

## Career Advice Surgeries for Early Career Researchers

### AGREEMENT

With the exception of the confidentiality obligations referred to below, the terms of this Agreement are not intended to be legally binding. The term 'Client' will be used to define the member of staff receiving advice.

#### Advice Guidelines

The Career Advisors and Client will have due regard for the following aspects of their participation in the Careers Advice Surgery:

1. Surgeries will take place at a pre-advertised location where the Client will have 20 minutes to discuss with the Career Advisors an aspect of their professional development (this may include reviewing their CV and objectives set at their last appraisal meeting).
2. Participation in the Surgery is voluntary, and both Advisors / Client will be free to withdraw at any time.
3. Everything discussed is confidential. Advisors agree not to disclose any of the Clients' confidential information other than where the confidential information is already in the public domain, must be disclosed by law, or will be disclosed with the Clients consent.
4. Advisors are not professional advisers and advice is given only on an informal basis to support the development of the Client. Advisors will support Clients through conversations and discussions. They will not take an active role in Clients' work and may not be able to answer all questions, but will refer Clients to other organisations and sources of support as appropriate.
5. Neither Advisors nor University College London will be liable for any advice given to Clients by Advisors.
6. Both Advisors and Clients will be required to provide their views on their experience of the Careers Advice Surgery meeting to assist the Institute with evaluation of the scheme in order to assess the effectiveness and to identify areas for further improvement.

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| Please sign to indicate: "I accept these terms" |       |
| Name  :   |       |
| Signature:                                      | Date: |