



When it comes to using the Careers Service, students often have very different needs. These range from being undecided about what to do after university and wanting to explore the options, to having specific ideas about work or further study, and needing help or advice about these. Whatever the situation, the Careers Service provides help to students at all levels of study, as well as to recent graduates, and offers a range of services to assist.

### WHAT CAN WE HELP YOU WITH?

You should think of using the Careers Service if you:

- would like to discuss your options such as a further course, job or taking time out
- want to add to your work experience
- need to find temporary or part-time work to boost your income
- need to start thinking about what to do next
- want to understand yourself and your options more clearly
- need factual information about a job, employer or course
- are thinking about taking a postgraduate course
- want to put together strong job applications or prepare for interviews
- are in the early part of your course and having second thoughts
- feel your health or other personal circumstances may affect your plans
- are interested in starting your own business or developing your enterprise skills

or if you just don't know where to start!

### THE CAREERS SERVICE STAFF

We are here to help. So don't be afraid to ask if you need it!

#### Information staff

These are often the first people you will meet in the Careers Service. They deal with the vast range of information we hold on a wide variety of subjects – not just information about different careers, but also further study, overseas employment, self-employment, and more. The Information Staff can answer many of your questions, as well as help you find what you are looking for. They also issue loan copies of the Careers Service's books, and reserve places for students on many of our careers events.

### Careers Advisers

An adviser is in the Careers Service every semester weekday. Check for availability during vacations. Talking to an adviser can help you look at your situation and options, think of and work through some ideas, or prepare for a selection process. Advisers can offer support, guidance and practical help with many issues and problems. They are a source of dispassionate, objective advice and often, reassurance. We also offer advice sessions for application form and CV reviews.

Typically, in a 15-minute advice session the adviser will work with you to diagnose what you need and propose an action plan for you to follow. Your action plan could consist of many elements – it might refer you directly to a longer confidential discussion with an adviser; recommend information sources for you to research; suggest attending events on our 'What's On' programme; or advise you to use a computer guidance programme. It might suggest a combination of these.

### Student Employment and Work Experience team

The Careers Service actively works to develop and promote opportunities for part-time work, vacation work, year out placements and other forms of work experience. Our Student Jobshop has staff and facilities to help you with your job search. These include useful reference materials and PCs for vacancy searching and completion of applications. You can find us in the Students' Union (read **Briefing Sheet 2 'Student Jobs and Work Experience'** for more information).

### WHAT YOU NEED TO DO

We are totally committed to offering you advice and support on any job or career-related issue and helping you decide what you want to do after university. However, we cannot make decisions for you, nor will your career just fall into place automatically. You will need to put some time and effort into investigating the options and taking action. Inevitably this means you will have to put in a fair bit of work. Whatever you decide, be it a job, course, voluntary work, travel or time out, it will take time to research. Remember we are here to help, and starting early will give you the best chance of success.

### THE CAREERS SERVICE WEBSITE

You should familiarise yourself with the Careers Service website [www.shef.ac.uk/careers](http://www.shef.ac.uk/careers). As well as dedicated sections for students, postgraduates and graduates, you can find:

- an email enquiry service, allowing you to mail your questions to us
- our Careers Vacancy Service which publicises job opportunities for graduates and final year students, as well as all forms of work experience

- ‘What’s On Diary’ – details of our many careers events including recruitment events with graduate employers, our recruitment and information fairs, and workshops and presentations on applications, interviews, etc
- online versions of our careers talks
- the Information Resources section listing careers information available in the Careers Service and on the internet

## WHAT IS IN THE CAREERS SERVICE?

There is no defined ‘route’ through the Careers Service. Our users are many and varied and while some use the Service or our website on a self-help basis, others require information and advice from our staff. Please ask for help if you cannot find what you are looking for.

### Information for Reference

The Careers Service holds reference books and files that include information on different occupations, further study, work and study abroad, self-employment, and applications and interviews. We also have careers DVDs and information on professional bodies and journals. Many of our materials can be borrowed for short loan periods.

### Take-away material

On the display shelves you will find a wide range of take-away material on employers, occupations and further study. You can also find information on events such as skills development sessions, employer presentations, and careers talks.

### Help with career planning

We have a range of printed resources to help you with thinking about the future. In addition to these, we often recommend using the PROSPECTS PLANNER programme (available at [www.prospects.ac.uk](http://www.prospects.ac.uk) under ‘Jobs and work’, What jobs would suit me?) which can help you gain a clearer idea about yourself and the types of work most suited to you. Prospects Planner can give you some ideas, but it won’t tell you what to do or limit your options. Before using Prospects Planner it will help your initial thinking if you ask for a copy of our ‘Making A Start’ booklet.

### Information databases

A sample of the databases available on the PCs in the Careers Service:

- Funder Finder – carries information on trusts and charities that can provide financial support for postgraduate study
- Working abroad – provides fairly detailed information on employment and training in EEA countries, together with more basic information about opportunities in other countries

## CAREERS SERVICE EVENTS

The Careers Service offers a varied programme of careers events, some of which only happen once. Make sure you don’t miss out by checking the ‘What’s On Diary’ on our website. Also look out for our annual Careers Information Day and our Fairs; the Yorkshire Autumn Graduate Recruitment Fair, the Legal Fair and our other specialist jobs and work experience fairs.

## INTERNATIONAL STUDENTS

The Careers Service aims to cater for the needs of international and European students as well as UK nationals.

Although most of the vacancies handled by the Service are for jobs in the UK, it does publicise employment opportunities received from organisations wanting to recruit for positions in other countries via the International Students’ e-mail bulletin, issued by the International Students’ Office.

Reference books in the Service include many specifically devoted to employment and study opportunities in other countries, whilst the files on study and employment overseas will be useful for international and UK students alike. A selection of international job hunting sites is also given in the ‘International Students’ section of our website.

International students from non-EU/EEA countries who are thinking about possible employment in the UK need to be aware of current work permit regulations. Government regulations concerning the provision of immigration advice, mean the Careers Service is not able to advise individuals on how they are likely to be affected by the Work Permit rules. However, our **Briefing Sheet 5 ‘International Students - Guide to Working in the UK’** contains useful information as does the International Students section of our website with links to the relevant government agency [www.ukba.homeoffice.gov.uk/workingintheuk](http://www.ukba.homeoffice.gov.uk/workingintheuk) More detailed individual guidance is available from the Student Advice Centre in the Students’ Union.

Enquiries made by international students can often be complex or may require very specific information. We cannot promise always to hold the necessary information but will do our best to help.

## STUDENTS WITH DISABILITIES

You may have particular concerns if you have health-related issues. What impact, if any, could your disability have on your future plans? Should you mention your disability when making applications? Will there be additional support for you at work?

We recognise the particular needs of students with disabilities and try to ensure that they can access the full range of our reference materials (in alternative format if necessary). We also endeavour to facilitate participation in all events we organise. If you have any specific requirements in order to attend any of these, please let us know in advance and we will make every effort to accommodate these. See also our **Briefing Sheet 22 ‘Support for Disabled Students’**

The SKILL website at [www.skill.org.uk](http://www.skill.org.uk) has a number of relevant information sheets e.g. ‘Disclosing Disability’ and ‘Postgraduate Education for Disabled Students’.

If you are invited to a selection process for a job or course, make sure that you inform the employer in advance of any special arrangements you need, e.g. alternative format psychometric tests, a communicator for the deaf. The Disability Discrimination Act 1995 requires employers to make ‘reasonable adaptations’ to integrate applicants with a disability into the workforce and not discriminate against such applicants.