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. We are constantly renewing our knowledge, and our excellent relationship with 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 within three years of graduation (where we are able to help, bearing in mind that our core expertise is with immediate graduate labour markets and further study options)
• staff members (graduate level), of the University of St Andrews (where we are able to help, as for alumni above)

Please note that at the very busiest times of year, we may need to restrict access to advisers to current students.

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.

Types of appointments

Quick Queries

Quick Queries are available each afternoon for 15 minutes and run from 14:00 to 16:00 each weekday in St Andrews. Quick Queries are booked online through CareerConnect. Each day’s online booking slots are released daily at 12:00.

Advance appointments

These appointments generally last up to 30 minutes. Bookings can be made either between 8.45am and 10am on Mondays, Tuesdays and Wednesdays by calling 01334 462688/9 or at the Careers Centre Reception between 10am and 5pm Monday to Friday.

All students, undergraduate and postgraduate, and alumni are eligible to use the above services, although some restrictions will be introduced, and advertised, at the busiest times of year.

All our careers advisers are experienced at advising students and graduates on many career-related topics. You can make an appointment with any careers adviser.

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.

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 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 to 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

University of St Andrews Careers Centre
6 St Mary’s Place
St Andrews
Fife
KY16 9UY

T: 01334 462688
E: careers@st-andrews.ac.uk
www.st-andrews.ac.uk/careers

February 2019