"Schedule a Virtual Meeting" instructions for Job Seekers

1. Log into JobCenterofWisconsin.com (JCW) with JCW username and password.

2. Select "Schedule a Virtual Meeting" from the Job Seekers menu

3. Re-enter JCW username and password to continue to virtual meeting scheduling page.

4. Click Schedule Meeting.

5. Confirm contact information. Click Save and Continue.

6. Select the service that best matches your needs. Click Continue.

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information — Service — Additional Information — Date & Time — Meeting Confirmation

What can we help you with?

Employment Services for Veterans

Services for Spouses of Veterans

Finding a job

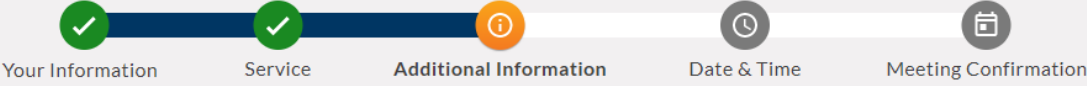Writing a resume

Interviewing

Exploring other careers

Learning about Apprenticeships

6 Continue

7. Select the button or buttons that apply to you. Most customers will choose "Neither of these apply to me." Click Continue.

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✓ Your Information — ✓ Service — ⓘ **Additional Information** — 🕒 Date & Time — 🗓 Meeting Confirmation

Select any of these that apply to you.

Employment impacted by foreign competition (Trade Adjustment Assistance).

I would prefer a Spanish speaking staff member if available.

Neither of these apply to me.

7 Continue

Back to Service

8. Use drop-down to select a date. Only dates in **bold** have available appointment slots.

What date would you like to meet with the career planner?

AM	PM					

OCT 2021 ▾   ‹ ›

Su	Mo	Tu	We	Th	Fr	Sa
OCT					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						

8

Dates in bold have available appointment slots

9. Select AM or PM. If no times are available in AM, change to PM (or vice-versa.)

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✓ Your Information — ✓ Service — ✓ Additional Information — 🕐 Date & Time — 📅 Meeting Confirmation

What date would you like to meet with the career planner?

📅 October 20, 2021   ⌄   AM   PM

9 **There are no available times. Please make another selection.**

10. Select your desired time slot and click "Schedule Meeting."

You will receive a confirmation email with the meeting link to the email address in your profile. Check your junk mail folder if you don't see the confirmation email in your inbox.