

# Careers Resources Available for Your Students

The **careers** service should be the first point of call for students with careers queries. It is staffed by specialists and quick consultations are readily available. The careers library has a huge array of resources including information on occupations, employers, working abroad, taking a Gap Year and postgraduate study. There is also a vast range of careers information and publications available free of charge to students. These resources are also available, for a small membership fee, to students for two years following graduation. See 'GradClub' for details: [www.gradclub.co.uk](http://www.gradclub.co.uk).

The careers service organises a full programme of employer presentations, seminars, courses, skills sessions and careers fairs to give students the opportunity to find out more about the world of work and to apply for jobs. Check your College's careers website for more details.

The internet is a valuable source of careers information. The Careers Group, University of London website, [www.careers.lon.ac.uk](http://www.careers.lon.ac.uk), includes details on where your college careers service is located, comprehensive online vacancy databases for national and international jobs, and online helpsheets.

Throughout this leaflet, we have listed both careers service and internet-based resources. There is plenty of help and information available. We hope this will help you to encourage your students to make the best use of it.

## FREQUENTLY ASKED QUESTIONS AND RELEVANT RESOURCES

The following section outlines the kinds of questions students may be asking and provides an easy way to highlight the relevant help your careers service can provide.

### ***What can I do after I graduate?***

The careers service has a wide range of resources to help students assess their skills and values, find out about jobs and make career decisions. If you think they would prefer an internet-based resource then have a look at the following websites:

- [www.careerstagged.co.uk](http://www.careerstagged.co.uk) - a new virtual careers information resource designed to give you easy access to information about careers, job hunting, employers, events, further education, vacancy sources and more. With over 5000 books and online resources reviewed and added by The Careers Group careers specialists, users can browse, create and store their own searches, rate items, add their own tags and comments, as well as share interesting links with their friends.
- [www.careers.lon.ac.uk/sortit](http://www.careers.lon.ac.uk/sortit) - a collection of online careers modules containing advice, information and exercises to help students think

more clearly about what they want from their future and how to get it.

- [www.prospects.ac.uk](http://www.prospects.ac.uk) - click to expand items under 'Jobs' and choose 'What jobs would suit me?'. This takes you to Prospects Planner, an online tool to help students generate job ideas or research existing ones, identify their skills and work out how they may match specific jobs. Students will need to register to use Prospects Planner.

### ***Where do graduates from this course find work?***

It is worth probing this question a little. Do they want confirmation of whether they are able to pursue a particular line of work, such as, can history graduates work in IT, or are they seeking a few ideas? Your careers service can supply your department with information from the Destination of Leavers from Higher Education (DLHE) statistics, compiled each year from a survey of graduates destinations' six months after graduation. This information should be issued with a 'health warning' as the data is collected so soon after graduation that many graduates will not yet have found their first graduate-level job.

### ***What jobs can I do that are relevant to my degree?***

The careers service has the AGCAS *Options* series information sheets which provide initial suggestions of careers directly or indirectly related to all of the main degree subjects. These can be used as a springboard for further research either online or using the reference literature held in the careers service library.

### ***How do I start the job hunting process?***

Your students can browse the resources in the careers service with help from our staff, they can seek advice from careers advisers in a short, confidential consultation and they can access our free *Job Hunting* helpsheet: [www.careers.lon.ac.uk/output/page483.asp](http://www.careers.lon.ac.uk/output/page483.asp).

### ***I want to find out how to become a \_\_\_\_\_. Where can I get more information?***

This is an obvious time to point students in the direction of the careers service and its trained information staff. We have up-to-date information on a whole range of careers and have the expertise to investigate new ones. Online, a good place to start is [www.prospects.ac.uk](http://www.prospects.ac.uk) - click and expand items under 'Jobs', choose 'Types of jobs', then choose 'A-Z' to access a list of comprehensive occupational profiles, researched and written by careers advisers.

### ***How can I find out about relevant employers in the fields that interest me?***

The careers service has directories for particular sectors, general graduate directories and sector specific periodicals which contain up-to-date industry news.

