

Adviser Appointments – What to Expect

What is the role of an Employability Adviser?

Our Advisers are experienced professionals who are trained to help you explore and plan your career interests, as well as giving practical advice and feedback regarding CVs, applications and interviews.

Advisers will help you with any career questions you may have, including:

- I don't know what I want to do. How do I decide?
- What are the options with my degree subject?
- I want to gain some work experience, but I don't know how / where to start.
- Is my CV up to scratch?
- How do I approach an employer/job vacancy/interview?
- I'm applying for opportunities but having no luck – how can I improve my chances?
- I'm interested in further study, but will it be worthwhile?
- I'm thinking of leaving / changing my course

Students typically require 2-3 clinic appointments over the course of a year – if you feel you need additional support, please speak to your Adviser.

What happens during an appointment?

An appointment takes the form of an informal, confidential chat, although you will be doing most of the talking. The Adviser's role is to listen to you and facilitate your discussion, rather than lead it. They will ask guiding questions to help you reflect and prioritise, explore ideas and possibilities, and take positive action.

During your appointment, an Adviser may:

- help draw out your priorities, values and expectations
- gently challenge your motivations
- encourage you to reflect on what you have done already

- help you to develop your understanding of your chosen paths
- help you to weigh up your options
- make suggestions about potential resources, strategies, sectors or pathways

Often students are surprised (and sometimes disappointed) that the Adviser has not provided them with detailed information or told them what they should do.

Although Advisers are very knowledgeable people and will use this knowledge to help you, only you can decide what is right for you. Doing your own research is part of the decision-making process – and we are on hand to provide recommendations and encouragement!

An Adviser cannot:

- make a decision for you about which option/path to take
- tell you which jobs you will be suited to or what you will enjoy doing
- tell you which employers are recruiting
- tell you everything you will need to know about your chosen career

Understanding this will help you make the most of your appointment.

How do I make the most of my appointment?

The best way of making the most of your appointment, is to prepare a little in advance.

For example:

- If you want help with a CV, personal statement or covering letter, have a look at our resources or look online for guidance / examples before creating or improving your documents, then bring them along to the appointment. Getting the basics right in advance will help you ask the Adviser specific, targeted questions, and receive specific feedback and recommendations.
- If you want to explore a particular career path, doing a little research beforehand means that you can ask more detailed questions during your appointment, and your Adviser can offer more focussed guidance.

If you just don't know where to start thinking about your career, that's fine. The Adviser can help you with this, especially if you are worrying about how and where to start. Just be aware that each appointment may only help you to move a few steps along.

If you have more specific questions, then doing a little research and preparation in advance means that you can take your query beyond the basics, and make the most of your Adviser's expertise.

What if I only want information?

If it's information you need, you may not need an Adviser appointment at all.

You can find a whole host of information and resources, including handouts, useful links, examples and online tutorials on our **Employability Hub** – if you are a graduate and no longer have My Bangor access, these can be found in the 'Resources' area of Target Connect.

Additionally, we run workshops and webinars online and on campus, which can provide useful information, guidance and food for thought, on all aspects of employability.

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