

Tour and Assessment Scheduling Process

Scheduling Parameters

- Please schedule tour on Tuesday, Wednesday, or Thursday. If client absolutely cannot come on one of these days, please contact the RTS and Center Director to make special arrangements.
- Please do not schedule tour between 10:30 a.m. and 12:30 p.m. To accommodate for Business class and student lunch break. Afternoon tours can be scheduled between 12:30 p.m. and 3:30 p.m.

Process for scheduling Assessment & Tour

Step 1: Counselor looks at RTS calendar and confirms that desired time is available.

Step 2: Counselor sends email to Field Operations Secretary, RTS, and RTS Supervisor which includes the following information:

- * client name
- * date and time of tech assessment
- * date and time of tour

Step 3: Field Operations Secretary creates calendar invitation for RTS, counselor, counselor assigned to center students, and center. This calendar invitation includes whether the assessment or tour will come first.

Step 4: Library desk staff will check center calendar to be aware of who is arriving and when.

Process for scheduling tour ONLY

Step 1: Counselor sends email to Field Operations Secretary which includes the following information:

- * client name
- * date and time of tour

Step 2: Field Operations Secretary creates calendar invitation for center. This calendar invitation indicates that there is a tour with no assessment.

Step 3: Library desk staff will check center calendar to be aware of who is arriving and when.