

Frequently Asked Questions



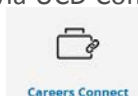
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What is a Quick Query appointment?

UCD students and recent graduates (up to two years after graduation) can book an appointment with a Career & Skills Consultant to talk about their options; get advice on a CV, cover letter or application; go through some potential interview questions - basically anything career-related! Appointments are 20 minutes in duration.

How do I book a Quick Query appointment?

If you're a [UCD Belfield student](#), you can [book an appointment online through Careers Connect](#). Careers Connect can also be accessed via UCD Connect - just click on the Student Life tab and you'll see the button for Careers Connect.



If you have any problems logging in or booking an appointment with Careers Connect, please contact us.

UCD Career Development Centre
James Joyce Library Building, Belfield Campus
01-716 7574
careers@ucd.ie

UCD Michael Smurfit Graduate Business School
Room D102 - G floor (beside cash machine)
01-716 8830
smurfitcareers@ucd.ie

Frequently Asked Questions

Please note that Careers Connect is now mobile friendly so users can now book appointments as well as avail of a range of services from a smartphone.

Instructions

- ✓ Choose the student login and enter your UCD Connect details to access the system.
- ✓ Appointments can only be booked on the day of the appointment from 8am.
- ✓ You can also book an appointment by phone (01 716 7574) or in person from 9am.
- ✓ Click on Student Login (top left) and use your UCD Connect username and password
- ✓ Go to the Appointments tab



UCD Careers Connect

Belfield Student: All Queries
A 20 minute appointment for advice on career options, graduate study, CVs, cover letters, personal statements or applications. For students on Belfield Campus only.

Smurfit Student: CV/Application / General Career Advice
A 30 minute appointment for advice on career options, further study, CVs, cover letters, personal statements or applications. For students at Michael Smurfit Graduate Business School only.

- ✓ Click 'Book Now' on your preferred available appointment time

Appointments - your selection:

Belfield Student: All queries 19 Smurfit Student: General Career Advice (30 Min) Smurfit Student: Interactive CV Advice (Group Work)

Smurfit Student: MBA Career Consultation Smurfit Student: Job Search for Experienced Hires

Search results

15 Sep 2015 - 15 Oct 2015

Availability	Date	Time	Appointment Type	Location	Action
✓ Available	Tue 15th Sep	09:50 - 10:10	Belfield Student: All queries	Aisling Harkin	Book now
✓ Available	Tue 15th Sep	10:10 - 10:30	Belfield Student: All queries	Aisling Harkin	Book now
✓ Available	Tue 15th Sep	10:30 - 10:50	Belfield Student: All queries	Aisling Harkin	Book now
✓ Available	Tue 15th Sep	10:50 - 11:10	Belfield Student: All queries	Aisling Harkin	Book now

Frequently Asked Questions

- ✓ You will be asked to specify your query

Appointment Booking Form

Belfield Student: All queries

Career & Skills Consultant

Aisling Harkin

Date

Sep-15-2015

Time

09:50 - 10:10

Location

Career Development Centre, Belfield

Please indicate what you would like to talk about today.*

☐ CV / Application Review

☐ Career Options

☐ Further Study

☐ Graduate Employment

☐ Internship Information

☐ Interview Preparation

☐ Other

Specific Query*

> Book this appointment

✕ Select a different appointment

- ✓ Click on 'Book this appointment' to finish

You will be sent an email to confirm your booking. If you can no longer attend, please follow the link in this email, or go to Appointments > My Appointments to cancel your appointment so that someone else can book.

If you're a [UCD Belfield alumnus](#) (up to two years after graduation), you can book an appointment by phone (01 716 7574) or in person. Appointments can be booked on the day of the appointment (we open at 9am). If there are no available appointments that day we have some alumni appointments available for advance booking (up to one week in advance). You'll first need to have an alumni account on Careers Connect so that we can use this to book your appointment. If you don't already have an alumni account, [please register](#) before booking an appointment.

Please be aware that during term time appointments will often get booked up quickly and it is a good idea to book as early in the day as possible.

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01-716 8830
smurfitcareers@ucd.ie

Frequently Asked Questions

If you're a [UCD Smurfit student](#), you can [book an appointment online through Careers Connect](#).

Instructions

- ✓ Choose the student login and enter your UCD Connect details to access the system.
 - ✓ Appointments can only be up to 4 days in advance. You can also book an appointment by phone (353 1 716 8830) or in person from 9:30am-2pm (Monday -Friday), UCD Michael Smurfit Graduate Business School Career & Skills Centre.
 - ✓ See above step by step guide for Belfield for remainder of instructions.
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[Post-doc staff](#) who wish to make an appointment with Naoimh O' Connor need to contact her directly to be registered. No self-registration option is available. Naoimh can be contacted at: naoimh.oconnor@ucd.ie

Need advice on CVs, jobs, internship applications or career options?

- ✓ During semester 1, we offer a range of workshops and presentations on interviews, skills for working life and CV preparation. Simply browse our [Events](#) page and use [Careers Connect](#) to book your place!
- ✓ [Careers Connect](#) also has a job vacancies page which is updated on a daily basis. Simply use the filters to choose your areas and search!
- ✓ There are a range of free [online resources](#) available both on our [website](#) and through [Careers Connect](#). To use these resources, you'll need a number of codes depending on what you want to use, such as: client code, access code and password. These resources include **Psychometric Tests, videos, internship search facilities, career search applications and more!**

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Frequently Asked Questions

Aside from the above, our website is jam packed with useful information. Have a browse!

Our top 5 picks are:

[Find a job or internship](#)

[Interview tips and techniques](#)

[Effective CVs and applications](#)

[Explore your career options](#)

[Career Zone](#)

- ✓ Finally [Gradireland](#) is an additional excellent source of information on various career sectors (including job descriptions, latest jobs and employer profiles).
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