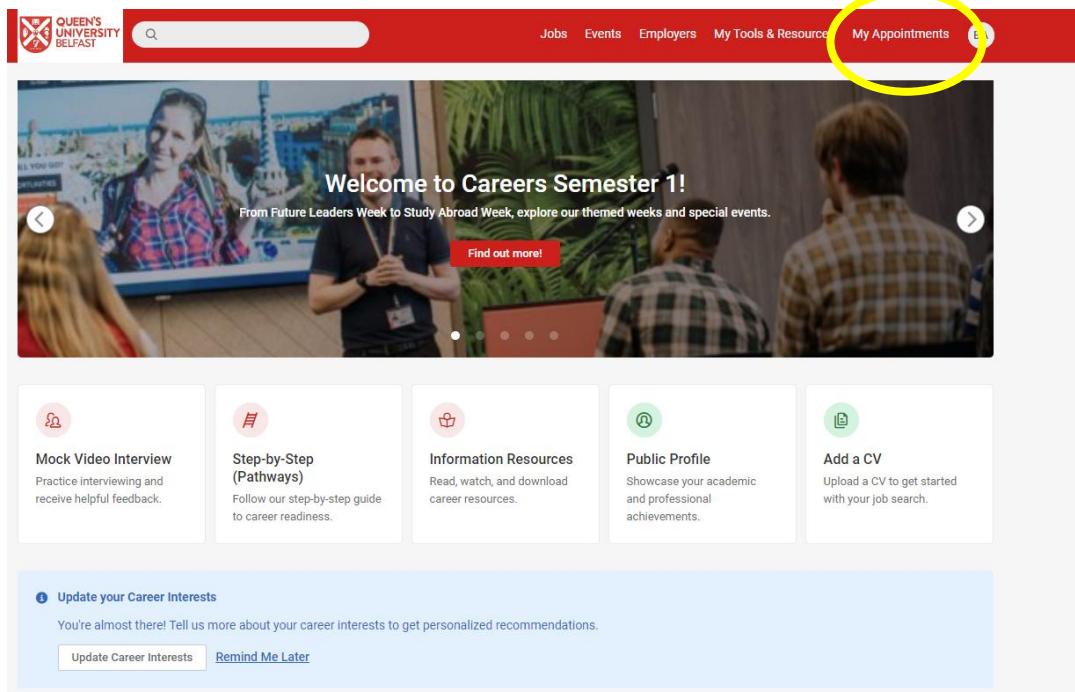


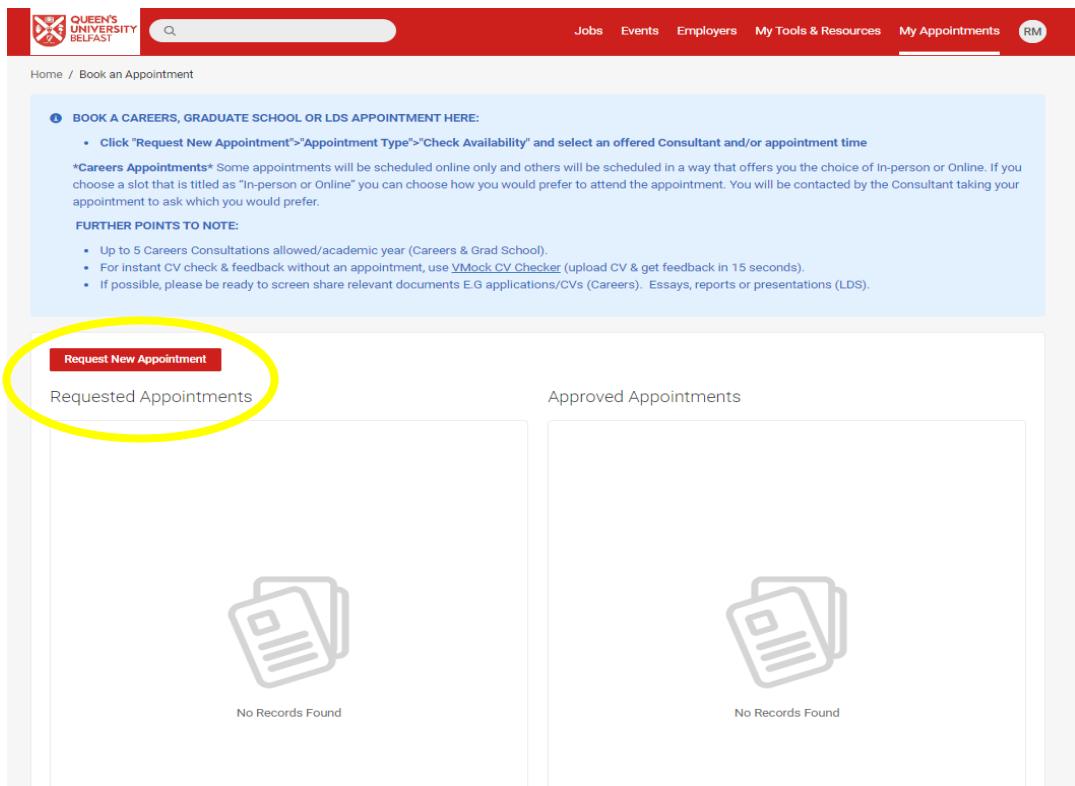
Accessing Appointments in MyFuture

You can find the appointment tool through the “My Appointments” quick links menu on MyFuture.



The screenshot shows the MyFuture homepage with a red navigation bar at the top. The 'My Appointments' link is highlighted with a yellow circle. Below the navigation bar, there is a large image of a careers fair with the text 'Welcome to Careers Semester 1!' and a 'Find out more!' button. Underneath the image are five cards with icons and text: 'Mock Video Interview', 'Step-by-Step (Pathways)', 'Information Resources', 'Public Profile', and 'Add a CV'. At the bottom of the page, there is a light blue box with a 'Update your Career Interests' section, which includes a 'Update Career Interests' button and a 'Remind Me Later' link.

Choose the option for “Request New Appointment”.



The screenshot shows the 'Book an Appointment' page. The 'My Appointments' link in the navigation bar is highlighted with a yellow circle. The page contains instructions for booking an appointment, a note about career appointments, and further points to note. At the bottom, there are two sections: 'Requested Appointments' and 'Approved Appointments', each showing a 'No Records Found' message with a document icon.

- In the Appointment Type section use the drop-down tool to select "**Global Leadership Programme Interview**"
- In the **Location** section use the drop-down tool to select "**On Line**"
- tick the box "**CES- Ruairi McGrillen**"
- tick the box "**Virtual**"
- then click on "**Check Availability**"
- You can then select an interview day and time that suits you

Interview slots will be available on the below dates and times. You are strongly encouraged to select your first available interview date as there will not be appointments available for everyone on the later dates.

