How to Schedule a Career Center Appointment

We have a new appointment scheduling system. It allows you to make an appointment at a time that is convenient for you through your my.chemeketa.edu account.

Navigate by:

- Signing into your MyChemeketa account
- Click on the "services" tab once logged in
- Then click on the "Careers" sublink

Click on the "ChemekNET" button on the right.

Click the “Services” tab on the top left of the page.

Scroll to find “Career Center – Salem” – Click Schedule Online

Career Center – Salem
One stop shop for resume and cover letter assistance, job search strategies, interview tech
Phone 503.399.5026
Email careercenter@chemeketa.edu
Hours Monday - Friday, 8 am - 5 pm
Location Chemeketa Salem, Building 2, Room 115
Website http://www.chemeketa.edu/learncertdegree/advising/careercenter/
All appointments are one on one.

Use the calendar on the left top margin to find a date and time that is available. Available dates are in **bold**

Click the green (+) plus select the appointment time you would like.

Select:
- A reason
- Duration (length of time)
- Description (Optional)
- click next.

To finalize your appointment click “schedule”

An e-mail will be sent to your MyChemeketa e-mail confirming the appointment. Try again if you do not receive an e-mail.