

**Graduating
Keep Calm
And
Get Organised**

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Last year's talk

Looked at ways to:

- Research your career options
- Gain relevant **work experience**
- Develop your job hunting skills
- Develop your general skill set



Content - Today

Reviewing the Career Timeline
Applying for jobs
Post Graduate options
What help can you get?
Contacts



Making yourself stand-out from the crowd

The Graduate Job Market?



survival of the fittest

Begin planning your career during your time at university

What you should be doing and when



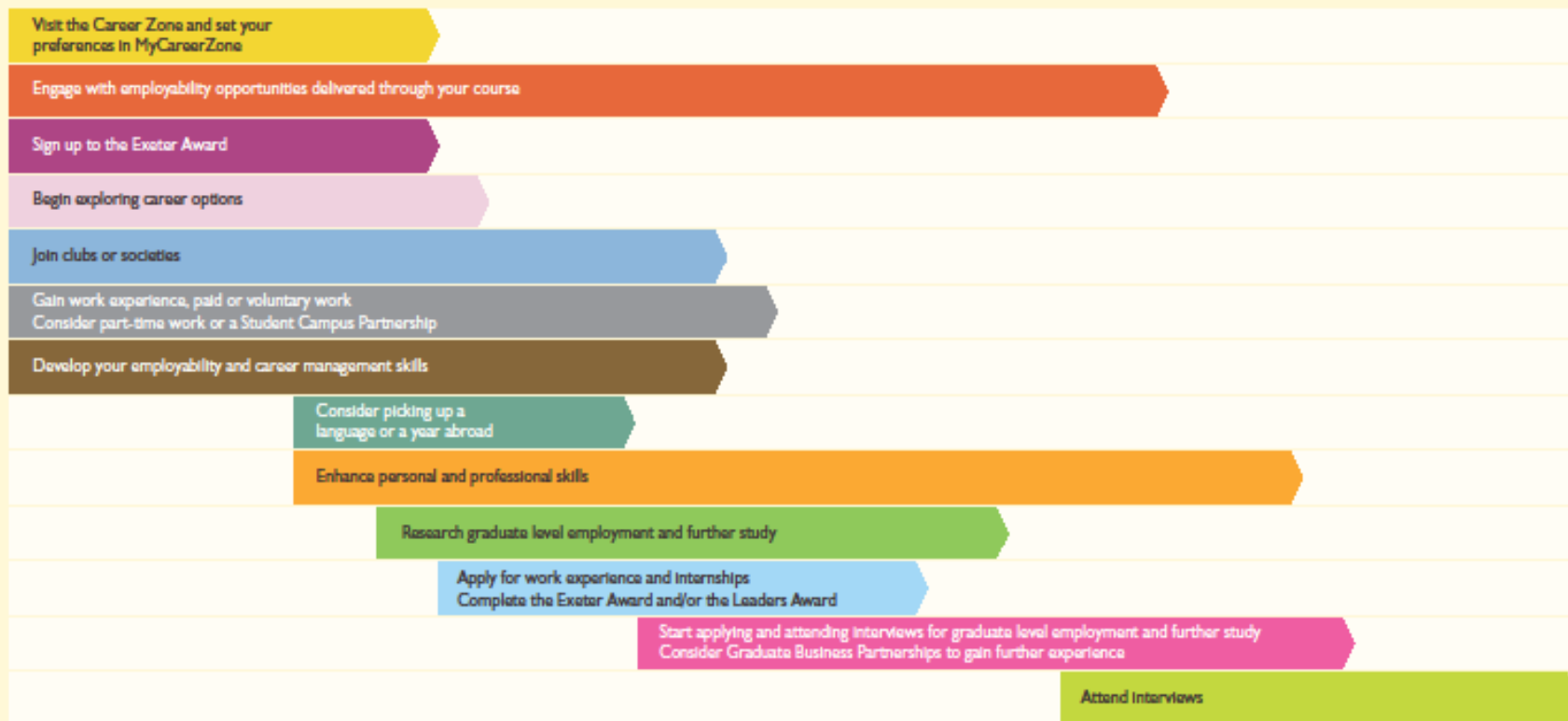
Don't leave it too late – most graduate positions for the big recruiters close around January at the latest and for internships it is often earlier.



Year 1

Year 2/Penultimate Year

Final Year



A note for Final Year Students

Although careers information is frequently presented to you broken down by year of study, if you haven't completed the first stages please don't be disconcerted. We recommend that you start your career planning and preparation as soon as you get to university, but if you are now in your final year it's not too late to get started – this information is still relevant to you.

A note for Postgraduate Students

If you haven't already given thought to these milestones during your previous studies, you will need to focus on your career planning as soon as possible. Many job application deadlines fall in the Autumn term so you will need to act quickly so that you don't miss out! Think about the skills required in your preferred occupations. What relevant skills will you gain on your course? Are there any additional skills and experience you need to gain elsewhere?

