

What to expect from a Career Consultation

You can arrange a confidential and impartial Career Consultation during or after your degree. Our aim is to assist you in researching and planning your career and developing the skills to put your plans into action.

It may include:

Identifying how to make a start, whether you already have some ideas or haven't got a clue.

Talking about your course, its relevance to career choice, and what you have gained from it. Has any work experience you've had been useful, in what way, and what have you learned from your experience so far?

Learning about self-assessment and other approaches to understanding yourself in relation to strengths, weaknesses, interests, skills and values.

Exploring the range of career options open to you in ways that will open out your thinking and give you some indication of how to set about investigating the possibilities, short-term or long-term. These include related or unrelated work, further study, time out to travel or a change of direction.

Helping you to help yourself. For example, pointing out relevant sources of information and generally encouraging you in carrying out your own research into areas of interest highlighted from your discussion.

Planning how to put your course/job ideas into practice and guiding you in how to organise a strategy for implementing any decisions reached.

Coping with possible obstacles by suggesting contingency plans and a readjustment of priorities or objectives, and helping you to find ways to adapt to any challenges you face.

Discussing how to put yourself across effectively in written applications and during selection interviews and assessment processes.

Exploring application techniques in more detail and discussing possible improvements to style or examples used, for instance. (However, the Quick Advice Desk is a more appropriate place to have draft applications checked.)

Reviewing your course/job choice or search to see if any changes of approach are necessary in order to secure a satisfactory outcome.

It will not include....

Telling you what choice is best for you - the decisions need to be yours.

Providing large amounts of information. The Careers Network website - www.careers.lboro.ac.uk, other online resources and reference literature will help you with your research.

Producing lists of firms or vacancies which suit a narrowly defined field of interest. Use the directories, take-away materials and IT systems available in the Bridgeman Building information area. Online directories are available via www.careers.lboro.ac.uk where you can also search 'vacancies' and 'organisations' via **Careers Online**.

Filling in application forms or writing letters for you, or ringing companies on your behalf enquiring about vacancies. A careers consultant at the Quick Advice Desk will check over a **printed draft version** of your CV, covering letter or application form.

To make the best use of a Career Consultation....

- Don't worry if you have little or no idea of where to begin - it's our job to start from any point and work with you to explore various areas of your career plans and assist you in making the next step.
- However, your time spent with a careers consultant will almost certainly be more immediately productive if you have done some preliminary thinking and research.
- Visit our website www.careers.lboro.ac.uk where you will find a wealth of information. Check out the 'Students and graduates' section for details of guidance programs specially designed for student/graduate use.
- Work through our self-assessment materials, attend talks, workshops and employer events and read relevant Careers Network printed publications.
- Prepare a list of questions you want to ask in your consultation.
- If you intend discussing letters, your CV or application forms, print out some examples and bring them with you to the consultation.

Please let us know if you have any physical or other disabilities which require additional support to enable you to get the most from your career consultation.

If you are unable to attend your consultation, please let us know, so your appointment time can be offered to another student.

Please report to the Bridgeman Building reception, on your arrival for your appointment.