

# What you can expect from a careers guidance appointment

You have booked a careers appointment – but what does this mean? Will all your career concerns be sorted after it? Will everything become clear as a result of the appointment?

It would be great if we could say ‘Yes’, but in honesty, the appointment is usually just the start of a process of discovery and enabling you to figure things out for yourself. The Careers Team will help support you in this process, try to help you identify what is most important to you and then enable you to plan and progress; no matter what stage you are at.

So, what will happen during a careers interview? Well, as an outline, the following – whether the appointment is face-to-face, over the telephone or via MS Teams or other such media.

## The facts

- The appointments last around 45 minutes (though you can leave at any time should you wish).
- It will be with a professional, impartial Level 4 or Level 6 trained advisor.
- You will be asked what your aspirations are and given the opportunity to explore options, reflect on your current progress, look at potential barriers and think objectively about yourself and the implications of any career decisions.
- We may discuss you developing a career plan – outlining goals and a timeframe.
- You may know what you want to do but need support regarding CVs, cover letters, personal statements, job applications, interview preparation etc. We can help.
- Everything you say is private and confidential (unless you disclose something that puts you or some else at risk of harm).

Careers guidance can be hard work – a Careers Advisor may challenge your statements and will want you to do most of the talking. We do this to enable you to formulate an idea of what you want to do and plan accordingly. You may not leave with all the answers but, hopefully, have a clearer picture of career options and paths.

### **So, how do you prepare for a careers guidance appointment?**

It will help you, and the Advisor, if you are prepared for the appointment. You can do this by starting to focus on a couple of things. For example, if you are unsure of what career you want to do think about:

- What tasks you enjoy / try to avoid.
- What skills you already have – what are your strengths and areas for improvement?  
Tip, speak to friends and family if you struggle with this – they can often offer a valuable insight.
- What is important to you: money, status, geographical location, work life balance?

Also, have a look at job profiles which can be found on sites such as Prospects and the National Careers Service. This can also be useful if you think know what you want to do but are not sure.

### **What if you just want help with interview techniques?**

If you provide us with the advert and job/person specification prior to the guidance session, we can arrange a 'mock interview'. However, you will normally need to give us time to prepare as we will set interview questions such as you might get during the interview. As with any interview situation you will also need to do some preparation, like doing your homework on the organisation you're applying to and how you can evidence you can do the job or perhaps get a place at University!

### **Feedback on CV or covering letter**

Once you have drafted your CV email it to us. We can then look at it and discuss further. Again, give us a little time to review and, if you can, send your CV to us along with the job you are applying for. We can then check that you have evidenced all the relevant skills and qualities they are looking for.