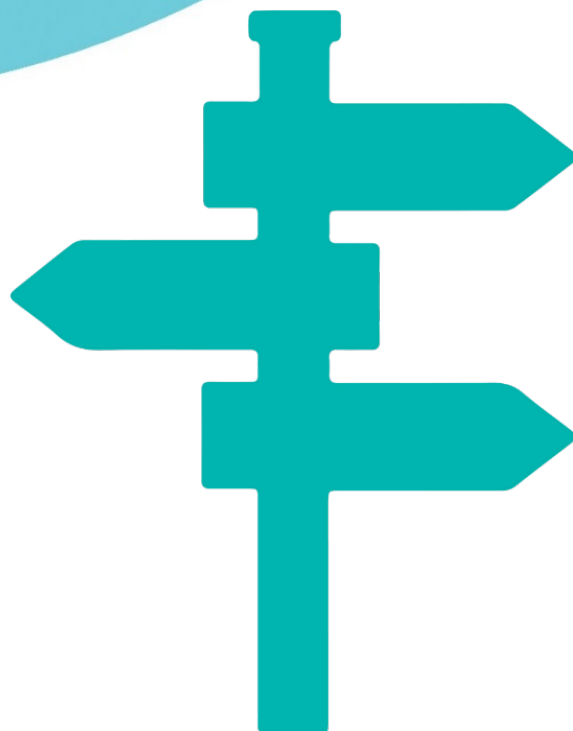


Careers & Employability

A Personal Academic Tutor's guide to **Employability**

2019-20



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Introduction

This guide has been produced for Personal Academic Tutors to help you support your students with their careers and employability progression. It has been designed to help you have meaningful conversations with your tutees around employability and to help them find the information or support they need.

What is employability?

Employability has been defined as "a set of achievements, understandings and personal attributes that make individuals more likely to gain employment and to be successful in their chosen occupations". This includes having the skills, knowledge and work experience required in today's employment market, and also the ability to choose and secure suitable employment or alternatives. It is also the ability to perform well at work, and to be able to reflect and develop your own career to suit your own, and your employer's needs.

In order to do this, students should be clear about the knowledge and skills they have developed, both throughout their course and from their wider experiences, know how these fit into the labour market, and be able to promote themselves accordingly.

As personal tutors you are well placed to help students draw together these threads and support them to make plans to develop further and move on with their plans.

You are not expected to do this on your own. The Careers & Employability Service is here to support students in a range of different ways, as outlined later in this guide. However your role is crucial in opening up the discussions and ensuring your tutees are on track and, where appropriate, referring on to Careers & Employability or other sources of help.

How can you use your tutorials to develop student's employability?

You can use your meetings to help your students identify and move on with their plans. It is not your role to try to resolve the issues raised but to listen, agree actions the student should take, and then support and review their progress.

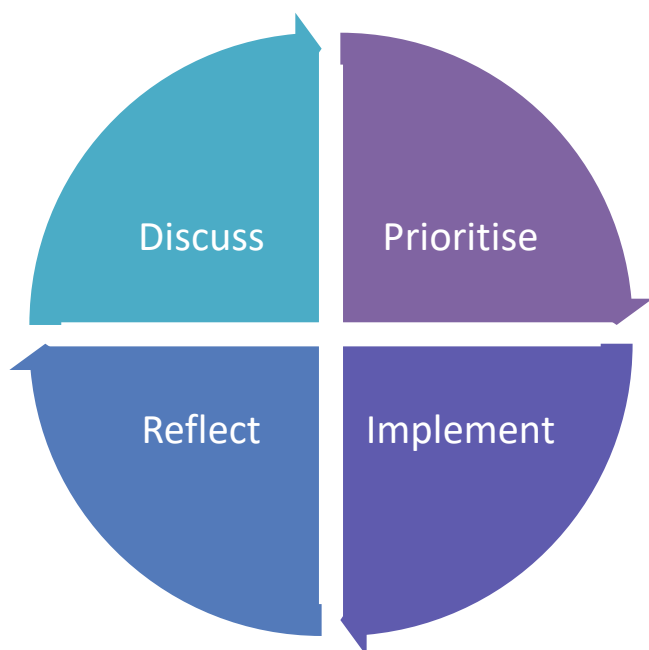
Try to encourage the student to find their own solutions rather than stepping in to provide your answers. Try to respond positively to suggestions raised by the student – this may be the first time they have expressed their ideas outside family and close friends. Encourage them to find out more to gain a realistic view of their opportunities.

