

Getting the Most Out of Your Careers & Employability Service

What Careers Support Can Do for You

Why use the Careers Service?

The Careers Service can help you to:

- Explore and understand different career options
- Make informed decisions that are right for you
- Develop strong CVs, applications and interview skills
- Build confidence in recruitment processes including support searching for jobs
- Plan practical next steps — even if you feel unsure

You don't need a clear plan to book an appointment - feeling uncertain is a good reason to speak to us.

What You Can Gain from a Careers Appointment

A careers appointment offers:

- Dedicated time focused on you and your situation
- Personalised guidance based on your goals and experience
- Honest, constructive feedback
- Clear actions you can take independently

Appointments provide guidance - progress comes from taking action.

What Appointments Can Focus on at Different Stages

- **First-Year Students:** Exploring interests, strengths and values, understanding what different careers involve, learning how to build experience alongside study including part-time work.
- **Second-Year Students:** Career options, including postgraduate study and graduate schemes.
- **Final-Year Students:** Creating and tailoring CVs and applications, preparing for interviews and assessments, developing plans including back-up plans and alternatives.
- **Postgraduate Students:** Translating advanced or research skills for employers, comparing different career pathways
- **University of Worcester Graduates:** Finding your direction if plans have changed, refreshing application/CVs and building interview confidence

- **International students:** UK recruitment practices, including applications and CVs, and interview preparation
- **Disabled students:** Personalised guidance, the recruitment process, reasonable adjustments and disclosure choices

Appointments can be adapted to meet your individual needs.

Making the Most of Your Appointment

Before Your Appointment

To make the most of the appointment time:

- Think about what you would like help with (even if you are unsure)
- Identify one or two key questions or priorities
- Bring or upload in advance, any relevant documents (for example, your CV)

Preparation helps the appointment focus on what matters most to you.

During Your Appointment

You can expect:

- A supportive, non-judgemental conversation
- Discussion of options — no pressure to decide
- Practical advice, guidance and clear feedback

You can help by:

- Being open about uncertainty or challenges
- Asking questions and checking next steps
- Focusing on progress, not perfection and rigid plans

After Your Appointment

Appointments work best when followed by action:

- Review key points soon after your appointment
- Put feedback into action, for example, updating applications or preparing for interview
- Continue researching and using resources such as [myCareer](#)

You are welcome to book another appointment if:

- You reach a new stage or deadline
- Your circumstances or goals change
- You need guidance on a different issue

Careers support isn't about having all the answers — it's about finding the tools, knowledge and confidence to move forward.

For more careers advice, please see the '[Quick Guide to Career Planning](#)'

Careers appointments can be booked at:

<https://worchester.targetconnect.net>

myCareer