You may have definite plans about what you want to do after your studies and are trying to find the job or the 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 or use the Careers Service website www.shef.ac.uk/careers

**USING THE CAREERS SERVICE**

We can help you with a range of issues from deciding what to do next after your studies through to finding and applying for jobs or further study. The current economic climate makes job hunting even more competitive than usual for many graduates, so act now. Use the resources suggested in this handout along with information and advice from the Careers Service.

Note: 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 help and advice, call in to see us at 388 Glossop Road where we will be happy to help you. If you are a University of Sheffield graduate and would like to talk to an adviser, you can book an advice session by telephoning 0114 222 0910 or asking at our reception desk. Our normal opening hours are 9.00am–5.00pm Monday to Friday (except Tuesday 11.00am–5.00pm). Please note: during vacations our opening hours may vary, so please contact us to check opening times or see the information on our website.

**Online Help and Advice**

You can find advice on many common career questions by using our website. Start with our ‘Graduating in 2011’ pages on www.shef.ac.uk/careers/students/recession where you’ll find an online version of this publication plus practical ways to improve your employability.

Our website also has an email enquiry service for University of Sheffield students and graduates at www.shef.ac.uk/careers/students/emailenquiry. Our ‘Careers talks online’ provide a useful introduction to many topics www.shef.ac.uk/careers/students/talks

**CHOOSING YOUR CAREER**

If you’re not sure what career you want to get into, we can help. Our website has useful information and advice to help you explore the options open to you. Our ‘Careers with my degree’ website has information for every academic department, while our ‘Profiling for Success’ resources can help you profile your personality and see how it matches to possible careers. For more ways to choose your next move, see ‘Getting Started’ at www.shef.ac.uk/careers/students/worktypes.

**JOB HUNTING**

**Finding Vacancies**

When looking for jobs, use our online ‘myVacancies’ service. If you are a current student you can access myVacancies by clicking on the Careers tab in MUSE. Once you have left the University you will need to register at www.shef.ac.uk/careers/students/jobs

myVacancies contains lots of vacancy adverts notified to us by employers seeking to recruit graduates of the University of Sheffield. The information is updated daily and you can set up an RSS feed or an email alert about new vacancies.

In addition, there are several national graduate jobsites you can use along with newspapers, journals and other specialist sources. For ideas, pick up a copy of our ‘Job Hunting Strategies’ Briefing Sheet from the Careers Service or download it from www.shef.ac.uk/careers/students/gettingajob/creativejob

There are resources wherever you want to work. For jobs in other countries, use ‘myInternational career’ and our ‘Going Global’ resource at www.shef.ac.uk/careers/students/inter. This is also the page for you if you are an international student or graduate.

If you are looking closer to Sheffield, check for vacancies on Graduates Yorkshire www.graduatesyorkshire.co.uk. For help with finding vacancies in other regions, and for other sources of vacancies in your chosen career, please ask our Information Staff or use the Information Sheet

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The Careers Service
388 Glossop Road, Sheffield S10 2JA
Tel: 0114 222 0910
www.sheffield.ac.uk/careers (Email Enquiry Service available)
Open: During semesters 9-5 Monday to Friday (except Tuesday 11-5)
Vacation times may vary slightly (please ring for details)

Student Jobs and Work Experience
Student Jobshop, University of Sheffield Students Union
Western Bank, Sheffield S3 7TG
Tel: 0114 222 0941 www.shef.ac.uk/careers/students/advice/work.html
Open: During semesters 10-3 Monday to Friday (except Tuesday 11-3)
Vacation times may vary slightly (please ring for details)
Resources on www.careers.dept.shef.ac.uk/infortree. The ‘Vacancy Websites’ and ‘Occupations’ sections also include details of sites for specific 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. Recent economic uncertainty has meant many employers cutting advertising budgets and recruiting from the large pool of speculative applicants. Make sure you are one of them. Also, use your existing contacts and social networks to find out about vacancies and make new contacts via business or professional associations.

For more ideas see www.shef.ac.uk/careers/students/gettingajob/creativejob and www.shef.ac.uk/careers/students/gettingajob/research

Careers and Recruitment Fairs
Fairs are an excellent way of making contact with employers and finding out about vacancies as well as career options. Sheffield hosts a number of 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 see www.prospects.ac.uk in the ‘Careers Advice’ section.

WORK EXPERIENCE
Employers expect job applicants to offer more than just a good degree, so you may need to spend time after graduation getting work experience which is relevant to your chosen career.

In addition to looking for jobs, it’s worth keeping an eye out for short-term work too. Some employers have internships and placements for graduates, and in recent years a number of ‘Graduate Internships’ with employers have been funded by the Government. If these are available in 2011/12, they will be notified on the main graduate jobsites, and the Careers Service website will carry information.

Whatever happens, the number of such internships will still be relatively low, so be prepared to also make speculative enquiries to employers about possible short-term work.

Employers will be interested in the personal skills gained from any employment you’ve had, so further work experience of any kind could well be a useful addition to your CV, particularly in competitive times. Our website has advice on finding work experience:
www.shef.ac.uk/careers/students/jobs/tips

FURTHER STUDY
Further study, especially professional qualifications, might be essential or very advantageous in order to follow a particular career path. In other instances, although a further course may be interesting and enjoyable, it won’t necessarily enhance your job prospects automatically and it may be more productive to gain work experience.

For more about further study see www.shef.ac.uk/careers/students/worktypes/study

MAKING APPLICATIONS
When applying for any job or course, it is essential that your application is well-written and presents you as a serious and suitably qualified candidate. Taking care over your applications and preparing well for interviews are vital if you are going to stand a good chance of getting the job or course you want. The Careers Service has a range of resources to help you write CVs, covering letters and application forms, as well as developing your approach to interviews: www.shef.ac.uk/careers/students/gettingajob

WORKING FOR YOURSELF
Starting or running your own business can be an exciting option after graduation, giving you freedom to make your own decisions, flexibility and personal fulfilment. Pick up a copy of the ‘Working for Yourself’ Briefing Sheet or see the information at http://enterprise.shef.ac.uk/

TAKING TIME OUT
Common ways to spend time out after graduation include travelling, volunteering and gaining work experience. Taking time out isn’t unusual and is likely to be more popular when jobs are not plentiful, so make sure that you can positively demonstrate how you have developed skills from your experiences if you do take time out: www.shef.ac.uk/careers/students/worktypes/timeout

USING CAREERS SERVICES OUTSIDE SHEFFIELD
We strongly advise you to keep using our website and to stay in contact with us for help. However, it may be possible to use university careers services in a different region of the UK, if this is more convenient. See www.prospects.ac.uk under ‘Careers Advice’ for contact details of university careers services. Note: 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 confirm what help they can provide.

HELP FOR DISABLED STUDENTS AND GRADUATES
If you have health conditions that may affect your future career, we can offer advice on specific issues and direct you towards specialist sources of help. See our ‘Support for Disabled Students’ Briefing Sheet plus additional information at www.shef.ac.uk/careers/students/equalops/opsone

Note: We recognise the needs of students with disabilities and try to ensure that you can access the full range of our services including our information materials which can normally be provided in alternative format if necessary.

University of Sheffield Careers Service March 2011