Mini-Guide to the

Employability & Careers Centre

Your career journey starts here!
Information

**Careers Information:** You are always welcome to come to the Employability & Careers Centre – we’ll be happy to help you with any careers-related advice you may need. In the **Careers Library** you can find:

- **Careers-Related Books:** Available to borrow or read.
- **Free Employers’ Directories and Guides:** A range of directories, work experience, internship and sector-specific guides, plus a variety of free publications for you to take away.
- **Careers Information Leaflets:** Take-away leaflets on writing your CV, application forms, speculative applications, first interviews, assessment centres, psychometric tests, postgraduate study and research, and more.

**Online**

- **Employability & Careers Centre Website:** Find out more and access our online information resources at [www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers)
- **Careers Events Calendar:** You can look out for future events via [www.surrey.ac.uk/careers/whatson/](http://www.surrey.ac.uk/careers/whatson/)
- **Online Vacancy Service:** Register to search full-time and part-time vacancies at [http://surrey.prospects.ac.uk/](http://surrey.prospects.ac.uk/)

**Facebook, Twitter and blogs:** Get updates on events, vacancies and news from: [www.facebook.com/surreycareers](http://www.facebook.com/surreycareers), and follow us via @careerssurrey We also run a blog which you can find here: [https://blogs.surrey.ac.uk/careers/](https://blogs.surrey.ac.uk/careers/)

**In Person**

- **Quick Queries (QQs):** 15-minute appointments running from 2-4pm every weekday during term time in the Employability & Careers Centre. During the vacation periods QQs run on Monday, Wednesday and Friday from 2-3pm. You can sign up from 1.30pm on the day to have your CV or application form checked, or to ask any other careers-related query.
**Guidance Interviews:** For a more in-depth discussion about your career plans, ideas or options after finishing your degree. You will have a 50-minute confidential interview (30 min in the autumn term) with a Careers Adviser linked to your subject area.

**Mock Interviews:** Need help preparing for an interview? Book a mock interview with a careers adviser to practise answering interview questions and receive constructive feedback on your performance.

**Professional Training:** Our dedicated team of administrators are here to provide advice and information, and are ready and waiting to speak to students about all aspects of Professional Training. The Employability and Careers Centre is the place to come whether you are just starting to think about pursuing a placement, in the middle of placement applications, or even looking to confirm the exciting news of a placement offer!

**Events**

**Events Programme:** A comprehensive programme of careers-related events runs through each semester. You can meet employers, build your skillset and get ready to kick-start your career.

**Careers Fairs:** Two major fairs take place each year to coincide with employer recruitment cycles. In the autumn, the focus is on applications for graduate roles and placements, whilst in the summer the emphasis is on immediate starts and early opening campaigns.

**Skills Workshops and Presentations:** Throughout the year, workshops and presentations led by Careers Advisers encourage students to practise their employability skills and learn how to market themselves effectively. These may be delivered through departments or the Careers Events Calendar. **Employer-led presentations** are delivered by top graduate recruiters, as well as small and medium-sized companies. Employers also run skills workshops for students and offer CV checks.

**Careers Networking Events:** These events provide the opportunity to connect with professionals who can assist with planning and developing your career. Employers may wish to engage with students to provide information about their company, career progression and future employment opportunities.
Where the Employability & Careers Centre is...

You will find us in the Philip Marchant Building next to the Accommodation Service

(marked as PM on the map)

Opening hours:
Monday, 10.00 – 17.00
Tuesday – Friday, 9.00 – 17.00
T: +44 (0) 1483 689001
E: careers@surrey.ac.uk
www.surrey.ac.uk/careers