Careers and Employability Service

Unleash your EmployableME!
Your Careers and Employability Service

What do we offer?
Our services include:
• Careers information, advice and guidance
• JobShop
• Professional work experience
• Recruiter events
• Career and Employer workshops

You are able to access the Careers and Employability service at any stage in your degree. We can help you with a variety of enquiries:

- Career choice
- Cover letters
- JobShop
- Personal statements
- Global careers
- Postgraduate study
- Applications
- Psychometric tests
- Volunteering
- Internships
- Career planning
- Assessment centres
- MyCareer
- EmployableMe
- Finding a job
- Interviews

Who do we support?
We support all undergraduate, postgraduate and research students currently studying at the University.
We also continue to give advice to all University of Huddersfield graduates.

The Careers and Employability Service is based in Student Central. We are open every week day 10am – 5pm, excluding bank holidays.

Make the most of our services

How to access us
• Career Guidance Appointment
  A guidance appointment can be the ideal way of discussing your ideas in person with one of our professionally qualified advisers.

• Telephone Guidance
  If you are unable to come onto campus for a guidance appointment, we can arrange a telephone guidance appointment for you.

• Quick Query
  If you have a quick careers question or you want your CV / application checking by a Careers Adviser, drop in to a Quick Query session.

• E-Guidance
  Our e-guidance service allows you to talk to a careers adviser via email.

For more information, please get in touch.
Tel. 01484 472124
Email. careers@hud.ac.uk
Web. www.hud.ac.uk/careers
Twitter. @HudUniCareers

Resources
Ensure that you make the most of our careers resources. We have a range of information booklets available in the careers area in Student Central that offer help with CVs and covering letters, interview techniques, applications and much more!

Our website is packed with information and other online resources that can assist with developing your employability.

Check out MyCareer as a great starting point.
## Meet your Careers Advisers

<table>
<thead>
<tr>
<th>Adviser</th>
<th>School</th>
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<tbody>
<tr>
<td>Chris Harris</td>
<td><strong>Applied Sciences</strong></td>
</tr>
<tr>
<td>Laura Trotter</td>
<td><strong>Music, Humanities and Media</strong></td>
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<tr>
<td>Jo Timmins</td>
<td><strong>Art, Design and Architecture</strong></td>
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<tr>
<td>Debbie Laing</td>
<td><strong>The Business School</strong></td>
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<td><strong>Education and Professional Development</strong></td>
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<td><strong>Computing and Engineering</strong></td>
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<tr>
<td>Gillian Coyle</td>
<td><strong>Human and Health Sciences</strong></td>
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</table>

## JobShop

As a student of the University you have access to the JobShop, our online vacancy service for part-time roles, internships and graduate opportunities. We advertise vacancies all year round, and our dedicated JobShop team work alongside local businesses and graduate recruiters to ensure that you have access to the best possible opportunities in order to earn money and maximise your professional development.

You will be able to view on campus vacancies and opportunities within the local area, as well as graduate schemes worldwide.

Access the JobShop via your Student Portal or by visiting [www.hud.ac.uk/jobshop](http://www.hud.ac.uk/jobshop)

Sign in using your student username and password!
Your Career Resources

Welcome to your Career Resources!

Brought to you by the Careers and Employability Service, this is a fantastic resource that, as a student of the University, you can use at any time to get access to personalised careers resources.

Within these resources you can create a CV, listen to experts discussing job interviews, explore career options and test your skills through online assessments before the real thing. It also includes:

- Interview Training
- Help with Assessment Centres
- Examples of psychometric tests
- Short videos to help you with applications

Find these resources through your Student Portal via the ‘Jobs and Careers’ tab.

Alternatively, you can access the resources by visiting:

www.hud.ac.uk/careers/careerresources

Sign in using your student username and password!

Other Careers Resources

Our blog

Our careers blog is an excellent bank of information packed with hints, tips and advice all linked to employability! Careers staff maintain and contribute to this blog, as well as hosting guest blogs from students, graduates & employers. Get in contact if you are interested in guest posting on our blog.

GEMS

GEMS is a resource that can give you an idea of what other people from your course have gone on to do after graduation. It even gives a range of employers that students have gone on to work for – including an average starting salary.

Pearltrees

Pearltrees is maintained by the Careers and Employability Service, you can use it to access sector specific information as well as details of summer internship schemes and graduate schemes.

