

# Careers and Employability Service

## Guidance Policy

CES provides impartial, confidential advice and treats all clients with respect. All students, whether existing or potential, can expect to receive fair and equal treatment. Staff are suitably qualified and continually update their skills and knowledge, in order to meet the needs of all clients. Guidance interviews will be tailored to meet the needs of the individual client, and the Careers Consultant will agree with the client how they would best benefit from their time.

CES subscribes to the values laid down in the AGCAS Code of Practice on Guidance. See <http://www.agcas.org.uk/pages/codes-of-practice> for full details.

### Quick Queries and Guidance Interviews

To **students, graduates, pre-university entrants and staff of the University of Stirling** we offer one-to-one guidance should you wish to speak to someone about your career plans, or just really don't know what to do. A **quick queries session** lasts for 15 minutes and is bookable through our website. We do not provide a drop-in service – all appointments now need to be booked.

We also offer full-length **guidance interviews of up to 1 hour**, during which students have the opportunity to discuss their plans in depth with a careers consultant. These can be arranged in advance via the Student Hub in Room 2A1.

**Graduates of other universities** can use the service up to one year after graduation. To check full eligibility visit our website or read our 'Statement of Service – Services to Graduates' in the 'About Us' folder in our Careers Information Room or 'About Us' section of our website

<http://www.careers.stir.ac.uk/aboutus/documents/sosgraduates.pdf>

### Mock Interviews

If you have a job interview arranged in the near future, you can request a mock interview with a careers consultant. These can be arranged by booking an appointment at the Student Hub. During semester priority is given to current University of Stirling students.

### E-Guidance

Careers consultants are able to provide advice and guidance to current students and graduates of the University of Stirling via our e-guidance system. Please visit our website to submit your enquiry. A reply will be given within five working days.

**NB. Unfortunately we are unable to provide any immigration or visa advice. For advice or guidance on these matters, please see Ross Hunter, the Student Immigration Manager in Room 4Y5 of the Cottrell Building. Ross can be contacted on (01786) 466 683 or emailed via [ross.hunter@stir.ac.uk](mailto:ross.hunter@stir.ac.uk)**