

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

Whatever your starting point, or level of study, Careers will work with you to identify appropriate approaches and resources, tailored to your particular circumstances, whether you need to 'clear the career fog', or want some input on how to handle the practicalities of job applications, job searching, interviews or assessments, etc. Be reassured, you certainly don't need to know what you want to do, or have clear career ideas before using us. Our one-to-one career consultations are supportive and 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, postgraduate study).
- **Factors** relevant to your particular circumstances and needs.
- **Practicalities** ahead and how you might best approach them.
- **Key resources** available to support your career skills development and transition.

Our Career Consultants are all qualified professionals, with broad experience in a range of occupations and employment sectors, who work in accordance with the AGCAS Code of Ethics. 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 useful framework for you to take further action on. Career consultations normally last 20 minutes and are confidential. Discussions aim to help you take control, feel more confident and progress towards your goals by, for example:

- **Assessing** your career development needs.
- **Clarifying** your personal objectives and priorities.
- **Increasing** your understanding of the process of effective career choice/transition; of making effective applications, handling selection interviews and other assessments.
- **Encouraging** you to take appropriate actions to implement your objectives.
- **Signposting** you on to the most relevant information.

At the start of a consultation the Careers Consultant will encourage you to clarify your current situation 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 the potential ways forward, the best resources to use, likely timescales and the further actions you may need to take, including whether a further careers 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, or by Skype/Video/telephone - just contact us.

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To bring: if you are coming in for advice on your CV, a covering letter, application form, or personal statement it is important that you bring drafts in paper copy, along with any supporting information such as the person specification/job requirements with you.