 Keeping you safe through Covid-19

Terms & Conditions while attending a Careers Booth or Careers Appointment Booking

Monday 28th September 2020 onwards

Notice for students using the Careers and Enterprise Centre

If you or anyone you are living with are displaying symptoms of Covid-19 - high temperature, continuous cough, loss of sense of taste or smell, then you must not come onto campus to use our service. If you do attend the Centre and are displaying symptoms, we will politely ask you to return home and rebook with us on another day once you have recovered and honoured the government’s self-isolation guidance (as of 30 July this is 10 days).

Booking and Attending Careers Appointments in Person

Whilst Covid-19 continues, we will be running the majority of our appointments online. However, if you do not have a private space to have an online appointment, or if you feel you would benefit from an in-person appointment, then you are welcome to book a careers appointment in person. Please note that Careers Appointments will not take place in the Careers and Enterprise Centre – please see your booking confirmation for the location of your appointment.

All we ask is that you follow the terms below:

• You must send over any documents you would like reviewing in your appointment, at least 60 minutes in advance of your appointment. Please send your documents to careers@qmul.ac.uk.
• You must bring your own device (laptop or tablet) to the appointment with a copy of any documents you would like reviewing already saved on it.
• We will not accept paper copies of documents in the appointment.
• You will need to wear a face covering for the entirety of the appointment. If you are exempt from wearing a face covering you will need to ask the Disability and Dyslexia Service for a sunflower lanyard to wear so it’s clear to our staff you are exempt. If you arrive at your appointment without a face covering or sunflower lanyard, your appointment will not go ahead.
• You will be expected to wipe down your chair (and table if necessary) after your appointment.
• You must have MS Teams already downloaded onto your device. Please click here to download MS Teams. Your Adviser will use MS Teams to go through your documents with you – the adviser will have your document/s open on their laptop and you will have it open on your device, so as to avoid any contact and reduce the risk of infection.
• If the weather is good, your Adviser may invite you to have your appointment outside. If you would prefer not to go outside for reasons of confidentiality or otherwise, then this is your choice and the Adviser will full respect this.
• You will abide by the 15 steps to keep yourself and others safe (full details below).
Booking the Careers Booth for private use

We have one small room available for students to book during office hours: **Monday to Friday, 9:30am to 5pm.** This space is called the Careers Booth and is available to all students who don’t have a quiet space for careers appointments or parts of the employer recruitment process.

If you meet either of the following requirements, you can book to use a Careers Booth 7 days in advance, in 1 hour time slots, subject to availability:

- You have a virtual interview with an employer, or a virtual assessment centre, or psychometric tests/online tests, or anything else required as part of an application process for a real job or opportunity and you cannot access private space for this activity anywhere else on or off campus.
- You have booked a remote careers appointment (application advice, enterprise, practice interview etc) and you cannot access private space for this anywhere else on or off campus to have the appointment.

Other requests will be considered by the Careers front desk team on a case-by-case basis and at the discretion of Careers staff. **Please note** that priority for booking the Careers Booth will be allocated to students with an immediate and real employment need.

To book the Careers Booth, please call 020 7882 8533 between 9.30am and 5pm or email careers@qmul.ac.uk. We will do our best to accommodate all Careers Booth booking requests but cannot guarantee availability. Students may be asked to provide evidence of need if space is in high demand.

Once you have booked, we kindly ask that you abide by the **15 steps to keep yourself and others safe** (full details below).

Accessing Our Information and Resources

We have removed all our paper resources from the information room in order to minimise the risk of Covid-19. You can browse our Getting Into Guides and other materials but please refrain from touching these - all of our Getting into Guides and resources are available online – please visit careers.qmul.ac.uk.
Please be aware that misuse of the Careers and Enterprise space may result in action under the Queen Mary University of London Code of Student Discipline.

Data protection notice: Your contact details may be disclosed to the NHS Test and Trace service in the event of another service user testing positive for Covid-Your personal details will not be used for any other purpose.

Last updated 23rd September 2020