

Appointment Expectation Policy

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Short careers query

What is it?

A one to one appointment to discuss your career ideas and plans with a member of the Careers team. These appointments are not suitable for CV and application feedback.

- The appointment lasts 15 minutes.
- The agenda for your appointment is determined by your requirements.
- Appointments are conducted in a private room and are confidential within Careers.
- Appointments are subject to availability.
- If you arrive late for a careers appointment it may be necessary to reschedule.
- Follow up appointments may be available as agreed with Careers.

Location and preparation

- Appointments are typically held in the Career Development Centre in the Arts/Science Building (situated close to the bridge into the IT Building).
- Telephone or Skype guidance appointments are only available in certain circumstances if you cannot come in person. Please contact Careers to book.

Need to cancel your appointment?

If you are unable to make or no longer need your appointment please cancel it in good time as there is a limit to the number of appointments you can book.

To cancel: click the link in your confirmation email or email careers@nuigalway.ie.

Appointments in your College

During semester time you may be able to see a Careers Adviser in a building near you on campus. All appointments will be bookable on Careers Connect stating the venue.

Applications Review

What is it?

- An Application Review is 15 minute face-to-face appointment
- Suitable for feedback on a draft CV, cover letter, application form, personal statement or LinkedIn profile (for a job or course).
- There is a limit to the number of appointments an individual can book

What can I expect?

- We can work with **1** application, document or profile per appointment.
- We can give feedback on layout, structure and content.
- Help on how to tailor your application to the opportunity.
- We cannot offer a proof-reading service for spelling and grammar.
- The adviser may write on your CV / documents or ask you to take notes so that you can update your application accordingly.

To prepare for this appointment you need to:

- Use the advice from our talks or guides to tailor your draft for a specific application.
- Print a **paper copy** of your draft application and the information about the job or course you are applying for. Please note that we cannot review applications on a phone screen.
- For LinkedIn profile checks you will need to bring your laptop/tablet.

How to book

Appointments are released 2 weeks in advance. Book on Careers Connect.

How to cancel your appointment

To cancel: click the link in your confirmation email or email careers@nuigalway.ie

If you are unable to make or no longer need your appointment please cancel it in good time.

If you arrive late for a careers appointment it may be necessary to reschedule.

If you fail to attend an appointment you may not get an alternative appointment at short notice.

FAQs

Q Why is it only 15 minutes?

A 15 minutes is long enough to focus on 1 document. Your document should already be at a good standard if you have used our guides and checklist.

Q I'm a current student but not in Galway at the moment how can I get help with my CV?

A contact us careers@nuigalway.ie

Q What if I need advice on multiple documents?

A You should be able to apply the advice given on one application to others. However, you can book a subsequent appointment if making a substantially different application or on the advice of Careers.

Q Why do I need to print the document, can't I use my laptop?

A The adviser may write notes on your documents to illustrate points. This is not possible on a laptop. You will want to have notes in order to amend your application as advised.

Q What happens if I miss my appointment?

A There is a limit to the number of appointments a student can book. Missing one counts toward that, cancelling does not.

Eligibility

Access is restricted to eligible users only.

Registered NUI Galway students

- Undergraduate degree, access / foundation year & postgraduate students can book an appointment throughout the academic year. You will need your student campus login to access Careers Connect. You will need your student ID number to book appointments in person.
- If you are an exchange student from another university studying at NUI Galway we can offer you full access to our services for the period of your study here only. You will need to have a student ID card, campus login and a student email address.

Those attending short courses or summer schools are not eligible for services.

NUI Galway Graduates

Access to services **outside term only**, for 3 years from your course completion date. You must create a graduate account on Careers Connect using your old NUI Galway student number and then contact careers@nuigalway.ie to schedule.

We are not able to offer you access to guidance services or Careers Connect if you graduated more than 3 years earlier. Guidance services include: Applications advice, guidance appointments, practice interviews and advice by email.

You may find some of our information resources on www.nuigalway.ie/careers useful to you, however they are aimed at students and recent graduates.

Left a degree without completing?

You have access to our services for one calendar year from the date you left your course. Please contact us at careers@nuigalway.ie

Staff

Any member of staff who is currently a student at, or who has graduated within the last 3 years from NUI Galway (level 8, 9, 10) is entitled to use the CDC outside of term.

New and prospective students

You have access to most of the information on our website and you may find it useful to start exploring this before you arrive www.nuigalway.ie/careers

You may access full services once you have completed registration and have access to Careers Connect. You need your campus login (username and password) to access Careers Connect. You need your student ID number to book appointments in person.

Members of the public, students and graduates of other universities

Students and graduates of other universities should contact the Careers Service at your own university.

Career Development Centre services are open only to current registered students at NUI Galway and, outside term, graduates from NUI Galway within 3 years. The services are not available to members of the public.