

CAREER DEVELOPMENT CENTRE

GETTING THE MOST OUT OF YOUR GUIDANCE APPOINTMENT

What might the Interview cover?

- Helping you get started on your career
- Explaining job hunting strategies
- Analysing your skills, abilities and attributes
- Exploring the range of options available to you
- Reflecting upon your course and what you have gained from it
- Guidance on CVs, covering letters, applications and interviews
- Mock Interviews can be organised with advance notice
- Discussing how to present yourself positively to employers
- Reviewing your career choice
- Suggesting possible solutions and contingency plans
- Helping you put your ideas into practice
- Referring you towards other relevant agencies and resources
- Explaining what else Career Development Centre can offer.

You may decide that one interview isn't sufficient. If so, you'll be encouraged to book another.

What is the Guidance Interview unlikely to cover?

- Telling you what to do
- Giving out large amounts of information
- Writing applications and CVs for you
- Detailed proof reading of your written application
- Legal advice
- Counselling on personal issues.

How can you make the most of your 45 minutes?

- Be honest and open: interviews are designed to be impartial and non-directional
- Reflect in advance upon your strengths and weaknesses, likes and dislikes
- Think about the value of your course and any future direction
- Consider how your personal criteria impact on job-hunting e.g. ability to travel, domestic situation and financial requirements
- Think about whether you want to continue studying or further training
- Bring notes on all the above with you.

Will notes be taken?

- The guidance interview is a confidential session between you and the Careers Consultant
- You are strongly advised to bring a pen and paper to make your own notes
- The Careers Consultant will keep a record of the interview for Career Development Centre, in electronic and/or paper form in accordance with the Data Protection Act.

If you have a disability, please let us know so that suitable arrangements can be made.