Preparing for a Guidance Interview

How can I book a Guidance Interview appointment?

To book an appointment you can use our online booking system which is available through Surrey Pathfinder. This allows you to book up to seven days ahead. Alternatively you can contact the Employability and Careers Centre who can schedule the appointment for you.

Please note that if you require a telephone interview you can only book this by contacting the Employability and Careers Centre.

There are a number of things you can do in advance of your appointment that might help you to make the most of the time available.

1. Exploring Career Options

If you are still in the process of clarifying your career ideas there are a number of information resources you can use to help investigate possible options further.

The Prospects site can direct you to broad career options that relate to your degree discipline: www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree

Job Profiles provide user-friendly information on approximately 400 different graduate careers: www.prospects.ac.uk/job-profiles

Target jobs also provide some helpful resources relating to a range of business and other career sectors: http://targetjobs.co.uk/career-sectors

Did you know? You can access our full leaflet series online: www.surrey.ac.uk/careers/current/leaflets/
You may also like to look at the details of the jobs and courses previous Surrey students have gone into. Find out more by checking our “What Do Surrey Graduates Do?” webpages: www.surrey.ac.uk/careers/current/surreygraduates/index.htm

**Career Player** enables you to view video clips of people talking about their careers: www.careerplayer.com/graduate-jobs

2. **Career Matching**
If you are struggling to get started with your career planning you may like to try using a career matching programme.

They will only ever provide a starting point for your career research but can be useful as a way of generating possible ideas of careers that tie in with factors that are important to you. The following resources are available online free of charge:

**Prospects’** website provides two job matching tools - **Career Planner** and **Job Match**: www.prospects.ac.uk/planner

**Skills Health Check**: The national careers service website provides a helpful set of quizzes and activities designed to help you explore your skills, interests and motivations. https://nationalcareersservice.direct.gov.uk/tools/skillshealthcheck/Pages/default.aspx

3. **Job Seeking**
If you are looking for suitable graduate vacancies make sure you register for the Employability & Careers Centre’s online vacancy site: http://surrey.prospects.ac.uk/index.html

Check our information leaflets covering job seeking:

**Job Seeking: Advertised Vacancies**

**Job Seeking: The Hidden Job Market**

Both can be collected from the Employability & Careers Centre or downloaded from our website: www.surrey.ac.uk/careers/current/leaflets/index.htm

4. **Further Study**
If you are considering going on to further study or research you can find valuable information on opportunities at Surrey on the University website: www.surrey.ac.uk

*Did you know? You can access our full leaflet series online:* www.surrey.ac.uk/careers/current/leaflets/
The **Prospects website** includes details of course availability across the UK and provides useful advice concerning funding:
[www.prospects.ac.uk/postgraduate-study](http://www.prospects.ac.uk/postgraduate-study)

### 5. Applications / Interviews / Assessment Centres

We can provide useful tips to help you with every stage of the job selection process. This covers everything from drafting an effective CV to practising aptitude tests.

Find out more by checking our **series of leaflets** and **video clips** available on our website:
[www.surrey.ac.uk/careers/current/leaflets/index.htm](http://www.surrey.ac.uk/careers/current/leaflets/index.htm)
[www.surrey.ac.uk/careers/career_videos.htm](http://www.surrey.ac.uk/careers/career_videos.htm)

**Note:** You will need to log in to access our careers videos using your student log in and password. You will also find that the videos will only play on our website if you are using Internet Explorer.

You can also attend **talks and workshops**, many of which are run by graduate recruiters and give you the inside track on what they are looking for from you.

Find out about all of our forthcoming careers events by checking our **Careers Events Calendar** which can be viewed on our website:
[www.surrey.ac.uk/careers/whatson/](http://www.surrey.ac.uk/careers/whatson/)

We hope that by checking some of the help and resources outlined above you will be better prepared for your guidance interview and that it will be a more productive experience for you.

**Fair Usage Policy**

As there is a very high demand for one-to-one advice and guidance we have to try to ensure that all students and graduates are able to take advantage of this service. As such, we have to limit the number of appointments any individual student or graduate can access.

We are only able to offer a maximum of **one appointment** (either a guidance interview or a quick query appointment) per working week.

In addition we would not generally expect a student or graduate to book more than **FOUR** Guidance Interviews or Mock Interviews in the course of a single annual cycle unless there are special circumstances.

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