CAREERS ADVICE

KNOW WHAT TO EXPECT
Careers advice

We offer one-to-one appointments where you can discuss any career-related issue with one of our team of careers advisers who are professionally trained graduates from a variety of backgrounds with specialist areas knowledge. We are constantly renewing our knowledge, and our very good relationships of graduate employers mean that we are regularly kept up-to-date with news of current graduate recruitment issues and practices. You do not need to know what you want to do before you come to see us – we see people at every stage of their journey. All career-related issues are welcome; these are the most common areas:

- how to choose a career or course of further study
- the career options available following your undergraduate or postgraduate degree
- the implications of module and subject choices
- researching work and study ideas in the UK or abroad
- finding work and study opportunities
- discussing work experience and internship options
- making applications – advice on draft CVs, covering letters, applications forms, interviews and assessment centres. International students seeking help with their written English should make an appointment with ELT: eltsupport@st-andrews.ac.uk
- sourcing vacancies and employer information
- the career implications of changing or leaving your course, and your options

Who can book a careers appointment?

- matriculated University of St Andrews students
- alumni of the University of St Andrews

When other demands allow, we also offer our services to:

- graduate staff members of the University of St Andrews
- graduates from other universities who are resident in the area and who have graduated within the preceding two years

The commitment of the Careers Centre to its users

Eligible users of the Careers Centre can expect to be able to access:

- a service which is client-focused, professional, impartial, objective, accessible and confidential;
- staff who are welcoming, courteous and approachable as well as professionally and appropriately qualified or trained;
- equality of provision regardless of gender, racial group, sexual orientation, or age;
- services or resources which have been appropriately adapted to meet the needs of disabled users.
How can I prepare for a careers appointment?

We find that the time can be used most effectively if you have given a little thought to what you want to discuss and/or done some research first. Typical preparation could include some of the following:

- thinking about your reasons for coming and what you want to achieve, perhaps making some notes of questions.
- taking a look at the ‘Career Options’ section of the Careers Centre website.
- bringing in a draft CV as a basis for discussion or review. Some guidelines on drafting your CV - examples can be found on our website.

How can I book a careers appointment?

20 minute appointments are available every weekday afternoon. Afternoon appointment slots are available from 14:00 to 16:10. To book an appointment freephone 0800 587 5090 between 12:30 and 13:30 on the day.

Penultimate year, final year and postgraduate students and graduates of the University of St Andrews can also book an advance appointment with a careers adviser. These appointments generally last up to 30 minutes. Contact the Careers Centre to book your appointment. In-person appointments can be made at the Careers Centre Reception between 10am and 5pm from Monday to Friday. Bookings by telephone can be made by calling 01334 462688/9 between 8.45am and 10am on Mondays, Tuesdays and Wednesdays. If you have graduated, or are away from St Andrews for the summer or a year abroad, you can use our online service to submit your CV or any careers-related query. An adviser will usually respond within five working days. If you’re in St Andrews it is better to see an adviser in person.

While our careers advisers have sector and school-based specialisms, all are experienced at advising students and graduates on many career-related topics. You can make an appointment with any careers adviser.

What can I expect from a careers appointment?

The Careers Adviser’s role is:

- to agree with you the structure of each appointment to ensure your issues and questions will be covered
- to offer impartial, non-judgemental advice and guidance
- to offer accurate and up-to date information
- to focus on your needs and interests
- to know where to find the answers and show you where and how to access information to research queries for yourself, rather than knowing the answer to every question
- to help you recognise where you currently are in the stages of career decision making and advise you on moving closer to a well-informed, realistic career decision
- to refer you to sources of specialist information or services where appropriate
- overall, to encourage and motivate you and give you practical advice
Where will the careers appointment take place?

Your appointment will take place in the Careers Centre at 6 St Mary’s Place, St Andrews, KY16 9UY (opposite the Students’ Association).

Wheelchair users are able to access the Careers Centre via the ramp. Students with disabilities are invited to discuss any access requirements with Annie Rickard of our Reception team (careers@st-andrews.ac.uk; 01334 462688)

Feedback

We aim to meet your needs and provide an excellent service. You will receive an email inviting you fill in an online form evaluating how better prepared you feel after your meeting with a careers adviser. You can also use this form to comment or suggest any improvements to the service.

And finally!

Don’t expect a ‘quick fix’. Be prepared to carry out some research and action between appointments.

Contact Details

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6 St Mary’s Place
St Andrews
Fife
KY16 9UY

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E:careers@st-andrews.ac.uk
www.st-andrews.ac.uk/careers