To find out more please go to www.exeter.ac.uk/careers or come and see us in the CareerZone

Review your career timeline

The process you should have worked through so far:

- What are you seeking?
- What are you offering?
- What opportunities are available
- Matching and prioritising your plans

.....still struggling – come to one of our
“I don’t know what to do!” sessions

Review your career timeline

The process you should have worked through so far:

- Acquired work experience
- Developed employability skills
- Created a dynamic CV
- Explored work and/or further study

Don't forget the CV workshops throughout the year
.....next week – see the events page

Research past destinations

Career Zone

http://www.exeter.ac.uk/media/universityofexeter/careersandemployability/pdfs/2012_AS_151_A5_English-HR.pdf

General Graduate Jobs

Human Resources

Charity and Third sector

Civil service (Fast track / Graduate) **Closing date 30/9/13 and 31/10/13**

Foreign Office

Local Government

Arts Administration

Events Management

Retail

Business Consultancy

Banking/Accountancy/Finance

Personnel

Police/Armed services

Get hold of a
copy of a free
employer
directory



Teaching –



Primary/Secondary

All applications open through UCAS this year from
1st November (stage 1 and stage 2 process)

Training through PCGE, SCITT, School Direct, Teach First

<http://www.education.gov.uk/get-into-teaching/teacher-training-options>

F Ed/Lecturing

English as a foreign language/second language teacher

Other Educational settings

www.exeter.ac.uk/careers

Publishing

www.writersandartists.co.uk – Yearbook

Benns Media

<http://www.exeter.ac.uk/careers/research/sector/publishing/>

Look out for internships with Penguin, Random House, etc

http://www.publishers.org.uk/index.php?option=com_content&view=category&layout=blog&id=549&Itemid=1676Journalism

Journalism

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

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

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

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

Broadcasting

BBC Work Experience

BBC jobs / ITV Jobs / Sky TV jobs/

Channel 4 careers and Jobs site

www.bbc.co.uk/newtalent

www.bbc.co.uk/writersroom

www.channel4.com/4talent

For more information

<http://www.exeter.ac.uk/careers/research/sector/mediaandjournalism/>

Advertising/Marketing/PR

www.brandrepublic.com

www.ipr.org.uk

www.jobsinmarketing.co.uk

www.mad.co.uk

www.prweek.com/uk

Hollis – UK Public Relations Annual

Media guardian – Mondays

The Blue Book

<http://www.exeter.ac.uk/careers/research/sector/advertisingprandmarketing/>

Film and Theatre

Mandy.com – jobs

Kemps - Film and TV Production Services handbook

www.skillset.org/careers

South West Screen – Film agency

Law

Conversion course – Solicitor/Barrister

[GDL / LPC Courses](#) course lists and application procedures

[Law Careers Net](#) useful overview of profession and timetable for action

[Lawyer2b](#) useful information and advice on a career in law

<http://www.law.ac.uk/futurelawyers/> College of Law website

Note – there are no longer loans for GDL course but some providers have their own loan schemes

Law for non-law students – Tuesday 22nd Oct. 3:00 – 4:00pm Exchange yellow

Streatham Law fair – free coach – Wednesday 13th November

The Graduate Job Market

Excellent opportunities
BUT...

Competition will be keen
Need to give yourself the edge
Use a range of job hunting techniques
Be clear about what you are applying for and why



Jobs – useful resources

- www.prospects.ac.uk
- www.targetjobs.co.uk
- www.gradsouthwest.com if looking to remain in SW region
- www.unlockingcornishpotential.co.uk

Plus newspapers – Guardian/ Telegraph
Directories

Applications

Quality not Quantity!

“ The definition of insanity is
doing the same thing over
and over and expecting
different results ”

Benjamin Franklin

Applying for Jobs:

Make sure you...

- Tailor your application to the job and employer
- Write clearly about reasons for choosing the job
- Sell your skills, personal qualities and experience
- Demonstrate passion and enthusiasm
- Review progress and maintain momentum

Closing dates?

- Some deadlines in October and November

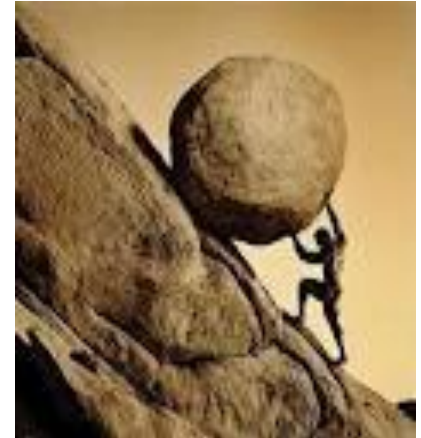
Job hunting in tough times

Maintain self belief

Stay focussed

Access the 'hidden job market'

Persevere



[job hunting in tough times](http://www.careerplayer.com/tips-and-advice/general-advice/job-hunting-in-tough-times)

<http://www.careerplayer.com/tips-and-advice/general-advice/job-hunting-in-tough-times>

Review your career timeline – what next?

