



University of
St Andrews

Appointments

| | |
|-----------------------------------|---|
| Document type | Policy |
| Scope (applies to) | All students |
| Applicability date | 11/04/2021 |
| Review / Expiry date | 11/04/2022 |
| Approved date | 13/04/2021 |
| Approver | Director |
| Document owner | Information Officer |
| School / unit | Careers Centre |
| Document status | Published |
| Information classification | Public |
| Equality impact assessment | None |
| Key terms | Extra-curricular services/Career development/Services |
| 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 |
|-----------------------|---|------------------------|--|-------------|
| 2.0 | Major amendments to appointments policy | Published | Tracey Dall, Information Officer, Careers Centre | 12/04/21 |

Introduction

The Careers Centre offers one-to-one appointments where you can discuss any career-related issue with one of our professionally trained team of advisers. We are constantly renewing our knowledge, and our good relationships with graduate employers mean we are regularly kept up-to-date with news of current graduate recruitment practices and trends.

You do not need to know what you want to do before you come to see us – we see students at every stage of their journey.

The Careers Centre is strongly committed to offering equality of opportunity to all its users:

- Advisers adhere to high professional standards and will conduct discussions with impartiality, confidentiality and with due regard to diversity and equality considerations.
- A list of helpful resources is available on our [Diversity and equality](#) page. Our [Careers Advisers](#) are happy to discuss specific issues.

Appointment types available

We currently offer the following appointments:

- Careers appointment (15 minutes)
- CV, covering letter and LinkedIn advice (15 minutes)
- Enterprise appointment (15 minutes)
- Practice Interview (45 minutes)
- Careers Guidance appointment (45 minute) ***These appointments can only be made through a referral by a Careers Adviser during an initial 15 minute Careers Appointment.***

For students and alumni (within three years of graduation) who are unable to access one of our bookable appointments, the Careers Centre offers the option of submitting online careers queries via [CareerConnect](#).

Booking an appointment

Due to COVID-19, all our appointments are currently being held via Microsoft Teams and are [bookable online via CareerConnect](#).

Please read the appointment descriptions on the Careers Centre website and book the most appropriate appointment for your current needs.

Cancelling an appointment

Demand for appointments is high. Users are expected to cancel any appointment they are unable to attend through [CareerConnect](#)

[Appointments terms and conditions](#)

Expectations in individual appointments

During an appointment, please be open to questions and suggestions. Our Careers Advisers cannot tell you what job or career is best for you but will provide you with information to help you decide.

A 45-minute Careers Guidance appointment is a 'step' towards helping answer your career questions, especially if you have big concerns. However, choosing a career is very difficult for many people. This means we cannot always provide you with all the answers you seek, or fully resolve complex career concerns, within one appointment.

Please note that we are not permitted to offer advice on immigration or visa matters.

Full details on what to expect from an appointment are available on the Careers Centre website.

Preparing for an appointment

Depending on which type of appointment you wish to book, there are several ways you can prepare and make the most of your time with a Careers Adviser or CV adviser.

Full details on how to prepare for an appointment are available on the Careers Centre website.

| Version number | Purpose / changes | Document status | Author of changes, role and school / unit | Date |
|-----------------------|---|------------------------|---|-------------|
| 2.0 | Major amendments to appointments system | Published | Tracey Dall, Information Officer, Careers Centre | 12/04/21 |
| 1.2 | Changes to appointments system | Published | Tracey Dall, Information Manager, Careers Centre | 28/01/20 |
| 1.1 | Changes to appointments system | Published | Tracey Dall, Information Manager, Careers Centre | 13/09/19 |