Career Discussions with a Careers Consultant - what can I expect?

Whatever your starting point, we will work with you to identify appropriate approaches and resources, tailored to your particular circumstances, whether it’s a need to ‘clear the career fog’, or input on how to handle the practicalities of job applications or job searching, handling interviews and assessments, etc.

One-to-one career consultations aim to help you move forward faster than you would probably do on your own, by enhancing your insights and awareness of:

- options available to you (whether for employment, work experience, or postgraduate study)
- key factors relevant to your particular circumstances
- the practical tasks ahead and how you might best approach them
- the resources available to support your career skills development and transition.

Our Career Consultants are all professionals with broad experience in a range of occupations and employment sectors. They act as impartial ‘sounding boards’ - they can’t make decisions for you, or tell you what you must do - but they will always listen carefully to what you have to say, helping you to clarify your ideas and pull all the relevant (and sometimes complex) factors together into a framework for further action.

Career consultations normally last 20 minutes and are confidential. The process aims to help and support individuals to take control and responsibility for managing their own learning and development. It is about helping people to unlock their potential to maximise their own performance. This approach helps you to:

- assess your career development needs;
- clarify your personal objectives and priorities
- understand the process of effective career choice/transition, of making applications and of handling selection interviews and assessments, etc
- take appropriate action to implement your objectives

At the start of a consultation the Careers Consultant will encourage you to clarify your current circumstances and what has led you to seek careers guidance at this time; agreeing on priorities to focus on. You would then go on to discuss and explore the relevant factors and resources that might be most relevant for you (including, for example, careers information, assessments, websites and workshops/seminars). By the end of the meeting you should be clearer on potential ways forward, the resources you could use, likely timescales and the further actions you may need to take, including whether a further consultation would be helpful.

The practicalities: our Information Team handle initial enquiries at the Careers Service in the John Henry Brookes Building (Headington campus) and, where appropriate, they will refer you on for a more in-depth discussion with a Careers Consultant. Career discussions are also available with Careers Consultants on other campuses, subject to local arrangements.

Please note: If you are coming for advice on your CV, a covering letter, application form, or personal statement it is important that you bring drafts in hard copy, along with any supporting information such as the person specification.

Our website: www.brookes.ac.uk/students/careers/