

# Jobs&Careers

## At Your Service

Jobs&Careers offers a free personal, confidential and impartial service to students, graduates and staff of the University seeking information, advice or guidance about their future working lives. The service also offers you the opportunity to find paid work both as a student and a graduate.

### **What you can expect from us -**

When you visit or contact the Jobs&Careers centres or their staff, you can expect access to:

- A friendly, welcoming and confidential service provided by qualified and experienced staff
- A brief advisory one to one appointment within 24 hours or a confidential individual guidance one to one, or career coaching with a Careers or Education Guidance Adviser within 7 working days
- Careers or education guidance advice by telephone or e-mail
- Referral to other providers of information advice or learning or employment to help you achieve your objectives
- Immediate 24:7 information on career events and opportunities via the Jobs&Careers website, Twitter and Facebook
- Graduate employers and work experience via presentations and Careers Fairs., internships, student mentoring and promotional events
- Temporary, part time and full time employer vacancies targeted at students and graduates
- Up-to-date information on further study, funding, occupations, jobsearch, voluntary work, work overseas graduate employers and more
- Career workshops and learning materials on topics like CVs and written applications, Interviews Techniques, Job Search, Psychometric Testing and Assessment Centres
- Introductory and reminder presentations on our services in your first and final years
- The opportunity to tell us what you think of the service

## **What we expect from you –**

You are expected to:

- Take responsibility for researching, planning and managing your own career with help and support from the Jobs&Careers Centre if you need it
- Keep appointments for careers interviews, workshops or presentations that you have agreed to attend
- Inform us promptly and prior to the event if for any reason you are unable to attend an interview, workshop or presentation
- Assist Jobs&Careers Centre staff to evaluate the services that they offer by occasionally completing the evaluation questionnaires provided
- Treat staff with courtesy and consideration
- Advise the Careers Service Manager if you are unhappy with any of the services provided – a Comment Card is provided for this purpose

## **How to contact us:**

Jobs&Careers have two main offices, at City and at the Headingley Campus. Both offices are open full time. If you plan to visit, an appointment is not necessary and you can choose to visit either office. Please note that advisory services may be limited at Headingley over student vacations. You are advised to contact us to check. You can contact the Jobs&Careers in the following ways:

**Visit:** City Campus Centre, Room G30, Calverley Street, Leeds LS1 3HE  
Headingley Campus Centre, Helpzone, Beckett Park, Leeds LS6 3QS

**Telephone:** 0113 812 5995

**Website:** [www.leedsmet.ac.uk/careers/](http://www.leedsmet.ac.uk/careers/)

**Opening Hours:** Mon - Thurs, 9.00 – 4.30pm Fri 9.00 - 4.00pm

**Access:** Both Centres are accessible to all users. The Headingley Campus office is located in the Helpzone next to the Metceno. The City Campus office is located on the ground floor of the Leslie Silver Building close to the entrance to the Library

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This statement of service does not contain contractual terms or representations but is a declaration by Jobs&Careers of its best intentions.