

Level 3 APS students

Moving On...

Alison Clay, Careers Adviser

# 5 things to do in your final year

1. Decide on first step after University (or make a start ASAP! )
  - [www.shef.ac.uk/careers/students/worktypes](http://www.shef.ac.uk/careers/students/worktypes)
2. A) Look for jobs:
  - [www.shef.ac.uk/careers/students/jobs](http://www.shef.ac.uk/careers/students/jobs)
2. B) Or further study:
  - Talks in Dept; individual discussions with tutor / lecturer
  - Careers Service:  
[www.shef.ac.uk/careers/students/worktypes/study](http://www.shef.ac.uk/careers/students/worktypes/study)
3. Recognise your achievements - SGA & SfWC
  - [www.shef.ac.uk/careers/students/advice](http://www.shef.ac.uk/careers/students/advice)
4. Participate in careers events & workshops to meet employers
  - [www.shef.ac.uk/careers/students/events](http://www.shef.ac.uk/careers/students/events)
5. Visit the Careers Service for individual help

# 5 things NOT to do in your final year

1. Bury your head in the sand / delay the inevitable
2. Expect a Careers Adviser to do it for you
3. Think that it'll be easy to find work experience after graduation (although it's by no means impossible)
4. Neglect application and interview technique – competition is very tough
  - [www.sheffield.ac.uk/careers/students/gettingajob](http://www.sheffield.ac.uk/careers/students/gettingajob)
5. Delete emails from the Careers Service / Dept – including ignoring What's on Weekly



## Careers Service

Provides help and advice on career planning, understanding your skills, writing applications and attending interviews.

- [Students](#)
- [Postgraduates](#)

We are located at [388 Glossop Road](#) (on the corner of Glossop Road and Durham Road, just through the car park).

## myVacancies

Our [Careers Vacancy Service](#) holds over 800 vacancies; including, part-time and vacation work, placements and graduate jobs.

You can also visit our Jobshop in the Students' Union.

## Careers with my Degree

[Find out more](#) about the skills you have developed as part of your degree and the options open to you.

## Information Resources

Lists the [resources](#) available in the Careers Service including books and careers software together with a range of websites that we think you might find useful.

## Psychometric Tests

Try out three practice aptitude tests (abstract, numerical and verbal)

## Latest News

### New features

- [Going Global](#) - an international career and employment resource. Setup your username on a campus PC first, then you can access it anywhere.

### Core competencies

- [Teamwork and communication skills](#) - a presentation recorded by HSBC and the Careers Service

## Careers DVDs on Campus TV

We have a wide range of [DVDs](#) to support our students in writing applications, interviews and assessment centres.

## Develop your Skills

- [Skills for Work Certificate](#) - use your work experience to demonstrate to future employers the necessary skills to function in the workplace
- [Sheffield Graduate Award](#) - reflect on the valuable skills and experience you have gained outside your degree course
- [Degrees with Employment Experience](#) - consider a one year work placement which will help you to develop your transferable skills

# Coming up:

- SGDP activities (interviews)
- Engineering, Science & IT Fair 1/11/11
- Business & Finance Fair – 2/11 /11
- Modern Languages Fair – 16/11/11
- Legal Fair – 23/11/11
- Spring into Jobs Fair – 7/3/12
- Summer Graduate Recruitment Fair (online 11-22 June 2012)
- Lunchtime briefings and afternoon workshops inc work experience, applications & interviews and skills development plus PGCEs, Medicine & Dentistry and more - look out for our What's On Weekly email *or see*  
[www.shef.ac.uk/careers/students/events](http://www.shef.ac.uk/careers/students/events)

# Where to find us.....

**Careers Service** - 388 Glossop Road (behind SU building)  
Open 9am - 5pm Mon to Fri (11am – 5pm Tues)

**Student Jobshop** - Students' Union Building  
Open 10am – 3pm Mon to Fri (11am – 3pm Tues)

[www.shef.ac.uk/careers](http://www.shef.ac.uk/careers)

