

Business School Appointment Guide for Undergraduates

Appointments are in high demand for Business School students, so to help you maximise your appointment and get the best support available, we expect you to follow the guidance below.

Our advice appointments are 20 minutes in duration and typically cover: where to find a placement/internship/work experience/volunteering and support for CVs, interviews, covering letters, assessment centres and applications.

You must be very clear about what you want to get out of the appointment before you book.

Before you book an appointment you must ensure that you have:

- Read and incorporated the feedback from any previous assignments (WIE/BIP or previous 1-2-1s).
- Reviewed the [Your Employability Skills! \(YES!\)](#) module and implemented advice on the relevant topic.
- Checked the ELE page for your placement module or programme (WIE/BIP) you are enrolled on.

Some other useful resources:

- Interview preparation – [Shortlist.Me](#)
- Placements and internships outside of the UK:
 - [University of Exeter Global Employability webpage](#)
 - [GoInGlobal](#)
- Additional careers resources on [My Career Zone Digital](#) e.g. Industry Reports, IT Skills and Employer Advice.

Here are some handy tips to help you get the most out of your appointment:

- Limit the topics you want to talk about to 1 or possibly 2 maximum e.g. CV or cover letter.
- Plan your questions in advance.
- If you want to discuss a document(s) e.g. CV, during the appointment, have the document(s) ready and be prepared to share your screen.
- Be ready for your appointment a few minutes early and have everything you need easily accessible including a pen and paper for notes. We will not be sending notes to you after the meeting.
- If you have any accessibility needs that could impact your appointment, please email us at business-school-careers@exeter.ac.uk as soon as possible so we can consider reasonable adjustments to help you get the most out of your appointment.
- We are unable to review CVs on multiple occasions due to the demand, if you need further advice please refer to the resources above instead.

Guidance appointments:

If you are unsure about your career direction, or would like to discuss your career ideas or plans you can book a 30 minute guidance appointment. This appointment type can be used to help you explore your career options, make a career decision and move forwards in your career planning.

For further details of how to book a career guidance appointment visit [My Career Zone](#).