Some of the issues you might discuss include:

- Where the student is in their thought process & any research they have already undertaken
- Employment and further study opportunities beyond the course
- The student's own plans and aspirations
- The student's strengths and interests
- Wider opportunities within the university to further develop experiences and skills
- Recognition of the student's experiences prior to and outside the university, such as part time work and volunteering
- The student's ability to promote themselves through CV and applications
- The student's concerns and barriers to transitions to work/further study

The HEA Academic Advising for Employability Model

The HEA Academic Advising for Employability toolkit offers a useful model to help motivate a student to take action and encourage reflection on their development.



Discuss

The purpose of this stage is to identify what phase the student is at in terms of thinking about their future, or the progress they have made since the last meeting. This is where you can encourage the student to identify their options and see how realistic their thinking is. You are not expected to know about different careers, as exploring and researching their options is the responsibility of the student, but you may be able to support them in referring to different sources of help and advice.

This stage also gives an opportunity to address issues of confidence or motivation, and refer to other areas of support such as Careers & Employability or firstpoint as necessary.

There is a list of suggested questions you could ask in the next section of this guide.

Prioritise

Before closing the discussion, the student should be asked to identify a priority focus for development. It is important that the student feels some ownership of this, and it is clear to both of you what they plan to do. Planning small, practical steps and reflecting on successes and obstacles has been shown to boost confidence and self-efficacy, which are both key in reaching longer term goals.

These steps could include plans such as 'Sign up to the Worcester Award', or 'Create a LinkedIn profile'.

Implement

Students should be given some time to work on their own to implement the steps previously agreed. The Adviser can help the student develop an implementation plan including what resources to use, or who to ask for further help, but it is important that the student carries out this stage themselves and reports back to you. At this stage you might find useful the resources signposted in the commonly asked questions in part 2 of this guide.

Reflect

This stage encourages the students to consciously evaluate their progress, both in terms of the steps previously agreed and their overall progress in planning for the future. Encourage the student to think this through for themselves, by asking questions such as *'how do you think you have got on?'*, *'could you have approached this differently?'* or *'what has prevented you from achieving your goal?'*

Where this step highlights barriers to success, you can discuss with the students how this could be addressed in the future.

After this stage you may want to discuss where the student is with their career planning, and ask them to identify and prioritise further action points, and move into the next implementation phase.

Further help and resources

The HEA have provided a range of resources to support Personal Academic tutors using this model, including student action and reflection sheets:

www.heacademy.ac.uk/system/files/ee_manchester_-_hea.pdf

Further information about supporting student's employability can be seen at:

www.jobs.ac.uk/media/pdf/careers/resources/improving-student-employability.pdf

What to talk about in level 4 tutorials

This is the time to encourage students to make the most of the opportunities on offer. Ask about any clubs, volunteering or part time work they have become involved with, and try to help them identify skills they can develop through these. Discuss how these could relate to their course or future career plans.

Encourage students to use the timeline on [page 9](#), to start work on their employability journey.

If your student has not gained much in the way of work experience, you might want to stress the importance of this in future applications. On the other hand, the discussion may need to focus on the balance between work and study, and the ability to manage all their commitments!

This is a good time to introduce students to the Worcester Award and the V Record as a way of becoming involved and gaining credit for extra-curricular activities.

A student's understanding of their learning styles can be a good introduction to using psychometric tools to understand themselves and their strengths.

Suggested questions to use at your meetings

- What (if any) career or postgraduate options interest you at the moment?
- What work/volunteering/societies are you involved in? What skills are you gaining from these?
- Have you registered for the Worcester Award?
- Is your CV up to date?
- What are your plans for the summer?

Resources

Psychometrics – Learning styles	www.worcester.ac.uk/careers/psychometrics.html
Create a CV	www.worcester.ac.uk/careers/cvs.html
Get a part time job	www.worcester.ac.uk/careers/parttimestudentjobs.html
Gain work/voluntary experience	www.worcester.ac.uk/careers/workexperience.html
Join a society/club	www.worcsu.com/sports_activities/societies/
Become a course rep	www.worcsu.com/yourvoice/rebs/
Sign up for the Worcester Award	www.worcester.ac.uk/careers/worcesteraward.html
Sign up for the V Record	www.worcsu.com/volunteer/
Follow Careers on social media	https://twitter.com/worc_unicareers
Get a summer job/work experience	www.worcester.ac.uk/careers/job-bulletins.html
Attend careers workshops	www.worcester.ac.uk/careers/careersworkshops.html
Meet with a Careers Adviser	www.worcester.ac.uk/careers/careersappointments.html

What to talk about in level 5 tutorials

This is an important year for career research and preparing for applications. In particular students should now be starting to think about what their strengths and skills are, and how they want to use these in the future. Those who haven't yet done much in the way of work experience or other extra curricula activities could be encouraged to do so, whereas those who have done more can be helped to think about how this will support their future employability.

