Booked appointments with a careers adviser, normally lasting up to 30 minutes, are bookable at Reception. They are intended for University of St Andrews users who are:

- Undergraduate penultimate, final year students and graduates
- Masters students and PhD researchers
- Postdocs and other university staff

A student will usually be given an appointment with the careers adviser most appropriate to their needs. This could be the adviser for the specific occupational area they wish to discuss or the adviser for their subject of study. If a student asks to see a different careers adviser, perhaps because they have developed a good relationship with them, the request will be met where possible.

Booking for appointments opens from 10am on the Thursday prior to the week that the student would like to have the appointment. Students can expect to be seen within five minutes of their appointment time.

Usually a student will need to present in person at reception to book their appointment. This is so that the student is pre-advised correctly and shown appropriate resources. To be eligible to email or telephone to arrange a subsequent booked appointment, a student will be given permission to do so by a careers adviser after their initial meeting and this will be indicated on the student’s record on the Careers Centre intranet system.

If a student arrives late, the careers adviser will see them where possible but the time available may be shorter than usual. The adviser will tell the student of any time constraint.

Booked appointments take place in advisers’ rooms on the first floor of the Careers Centre, but Room 3 on the ground floor is available for meetings with students with disabilities.

All discussions remain confidential and impartial.

Students are entitled to more than one booked appointment, but the Careers Centre reserves the right to limit the number of such discussions, either because of pressure on available slots or because it considers that no useful purpose would be served.

Throughout the year students who have had a booked appointment may be asked for feedback by means of an automatic, randomised email directing them to an on-line questionnaire.