

### Statement of Service

#### Our Mission

To provide an impartial and confidential careers education, information and guidance service to Imperial College students and recent alumni, and to enable employers to recruit effectively at Imperial College.

#### Our commitment

Imperial Careers Service is committed to providing a high-quality service to all users, where users can expect:

- A confidential service which offers unbiased information and impartial advice
- Staff who are approachable, experienced, and committed to helping you
- A quality service that upholds Imperial's principles of [diversity and inclusion](#)
- A recognition of the needs of students with [disabilities](#)
- The Careers Service at Imperial is a member of the [Association of Graduate Careers Advisory Services](#) (AGCAS) and as such adheres to their codes and practices

#### Eligibility

You are eligible to use the Imperial Careers Service if you are a current full-time or part-time imperial student, or an Imperial Alumni (Business School Alumni have their own arrangements) who completed a course within the last three years. See our [services for alumni](#). We also provide some support and [services for Imperial staff](#).

#### Our services

##### Information

The Careers Service maintains and develops an information room. It is open whenever the Service is open and includes a staffed enquiry desk and a professional Information team to advise on resources. Systems are in place, and to assist all students.

***We maintain information resources in accordance with our collection management policies, with the following disclaimer*** "Websites that we link to were found to contain useful information at the time of their inclusion, but we do not control the contents of the sites and all links are provided in good faith. Typically, the websites listed provide some free to use material and it should be noted that the fact that a link to a website is included, does not constitute a professional endorsement or recommendation of their services. If you have any concerns about the content of any site or, if you have additional resources you feel would benefit other students, please contact us on [careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)."

We develop comprehensive information resources, which include:

- The [Careers Service website](#) provides 24-hour access to careers information and resources, including information on ‘planning your career’, ‘jobs and experience’, ‘applications and interviews’, ‘information for employers’.
- [JobsLive](#) is the central Careers Service system, listing vacancies, employer information, online booking for appointments and events.
- [Exclusive online resources](#): YouTube Careers Snapshots, GoinGlobal, ‘Shortlist.Me, and access to LinkedIn Learning.
- [Careers Service publications](#) *CVs and Cover Letters*, *Career Planning and Successful Interviews*, and *An Introduction to Services for students*
- [Online and take away publications](#) are available from the careers website, and the Careers Centre
- **PC cluster access** via computers in the Information Room
- **Bookable interview rooms** for students to use for online interviews and careers research

### Advice and guidance

We provide careers advice and guidance through a range of [appointments](#) online via MS Teams, also in person at our South Kensington Campus and by prior arrangement at other [Imperial campuses](#).

- An **extensive range of seminars and workshops** to match students’ career journeys through Imperial: Career Intensives, Career Essentials, Career Labs, Career Discoveries.
- **Careers Discussion (25 Minutes)** – bookable 24 hours in advance) appointments with a careers consultant to discuss any aspects of your career and check your CV, cover letters and applications.
- **Careers Consultation Referral (40 minutes)** – careers consultants are available to help with any aspect of career planning.
- **Mock Interviews (40 minutes)** – with a careers consultant
- **Internship Consultations (25 minute)** appointments with a placement and internship adviser

### Events

We run a comprehensive range of [events](#) throughout the academic year, with the majority taking place in the autumn and spring terms, in-line with graduate recruitment schedules. We are always adding new events.

All events and appointments are online via **JobsLive** unless stated otherwise.

### Careers programmes in departments

Each Academic department has a policy on Careers Education, Information, Advice and Guidance (CEIAG) for undergraduate and postgraduate students that meets standards set by the Quality Assurance Agency. Departments, in liaison with the Careers Service, support a career development programme each year that is focused on their own needs. These programmes usually include a range of workshops and seminars provided by the Careers Service.

### Services for employers

The Careers Service provides wide-ranging [services for employers](#) keen to attract students. All services are reviewed and developed to ensure that employers and students have the best possible means to communicate.

## **Contact us**

Level 5 Sherfield Building, South Kensington Campus, London, SW7 2AZ

t: +44 (0)20 7594 8024

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

[careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)

## **Opening hours**

The Careers Service is online, and at South Kensington Campus is open between 10:00 and 17:00 whenever the College is open.

**January 2022**