Students should be encouraged to attend careers events and activities such as graduate fairs, careers conferences and workshops, or careers appointments for 1:1 discussions.

They can explore their career interests and work related personality via psychometric tests, and if they have not already done so, progress to the Silver or Gold level of the Worcester Award.

CVs can be updated, and LinkedIn profiles developed. Encourage your students to find out about using LinkedIn to develop networks and approach employers.

Suggested questions to use at your meetings

- What have you done to think about your strengths and interests in relation to work?
- What are your ideas about what you want to do after you graduate?
- Do you have the relevant experience required? If not, what are your plans to address this?
- What careers events and workshops have you attended/do you plan to attend?
- Have you achieved the Worcester Award at any level? Are you thinking about progressing to the Silver/Gold?
- Is your CV/ LinkedIn profile up to date?
- Do you know where to look for work/ study in your chosen field?
- Have you spoken to anyone in Careers?

Resources

Psychometrics – Careers Interests	www.worcester.ac.uk/careers/psychometrics.html
Research career options	www.worcester.ac.uk/careers/careerplanning.html
Consider strengths/skills	www.worcester.ac.uk/careers/careerplanning.html
Create a LinkedIn profile	https://students.linkedin.com/uk
Apply for placements	www.worcester.ac.uk/careers/applicationforms.html
Apply for summer internships	www.worcester.ac.uk/careers/applicationforms.html
Attend employer & careers events	www.worcester.ac.uk/careers/careersworkshops.html
Explore entrepreneurship	www.worcesterenterprise.org/
Attend careers workshops	www.worcester.ac.uk/careers/careersworkshops.html
Meet with a Careers Adviser	www.worcester.ac.uk/careers/careersappointments.html

What to talk about in level 6 tutorials

As your students return to their final year, they should be ready to go with their applications. Most large employers offering graduate schemes recruit between September and December, although smaller companies and public sector related will be recruiting as vacancies arise.

Students should ideally by now be aware of what sort of work they are looking for, and where to find vacancies. They should also have their CV up to date, and should be getting ready to attend interviews and application centres.

However there will be a number of students who still have no defined plans, and are avoiding thinking about what will happen when they leave. The reality is that for many of us, career plans unfold once we have stepped into the workplace, and they don't always follow a defined path. This can be a real time of anxiety for students, who are facing an uncertain future on top of their study pressures, and some may need additional support to ensure this anxiety does not become too much.

Tutors may also be wanting to use these meetings to ensure that they have sufficient information about their tutees to write future references.

At your final meeting you could remind them that they can continue to use the Careers & Employability Service for **as long as they like** and encourage them to do so. It's not just for their first job, but to help them with managing their careers and applications for subsequent jobs.

Suggested questions to use at your meetings

- What are your ideas about what you want to do after you graduate?
- Do you have any thoughts about how you want your career to develop? What do you think you might be doing after 3 years?
- Do you know where to look for jobs/study in your chosen field?
- Are you confident about your CV/ application form/personal statement?
- Are you confident about how you can perform at interview?
- Do you know how to use LinkedIn to connect to employers?
- Have you spoken to anyone in Careers?
- How do you feel about the future?

Resources

Create a graduate CV	www.worcester.ac.uk/careers/cvs.html
Network with employers	https://students.linkedin.com/uk
Finalise LinkedIn profile	https://students.linkedin.com/uk
Apply for further study	www.worcester.ac.uk/careers/postgraduatestudy.html
Apply for graduate jobs/schemes	www.worcester.ac.uk/careers/fulltimegraduatejobs.html
Psychometrics - Aptitude Tests	www.worcester.ac.uk/careers/psychometrics.html
Prepare for & attend assessment centres	www.worcester.ac.uk/careers/assessmentcentres.html
Prepare for & attend interviews	www.worcester.ac.uk/careers/interviews.html
Complete the Worcester Award	www.worcester.ac.uk/careers/worcesteraward.html
Attend careers workshops	www.worcester.ac.uk/careers/careersworkshops.html
Meet with a Careers Adviser	www.worcester.ac.uk/careers/careersappointments.html

