

### **Jack 1-1 meetings transcript.**

As depicted in the flow chart below the meeting will be broken up into manageable sections and adjustments can be provided as these are individual meetings.

Did you also know that if you are not feeling comfortable we have a virtual drop in, in a virtual space where you can talk to one of our careers advisors between 10am and 11am Monday to Friday. It is interactive and can allow another way to communicate with our advisors.

To book an appointment with us please go to <https://www.ljmu.ac.uk/careers/make-an-appointment-at-a-careers-zone> and select the time you want, enter your details and click book now. You will get a text and email reminder before the session.

If you have any queries or adjustments then please contact [careers@ljmu.ac.uk](mailto:careers@ljmu.ac.uk), it is very helpful for the advisor to know before the meeting of any access arrangements or adjustments so that the appointment is optimised for you.

You may feel nervous and unsure but don't worry; we are here to support you and make things most comfortable and accessible for you, so if you've any queries or adjustments you'd like to make just let us know and we'd be happy to accommodate for you!

Also, if you feel it would be easier to narrow the discussion down at your meeting, to avoid information overload and feel more prepared, feel free to email your advisor with a list of specific topics you would like to discuss, which they can then take with them to the meeting to discuss with you.

During the appointment it will be a one to one confidential discussion about topics associated with the careers service remit at LJMU.

Some of the topics you could discuss include:

- Your career ideas or options with your degree
- Where to look for internships or jobs
- Advice on CVs or covering letters
- How and when to tell an employer that you are autistic
- Preparing for job interviews
- Considering changing or leaving your course

After the appointment the advisor will ask you if you want the information that was said during the meeting in text to be sent over. You may want to plan your own targets and revisit this with the advisor in the near future and you can always book another meeting.