Take action!

- Strategic Job hunting
 - Traditional routes (passive)
 - Networking and Social media
(creative LinkedIn / Blog / Twitter)
- Submit quality applications
- Attend interviews and assessment centres
- Remain positive and maintain momentum





Graduate Business Partnership(GBP)

F/T work for the University or SW companies for a minimum of £16,376 per annum.

Access to Internships

Subsidies to help employers to employ you! Typically we offer a £500 subsidy to SMEs to help towards the cost of your paid student/graduate internship placement. It is up to you to find your internship but we can advise you how.

Find out more at www.exeter.ac.uk/internships/access

Postgraduate study – part of your plan?

Why do PG study?
Taught v research?
Academic v vocational?
Who pays?
Career prospects?



Post Graduate sessions – Penryn -Tues 19th Nov TBC.
Free coach to Streatham – Wed. 27th Nov.

Applying for postgraduate study

Establish method – direct or via central body

Examine Exeter courses and student portal

Produce good quality application forms

Research and apply for funding

Clarify closing dates

Prospects http://www.prospects.ac.uk/search_courses.htm

Find Me a Masters <http://www.findamasters.com/>

Postgraduate study: useful resources

Courses:

www.exeter.ac.uk/careers/research/pgstudy/

www.prospects.ac.uk

<http://www.findamasters.com/>

www.targetjobs.co.uk

Funding:

Postgraduate funding guide

Grants Register

Charities Digest



Employability Programme

Exeter Award

Exeter Leaders Award



<http://www.exeter.ac.uk/careers/events/jobhunting/cornwall/>

We can help!

Skills development 2 hour sessions:

- Negotiation
- Time management
- Entrepreneurship
- Commercial awareness

•<http://www.exeter.ac.uk/careers/events/jobhunting/>
(many are employer led)

Last minute work experience

Community Action/ Volunteering

Term time working

Involvement in societies

Student Campus Partnership (SCP)

Student Ambassador Scheme

– closing date early November



<http://www.exeter.ac.uk/ambassadors/aboutthescheme/>



Student Campus Partnerships(SCP)

in University colleges and professional services departments

Student Business Partnerships (SBP)

in large, local organisations and SMEs

- **Competitive pay**
- **Challenging roles and projects**
- **Part-time, flexible work**
- **Support and training provided**
- **Develop your career and employability**

For more info: www.exeter.ac.uk/careers/internships



CAREER ZONE

Career Mentor Scheme



Learn from
their success

- Careers advice, support and guidance from an experienced professional
- Mentors from a wide range of sectors and professions
- Open to all undergraduate and postgraduate students

Career Mentor Scheme

Duration

12 months (January 2014 – December 2014)

Who can apply?

All current undergraduate and postgraduate students from all colleges and campuses.

When can I apply?

Open to applications from September 23rd to October 31st 2013.

How do I apply?

Apply in My Career Zone (select 'View Current Jobs', then select 'Mentoring Opportunities').

Benefits for Mentees

- Develop personal and professional competencies which will set you apart from other graduates
- Gain a realistic insight into your chosen profession
- Possible networking opportunities
- Great addition to your CV

Who are the Mentors?

- Wide range of sectors and professions available
- Experienced professionals at various stages of their career
- Based all over the UK and overseas
- Monthly contact via email and telephone

Mentee Eligibility

- Open to all undergraduate and postgraduate students
- Motivated and committed to improving prospects and employability
- Open to ideas and feedback
- Act in a responsible manner



UNIVERSITY OF
EXETER



**Your question,
their answer.**

&



CAREER ZONE

eXepert

- Contact alumni for careers advice
- Wide range of sectors and professions available
- Open to all students and recent graduates
- Apply anytime

www.exeter.ac.uk/careers/research/exepert

What is eXepert?

eXepert is a careers Q & A service which offers you the chance to contact University alumni for careers advice.

Who can apply?

All current students and recent graduates (up to 3 years after graduation)

How do I apply?

Apply anytime by completing the online application form on My Career Zone.

