



Careers Service

Careers Guidance and Information Systems

The following careers guidance and information systems are available to help you with your career planning. They can be accessed either in the Careers Service, across the university network or via the web. Please ask a member of staff in the Careers Service if you need assistance with any of the applications.

Career Skills Website

Key features

The Career skills website is designed to help you with the process of career planning by providing you with a deeper insight into the skills and experience you possess and helping you relate this to future career options. This easy to use, interactive website uses quizzes, worksheets and internet links to enable you to clarify the direction you wish to follow and identify the steps you will need to take to achieve your goals. The Taking action section will help you to write CVs, application forms and covering letters and provide guidance on how to succeed in interviews.

Available on: the web at <http://www.careers.dept.shef.ac.uk/cms/>

Prospects Planner

Key features

Prospect Planner will help you at all stages of your career planning, to identify and explore your own interests, skills and motivations and to investigate graduate jobs which might be appropriate for you. There are three main sections to using the program:

- Ø finding out about yourself – what you are good at, your interests, skills and motivations. The system will then suggest some possible jobs.
- Ø finding out about and assessing jobs – what do these jobs actually involve, do they match what you want from work, and how do they rate alongside other suggestions.
- Ø taking action – what are your chances of actually getting into these jobs and how to make effective applications.

Available on: the web at <http://www.prospects.ac.uk/links/54> under the section What job would suit me?

Virtual Careers Coach

Key features

Based on the excellent Windmills Programme, the Virtual Careers Coach is a series of dynamic and creative exercises designed to help you manage your career.

Amongst other things it will help you to:

- Ø check your skills.
- Ø prepare an action plan.
- Ø focus your career ideas.
- Ø identify where the jobs are.
- Ø write a good CV and prepare for interview.

Available on: The web at <http://www.graduatesyorkshire-vcc.info/>

Adult Directions Multimedia

Key features

Adult Directions is suitable for adults of all ages and academic abilities. It is particularly suitable for those who wish to explore a wider range of job areas, and may help students thinking about changing or leaving their course. Adult Directions offers a facility for:

- Ø job selection, allowing you to consider different aspects of work, improve your understanding of jobs and investigate them in more detail.
- Ø examining personal feelings about individual choices, and using the job list to investigate career ideas.

Available on: the PCs within the Careers Service.

Higher Ideas

Key features

Higher Ideas allows you to explore your own career interests and suggests appropriate courses in further education. Ideas generated are drawn from a database of over 19,000 full-time single honours and HND programmes at more than 600 institutions.

Available on: the PCs within the Careers Service.

Careers Europe

Key features

Careers Europe is a database of international careers which will provide you with an introduction to living, working and studying abroad. The getting started section allows you to consider the various options available and helps you with the decision making process.

Available on: the web at: <http://www.careerseurope.co.uk>
Contact the Careers Service for username and password

World Wide Volunteering

Key features

World Wide Volunteering offers a searchable database of volunteer projects around the world for those under 25. The database includes contact and address information, project details, activities involved, when and how to apply, interview details if relevant, medical requirements and qualifications needed.

Available on: the web at: <http://www.wvw.org.uk>
You will need to add an email address

Funder Finder

Key features

Funder Finder will help you to identify potential sources of funding available from charities for training or study. The information contained within the system is taken from two national sources, the Directory of Grant Making Trusts and the Educational Grants Directory. Additional sources of information are available at the Careers Service.

Available on: the PCs within the Careers Service.