



University of
St Andrews

Appointments – policy

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Purpose	This policy describes the different types of appointments offered by the Careers Centre, when they are available and how to book.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Changes to appointments system.	Published	Tracey Dall, Information Manager, Careers Centre	13/09/2019

Quick Queries

- Quick Queries appointments of up to 15 minutes are available from 10:45 to 13:00 and 14:00 to 16:00 on week days. At busier times of year, two Careers Advisers will be available each day and at less busy times one adviser will be scheduled.
- All Careers Advisers are professionally trained to offer guidance in any sector or subject.
- St Andrews students and graduates within three years of graduation are eligible to book a Quick Queries appointment throughout the year. At the busiest times of year, restrictions may apply to other groups of users, eg staff members. Current access arrangements can be found on the Careers Centre website.
- Students are normally entitled to book up to two Quick Queries appointments in a week, but the Careers Centre reserves the right to restrict the number of appointments which may be booked, either because of the demand pressure on available appointments or because it considers that no sufficiently useful purpose would be served for a particular individual. The Careers Centre will communicate any restriction(s) which are introduced for individual students or graduates.
- Quick Queries appointments normally take place in one of our designated interview rooms. We have additional meeting space on the ground floor which is available for meetings with students with any mobility disability or injury. Please tell us in advance of any special requirements.
- Students should arrive five minutes before the beginning of their scheduled appointment start time. If a student arrives more than 5 minutes late for their 15 minute appointment, their meeting is will be cancelled.
- Students should cancel their booking online in CareerConnect or notify the Careers Centre Reception if they are unable to attend for an already scheduled appointment.
- Throughout the year students who have had a Quick Queries appointment with an adviser will be asked to provide feedback on that discussion by means of an automatic email directing them to an on-line questionnaire.
- The content of all discussions with Careers Advisers will remain confidential. The advice and guidance which advisers give in good faith will be impartial and informed by the latest information of which they are aware. Students and graduates are responsible for any decisions which they may make based on any such advice or information which they have received.

CV Adviser Appointments

- CV Adviser appointments of up to 15 minutes are available from 10:45 to 13:00 and 14:00 to 16:00 on week days. At busier times of year, two advisers will be available each day and at less busy times one adviser will be scheduled.
- All CV Advisers are professionally trained to offer advice and feedback on CVs and Covering Letters.
- St Andrews students and graduates within three years of graduation are eligible to book a CV Adviser appointment throughout the year. At the busiest times of year, restrictions may apply to other groups of users, eg staff members. Current access arrangements can be found on the Careers Centre website.
- Students are normally entitled to book up to two CV Adviser appointments in a week, but the Careers Centre reserves the right to restrict the number of appointments which may be booked, either because of the demand pressure on available appointments or because it considers that no sufficiently useful purpose would be served for a particular individual. The Careers Centre will communicate any restriction(s) which are introduced for individual students or graduates.
- CV Adviser appointments normally take place in one of our designated interview rooms. We have additional meeting space on the ground floor which is available for meetings with students with any mobility disability or injury. Please tell us in advance of any special requirements.
- Students should arrive five minutes before the beginning of their scheduled appointment start time. If a student arrives more than 5 minutes late for their 15 minute appointment, their meeting is will be cancelled.

- Students should cancel their booking online in CareerConnect or notify the Careers Centre Reception if they are unable to attend for an already scheduled appointment.
- Throughout the year students who have had a CV Adviser appointment with an adviser will be asked to provide feedback on that discussion by means of an automatic email directing them to an on-line questionnaire.
- The content of all discussions with careers advisers will remain confidential. The advice and guidance which advisers give in good faith will be impartial and informed by the latest information of which they are aware. Students and graduates are responsible for any decisions which they may make based on any such advice or information which they have received.

Referred Appointments

- This new appointment type replaces the previous 30 minute Advance Appointments.
- Referred Appointment slots of up to 45 minutes are available each week. The number of slots will be adjusted throughout the year to reflect levels of demand.
- These 45 minute appointments are available following a referral from a member of Careers Centre staff.
- In most cases, you will be issued with pre-appointment work to complete. Once you have completed and returned the pre-appointment work to the Careers Centre reception, a member of staff will book the Referred Appointment for you.
- Referred Appointments normally take place in one of our designated interview rooms. We have additional meeting space on the ground floor for meetings with students with disabilities or injuries which limit their mobility.
- Students are normally entitled to up to two Referred Appointments per semester, but the Careers Centre reserves the right to further restrict the number of appointments which may be booked, either because of the demand pressure on available slots or because it considers that no sufficiently useful purpose would be served for a particular individual. The Careers Centre will communicate any restriction(s) which are introduced for individual students or graduates.
- Students should arrive five minutes before the beginning of their scheduled appointment start time. If a student arrives more than 15 minutes late, their meeting will be cancelled.
- Students should notify the Careers Centre Reception if they are unable to attend for a scheduled appointment.
- Throughout the year students who have had a Referred Appointment with a Careers Adviser will be asked to provide feedback on that discussion by means of an automatic email directing them to an on-line questionnaire.
- The content of all discussions with Careers Advisers will remain confidential. The advice and guidance which advisers give in good faith will be impartial and informed by the latest information of which they are aware. Students and graduates are responsible for any decisions which they may make based on any such advice or information which they have received.

Enterprise appointments

- These appointments are bookable in advance with the Enterprise Adviser.
- These are 30 minute appointments for undergraduate students, postgraduate students and graduates.
- For discussing enterprise ideas and business start-ups.

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1.1	Changes to appointments system.	Published	Tracey Dall, Information Manager, Careers Centre	13/09/2019