



## The Careers Service.

### Using the Careers Service – a Guide for Academic Departments

The Careers Service works with academic departments to provide an information, guidance and support service for students, postgraduates, recent graduates from the University of Sheffield and contract research staff.

We help academic departments by providing:

- high quality central provision to our users.
- a named Careers Adviser responsible for liaising with each academic department
- support for career and employability skills within the curriculum in the form of talks and workshops.
- expertise in relation to skills development, work based learning, career planning and graduate opportunities.
- graduate first destination statistics through the Careers Service website.
- an informed view of the graduate labour market and its requirements.
- support for developing links to organisations that can provide opportunities to students.
- a regular update on Careers Service events including skills sessions, fairs, employer presentations, talks and workshops.

A section of the Careers Service website, for university staff and contract research staff offers:

- support and information
- access to first destination statistics and graduate labour market data
- an on-line careers talk on careers services and support
- the latest Careers Service newsletter

It is available at: <http://www.shef.ac.uk/careers/staff/>

**What we ask of academic departments:**

We rely on the support and involvement of departments to help us deliver an excellent level of service to students and we are always ready to discuss and develop new initiatives. Departments should provide:

- a nominated member of staff (with an interest in the personal development of students) to serve as Careers Liaison Officer (CLO).
- additional departmental contacts as appropriate, for example; where specific development work with students within the department is proposed.
- academic staff with information so that they are aware of and understand the services offered by the Careers Service.
- a commitment to appropriate collaborative development within the department in support of the University's Learning and Teaching Assessment Strategy.
- a commitment to ensuring that all undergraduate students are offered careers input from a Careers Adviser in the department.
- wherever possible, careers input to the curriculum as an integral part of the timetable; ideally as part of an established module.
- the Careers Service with rooms and facilities for departmental careers events and publicity to students.
- a link from the departmental website to the Careers Service website:  
<http://www.shef.ac.uk/careers/students>
- a maintained notice board readily visible to students
- information to the Careers Service when employers make direct contact with the department

**If you are not satisfied with our service:**

If you are unhappy with an aspect of the service you have received from the Careers Service please contact us and we will try to resolve any problems you are experiencing. If you are not satisfied with the way in which your complaint is handled, please write to Steve Fish, the Director of the Careers Service at: [s.fish@sheffield.ac.uk](mailto:s.fish@sheffield.ac.uk)

**Contacting the Careers Service**

The Careers Service is open 9am to 5pm Monday to Friday (except Tuesday when we open at 11am) throughout the year with some variation during vacation.

University of Sheffield

Careers Service

388 Glossop Road

Tel: 0114 222 0900

Email: [careers@sheffield.ac.uk](mailto:careers@sheffield.ac.uk)

<http://www.shef.ac.uk/careers/>