

1. Login to HKU Portal >> Moodle
2. Enter LAWFAC0006 Career services (in your course list)



HKUmoodle



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Guide to LAWFAC0006 Career services [2020]

Dear Students,

The information on this Moodle page will be updated from time to time. You should scroll down to check out the particular update of specific topic(s), such as job vacancies of a particular month and useful links / resources.

Careers Resource Centre

3. Scroll down to “Career Counselling Services”

Career Counselling Services

If you have any career related questions, you may seek consultation from Susan Yu (syu2018@hku.hk), Career Development Advisor of the Department of Law, either by sending emails to Susan Yu about your queries or making an appointment for a one-on-one counselling session with Susan Yu.

One-on-One Counselling Sessions

IMPORTANT NOTE: *In view of the COVID-19 situation, career counselling session are conducted primarily by way of Zoom meeting or telephone call. A link to the Zoom meeting will be sent to you before the scheduled date and time. If you elect to have the consultation by way of a phone call, please call Susan Yu at T:3917-1837, or such phone number as advised, at the appointment time. If you feel necessary and would like to have an in-person meeting (subject to COVID-19 outbreak situation), the venue will be at Room 6.01, Cheng Yu Tung Tower and you must wear a face mask during the meeting.*

One-on-one career counselling sessions are in general scheduled on any three weekdays of the week. Effective from January 2021, the sessions are offered on every Monday, Wednesday and Thursday that is not a public holiday (or such other weekday during the week as notified from time to time). The sessions, 30 minutes each, are held during 10:00 am to 12:00 pm and 3:00 pm to 5:00 pm. You may not book back-to-back sessions but are free to book further sessions after having attended one session.

Available time slots for the counselling sessions are released at least one week in advance. Online booking via Moodle will be open until 11:59 pm of the Friday immediately before the chosen session. You will be notified of the venue for your session in advance of the meeting.


Booking Counselling Session outside the booking window: In case you would like to have an urgent counselling session after the close of the online booking window, you may request one by sending an email to your Career Development Advisor indicating the date and time that you would like to have the consultation session. You will be advised as soon as possible whether the requesting time slot is available and accepted.

If you are unable to attend the appointment, please cancel your booking on Moodle as soon as possible or notify your Career Development Advisor by email ahead of time.

Pre-meeting Information: Please send, well in advance of the appointment date and preferably two days in advance, an email to your Career Development Advisor, Susan Yu at syu2018@hku.hk stating (i) subject matter of your email: Career Counselling Session: [Date& Time], (ii) your name and Class, (iii) the matters you wish to discuss, and (iv) the mode of meeting elected. Please also send a copy of your CV and job application cover letter (if applicable) for Career Development Advisor's reference and review.

For enquiries / consultation, please send an email to Ms Susan Yu (syu2018@hku.hk)

If you want to book a one-on-one counselling session with Ms Yu, choose your time slot under “Career Counselling Services”:

 Week of July 5, 2021	<input type="checkbox"/>
 Week of July 12, 2021	<input type="checkbox"/>
 Week of July 19, 2021	<input type="checkbox"/>
 Week of July 26, 2021	<input type="checkbox"/>
 Week of August 2, 2021	<input type="checkbox"/>
 Week of August 9, 2021	<input type="checkbox"/>
 Week of August 16, 2021	<input type="checkbox"/>
 Week of August 23, 2021	<input type="checkbox"/>

Click the week you wish to sign up and choose a time slot:

Week of August 23, 2021

The results of this activity will not be published after you answer.

- ☐ Mon (Aug 23) 10:00-10:30
- ☐ Mon (Aug 23) 10:30-11:00
- ☐ Mon (Aug 23) 11:00-11:30
- ☐ Mon (Aug 23) 11:30-12:00
- ☐ Mon (Aug 23) 15:00-15:30
- ☐ Mon (Aug 23) 15:30-16:00
- ☐ Mon (Aug 23) 16:00-16:30
- ☐ Mon (Aug 23) 16:30-17:00
- ☐ Wed (Aug 25) 10:00-10:30
- ☐ Wed (Aug 25) 10:30-11:00
- ☐ Wed (Aug 25) 11:00-11:30
- ☐ Wed (Aug 25) 11:30-12:00
- ☐ Wed (Aug 25) 15:00-15:30
- ☐ Wed (Aug 25) 15:30-16:00
- ☐ Wed (Aug 25) 16:00-16:30
- ☐ Wed (Aug 25) 16:30-17:00
- ☐ Thu (Aug 26) 10:00-10:30

Save my choice

Remember to save your choice!

You will be notified of the venue before your meeting with Ms Yu.

If you want to have an urgent meeting, you may request one by sending an email to Ms Yu (syu2018@hku.hk) the date and time you would like to have the meeting.

Before your meeting (preferably 2 days in advance), remember to send Ms Yu:

- (i) Subject matter of your email: Career Counselling Session: [Date & Time]
- (ii) Your name and Class
- (iii) The matters you wish to discuss
- (iv) The mode of meeting elected
- (v) A copy of your CV and job application cover letter (if applicable) for Career Development Advisor's reference and review.