Year 1

September/October	<ul style="list-style-type: none"> • Create a CV & find part time work • Make a careers appointment if need help finding job • Follow Careers & Employability Service on social media • Join clubs & societies
November	<ul style="list-style-type: none"> • Start volunteering • Sign up for the V Record & The Worcester Award • Talk to tutor about future plans • Research career interests
December	<ul style="list-style-type: none"> • Consider summer plans & apply for summer camps/internships
March	<ul style="list-style-type: none"> • Apply for leadership posts in clubs/societies • Apply to be a course/institute rep
May	<ul style="list-style-type: none"> • Create a LinkedIn profile
Summer	<ul style="list-style-type: none"> • Work experience/volunteering

Year 2

September/October	<ul style="list-style-type: none"> • Make a careers appointment to discuss your plans • Take career interest & personality tests • Research careers • Apply for internships/placements for next year • Attend Careers Fairs
November	<ul style="list-style-type: none"> • Progress to Silver/Gold Worcester Award • Attend Careers workshops & events
December	<ul style="list-style-type: none"> • Look out for vacation research positions
March	<ul style="list-style-type: none"> • Attend careers workshops • Update CV
May	<ul style="list-style-type: none"> • Use LinkedIn to network with employers
Summer	<ul style="list-style-type: none"> • Work experience/volunteering • Research potential employers

Year 3

September/October	<ul style="list-style-type: none"> • Update CV/LinkedIn profile • Book Careers Appointment to check plans/applications • Practice online aptitude psychometric tests • Apply graduate schemes/postgraduate study
October	<ul style="list-style-type: none"> • Book a mock interview • Attend careers workshops e.g. Assessment Centres, Interviews
November	<ul style="list-style-type: none"> • Progress to Worcester Award Silver/Gold • Use LinkedIn to network with employers
March	<ul style="list-style-type: none"> • Apply for jobs with smaller companies
June	<ul style="list-style-type: none"> • Finals, start the next stage of your life!
November	<ul style="list-style-type: none"> • Graduation
Ongoing	<ul style="list-style-type: none"> • Continue to use Careers & Employability for support & keep in touch for the Graduate Outcomes survey.

Careers & Employability support for students

The Career & Employability Service offers a range of activities to support student employability:



In addition Careers Advisers can deliver sessions within courses, as appropriate to the needs of your group.

Please see www.worc.ac.uk/careers/universitystaff to see who the link Adviser for your school is & contact them for further information regarding potential session content and availability.

Further links

- www.worcester.ac.uk/careers/universitystaff.html
- www.heacademy.ac.uk/system/files/ee_manchester_-_hea.pdf
- www.jobs.ac.uk/media/pdf/careers/resources/improving-student-employability.pdf

The following pages aim to address careers questions you may be asked by students



“What could a Careers Adviser help me with?”

Careers support is available for current University of Worcester students and graduates.

Careers Advisers typically provide help with:

- Identifying skills gained from & options after your course
- How to get into specific careers
- Where to find part time and full time jobs
- Reviewing CV/cover letter/application form/LinkedIn profile/postgraduate personal statement
- Preparation for interviews

Careers Advisers can support you with careers information, advice and guidance through the following ways:

- One-one careers appointments
- Email discussions or telephone appointments for students/graduates who are unable to get to campus
- Careers and Employer events & workshops

See [page 12](#) for details on how to book an appointment & [page 13](#) for information about workshops & events & booking places.

“How do I book an appointment with a Careers Adviser?”

Careers appointments are available for current University of Worcester students and recent graduates.

Current appointment times are Monday – Wednesday, 11:30-14:00 & Thursday, 09:30-12:00.

Sign up for a careers appointment on [myCareer](#).

Careers appointments are released 9am daily a week in advance. Please keep checking as more will become available on a daily basis (appointments will display as 'BOOKED' until they are released).

Appointments are held at the circular table within the careers area at the back of firstpoint. Please contact us as soon as possible on careers@worc.ac.uk if you have any access requirements, need a more confidential space or if there is anything you would like us to know in advance & we will endeavour to accommodate these.

When you arrive for your appointment please do not wait in the firstpoint desk queue, just take a seat & we will call you.

“How can I find out what careers events/workshops are happening and book a place?”

