

Activity 17. Careers Service and Take Away Guide

To maximise your plans and options you need get the most from your university careers service. This includes ensuring that you are aware of possible recruitment fair dates and the recruitment periods of any firms to which you may be interested in applying.

You should find the answers to the following questions.

- What is the name of your Careers Advisor?
- Are you assigned a different advisor from someone who is studying arts?
- In addition to scheduled appointments, is there a 'drop in' facility?
- What is included in your Careers Service website?
- Can you obtain careers advice on line?
- How are forthcoming recruitment fairs advertised at your University?
- Does your careers service produce a vacancy bulletin, if so, how often and in what forms is it available?
- You should choose two or three companies that you may be interested in and list the dates these companies recruit new graduates

Take away guide

There are many things to think about over the next few years, not least your exams and course work! Listed below are a few things to consider in relation to future employment, these will not necessarily need a lot of time to address, just effective planning.

- Do you know the dates of Careers Fairs at your University?
- Have you made an appointment at your Careers Service?
- Are you considering whether you need to make particular module choices in your final year?
- Are you thinking about which areas / companies interest you?
- Have you planned any work experience for the summer vacation? Even if you can't obtain paid work experience in this area perhaps you could agree a short period of work shadowing or voluntary work.
- If you have a very focused idea of what you want to do, are you aware of when you need to make these applications? Some companies can have very early closing dates for applications.
- If you would like to undertake further study in your discipline would it be helpful to do your final year project in a particular area?
- If you finish your course and you haven't found anything, there are a lot of scientific recruitment agencies that are very successful in placing new graduates. Temporary positions can often lead to permanent placements. Even if they don't, it is still an opportunity to gain some valuable work experience.
- Try to avoid leaving everything until the last minute.
- Don't feel pressured if your friends are getting offers or seem to know which direction they want to go into.

Useful websites

Prospects.ac.uk

This site has three main sections: career centre, jobs and work, and further study. The career centre covers a wide area of career advice such as getting started through to dealing with discrimination. Jobs and work looks at types of jobs applications and interviews and working abroad in addition to job searches. The further study section allows you to search for different postgraduate courses, advice on studying abroad and institution profiles.

<http://www.prospects.ac.uk>

Milkround Online

This is useful for searching for jobs and vacancies, by industry and area. This site can be used to obtain 'industry insights' on a range of areas from accountancy to teaching. This section provides a brief overview as well as more detailed information about the role, education and training and links to vacancies in this area.

<http://www.milkround.com/s4/jobseekers/>

Job Doctor

The Job Doctor can be accessed via the gti website. It provides a comprehensive list of companies, allows you search for current vacancies and look at company profiles.

There is also advice on CV writing and application forms.

<http://www.gti.co.uk>

Graduate Recruitment Bureau

This site has a particularly useful feature that allows you to search company profiles. Included are details of training schemes and how to apply. Industry profiles are also available on this site and these can be particularly helpful if you are unsure of what areas appeal to you. There is advice on CVs and topical news stories of a relevant theme to students. Useful links to professional bodies are also provided.

<http://www.grb.uk.com/index.php>

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