



University of
St Andrews

Careers Centre appointments

Document type	Policy
Scope (applies to)	All students
Applicability date	11/03/2026
Expiry date	11/03/2027
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Approver	Assistant Director (Career Management)
Document owner	Information Officer and CV Adviser
School / unit	Careers Centre
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Extra-curricular services/Career development/Services
Purpose	Information on available appointment types, booking procedures, eligibility criteria, and our commitment to confidentiality and ethical standards.

Version number	Purpose / changes	Document status	Author of changes, role and School or unit	Date
1.4	Yearly update	Published	Tracey Dall, Information Officer & CV Adviser	11/03/2026
1.3	Yearly update	Published	Tracey Dall, Information Officer & CV Adviser, Careers Centre	14/05/2025
1.2	Yearly update	Published	Tracey Dall, Information Officer & CV Adviser, Careers	11/04/2024

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1.1	Yearly update	Published	Tracey Dall, Information Officer, Careers Centre	16/03/2023
1.0	New policy – including terms and conditions	Published	Tracey Dall, Information Officer, Careers Centre	07/03/2022

- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.
- We encourage employees to access the [Probation webpage](#) to access FAQs regarding the probation process, and download the forms referred to in this policy.

Our commitment

We provide impartial, inclusive and high-quality careers support for students, graduates, and early career researchers. Our team of professionally trained career advisers adhere to the [Graduate Futures Institute Code of Ethics](#) and are committed to your development.

Who can book

Appointments are available to:

- current matriculated students
- early career research staff
- alumni (within three years of graduation).

During peak times, appointments may be prioritised for current students. Alumni may be asked to book at a later date.

Appointment types

Appointments are generally available in person or via Microsoft Teams. Please read the descriptions carefully before booking.

Bookable by all users:

- **Careers Appointments (20 minutes)**
Brief career queries. These appointments are also the first step if you think you may benefit from a longer guidance or coaching session, as referrals for extended appointments are made through this route. Careers Advisers are not permitted to advise on immigration or visa matters, although we can signpost you to relevant sources of information.
- **CV, Cover Letter & LinkedIn Advice Appointments (15 minutes)** – Online only.
- **Practice Interview (45 minutes)** – For interview preparation and feedback.
- **Group Appointment (up to 60 minutes)** – Small-group careers session with a Careers Adviser, supporting peer learning and discussion across a range of career-related questions and next steps.

Available by referral:

- **Extended Careers Appointment (30 to 45 minutes)** - Longer, in-depth discussion with a Careers Adviser.
- **Career Coaching** - Supportive, structured conversation focused on reflection, goal setting, and moving forward with career-related decisions.

For early career research staff (bookable directly):

- **Research staff careers appointment (45 minutes)** – Tailored support for early-career researchers.

Booking limits

To ensure fair access, you may book up to:

- 2 Careers Appointments per week
- 2 CV, Cover Letter & LinkedIn Advice Appointments per week
- 2 Practice Interviews per semester
- 2 research staff careers appointments per semester
- 8 appointments of any type per 30-day period.

Attending and cancelling

- Appointments must be booked via CareerConnect.
- If you are unable to attend an appointment, cancel via CareerConnect or [contact us](#).
- Please arrive on time, as advisers may be unable to proceed if you are more than five minutes late.
- Repeated no-shows or breaches may impact future booking access.

Confidentiality and ethics

- All appointments are confidential **within the Careers Centre team**. We may discuss your case with colleagues to ensure best support.
- Advice is impartial and informed by current guidance practice.
- We follow the [Graduate Futures Institute Code of Ethics](#) and are committed to inclusion, equity and transparency.
- Members of our team may observe appointments as part of their professional development. If you would prefer not to be observed, please let us know, when asked, at the start of your appointment. This will not affect the support you receive.

The University of St Andrews is a charity registered in Scotland, No: SC013532

1. Version control

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