Each semester, the Careers & Employability team run a series of careers and employability workshops and events.

Typical regular workshops include, but are not limited to:

- Assessment Centre Basics
- CV Basics
- Interview Basics
- Introduction to the Worcester Award
- Finding Graduate Work Basics
- LinkedIn for Beginners Basics
- Networking Basics
- Part-time Job Basics
- Personal Branding Basics
- Phone & Video Interview Basics
- Psychometric Test Basics
- Speculative Application Basics
- Windmills Career and Life Planning

We also run additional workshops, employer events & conferences throughout the year. Book your place on a workshop or event on [myCareer](#).

Please follow us on social media to find out about what’s happening both on and off campus:

- https://twitter.com/worc_unicareers
- www.facebook.com/UniversityofWorcesterCareers

“I’m worried about what to do after my current course.”

If you are not sure about what you want to do when you leave university, don't worry, you are not alone! There are things you can do to help with your decision.

Think about yourself:

By reflecting on your skills, interests, values, personality and motivations you will achieve a greater understanding of your priorities and this can help you develop ideas about the types of job roles and environments that could suit you.

- www.worcester.ac.uk/careers/thinkingaboutyourself.html
- www.worcester.ac.uk/careers/psychometrics.html
- www.mindtools.com/pages/article/newTED_85.htm

Identify your options:

Fully exploring the options open to you may help provide inspiration. You could start with looking at what you could do with your degree subject:

- www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree
- <https://targetjobs.co.uk/careers-advice/degree-subjects-your-options>
- www.insidecareers.co.uk/career-advice/what-can-i-do-with-degree/

The following links show you what graduates from your course/subject are now doing:

- <http://worcester.ac.uk/careers/thinkingaboutwhatisavailable.html>
- <https://luminare.prospects.ac.uk/what-do-graduates-do>

These links provide information on the types of jobs available within broader job sectors to help you narrow down options:

- www.prospects.ac.uk/sectors.htm.
- <https://targetjobs.co.uk/career-sectors>.

Research what jobs involve & the skills, experience and qualifications required:

- www.prospects.ac.uk/job-profiles
- <https://nationalcareersservice.direct.gov.uk/job-profiles/home>

For more in depth advice please see our Quick Guide to Career Planning:

- www.worcester.ac.uk/careers/documents/QG_careerplanning.pdf

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“I can’t find the time to do anything outside of my studies.”

Extra-curricular activities can give you the edge when applying for graduate jobs. However we recognise that some students have a lot of commitments and responsibilities outside of their studies and genuinely do not have time to do anything on top of their course. In addition some students want to focus entirely on their studies in order to achieve their desired grades.

If either of these scenarios sound like you, you may wish to consider taking some time out for volunteering, work experience or a graduate internship after you have finished your studies to help you demonstrate to employers that you have the skills and competencies that they are looking for.

It is worth noting that some employers offering Graduate Training Schemes will consider applicants with no relevant work experience.

To search for volunteering opportunities:

- www.do-it.org
- www.worcsu.com/volunteer/

To find work experience & internships:

- www.worcester.ac.uk/careers/work-experience.html
- www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships
- <https://targetjobs.co.uk/internships>
- <https://graduatetalentpoolsearch.direct.gov.uk>
- www.ratemyplacement.co.uk
- www.thebigchoice.com/work_placements

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“How do I research the skills, qualifications and experience I need to get into my chosen career?”

If you have a career goal in mind but are not sure what you need to get there and where to find the job vacancies the following sites will help.

Research what jobs involve, the skills, experience and qualifications required & where to find vacancies:

- www.prospects.ac.uk/job-profiles
- <https://targetjobs.co.uk/careers-advice/job-descriptions>
- <https://nationalcareersservice.direct.gov.uk/job-profiles/home>
- www.linkedin.com

Explore professional association careers sections:

- www.totalprofessions.com/profession-finder

For practical career planning activities see our Quick Guide:

- https://www.worcester.ac.uk/careers/documents/QG_careerplanning.pdf

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“I am interested in setting up my own business, where do I start?”

Creating a business involves a lot of hard work. You will need to do a lot of research and have a great idea/product/service, and confidence and perseverance.