What the applicants say:

“ The whole experience really helped me focus on the skills I need and opened my eyes to the vast amount of resources available to help me reach my goal. ”

“ I highly recommend eXepert to all students who want to take their first steps toward their future career. ”

Set your Preferences on Career Zone

<http://www.exeter.ac.uk/careers/exeter/mycareerzone/>



..and “like” us on
facebook

<https://www.facebook.com/cornwallcareerzone>

TimeLine

Careers Fairs

- Part time/Casual Wednesday 2nd October
- Virtual (International) 15 - 25 October
- Careers and Placement Thursday 24 October
- Law Wednesday 13 November

Bespoke sessions for English students

Monday 14th October – Internships

Tuesday 22nd October – Law for non-law students

Tuesday 5th November – I don't know what I want to do!

Tuesday 19th November – Post Graduate study options

Wednesday 12th February – What are my USP's as a Humanities student ?

Spring Term

Continue to complete applications

Summer Term

Achieve the highest marks possible in your exams

What help can I get after graduation?

3 years access to The Career Zone

In person

Telephone appointments

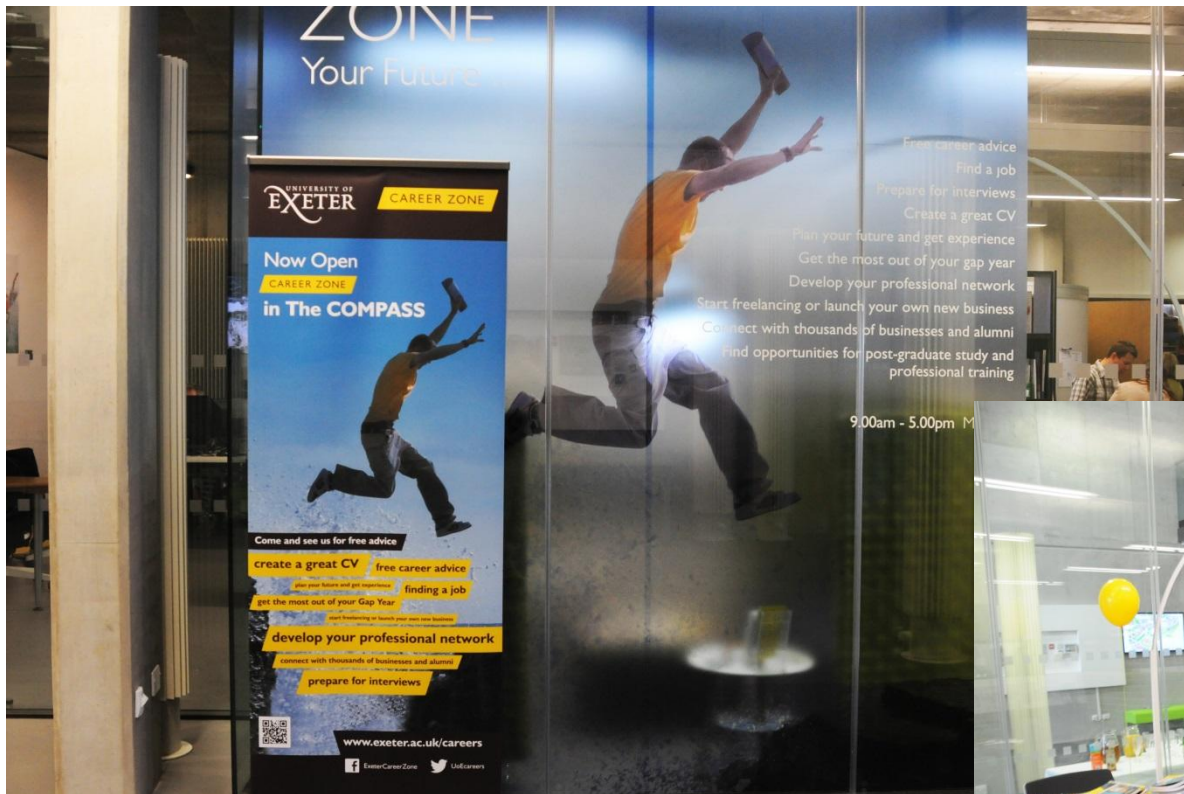
Skype

Email guidance

Don't forget -Work placements / Internships

Graduate Business Partnership

Come and See us in the Career Zone if you would like further help



In your college...

Rachel Wheeler – Employability officer

**CHUMS Employability Committee
(presentations and events)**

<http://www.facebook.com/groups/chumsemployability/425975860792311>

CHÜMS
EMPLOYABILITY COMMITTEE

Contacts

Career Zone, The Compass

Phone: (01326) 253735

Email: cc-careers@exeter.ac.uk

Web: www.exeter.ac.uk/careers



Opening hours:

Term time: 9.00am-5.00pm (Monday - Friday)

Vacations: 9.00am-5.00pm (Monday-Friday)

Like us on Facebook

Follow us on Twitter

facebook

www.exeter.ac.uk/careers

twitter

Good Luck