Goinglobal

Goinglobal is useful for those looking to explore their career options abroad. It has country profiles (as well as USA and Canada city guides) detailing visa requirements, CV and interview tips, cultural advice and vacancy sites – a great starting point when considering your overseas career or study options.

Professional Experience

Our website will give you an insight into what types of professional work based learning opportunities are available to you no matter where you are in your degree. We offer graduate internships and 4 week undergraduate placements.

Resources for international students

Our website provides specific information on how the Careers Service can help international students plan their career, enhance their employability and develop relevant skills throughout their studies and after graduation. You can also download our list of graduate schemes and internship programmes for students looking for an international career.

You can access all of these resources by visiting our careers website

www.hud.ac.uk/careers
Employers on Campus

We run a variety of career and employer events throughout the academic year. We add events all the time, so keep checking our events page for more information:

www.hud.ac.uk/careers/events

Here is a selection of who is exhibiting this Autumn term:

<table>
<thead>
<tr>
<th>Month</th>
<th>Name of event</th>
<th>Event detail</th>
<th>Date/ Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT</td>
<td>IBM on Campus</td>
<td>Presentation and networking session</td>
<td>Wednesday 5 October 2016</td>
<td>Careers and Employability Service, Student Central</td>
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<tr>
<td></td>
<td>Grad Jobs Fair</td>
<td>Careers fair hosted by the Careers Service</td>
<td>Tuesday 18 October 2016</td>
<td>Sports Hall, Student Central</td>
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<tr>
<td></td>
<td>PwC on Campus</td>
<td>Networking drop in session</td>
<td>Monday 24 October 2016</td>
<td>Careers and Employability Service, Student Central</td>
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<tr>
<td></td>
<td>FDM on Campus</td>
<td>Presentation and Q&amp;A session about careers in FDM</td>
<td>Wednesday 26 October 2016</td>
<td>Careers and Employability Service, Student Central</td>
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<tr>
<td>NOV</td>
<td>RSM UK (Baker Tilly)</td>
<td>Presentation and Q&amp;A session about careers in RSM UK</td>
<td>Wednesday 2 November 2016</td>
<td>Careers and Employability Service, Student Central</td>
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<tr>
<td></td>
<td>Enterprise Rent-A-Car</td>
<td>Business game with potential to lead to interview</td>
<td>Wednesday 9 November 2016</td>
<td>Careers and Employability Service, Student Central</td>
</tr>
<tr>
<td></td>
<td>Enterprise Rent-A-Car</td>
<td>1:1 Interviews - Invitation only</td>
<td>Wednesday 23 November 2016</td>
<td>Careers and Employability Service, Student Central</td>
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</tbody>
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Graduate attributes employers look for

Graduate attributes are the qualities and transferable skills you develop during University. Speak with a careers adviser if you wish to discuss ways in which you can develop these during your course.

### Commercial awareness
-**Having an understanding of the wider environment in which an organisation operates**

### Agility
-**Able to adapt your manner and behaviour to suit changing circumstances**

### Leadership
-**Ability to enthuse a group and motivate them to work towards an identified goal**

### Influencing
-**Ability to convince others to take appropriate action via a logical and well thought out approach**

### Resilience
-**You are driven and resolute, letting nothing get in your way**

### Self - motivation
-**Having the ability to do what needs to be done without being prompted by others**

### Effective Followership
-**The ability to take direction well, be part of a team and deliver what is expected of you**

### Emotional intelligence
-**To understand and assess people’s behaviours, attitudes and interpersonal skills**

### Critical Thinking
-**You can identify complex issues, give them meaning, and apply a solution**

### Social & political awareness
-**You welcome new ways of thinking and can anticipate the impact of external situations**

### Graduate attributes

Graduate attributes are the qualities and transferable skills you develop during University. Speak with a careers adviser if you wish to discuss ways in which you can develop these during your course.

### Upcoming Careers Workshops

- **Teacher Training**
  - Our Teacher Training workshops help you understand about different routes into teaching, different funding options and how to write a personal statement.

- **LinkedIn Labs**
  - LinkedIn Lab 1 (Beginner): This session will introduce you to LinkedIn, help you to develop a profile and consider LinkedIn etiquette.
  - LinkedIn Lab 2 (Advanced): Identify potential contacts, use the alumni tool and make the most of LinkedIn groups.

- **Postgraduate Study**
  - Book onto our workshop for an introduction to Postgraduate Study, funding options, key resources and the opportunity to ask your questions.

- **Global Careers**
  - This workshop explains how to look for jobs in other countries, how you can develop a global network and teach you how to promote the experience you have had in the UK.