Worcester Enterprise is based at the university and can help you with developing your entrepreneurship skills, business incubation & mentoring. They also run monthly networking and speaker events, summer business start-up boot camps and regular drop in business idea clinics:

- www.worcesterenterprise.org/

For advice on how to develop your entrepreneurial skills & useful resources:

- <https://targetjobs.co.uk/careers-advice/choosing-an-employer/324809-how-to-become-an-entrepreneur-when-you-graduate>

To research the advantages, disadvantages, skills required, types of business structures, how to start a business, freelancing and writing successful business plans:

- www.prospects.ac.uk/jobs-and-work-experience/self-employment
- www.allaboutcareers.com/careers-advice/self-employment

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“I’m not sure whether to do further study after my current course.”

Many students are unsure whether to continue onto further study. It is important to research carefully and think about the financial implications, and whether postgraduate study will enhance your chances of finding work. You may have the option of studying full or part time and so could develop relevant work experience and skills at the same time.

To help you decide whether postgraduate study is right for you go to:

- <https://targetpostgrad.com/advice/choosing-postgraduate/is-postgraduate-study-right-for-you>
- <https://targetpostgrad.com/advice/choosing-postgraduate/why-do-postgraduate-study>

To explore the different types of postgraduate courses available go to:

- <https://targetpostgrad.com/advice/study-options/ma-msc-mres-phd-eng-d-different-types-of-postgraduate-courses>

For information on funding postgraduate study:

- www.prospects.ac.uk/postgraduate-study/funding-postgraduate-study
- <https://targetpostgrad.com/advice/funding-advice>
- www.findamasters.com/funding/
- www.gov.uk/funding-for-postgraduate-study

For further information and advice:

- www.prospects.ac.uk/postgraduate-study
- www.worcester.ac.uk/careers/documents/QG_furtherstudy.pdf

Go to [page 27](#) for advice on how and when to apply for postgraduate study.

Go to [page 19](#) if you are interested in postgraduate study abroad.

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“Where can I find out more about working/studying abroad?”

For information about visas, language requirements and where to look for internships and graduate and temporary jobs abroad:

- www.prospects.ac.uk/jobs-and-work-experience/working-abroad
- <https://targetjobs.co.uk/careers-advice/working-abroad>
- www.gapyear.com/internships
- <https://ec.europa.eu/eures/public/language-selection>

If you are interested in studying a semester or your third year abroad:

- www.worcester.ac.uk/community/study-abroad-outgoing-students.html

Information on options for studying postgraduate courses abroad, the types of courses you can study and funding:

- www.prospects.ac.uk/postgraduate-study/study-abroad
- <https://targetpostgrad.com/advice/studying-abroad>

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“How can I find a part time job?”

As well as giving you some money, part time work can also provide you with a valuable opportunity to gain experience, develop your skills and gather evidence that you can use for your CV, applications and interviews.

To search for local jobs on [myCareer](#) & at the following links:

- www.worcester.ac.uk/community/current-vacancies.html
- www.worcsu.com/yourunion/vacancies/
- www.worcester.ac.uk/life/help-and-support/services-for-students/earn-as-you-learn/student-ambassadors-scheme.aspx

Follow us on social media:

- www.facebook.com/UniversityofWorcesterCareers
- https://twitter.com/worc_unicareers

If you are a student with a sports coaching qualification looking for local opportunities:

- https://twitter.com/UW_EAYL

Recruitment agencies may offer part time opportunities, particularly those that advertise hospitality or care roles. To find recruitment agencies specialising in your job sector and region:

- www.agencycentral.co.uk/

For further advice & sample CVs see the Finding Part-Time Work Quick Guide:

- www.worcester.ac.uk/careers/documents/QG_parttimework.pdf

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#)
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“When and where should I look for a graduate job, internship or training scheme?”

Many Graduate Training Schemes start taking applications in late summer/early autumn and have closing dates in November/December to start the following summer although some recruit all year round.

Small/Medium-Sized Enterprises (SMEs) will recruit as and when a vacancy becomes available.

Search for local & national graduate jobs & internships on [myCareer](#) & at the following links:

- www.linkedin.com
- www.milkround.com
- www.prospects.ac.uk/graduate-jobs
- <https://targetjobs.co.uk/>
- <https://www.worcester.ac.uk/careers/fulltimegraduatejobs.html>

Follow us on social media:

- www.facebook.com/UniversityofWorcesterCareers
- https://twitter.com/worc_unicareers

Some Recruitment Agencies offer graduate opportunities. To find ones specialising in your chosen profession/job sector/region go to:

- www.agencycentral.co.uk/

For further information and advice on looking for a graduate job see our Quick Guide:

- www.worcester.ac.uk/careers/documents/QG_graduatejob.pdf

Further information & advice:

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- Book your place on a workshop or event on [myCareer](#).
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“I have a disability, are there any specific job-hunting resources/support?”

