCCS Excel Communication Center

## How to Properly Schedule a Mock Interview

WOnline, is located at <https://uccs.mywconline.net>.

BEFORE SIGNING IN, please take a minute to carefully read the information on the right side of the sign-in screen.

Any mock interviews scheduled for 30-minutes instead of 60-minutes will be cancelled.

**FIRST:** Select a 60-minute block of time (two white blocks next to each other on the same day with the same tutor). Click on the **first** white block. A pop-up box will open.

**SECOND:** Within the pop-up box, use the drop-down at the top to change the appointment **end time** to reflect a 60-minute appointment.

**THIRD:** Continue completing the additional drop-down boxes. At "Service Needed," select **Virtual Mock Interview**.

**FOURTH:** If required by your instructor, upload any documents to the file boxes or email them to [cec@uccs.edu](mailto:cec@uccs.edu) with the subject line "**Mock Interview Documents**" at least 48 hours in advance of your appointment.

Click the "Create Appointment" button at the bottom. That's it!

### Create New Appointment

Client  
cec, cec (cec@uccs.edu)

Appointment Date  
Wednesday, September 18, 2019: 3:00pm to 3:30pm

Staff or Resource  
Nash (Fall 2019)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Course \*  
COMM 2010 (Oral Comm in the Workplace)

PUBLIC SPEAKING STUDENTS ONLY Choose by: Section Number/Day/Recitation Instructor  
-- please select --

Instructor \*  
Connie Blackmann

Service Needed: 30-minutes (default setting) OR 60-minutes (please change appointment end time) \*  
In-Center Mock Interview (change end time to 1 hour)

Useful Comments For Your Tutor

This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls or .xlsx.

File #	Document Title	Notify Client?
File #1 Choose File No fil...hosen		No
File #2 Choose File No fil...hosen		No
File #3 Choose File No fil...hosen		No

ADMINISTRATIVE OPTIONS  
Walk-in/Drop-in  Missed  Placeholder  Email Client?

CREATE APPOINTMENT CLOSE WINDOW