- **International workshops**
  - From September we are offering a dedicated workshop programme for international students including everything from getting a part - time job whilst you study to developing a global career.

- **Mock Assessment Centre**
  - Our Mock Assessment Centre gives you the opportunity to experience what it is like to sit an Assessment Centre before facing the real thing!

Booking is essential, make sure that visit our events page prior to the session to book your place:

www.hud.ac.uk/careers/events
First Year - Employability Timeline

In year 1 employers want students who develop a range of skills and experiences.

- **September / October**
  - Create a CV and get it checked by a Careers Adviser
  - Be more employable
    - Gain some work experience!
      - Part time jobs
      - Professional experience
    - Volunteering
    - Workshadowing
  - Search for opportunities on JobShop
  - Attend our Grad Jobs Fair
    - Find out about graduate roles and what employers want from students

- **November**
  - Develop your skills
    - Take on positions of responsibility
    - Become a course rep
    - Become a Student Ambassador
  - Get social! Follow us on Twitter and Facebook
    - We advertise jobs, advice and employer events!
  - Research your Career options
    - Find out what skills you need to develop
  - Start applying for employer Insight Days
  - Keep a record of everything you do
    - Employers want to know what skills you have developed
  - Start applying for summer opportunities and employer Insight Days
    - Find details on the professional experience pages of our website! www.hud.ac.uk/careers
  - Attend summer/ volunteering jobs fairs
    - Check the Students' Union website for details www.huddersfield.su and also: www.prospects.ac.uk/events

- **December**
  - Research your Career options
    - Find out what skills you need to develop
  - Start applying for employer Insight Days
  - Keep a record of everything you do
    - Employers want to know what skills you have developed

- **January**
  - Register your interest in our 4 week summer placement scheme
    - Contact the Careers and Employability Service for more details. Placements are advertised in May/ June.
  - Attend employer networking events
  - Register your interest in our 4 week summer placement scheme
    - Contact the Careers and Employability Service for more details.
  - Follow us on Social Media
    - We post about various different opportunities for current students
  - Review your action plan now
    - Have you met your goals?

- **February**
  - Prepare for your 2nd year placement search
    - Update your CV and explore your options
  - Attend employer networking events
  - Be proactive
    - Explore your career options to inform your placement search.
  - Create your second year action plan
    - Have you seen our career planning booklet? Pick up your copy from the Careers area in Student Central
  - Update your CV to apply for placements
    - Come to a Quick Query session if you need it checking by an adviser

- **March**
  - Prepare for your 2nd year placement search
    - Update your CV and explore your options
  - Attend employer networking events
  - Be proactive
    - Explore your career options to inform your placement search.
  - Create your second year action plan
    - Have you seen our career planning booklet? Pick up your copy from the Careers area in Student Central
  - Update your CV to apply for placements
    - Come to a Quick Query session if you need it checking by an adviser

- **April**
  - Prepare now to apply for graduate jobs in September of your final year
  - Explore graduate career options now
  - Keep an eye out for our 4 week paid placements!
  - Update your CV
    - Practice online tests and interviews

- **May/June**
  - Use the Careers Service over summer!
    - We are open 10am - 5pm Monday to Friday excluding bank holidays!
  - Use the Careers Service over summer!
    - We are open 10am - 5pm Monday to Friday excluding bank holidays!
  - Attend placement fairs
    - Keep up to date with fairs and events nearby by visiting: www.prospects.ac.uk/events
  - Keep an eye out for our 4 week paid placements!
  - Update your CV
    - Practice online tests and interviews
  - Keep an eye out for our 4 week paid placements!
  - Update your CV
    - Practice online tests and interviews

Mid Degree - Employability Timeline

If you are undertaking a placement in your 3rd year, make sure to start preparing now! To contact your placement unit visit: www.hud.ac.uk/undergraduate/placements/contact-the-placement-unit

- **September / October**
  - Be proactive
    - Explore your career options to inform your placement search.
  - Create your second year action plan
    - Have you seen our career planning booklet? Pick up your copy from the Careers area in Student Central
  - Update your CV to apply for placements
    - Come to a Quick Query session if you need it checking by an adviser
  - Prepare for the placement recruitment process
    - Practice online tests and perfect your interview skills
    - Access resources at: www.hud.ac.uk/careers/mycareerlogin
  - Keep a record of your skills and experiences
    - Evidence for future applications and interviews