For information on searching for vacancies, improving your chances of finding work, disclosing your disability and requesting reasonable adjustments:

- www.worcester.ac.uk/careers/documents/Disabled_students_applications.pdf

Contact details for organisations who can provide information, advice, support & funding to help you find and stay in work:

- www.worcester.ac.uk/careers/documents/disabled_students_support.pdf

Find out more about your responsibility and an employers' responsibility for adjustments in the workplace:

- www.worcester.ac.uk/careers/documents/disabled_students_adjustments.pdf

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
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“How can I find work experience/voluntary work?”

Work experience and/or voluntary work can help you decide whether a job is right for you and is viewed favourably by employers as you can demonstrate a commitment to that area of work and skills gained whilst there.

To search for volunteering opportunities:

- www.do-it.org
- www.worcsu.com/volunteer/
- www.worcester.ac.uk/community/win-win-opportunities.html

To find work experience & internships:

- www.worcester.ac.uk/careers/workexperience.html
- www.worcester.ac.uk/community/win-win-opportunities.html
- www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships
- <https://targetjobs.co.uk/internships>
- <https://graduatetalentpoolsearch.direct.gov.uk>
- www.ratemyplacement.co.uk
- www.thebigchoice.com/work_placements

Further information & advice:

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“How could I network with potential employers?”

Networking might be daunting but it can be a crucial way of securing a graduate job as it is thought that up to 70% of new jobs are not advertised. Networking can also help you to understand how a company works, opportunities within the organisation and what particular job roles involve.

Start with your fellow students, lecturers, family, friends and employers then start to broaden your network by attending careers events and job fairs. Even if the person you speak to doesn't have a vacancy it is important to make a good impression as they may recommend you to someone else.

The following links offer advice on how to network face to face with employers:

- <https://targetjobs.co.uk/careers-advice/networking>
- <https://targetjobs.co.uk/careers-advice/networking/328935-how-to-network-at-careers-events>
- <https://targetjobs.co.uk/careers-advice/networking/329701-how-to-make-the-most-of-graduate-job-fairs>

You can also grow your network using social networking sites. LinkedIn is a professional networking site where you can talk to people in roles/companies that you would like to get into and gain advice from discussion groups.

The following links offer tips on networking via LinkedIn:

- www.worcester.ac.uk/careers/documents/LinkedIn_Basics.pdf
- www.worcester.ac.uk/careers/documents/LinkedIn_Checklist.pdf
- <https://university.linkedin.com/linkedin-for-students>
- https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/TipSheet_NetworkingonLinkedIn.pdf
- https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/TipSheet_BuildingYourBrand.pdf

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“How can I check my CV will catch an employer’s eye?”

CVs offer an excellent opportunity to persuade an employer that you have the skills, qualities and experiences which closely match their criteria and make them want to find out more.

There is no such thing as a perfect CV and what is right for one purpose will not be for another. The most productive CVs are up to date, targeted and clearly show you have researched the job or company and understood their needs.

Initially an employer is likely to spend no more than 30 seconds scanning your CV looking for the right messages and clues so it needs to be clear, concise, and easy to read with relevant and positive examples to back up your claims.

You can start by assessing your own CV with the following checklist:

- www.worcester.ac.uk/careers/documents/CV_Checklist.pdf

For general CV advice and example CVs:

- www.worcester.ac.uk/careers/documents/QG_CVs.pdf
- www.prospects.ac.uk/careers-advice/cvs-and-cover-letters
- <https://targetjobs.co.uk/careers-advice/applications-and-cvs>

For advice on & sample academic/research CVs:

- www.vitae.ac.uk/researcher-careers/researcher-cv-examples
- www.jobs.ac.uk/careers-advice/cv-templates

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“How can I ensure my job application form is strong?”

Employers use application forms to select candidates to interview and also to exclude them from the process. The employer will be looking for evidence that you have the competencies and skills required.

Although a daunting process the questions within the application form and the criteria within the person specification will give you clues and help to structure your thinking.

