

FutureMe – a User’s Guide

What is FutureMe?

The Careers & Employability Centre has recently launched a fantastic new service that will enable students to efficiently manage their career journey while studying here at the University of the Highlands and Islands. This service is called **FutureMe**.

FutureMe gives all registered students the ability to:

- Book and manage appointments with your careers adviser
- Find, search and book on to events advertised by the Careers Services
- Upload and get feedback on your CV
- Search, save and manage job advertisements and opportunities
- Submit careers related questions online

How to find FutureMe

Step 1: Go to www.uhi.ac.uk/careers, click on **FutureMe** or you can click on the **FutureMe** tile on MyDay



Use our service wherever you are.

Email
Skype
Video conference
Phone
Face-to-face

Look up, look forward, be in the know

FutureMe is the new platform designed to support your career development as a student. Graduates of the university can also access this service regardless of when you graduated (you will need to create an account on first use).

Using FutureMe allows you to access all the support you need to develop and manage your career, providing you the opportunity to Book and manage appointments with us; Find, search and book onto our events; Upload your CV for feedback; Access the JobShop to find part-time work, internships, volunteering opportunities and graduate jobs locally, nationally and internationally. Submit careers related questions online.

Students / Graduates



Employers

We are delighted to be able to offer employers the ability to advertise their own vacancies (you will need to register for an account on first use); please also feel free to get in touch.

[ADVERTISE VACANCY](#)



Step 3: This is the TARGETconnect homepage. Go to **'Student Login'**. Use your normal UHI login and password.



To access this resource please login using your
UHI username

Username

Password

Login

Step 4: How to navigate *FutureMe*

Home

University of the Highlands and Islands
Oilthigh na Gàidhealtachd agus nan Eilean

TESTSTUDENT1

Home Profile Appointments Events Job Shop Submit a question

Events Future 1 Waiting List 0

24 Apr

Hospitality 24-Apr-2019 09:00 - 15:00

Appointments My Bookings 1 Referrals 0

Iain Eisner (Guidance Appointment) 08 Mar 09:15 View

Book an appointment

Submit A Question Answered Submit A Question Waiting Submit A Question

No Submit a question with a reply yet - check back later for a reply.

The Home page is the first page you will see after logging into *FutureMe*

Here you can view and access all your activity and correspondence in one place. The options are:

- Profile – where you can update your details, set preferences and upload your CV
- Appointments – where you can search and choose appointments
- Events – where you can search and book on to events
- JobShop applications and saved jobs – where you can search jobs and set filters to receive alerts
- Submit a question – where you can ask a quick question

Profile:

University of the Highlands and Islands
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TESTSTUDENT1

Home Profile Appointments Events Job Shop Submit a question

Home / Profile / View profile

STUDENT1 TEST's details Student home page

Course Information

Course: N/A

Type

Qualification:

Year of study:

Level of study:

Department:

Faculty:

Contact Details

Student Test (Student)

teststudent1

student address] CV4 BHS

098459759845984

teststudent1@groupgti.com

Appointments:



TESTSTUDENT1

Home Profile Appointments Events Job Shop Submit a question

Home / Appointments / Book appointments / Find appointments

Find appointment

Select The Appointment Types To Search

Guidance Appointment

Choose this appointment if you are looking for help to explore/discuss your plans, identify skills and strengths, support if you are thinking of leaving or changing your course.

Support With CV's, Covering Letters, Applications, Personal Statements, Interviews

Choose this for meeting with an adviser to discuss your CV, personal statement, application form or interview preparation (including a mock interview if requested).

Quick Appointment

Choose this appointment if you have quite specific career related questions, looking to explore vacancies, placements and volunteering opportunities. Don't worry if it turns out you need more time. We can schedule a longer appointment if required.

