What to expect when attending a careers appointment with a careers adviser

**How to book an appointment.**

We use an online system called Careers Connect. You can login to this system by clicking this link, scanning this QR code, or going to the website <http://mu.ie/careers-connect>.

First login using your MU login details (email/student number and your usual MU password)

Then click on Book, the select Appointments.

We offer three two types of appointments, In-Person appointments and Virtual appointments on MS Teams.

Choose between In-Person and Virtual (MS Teams) appointments.

Select your preferred appointment type and click Book.

A list of available appointments will appear. If you see Book, the slot is available. If it says Already Booked, it’s not available.

**MS Teams appointment**

When you book your appointment, you will receive a confirmation email from the Careers Connect system.

If you book a virtual appointment on MS Teams, the link to join the meeting will be in the confirmation email.

Your appointment will last 20 minutes. At the appointment time, click the “join meeting” link and wait. The careers adviser will be notified that you are waiting, and they will then admit you to the meeting.

It may sometimes take a few minutes for the careers adviser to join the meeting (they may be in another appointment that has run over time). Please continue to wait or you can leave the meeting and join again in a few minutes if you would prefer to do this.

When the meeting begins, the careers adviser will have their camera turned on. You can turn your camera on or leave it off, please do whichever is most comfortable for you.

**In-Person appointment**

Your appointment will take place in the Arts Building, North Campus. (CAMPUS MAP)

When you enter the main door of the Arts Building, the Student Success/Careers Service waiting area in on your left. Go through the double doors and wait in the waiting area. A career adviser will come to meet you at your appointment time and will take you to the appointment room. It may take the careers adviser a few minutes to come to meet you (a previous appointment may have run over time), please continue to wait and they will come to meet you and take you to the appointment room.

Appointments take place in Room 35,36 and 37 in the Arts Building

Your appointment will last 20 minutes.

**Your Careers Appointment**

Remember that you don’t have to know anything about careers or what you might like to do in the future before you come to talk to us, making an appointment can be your first step and we will help you move forward from there.

You may have a clear idea of what you would like to talk to your careers adviser about, or you may be starting out an unsure what to ask or what to talk about.

If you have some questions you may like to write these down in advance (on a notebook or on a electronic device). The careers adviser will answer your questions and you can take notes if you wish.

If you are unsure what you would like to discuss or what questions you’d like to ask, here are some examples of questions people often ask us – you don’t have to ask any or all of these questions. Some may be more relevant to you than others, these are provided to give some idea of the types of questions you can ask us at your careers appointment.

* I’m not sure about what subjects to choose or to continue with next year?
* How to I apply for another course after my degree?
* I have no idea what to do after my course…how do I start to find out about my options?
* What is postgraduate study?
* I want to find out more about further study options after my course…how do I do this?
* How to I develop some useful skills
* How to I get some useful experience?
* I want to get a job after my course, when should I start looking for jobs?
* Where do I look for jobs for after my course?
* How do I do a CV?
* Can you give me some feedback on my CV?
* Can you help me with my job or course application?

You may have other questions – that’s fine too – ask us any of your questions and we’ll do our best to help you.

You can take notes during the appointment if you wish, or you may prefer to concentrate on talking with your careers adviser. The careers adviser will send you the adviser will send you and email after your meeting with follow up notes and links to any relevant resources discussed at the meeting.