Before you start, take a look at the advice in these links:

- www.prospects.ac.uk/careers-advice/applying-for-jobs/write-a-successful-job-application
- <https://targetjobs.co.uk/careers-advice/applications-and-cvs/271309-the-graduates-guide-to-job-application-forms>
- www.worcester.ac.uk/careers/documents/QG_CVs.pdf
- https://issuu.com/worcestersu/docs/employability_booklet_newest_version

Once you have drafted an application, see how it matches the criteria in our checklist:

- www.worcester.ac.uk/careers/documents/Application_Form_Checklist.pdf

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

“How and when should I apply for postgraduate study?”

When:

Some institutions set specific application deadlines for their postgraduate courses whilst others accept applications throughout the year. However for some courses there is intense competition & institutions accept applications on a first come, first served basis.

It is advisable to apply as early as possible in the autumn term for entry the following September, particularly if you need to secure funding or accommodation.

Postgraduate teaching courses normally start accepting applications from mid-October for entry the following year.

How:

The majority of postgraduate course applications are made via each university's own online application system (although a small number of universities use the [UCAS Postgraduate](#) search tool & application process).

Postgraduate teaching applications for PGCE, School Direct and SCITT courses are made via www.gov.uk/guidance/find-postgraduate-teacher-training-courses-in-england.

You will usually be asked to submit a personal statement as part of your application. Always check each university's guidelines & course requirements so you can tailor your personal statement. See below for links to checklists to guide you what to include:

- www.worcester.ac.uk/careers/documents/Postgrad_Personal_Statement_Checklist.pdf
- www.worcester.ac.uk/careers/documents/Teaching_Personal_Statement_Checklist.pdf

Applications, research proposals & interviews:

- <https://targetpostgrad.com/advice/postgraduate-applications>
- www.prospects.ac.uk/jobs-and-work-experience/job-sectors/teacher-training-and-education/applying-for-teacher-training
- www.prospects.ac.uk/postgraduate-study/phd-study/how-to-write-a-successful-research-proposal
- www.prospects.ac.uk/postgraduate-study/masters-degrees/postgraduate-interview-questions

For further information & advice see our Quick Guide:

- www.worcester.ac.uk/careers/documents/QG_furtherstudy.pdf

Further information & advice:

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- See our website at www.worc.ac.uk/careers
- Visit firstpoint in the Peirson Building for hard copies of our resources.

“I need to take psychometric tests; where can I find some tips and practice tests?”

Psychometric tests can help you identify your interests, skills, attributes and personality type which can help you decide which careers and environments may suit you.

Psychometric tests, (particularly aptitude tests), are used by many graduate employers as part of their recruitment process. It is important to practice these to help improve your performance.

For advice on psychometric tests:

- www.jobtestprep.co.uk/images/free-pdf/beginners-guide-psychometric-test-jobtestprep.pdf
- www.prospects.ac.uk/interview_tips_psychometric_tests.htm
- www.targetjobs.co.uk/careers-advice/psychometric-tests

To access our FREE practice psychometric tests:

- www.worc.ac.uk/careers/psychometrics

For further information & advice see our Quick Guide:

- www.worcester.ac.uk/careers/documents/QG_assessmentcentres.pdf

Further information & advice:

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- Book your place on a workshop or event on [myCareer](#).
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“I’ve got a job interview soon; how can I prepare?”

Congratulations on securing an interview! The employer now wants to meet the person behind the application, to see the impact you could make, to understand more about your skills, attributes, motivations and to see how they hold up against those required to successfully carry out and develop the role.

It’s also about people who need to work together and become long term colleagues, so they will be looking at how you might fit the team, the department and the company culture.

Performing well at interview is down to preparation, planning and practice. Have a look at this checklist to help you plan how you will prepare:

- www.worcester.ac.uk/careers/documents/Interview_Checklist.pdf

Advice, info and example questions:

- www.worcester.ac.uk/careers/documents/QG_interviews.pdf
- www.prospects.ac.uk/careers-advice/interview-tips
- <https://targetjobs.co.uk/careers-advice/interview-techniques>

To find out what questions graduates were asked at interviews:

- www.glassdoor.co.uk/Interview/index.htm
- www.graddiary.com/interview-questions/

Further information & advice:

- Sign up for a careers appointment on [myCareer](#).
- Book your place on a workshop or event on [myCareer](#).
- See our website at www.worc.ac.uk/careers
- Visit [firstpoint](#) in the Peirson Building for hard copies of our resources.

Notes

If you have a question that isn't covered by this booklet, please contact us on careers@worc.ac.uk or 01905 855166.

For other Student Services support go to:

www.worcester.ac.uk/your-home/information-for-staff.html



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