Book a consultation

When are consultations held?

Consultations are now available via Microsoft Teams until further notice from the University.

Access Microsoft Teams using your zID and zPass.

Consultation times are generally between 9am-5pm Monday to Friday.

Undergraduate consultations are 30 minutes long and postgraduate consultations are 1 hour long.

Login to Learning & Careers Online to book an appointment for:

- Career planning
- Cover letters
- Interviews
- Job advice
- LinkedIn
- Online applications
Additional Services

PhD - We offer 30 minute appointments for PhD students. These longer appointments can include selection criteria and academic resumes.

EDI - If you have a question about equity, diversity and inclusion (EDI) in recruitment or the workplace then you can book an EDI appointment. This may include disability, Indigenous employment or other EDI related topics. These appointments are 30 minutes, can be booked in advance with an opportunity to see the same consultant for a follow-up.

To register for PhD and/or EDI appointments, email sacs@unsw.edu.au

Phone/Skype - Booking phone or Skype appointments is the same as booking through the Careers Portal but there are certain appointments that are locked to just phone and Skype (currently these are early and late appointments, before 9am and after 5pm). When you book the appointment, choose phone or Skype and put in your phone and/or Skype address. Instructions are provided at the time you book the appointment.