After Graduation... What Next?

A guide to:
- Help from the Careers Service
- Choosing your career
- Job hunting
- Other options

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www.sheffield.ac.uk/careers
You may have definite plans about what you want to do after your studies and are trying to find the job or course you want. Alternatively you may be uncertain about your future. Whatever your situation, if you need help, make sure you visit the Careers Service and our website www.shef.ac.uk/careers.

USING THE CAREERS SERVICE

We can help you with deciding what to do after your studies and with getting a job or further study. University of Sheffield graduates can continue to use the Careers Service for up to three years after graduation.

The Careers Service - 388 Glossop Road

For individual advice, call in at 388 Glossop Road where we will be happy to help you. If you would like to talk to an adviser, book an advice session via our reception desk or by telephoning 0114 222 0910. We normally open 9.00am–5.00pm Monday to Friday (Tuesday 11.00am–5.00pm). Our opening hours occasionally vary during vacations, so contact us to check or see our website.

You can also find advice on our website www.shef.ac.uk/careers/students which includes an Email Enquiry Service for University of Sheffield students and graduates.

CHOOSING YOUR CAREER

If you’re not sure about the career you want, we can help. Our website has useful advice to help you explore all the options. Our ‘Careers with my degree’ pages have information for every academic department, while interactive resources such as ‘Profiling for Success’ can help profile your personality, skills and interests and see how these can match you to possible careers. For more information see our ‘Explore your options’ webpages: www.shef.ac.uk/careers/students/worktypes.

JOB HUNTING

Finding Jobs and Graduate Internships

To look for jobs and work experience, register on ‘myVacancies’ at www.shef.ac.uk/careers/students/jobs where you can also find links to other vacancy websites and resources. myVacancies contains regularly updated adverts from employers seeking to recruit University of Sheffield graduates.

There are also several national graduate jobsites, along with newspapers, journals and recruitment agencies. For more ways to find work, pick up our guide to ‘Job Hunting Strategies’ or download it from www.shef.ac.uk/careers/students/jobs.

In addition to jobs, there are also graduate internships. These can be an excellent way of gaining experience, although not all internships are paid. Internships exist across the UK and are advertised on many different jobsites. As well as using myVacancies for internships in Sheffield, two places to look are ‘Step’ www.step.org.uk and ‘The Graduate Talent Pool’ http://graduatetalentpool.direct.gov.uk.

If you are looking for work in other countries, use ‘myInternational career’ and ‘Going Global’ at www.shef.ac.uk/careers/students/inter which also carries information for international students and graduates.

If you are looking closer to Sheffield, look for vacancies on Yorkshire Graduates www.yorkshiregraduates.co.uk. To find vacancies in other regions or specialist jobsites for your chosen career, please ask us or use ‘Information Resources’ on www.careers.dept.shef.ac.uk/infotree where the ‘Occupations’ section includes links to jobsites for different industries and professions.
Creative Job Search
Many jobs are never advertised through the usual media, often because employers receive enough speculative applications, or prefer to use recruitment agencies or social media to recruit. You need to use your contacts and social networks to find out about possible vacancies and to try and make new contacts via businesses or professional bodies. For more ideas on ‘creative’ job hunting and finding employers in your chosen career see the resources at www.shef.ac.uk/careers/students/jobs/creative.

Social networks
Facebook, Twitter, LinkedIn, and other social media are valuable ways to develop contacts with industry professionals; search for and follow recruiters; find job adverts; and market yourself to employers. The keys to using social media successfully are to have a professional online profile and to build a rapport with relevant people, so think about your strategy and what your profiles say about you. For help with using social media in job hunting, see: www.shef.ac.uk/careers/students/gettingajob/media.

Careers and Recruitment Fairs
Fairs are an excellent way to meet employers and find out about vacancies and career options. Sheffield hosts recruitment and information fairs throughout the year – see www.shef.ac.uk/careers/students/events. For dates of fairs elsewhere in the UK, check information from the Careers Service or the ‘Careers advice’ section on www.prospects.ac.uk.

FURTHER STUDY
Further study, especially professional qualifications, might be advantageous or even essential to follow a particular career path. In other instances it may not automatically enhance your job prospects, and it may be more useful to gain work experience. To help you decide if further study could be right for you, see our guide to ‘Postgraduate Study and Research’ at www.shef.ac.uk/careers/students/worktypes/study.

MAKING APPLICATIONS
When applying for a job or course, your application must be well-written and present you as a strong and suitably qualified candidate. High quality applications and interview preparation are vital if you are going to stand a good chance of success. The Careers Service has many resources to help at www.shef.ac.uk/careers/students/gettingajob.

WORKING FOR YOURSELF
Starting or running your own business can be an exciting option, giving you personal fulfilment and the freedom to make your own decisions. See information from the Careers Service about working for yourself plus the advice at http://enterprise.shef.ac.uk.
GAP YEAR - TAKING TIME OUT

Taking time out after graduation such as a Gap Year is a good way to add to your experience. Ideas include travel, volunteering and work experience. However, taking a gap year is likely to be more popular when jobs are not plentiful, so make sure you can positively demonstrate the skills you develop from taking time out. For more advice see www.shef.ac.uk/careers/students/worktypes/timeout.

USING OTHER CAREERS SERVICES

We strongly advise you to keep using our website and to stay in touch with us for help. It may also be possible to use a university careers service elsewhere if this is more convenient. However, as you are not a graduate from the university concerned, you may not be eligible for all the services they offer. Contact them before visiting to see what help they offer.

HELP FOR DISABLED STUDENTS AND GRADUATES

If you have health conditions that may affect your career, we can offer you advice and direct you to specialist help. See our guide 'Support for Disabled Students' plus information at www.shef.ac.uk/careers/students/equalops/opsone. We recognise the needs of students and graduates with disabilities and aim to ensure that you can access our full range of services, including our publications which can normally be provided in alternative formats if requested.

WHAT DO GRADUATES DO?

Finally, in the coming months you will be invited to take part in the national ‘Destinations of Leavers from Higher Education’ survey which looks at what graduates from UK universities and colleges are doing six months after their studies. Most information is collected by an online questionnaire or by telephone, so please check the contact details on your University Student Record are up to date. You can check this at www.sheffield.ac.uk/ssid/record/pers_inf. We really appreciate receiving your information and look forward to hearing from you!