In the Appointments tab:

Click **'My appointments'** to see the booking status of any appointments

Click **'find appointments'** to select appointment type. These are:

1. **Guidance Appointment with adviser: One hour appointment with a Careers Adviser. Click to view available appointments and book**
2. **Support with CV's, Covering Letters, Applications, Personal Statements, Interviews. Click to view available appointments and book**
3. **Quick Appointment: Half hour appointments with a Careers Adviser available. Click to view available appointments and book**

Events:



TESTSTUDENT1

Home Profile Appointments Events Job Shop Submit a question

Home / Events / Find events / Event search

Search Events ★ Saved searches

1 to 50 of 1 results Sort by: Date (Earliest first) Display by: [Grid]

Hospitality Perth College

📅 24-Apr-2019 ⌚ 09:00 - 15:00

25 50 75 100 < 1 >

Q Refine search

Active filters

After Feb 27th 2019 ✕
Reset ☆ Save this search

Quick search

Text search

Organisation search

Date range

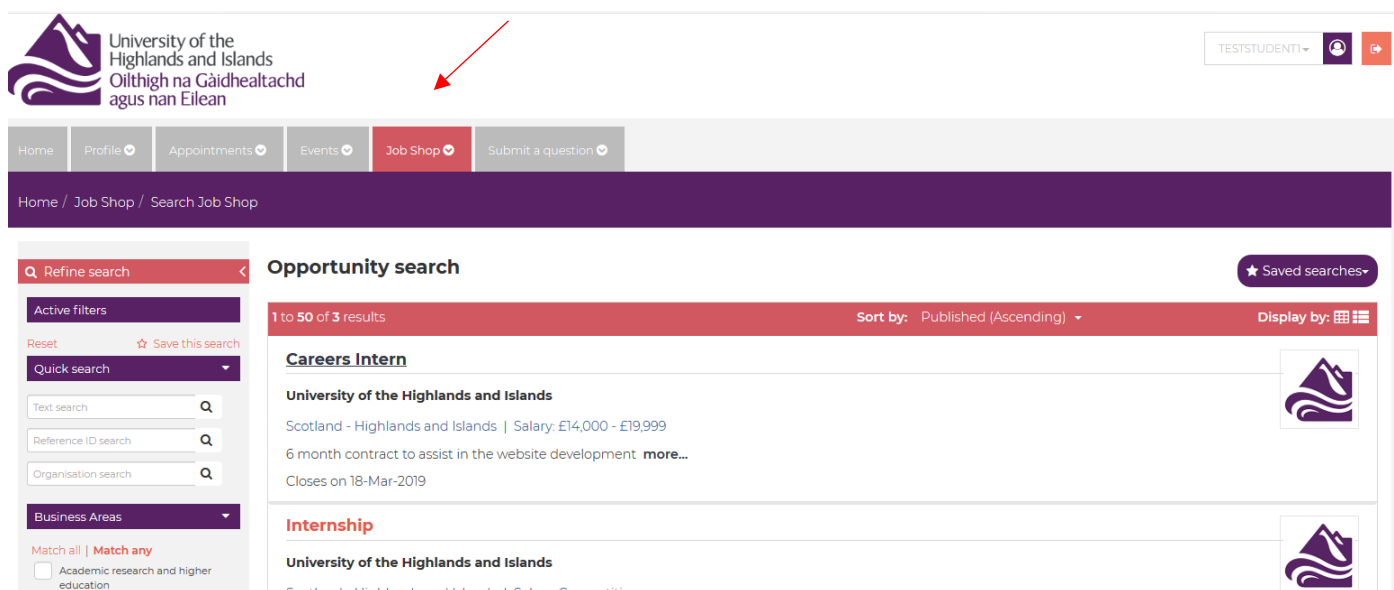
Location

Event type

Click **'Events search'** to search for and book on to upcoming careers events.

Click **'Event calendar'** to organise and clearly view all upcoming events.