### **Where can I find job vacancies?**

The Careers Group, University of London job vacancies can be found on the web at [www.careers.lon.ac.uk](http://www.careers.lon.ac.uk). Click 'Vacancies' to get access to:

- JobOnline - current full- and part-time vacancies and placement opportunities
- JobAlert - register to receive targeted vacancy emails
- International JobOnline - one-stop shop specifically for International Students (Overseas and European). Search latest global vacancies, information about immigration schemes and country specific pages.

The Careers Group also produces an annual booklet, *Recruitment Agencies and Online Job Boards*, listing details of graduate recruitment agencies, see [www.careers.lon.ac.uk/files/pdf/RecruitmentAgencies1011.pdf](http://www.careers.lon.ac.uk/files/pdf/RecruitmentAgencies1011.pdf).

Employer websites are often a very good source of the latest recruitment news and there are also many general job vacancy websites and job boards available, such as:

- [www.get.hobsons.co.uk](http://www.get.hobsons.co.uk)
- <http://targetjobs.co.uk/career-sectors>
- [www.graduatejobvacancies.co.uk](http://www.graduatejobvacancies.co.uk)

### **How do I get work experience?**

Some employers offer structured internship/work experience schemes for which students may have to apply as early as the October of their penultimate year of study. Generally, work experience is best secured by applying to vacancies advertised in work experience careers publications (available from careers services at beginning of autumn term). Alternatively, students may research potential employers and then apply speculatively. A student without work experience will be at a distinct disadvantage when applying for graduate jobs. The Careers Group leaflet *Internships, Work Experience and Vacation Work* has some useful tips and websites [www.careers.lon.ac.uk/output/page488.asp](http://www.careers.lon.ac.uk/output/page488.asp). Students from colleges and institutions within The Careers Group, University of London can also pick up a copy of *Vacation Opportunities* from the careers service.

### **What is the best time to apply for a job?**

Many of the larger graduate schemes have deadlines in the autumn and recruit a year in advance. Free directories listing these schemes are available from October. Other employers recruit as vacancies arise. Delaying applications until after finals will allow the student to put more energy into their studies but often means a delay in entering their chosen field.

### **What do you think of my CV?**

The most common CV faults are not targeting the CV for the job, dullness because of too little or too much detail, or poor layout. Students from colleges and institutions within The Careers Group, University of London can access online a copy of the *How to Write a CV* booklet [www.careers.lon.ac.uk/files/pdf/How\\_to\\_write\\_CV.pdf](http://www.careers.lon.ac.uk/files/pdf/How_to_write_CV.pdf) plus information leaflets from the careers service. Suggest to your students that they go to the careers service for a one-to-one CV check. If students ask you to write a reference, encourage them to give you a copy of their CV - it makes writing references for them much easier.

### **Can you help me with my application form?**

The rationale behind most application forms is not complicated - employers are seeking evidence of relevant qualities such as team-working or problem-solving.

However, students, unused to analysing their experience in these terms, often find them a stumbling block. You may want to remind them of the skills they have developed at university, such as time management and self-motivation. Careers advisers are happy to give feedback and comment on draft forms. Students can watch a video, *Your Job's Online*, which provides tips on online applications. Students from colleges and institutions within The Careers Group, University of London can pick up free information on *How to Complete an Application Form* plus information leaflets from the careers service.

### **I have an interview next week; can you give me some advice?**

If the student has little experience of interviews they may find it useful to watch 'Why Ask Me That?', a DVD available in the careers service. They will also be able to access examples of challenging interview questions as well as helpsheets on different types of interviews, e.g. via telephone, with a panel, at an assessment centre. Further, if students have an actual interview, the careers service may be able to offer a practice interview, if given enough notice. Students from colleges and institutions within The Careers Group, University of London can also pick up a free copy of *How to Succeed at Interviews and other Selection Methods* from the careers service.

