

## WHERE TO GET HELP AND ADVICE

### EDINBURGH CAMPUS

**Careers Advisory Service** (Room 1.13, Scott Russell Building)

**Tel:** 0131 451 3391

**E-mail:** [careers@hw.ac.uk](mailto:careers@hw.ac.uk)

**Open:** 9am - 5pm, Monday – Friday

**Drop-in:** Term-time: Monday-Friday 1000-1600 (Wednesday 1000-1300)

Holidays: Monday-Friday 1100-1300; 1400-1500 (Wed. 1000-1300)

### SCOTTISH BORDERS CAMPUS

**Careers Advisory Service** (Room HM007)

**Tel:** 01896 892157

**E-mail:** [careersbc@hw.ac.uk](mailto:careersbc@hw.ac.uk)

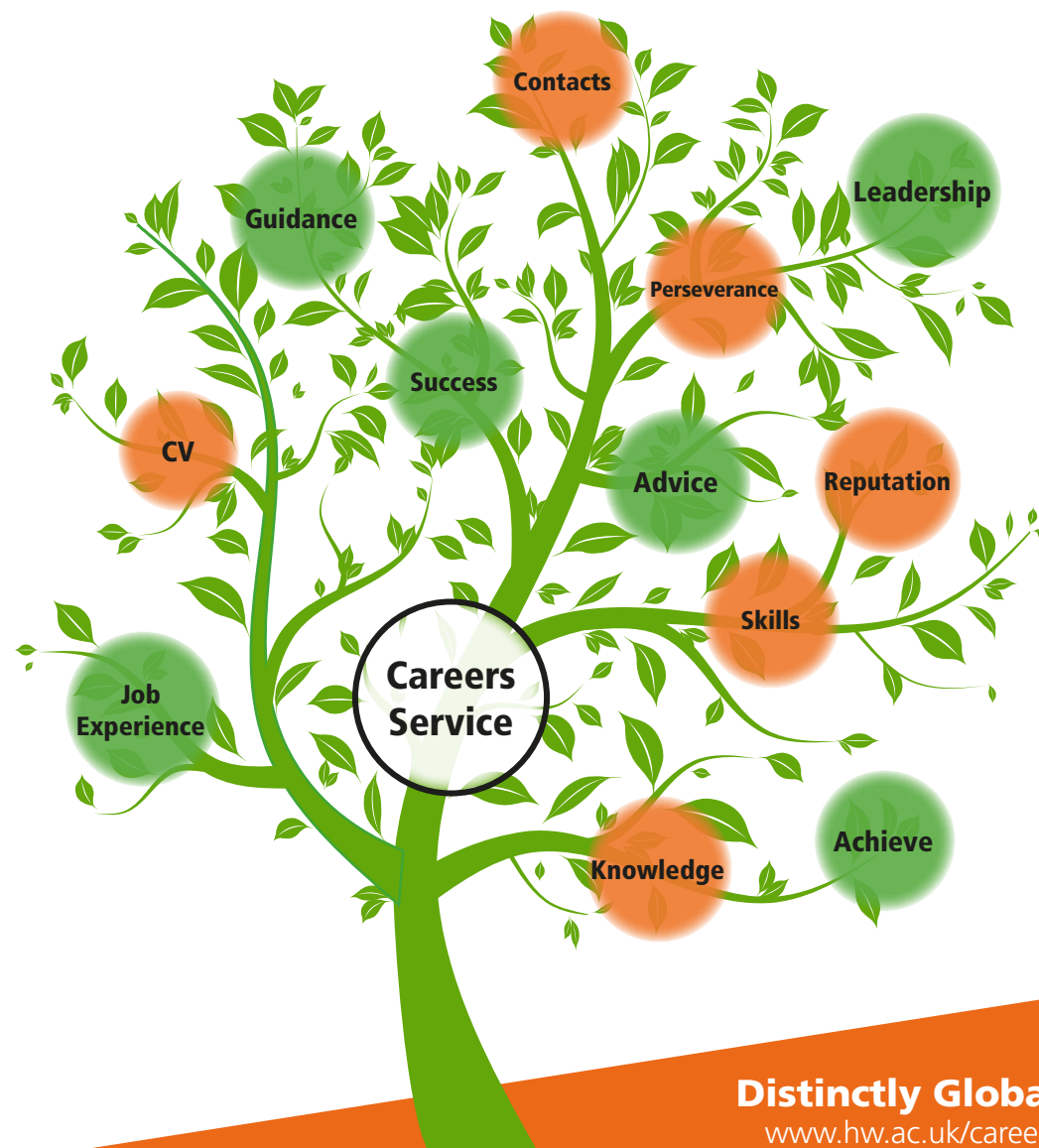
**Open:** 9am – 5pm, Monday – Friday

### Websites

[www.hw.ac.uk/careers](http://www.hw.ac.uk/careers)

[www.prospects.ac.uk](http://www.prospects.ac.uk)

# Help for Graduates



Heriot-Watt University Careers Service is committed to offering equal provision and services to all. The Service complies with all regulations with regard to equal opportunities, confidentiality and data protection. This leaflet is available electronically.

## Help from the Careers Service after you graduate

If you have already secured a graduate job or postgraduate position then we wish you every success with your future career. If you are still searching then remember you can still use the full range of services provided by the Careers Service for up to two years after graduation.

## Careers Service for Graduates living locally

### Advice and Guidance

You can consult the Duty Adviser in our Resource Room for shorter enquiries, such as CV Checks (Edinburgh only). For a more in-depth discussion of your career plans you can book a longer appointment via our website

### Our Website – [www.hw.ac.uk/careers/](http://www.hw.ac.uk/careers/)

As well as information on vacancies and events, our website contains comprehensive information and advice on a variety of topics including career options, CVs, application forms, aptitude tests and creative job hunting. There is also information on where previous graduates have gone plus lots of links to other useful websites.

### Vacancy Information

Graduate vacancies are available on the Careers Service website at: [www.hw.ac.uk/careers/jobdirect.htm](http://www.hw.ac.uk/careers/jobdirect.htm)

Also, have a look at the “My Subject” pages for lists of vacancy sources.

### Recruitment Programme

If you live locally you may wish to attend some of the campus-based employer presentations and career fairs. Details can be found on our website in the Events section.

## Moving Away from Edinburgh?

If you are leaving the local area, you can normally use some of the careers service of your nearest university. Phone in advance or consult the service’s website to check what services are offered. See [www.prospects.ac.uk](http://www.prospects.ac.uk) under “Career Service/Your university careers service”.

If there is no university in your locality, you can try contacting your local careers company or adult guidance service (check your telephone directory for details).

### Help by Email or by Phone

If you are unable to visit a careers service you are welcome to phone or email us for help or information (see overleaf).

Graduate Prospects ([www.prospects.ac.uk](http://www.prospects.ac.uk)) offers a wide range of careers and vacancy information online.

### Graduate Recruitment Fairs

Graduate Recruitment Fairs are held throughout the UK in June/July and also October/November each year. See [www.prospects.ac.uk](http://www.prospects.ac.uk) or our website for details.

## How can you Help us?

### Graduate Destination Survey

After you graduate, you will receive a questionnaire from us asking you what you are currently doing. We collect this data to give the University and its students a clearer picture of what happens to its new graduates. Please help us by completing and returning the questionnaire. By doing so you will automatically be entered in a prize draw for £200 of Amazon vouchers.