<u>Dates</u>	<u>Between these times</u>
• 12/11/2025	2-5pm
• 13/11/2025	9.20am-5pm
• 18/11/2025	2-5pm
• 20/11/2025	9.20am-3.40pm

QUEEN'S UNIVERSITY BELFAST

Jobs Events Employers My Tools & Resources **My Appointments**

Home / Book an Appointment

BOOK A CAREERS, GLOBAL OPPORTUNITIES, GRADUATE SCHOOL, FACULTY OR SCHOOL APPOINTMENT HERE:

- Click "Request New Appointment">>"Appointment Type">"Check Availability" and select an offered Consultant and/or appointment time

Careers Appointments Some appointments will be scheduled online only and others will be scheduled in a way that offers you the choice of In-person or Online. If you choose a slot that is titled as "In-person or Online" you can choose how you would prefer to attend the appointment. You will be contacted by the Consultant taking your appointment to ask which you would prefer.

FURTHER POINTS TO NOTE:

- Up to 5 Careers Consultations allowed/academic year (Careers & Grad School).
- For instant CV check & feedback without an appointment, use [VMock CV Checker](#) (upload CV & get feedback in 15 seconds).
- If possible, please attach the document you wish to discuss in the appointment, when making your booking.

Type: Global Leadership Programme Interview

Location: On Line

Counselor(s): CES - Ruairi McGrillen

How would you like to meet?: In-Person Virtual

Check Availability Back

How to book an appointment. Select "APPOINTMENT TYPE", Tick a staff member (if you have a preference) or leave blank. Select "Check Availability"

To help you prepare, you will find some general help for interviews on the [Careers website](#)

You can also book an appointment with one of the Careers Consultants using the same appointment section of MyFuture. They will not be able to give you any specific insight into the interview questions for this programme but can give you some general tips.