### **I've been invited to an assessment centre. What will it involve?**

Employers use assessment centres to obtain a fuller picture of the candidate's skills than can be gained from a traditional interview alone. The programme usually lasts for one day (sometimes two) and common activities include group discussions, in-tray/e-tray exercises and psychometric tests. The careers service has plenty of resources, including a DVD of an assessment centre and leaflets on group discussions, psychometric tests, presentations and written exercises. Particularly useful are the practice aptitude test sessions, so encourage students to visit the careers service to sign up. The careers service also has reference books which contain practice tests as well as advice on a number of different kinds of aptitude tests. These can usually be borrowed for a small deposit.

### **Where can I find out about postgraduate courses and potential funding?**

Students often do not realise that careers libraries hold lots of information on postgraduate study and funding options in the UK and abroad. The Careers Group produces a *Personal Statements* helpsheet available from college careers services. [www.postgrad.hobsons.com](http://www.postgrad.hobsons.com) is a useful website listing postgraduate courses nationwide and providing funding information. Also, check to see if your college careers service has *FunderFinder* available for use by students and staff.

### **STUDENTS WITH DISABILITIES**

The careers service is keen to meet the needs of students with disabilities. We provide careers information leaflets for students with disabilities and careers services are making improvements and investing in equipment to be able to support disabled students better, such as 'Zoom Text' on student computers and induction hearing loops in the careers service. If students are not able to visit the careers service we will be happy to make alternative arrangements. Our Disabilities Statement is available at [www.careers.lon.ac.uk/output/page111.asp](http://www.careers.lon.ac.uk/output/page111.asp).

## STUDENTS FACING BARRIERS

Reach is an online community designed for The Careers Group, University of London students who feel they face barriers to reaching their potential. These may include social background, disability, age, gender and sexual orientation it all depends on the individual and the career they are aiming for. For more details, see <http://reach.thecareersgroup.co.uk>.

## POSTGRADUATE STUDENTS

The careers service sees many postgraduate students at both Master's and PhD level. Master's students should be encouraged to visit the careers service as soon as possible so that they don't miss the busiest part of the recruitment cycle. Specialist workshops are often offered to meet the career-planning needs of both Master's and PhD students. The Careers Group produces information sheets specific to research students including *CVs for PhD Students*, *University Careers Beyond Research*, *Research Careers Outside Academia* and *Your Academic Career: Managing Professional Relationships*.

## INTERNATIONAL STUDENTS

Students from overseas can pick up The Careers Group information sheet *International Students: How Can the Careers Service Help You?* These include information on how to apply for a National Insurance number and how to find and apply for jobs. International students wanting to return home after studies and students who want to work internationally should check both the International JobOnline website [www.careers.lon.ac.uk/ijo](http://www.careers.lon.ac.uk/ijo) and the recently-launched International Futures website [www.careers.lon.ac.uk/international](http://www.careers.lon.ac.uk/international)

## FURTHER INFORMATION

All publications are available free of charge to current students studying at colleges and institutions within The Careers Group, University of London or can be purchased from The Careers Group, University of London. See [www.careers.lon.ac.uk/books](http://www.careers.lon.ac.uk/books) for further details.

The Careers Group, University of London publications:

- *How to Complete an Application Form*, The Careers Group, University of London, 2004
- *How to Write a Curriculum Vitae*, The Careers Group, University of London, 2006. In the online publications section of [www.careers.lon.ac.uk](http://www.careers.lon.ac.uk)
- *How to Succeed at Interviews and Other Selection Methods*, The Careers Group, University of London, 2007
- *How to Analyse and Promote Your Skills for Work*, The Careers Group, University of London, 2006
- *How to Change Your Career*, The Careers Group, University of London, 2005
- *Graduate Entry Into Medicine*, The Careers Group, University of London, 2005
- *Getting into International Development*, The Careers Group, University of London, 2006

The Careers Group is committed to providing information in accessible formats. An electronic version of this document is available at [www.careers.lon.ac.uk/cep](http://www.careers.lon.ac.uk/cep). For further formats, please contact your college careers service or email [cs@careers.lon.ac.uk](mailto:cs@careers.lon.ac.uk).