Job Shop:



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TESTSTUDENT | User Profile | Logout

Home | Profile | Appointments | Events | **Job Shop** | Submit a question

Home / Job Shop / Search Job Shop

Refine search | Opportunity search | Saved searches

1 to 50 of 3 results | Sort by: Published (Ascending) | Display by: Grid

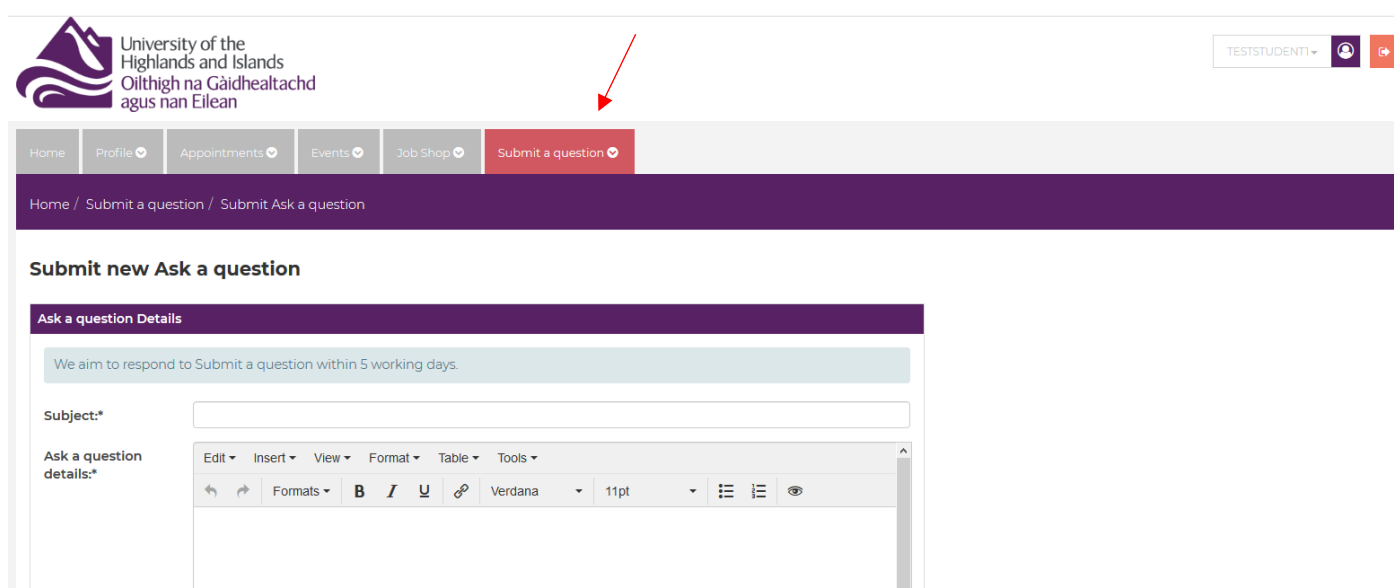
Careers Intern
University of the Highlands and Islands
Scotland - Highlands and Islands | Salary: £14,000 - £19,999
6 month contract to assist in the website development **more...**
Closes on 18-Mar-2019

Internship
University of the Highlands and Islands
Scotland - Highlands and Islands | Salary: Competitive

Click **'Search JobShop'** to search for currently advertised opportunities including graduate jobs, internships, volunteering and part-time work. Use filters (e.g. business area, location, opportunity type) to narrow your search.

Click **'Search organisations'** to find details of organisations of interest.

Submit a Question:



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TESTSTUDENT | User Profile | Logout

Home | Profile | Appointments | Events | Job Shop | **Submit a question**

Home / Submit a question / Submit Ask a question

Submit new Ask a question

Ask a question Details

We aim to respond to Submit a question within 5 working days.

Subject:*

Ask a question details:*

Edit | Insert | View | Format | Table | Tools

Formats | **B** | *I* | U | | Verdana | 11pt | | |

In **'Submit a Question'**:

Click **'Submit Ask a Question'** to send a question to your Careers Adviser. The adviser will respond to this via **FutureMe**. Please provide a title (Subject), main text body (Ask a Question details), topic (Type of question) and if required attach documents such as CV, application form (Upload). Press **'Submit'**

Click **'My Ask a Question'** to check the status of questions that you have submitted to an adviser.

Further information:

For any further help or questions regarding **FutureMe** or the Careers and Employability Centre, please contact: careers@uhi.ac.uk Our opening hours are Monday 9:00 - 17:00