

HOW TO GET THE MOST OUT OF YOUR APPOINTMENT WITH A CAREERS ADVISER

#LJMUcareers
#LJMUtogether

INFO SHEET

We really want you to gain the maximum benefit from your time with a Careers Adviser, so please review our top ten tips on how to do this, prior to your appointment:

- 1.** Please be on time for your video or telephone appointment. If you are more than 10 minutes late for the appointment, your meeting will be cancelled.
- 2.** Think about what you want to gain from your appointment, and note any questions which you have for the Careers Adviser. You will be asked to fill in a form with this information before your appointment.
- 3.** We provide an impartial and objective service. A Careers Adviser will discuss with you any decisions which you have to make about your future, and will help to signpost you to any relevant information sources. However, we will not make any decisions for you! Our expectation is that students will take ownership of their decisions.
- 4.** Do some initial research before your interview. Start by reading the bespoke Career Planning Guide related to your subject area, which will give you a valuable overview of career options relating to your degree and is also packed full of useful tips about how to improve your employability. You can also refer to the career options infographic (or the careers insight if available) for your subject area and our career mini guides, which are on the resources page of our website: <https://www.ljmu.ac.uk/careers/online-guides-and-resources>
- 5.** If you want to know how to gain entry to a particular job role, then look at the range of job profiles which can be found on the prospects website at: <https://www.prospects.ac.uk/job-profiles>
- 6.** At the end of your appointment, you will usually agree some action points with the Careers Adviser. Make sure that you act upon any of these agreed action points, to ensure that you move forward with the next stage of your career planning.
- 7.** If you are a level 6 student, make sure that you take the opportunity to complete Career Pulse employability e-learning programme. This digital resource will introduce you to the steps involved in self-assessment and career planning. Following this, you also have the chance to complete a 'Next Steps' action planning document which you can bring to your appointment with the careers adviser. You can access Career Pulse [here](#).
- 8.** Make sure that you also look at the range of webinars, recruitment fairs and employer events which are running for students this term. These events can be found on our events page here: <https://careers.ljmu.ac.uk>
- 9.** Use the **job board in Careers Zone 24/7** which contains 1000s of local and national graduate vacancies, placements and internships. You may find it helpful to review the range of opportunities available prior to your appointment.
- 10.** Whilst waiting for your appointment, check out any other relevant services available at LJMU. For example, if you have queries relating to student finance, then you can seek advice from LJMU's Student Advice Department: <https://www.ljmu.ac.uk/discover/student-support>



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**CAREERS EMPLOYABILITY
AND ENTERPRISE TEAM**

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