- **November**
  - Consider now what you have to offer employers
    - Be prepared to sell yourself
  - Fill in your skills and experience gaps with work experience
    - E.g. Volunteering, extra-curricular activities, positions of responsibility for example a course rep or student ambassador
  - Get networking online and face to face
    - Set up a LinkedIn account and get advice on best practice

- **December**
  - Prepare for the placement recruitment process
    - Practice online tests and perfect your interview skills
    - Access resources at: www.hud.ac.uk/careers/mycareerlogin
  - Keep a record of your skills and experiences
    - Evidence for future applications and interviews

- **January**
  - Follow us on Social Media
    - We post about various different opportunities for current students
  - Review your action plan now
    - Have you met your goals?

- **February**
  - Start applying for summer placements
    - Apply for summer work experience and insight days
      - Prepare now to apply for graduate jobs in September of your final year
      - Explore graduate career options now

- **March**
  - Attend placement fairs
    - Keep up to date with fairs and events nearby by visiting: www.prospects.ac.uk/events
  - Keep an eye out for our 4 week paid placements!
  - Update your CV
    - Practice online tests and interviews

- **April**
  - Keep an eye out for our 4 week paid placements!
  - Prepare now to apply for graduate jobs in September of your final year
  - Explore graduate career options now

- **May/June**
  - Update your CV
    - Practice online tests and interviews
  - Use the Careers Service over summer!
    - We are open 10am - 5pm Monday to Friday excluding bank holidays!
Final year - Employability Timeline

It is important that you make some time to focus on your career during your final year. Book an appointment with the Careers and Employability Service to discuss your action plan, or to discuss your options for after you finish:

- **Apply for further study**
- **Teacher training deadlines** for example, are early!
- **Attend careers talks and employer events on campus**
- Go to www.hud.ac.uk/careers/events, to keep up to date with the events that we run on campus
- **Follow us on Twitter and Facebook**
- **Prepare for online tests**
- **Review your career plan and goals**
- **Attend careers talks and employer events on campus**
- **Prepare for the second phase of the graduate scheme recruitment process**
- **Online tests, assessment centres and interviews**
- **Attend spring graduate jobs fairs**
- **Keep up to date with fairs and events nearby by visiting:**
  - www.prospects.ac.uk/events
- **Apply for graduate jobs**
  - Often small to medium enterprises (SMEs) offer direct entry positions at this time of year
  - **Apply for our graduate internship scheme**
- **Attend summer graduate jobs fairs**
- **You’ll now be registered for the Grad Jobs Bureau**
- **Continue to access the Service after you have finished your course!**
- If you don’t know what to do next, speak to a Careers Adviser as soon as possible.
- **Be organised!** Apply for graduate schemes and summer jobs.
- **Create your final year action plan**
- **Update your CV to turn it into a graduate CV**
- **Attend our Grad Jobs Fair!**
- **Continue to fill your skills gaps and boost your CV throughout the year**

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Postgraduate Study

When the end of your course is in sight, there are many different options available to you - a key one being postgraduate study.

**We can help you:**

- Discover your motivation for choosing postgraduate study
- Consider the key issues
- Understanding what postgraduate study is
- Find courses
- Investigate different postgraduate courses
- Find out about funding options
- Get advice on how to apply and get feedback on your applications
- Refer you to key sources of information

**Key resources:**

**The Postgraduate Study Fairs** - www.hud.ac.uk/open-days/#postgraduate
The University is hosting two Postgraduate Study Fairs for those interested in further study. These are being held on 24 November and 7 March 2016.

**Prospects** - www.prospects.ac.uk
Click on Postgraduate study to search for postgraduate diplomas, masters, MBA and PhD programmes in both the UK and abroad.

Get an overview of the main sources of funding from postgraduate bursaries, loans to scholarships and funding from charities.

**Target Postgrad** - www.targetpostgrad.com
Find out about all aspects of postgraduate study and use the searchable database to find courses, funding opportunities and information on postgraduate study abroad.

**Find a Masters** - www.findamasters.com
Use this bespoke resource to search for both taught and research based masters courses in the UK and abroad and investigate sources of funding.

**Find a PhD** - www.findaphd.com
Use this excellent resource to search for PhD opportunities and gain advice on all aspects of PhD study including sources of funding.
Contact the Careers and Employability Service

Telephone: 01484 472124
Email: careers@hud.ac.uk
Twitter: @HudUniCareers
Facebook: www.facebook.com/HuddCareers