

Guidance Appointments - Frequently Asked Questions

Careers Guidance Appointments of 45 minutes duration provide opportunity for more substantial reflection and to discuss particular circumstances, issues or ideas in greater depth.

They can be booked well in advance, typically after a Quick Query session, to help you get the most from our guidance. You will normally be booked in to see the Careers Adviser assigned to your school, though you may also be booked with an alternative where appropriate.

To book an appointment call 01603 593452, or drop in to UEA Careers & Employability.

Q: What is the aim of the 45 minute careers guidance interview?

A: The nature of the guidance interview depends on your own needs and circumstances. However, through discussion it aims to help you assess your personal strengths, interests and skills and begin to think about how these relate to different career options. It can allow you the chance to critically evaluate your ideas and can help in planning a strategy for getting into your chosen area. This might include techniques for generating job opportunities or ways of locating employers.

Q: What is the careers adviser's role?

A: The careers adviser's role is to facilitate and support you to find ways of moving forward with your career ideas. The careers adviser will listen attentively and will help you to think about your situation, perhaps by giving new angles or by questioning your assumptions. Don't think you have to know what you want to do to speak to a Careers Adviser. They can help you whatever your stage of planning and welcome those who aren't sure what to do or who feel completely lost.

Q: What will happen at the guidance interview?

A: Based on your needs, the adviser will negotiate with you an appropriate structure and focus for the interview. This will involve the adviser asking questions and taking time to find out more about you; your ideas, motivations and priorities. The adviser may also identify other issues that relate to planning your next steps and will work with you to recommend appropriate sources of information or advice where relevant.

Q: What does the client have to do?

A: The client (student, graduate, etc...) is the only one who can make decisions – the adviser will provide feedback and advice but cannot choose actions for the client. Be prepared to initiate your own action plan based on the issues arising from the session. Ultimately, taking action is the best way of building your confidence, generating opportunities and gaining experience.

Q: Can I use a 45 minute guidance appointment to have my CV reviewed?

A: CVs, covering letters and application forms are normally dealt with in quick query appointments as longer guidance appointments are intended for more in-depth exploration. However, a CV can be considered as part of a wider discussion about your strengths and interests, or job search strategies.

Q: Will the guidance interview be treated as confidential?

A: Yes, definitely. We do keep a summary of the main points discussed for our records and to aid future sessions, but all information is kept confidentially and conforms to current data protection regulations.

Q: What queries do you commonly deal with?

A: Examples include:

- 'I've no idea what to do'
- 'Some of my friends are planning to work in finance/ law/ etc. Would this be suitable for me?'
- 'My parents want me to follow their advice, but I'm not so sure.'
- 'Should I move to pursue my dream job or do postgraduate study?'
- 'I've applied for lots of graduate training schemes but had no luck, what can I do now?'
- 'I'm torn between two areas of work.'
- 'What can I offer an employer?'
- 'I'm thinking of working in a particular field, but not sure how to go about it.'
- 'I'm not enjoying my course and thinking about leaving.'
- 'I'm looking at a few job websites but wonder if there are any other opportunities out there.'