FAQs

Careers and Employability Service
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How to book an appointment

Step 1:
Go to the careers website
If you are a student your login page is careers.hud.ac.uk/student/login.html
If you are a graduate, your login page is careers.hud.ac.uk/graduate/login.html

Step 2:
Log in to MyCareer using your student number and password.
* n.b. if your students details aren’t working at this stage, please see our troubleshooting section

Step 3:
Once logged in, click “Appointments” then “Book appointment” to begin booking your appointment
How to book an Appointment

We provide two types of careers appointments, we have:

<table>
<thead>
<tr>
<th>CV and Application Appointment</th>
</tr>
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<tbody>
<tr>
<td>This is a 15 minute appointment and is ideal if you'd like CV advice, help with a job / postgraduate study application or have any part time job / work experience queries. Any quick career query.</td>
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<table>
<thead>
<tr>
<th>Career Planning &amp; Interview Planning Appointment</th>
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<tbody>
<tr>
<td>This is a 30 minute appointment. These are longer appointments and are great for discussing career ideas or plans. These appointments can also be good to discuss interview preparation for grad jobs, post grad study or teacher training.</td>
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Step 1:
Once you click "Book appointment", you should see the following screen

Step 2:
In order to book your CV & Application Appointment, please click “CV & Application appointment”, if you are looking to make a Career Planning Interview preparation, select that option.

Step 3:
Once you've selected the appointment type you'd like, scroll down and click the "Show results" button, see below:
Step 4:
Once you find your preferred appointment time slot, select that row and the details should turn blue and indicate that you have selected that slot (see below)

Step 5:
In the far most right column ("book now") you should see the option to book that appointment. Click that link, you should now have booked your appointment.
Ask us a question/submit a query

This feature of the MyCareer website allows you to ask any Careers related question and we aim to respond to your query within 5 working days. We have some predetermined categories to help you out with refining your query as well!

**Step 1:**
Once you’ve logged into the MyCareer site, using the navigation bar, click “Queries” then “submit a query”.
N.B. If you are looking to check the progress of a query, click “Queries” then “My Queries”

**Step 2:**
You should now see this screen - this is the form for you to submit your query.

The form contains the following fields for you to fill in:
- Subject
- Query Details
- Type of Question

You are also able to attach documents to your query. An example would be a CV to be checked or a Job Specification you are looking to get advice on.
Ask us a question about a job opportunity

If you find an opportunity on JobShop—whether that be a part-time job, an internship, a graduate scheme or graduate job, you are able to ask about that role with the click of a button!

**Step 1:**
Go to the JobShop using the nav bar:
JobShop -> Search Jobshop

**Step 2:**
Now find a job you are interested in applying to and click on the Job Title, this will lead you to the Job Profile.

**Step 3:**
Find the "Fact file" section of the page and click "Ask us a question about this opportunity". You should be taken to a page that reflects a query about that job— with the job page attached and the subject of the enquiry being in regards to that job.
In this final section we will troubleshoot any issues you could have when trying to log in to MyCareer both as a student or graduate.

**Logging in & Issues - Student**

There are a few ways you can get to MyCareer, you can go directly to it at: careers.hud.ac.uk/student/login.html or you can access it via the Student Hub.

You can access the MyCareer Home Page by clicking "Access MyCareer here!" see red circle on screenshot above. You can also click the JobShop button to begin a JobShop job search in MyCareer! (Green circle)

If you are a current student and are unable to log in with the same details as you would a campus PC, please get in touch with us, drop by the careers centre in Student Central or call us on **01484 472124**
Logging in & Issues - Graduate / Alumni

As a graduate, our recommended way of getting to MyCareer is directly - by going straight to careers.hud.ac.uk/graduate/login.html you can also get to MyCareer by our main careers website, go to hud.ac.uk/careers then click the big MyCareer banner or the carousel image!

If you've graduated and would like to access MyCareer, click the graduate log in option, and log in using your student details – they should already be carried over. If this doesn't work, click "Alumni sign up" fill in the form and send off your application. It could take a few days for your application to go through, but once it has been approved you should receive an email to the inbox that you specified in your application. This email will allow you to set the password for your account, log in and start using your account!

If you are still experiencing issues, email us on careers@hud.ac.uk or call us on 01484 472124
We hope this guide was helpful, make sure to check out our social channels below:

@HudUniCareers
@HudUniCareers
hud.ac.uk/careers
careers@hud.ac.uk
01484 472124

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