

## **HKUArts - Student Advising and Career Consultation**

Our professional Career Development Advisor, with extensive work experience across different business sectors, is ready to facilitate your career planning.

### **Ms. Heidi Wan**

Education: Master's degree from CUHK School Guidance and Counselling, Global Career Development Facilitator (GCDF); Mental Health First Aid Standard Course, The Mental Health Association of Hong Kong.

Career Story: Heidi is a seasoned trainer with +14 years serving in higher educations, with extensive career coaching and training experience with elite undergraduate and taught post graduate students (including masters and MBA students) in the first-tier universities in Hong Kong. She spent most of her career working at the most admired first-tier universities.

She is a regular career coach and has well trained over hundreds of MBA, Masters and elite undergraduate students from all around the world.

Book your individually tailored session [HERE](#) now!

### **Reservation Remarks**

Please check the available consultation timeslot [HERE](#). The career consultation will be conducted virtually via zoom. Undergraduate Arts students can take a **maximum of 5 consultation sessions within each academic year**. Students can only make consultation bookings **2 calendar days in advance** via designated forms.

### **Preparation for Career Consultation**

To maximise your learning experience, you are strongly encouraged to share with us your resume, cover letter and interested job description/advertisement (if any) before the consultation.

**Appointment Policy**

Undergraduate Arts students may take a maximum of 5 consultation sessions within each academic year. Please DO NOT reserve more than 1 session within a week.

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**Cancellation / Rescheduling Policy**

Your absence would be depriving other student's right to make an appointment in the timeslots. Therefore, you must cancel your requests and reschedule new appointments through Calendly booking no later than 24hrs before the consultation. Or else, it will be counted as "Late Cancellation".

**Rules of Consultation**

- Students can only make consultation bookings 2 calendar days via Calendly in advance.
- Students are recommended to arrive at Zoom meeting 5 minutes before the scheduled time.
- Lateness exceeding 10 minutes will be considered as late arrival and will be subjected to penalties.
- Students should TURN ON both the audio and camera during the virtual consultation.
- Students who violate the above rules may result in cancellation of consultation, or will risk to be placed in penalty list.

**Penalties****Late Cancellation/ No-show**

- Cancellation requests less than 24hrs prior to the consultation without accepted evidence would result in your ineligibility in making an appointment in the following 2 months.
- All conditional exemption to be considered only due to extenuating circumstances such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances, students should email [heidywan@hku.hk](mailto:heidywan@hku.hk) at least 3 hours in advance before the scheduled consultation on the day, with valid supporting document(s).
- Absence without any prior notice would result in your ineligibility in making an appointment in the following 2 months.

**Late Arrival**

- Lateness exceeding 10 minutes than the scheduled consultation time would be counted as "Late Arrival" and result in your ineligibility in making an appointment in the following 2 months, as a penalty.