Careers and Employability Service Handbook
2016/17

Your Career. Our Job.
What’s in this Handbook

04 Your undergraduate career plan
Find out how the Careers and Employability Service can help you from fresher to finalist - looking for suitable jobs, meeting employers, researching postgraduate courses and applying successfully.

06 One-to-one careers support
Meet with us to discuss your career options, practice your interview technique and more.

07 Work Experience and part-time work
Work Experience can help you stand out from the crowd - find out how we can help you get the experience you need.

08 Royal Holloway Passport Skills Award
Develop valuable skills and gain recognition for your extra-curricular activities.

10 Events
Meet employers and alumni to talk about their work and share their top tips.

12 PHD and Masters student careers support
Discover specialist guidance and support for students studying on a Masters or PhD programme.

13 Online and careers library resources
We’ve got lots of specialist online resources that can help you get ahead.

15 Who we are and where to find us
Getting in touch with us could be the first step towards getting the career you want. Get in touch today!

If you require any special assistance (including induction loops or large print materials) please contact the Careers Service to discuss arrangements.

This publication is produced in good faith to support Royal Holloway students in their employment seeking activities; it is not specific legal advice. The Careers Group, University of London and Royal Holloway do not accept liability for any advice given here. We urge all students to check contracts of work and seek further detailed advice if they have any concerns. Whilst every care has been taken in the compilation of this publication the publishers cannot accept responsibility for any inaccuracies or for consequential loss arising from such inaccuracies or for any other loss direct or consequential arising in connection with information in this publication. The views expressed in articles are those of the authors and their publication does not necessarily imply that such views are shared by the Careers Service. This material can be provided in alternate formats. Please discuss your requirements with a member of staff. The information contained in this brochure is correct at the time of publication but is subject to change as part of our policy of continuous enhancement of careers events and services. Events and workshops may be recorded and/or photographed for publicity purposes. Please notify a member of staff if you prefer not to be included.

Compiled by Royal Holloway Careers and Employability, August 2016.
Second Years

At this midway point it’s a good time to try and start gaining clarity on what you’d like to do after you leave university.

Apply for undergraduate internships

Summer internships start being advertised in the autumn term so keep an eye on deadlines and start drafting applications! Book a Quick Query if you want to talk about options or get feedback on your forms. And if your application gets through to the next stage, we can help with a Practice Interview. (page 6).

Build your skills and win Passport Points!

Get involved with student societies, sports teams or volunteering to develop skills that employers value like teamwork, communication and leadership. You could build points towards a Passport Award to evidence your skills (page 8) find a job at the Part-time Jobs Fairs in September and January (pages 10 and 11).

Meet employers and alumni

Which careers do our alumni choose? What do they do day-to-day? What are their tips to get a job in the same sector? Our Graduate Recruitment Fair in October is a chance to meet employers and quiz them about what they look for in their graduate recruits. We also run other employer-led events including mock assessment centres. (pages 10 and 11).

Attend a workshop

Our workshop programme covers a wide range of topics from CVs and interviews to how to plan your vacation and get a job fast. We also run department specific sessions so look out for emails and tweets for details. (pages 10 and 11).

Capture your skills and build your CV

Update your CV as you develop skills and experience. Check our help sheets or book a Quick Query to get feedback on your draft (page 8). We also run regular lunchtime workshops on developing your CV and writing successful application forms.

Where do I start?

Not sure what you want to do or what your options are? Book a Quick Query in your first term to start exploring and start a plan of action for your career (page 6). Or look out for our JobsMobile around campus to find out more about how we can help.

First Years

Job-hunting probably seems like a long way off right now but this is a good time to start laying the foundations for your future career.
Finalists
What can you do to secure the future you want? Remember that it’s never too late to take action and improve your chances!

Manage your digital footprint
We can help you to be pro-active in your use of social media to build a compelling and professional presence and find unadvertised opportunities (see page 6). Come to one of our LinkedIn days to get tips on building your profile and networking for job hunting with connections and alumni.

Apply for postgraduate study
Spring term is peak application time so do your research in advance! Book a Quick Query to talk thorough your options and get feedback on your applications (page 6). Look out for relevant workshops running in the Careers Centre (pages 10 and 11).

More details on our web pages!
Or come and find us in the Careers Centre in the Horton Building

Apply for graduate internships and jobs
See JobOnline with more than 3,000 job opportunities (jobonline.thecareersgroup.co.uk). If you’re invited to interview, why not book a Practice Interview with us as part of your preparation?

Your undergraduate career plan: from fresher to finalist
How we can help you
Check our web pages at https://www.royalholloway.ac.uk/careers for advice on your options and how to look for jobs or further study; for details about our employer events and skills workshops; and to find out how to book an appointment. We are based in the Horton Building so come and find useful advice sheets, watch a video on how to perform well at assessment centres and meet our friendly and knowledgeable staff.
One to One Careers Support

Book an appointment with one of our Careers Consultants or specialist CV & Applications Advisers.

- Improve your employability
- What can I do with my degree?
- Effective Job Hunting
- CV & application advice
- Part time work
- Help! I don’t know what I want to do
- Our Careers Consultants are here to help you
- What graduate job might suit me?
- I need help making the right decision
- Should I study a Masters?
- How to answer difficult interview questions
- Meeting employers and networking
- Internships & work experience
- To help you at every stage of your career planning
- We offer 20 minute appointments
- Whether you have lots of ideas or no ideas at all
- You can also book a practice interview or you may need a long guidance interview

Drop into the Careers Centre or telephone us on +44(0) 1784 443073
Work Experience and Part–Time Work

What’s on offer?
The Royal Holloway Careers and Employability Service recognises and addresses the need for students to gain relevant workplace experience, helping them to improve their skills and stand out in the employment market.

We support students with a variety of opportunities ranging from departmental microplacements to Year in Business programmes and part-time jobs, to improve their prospects after graduation.

Part-time jobs on campus
Over 1,200 students are employed on campus, working in a variety of settings. Whether your passion is creating exciting events, serving a cracking cup of coffee or being a master at social media, there really is something for everyone!

Get involved by visiting
royalholloway.ac.uk/careers/findjobs/parttimejobsoncampus.aspx
And don’t forget to keep an eye on our social media too!

Award winning microplacements
Every year, Royal Holloway runs a Micro-Placements Scheme for a number of academic departments. Second year undergraduate students have the opportunity to complete short term work experience in their specific area of interest. Micro-placements are sourced by our team and students go through a competitive selection process to win a placement.

To source micro-placements, our Placement Officers engage with a wide variety of industries including Publishing, Media, Education, Finance and Ecology.

To learn more about the application process please visit
royalholloway.ac.uk/placements

We’ve had some extremely bright and enthusiastic students come through our doors. For us as employers, it’s a great opportunity to meet and invest in the future generation; hopefully giving them an idea of what a career in TV is all about. They’re able to play a part in a real production team and in some instances this can lead to future employment opportunities which are beneficial for the students and us.”

Nikki Tilley, Head of Production at Pioneer

Find out more
You can find out more by visiting
royalholloway.ac.uk/careers
Tweet us @RHULCareers
Facebook.com/rhulcareers

“The practical experience I have gained will be invaluable for my CV and in the future.”
Elliot Lloyd – Bio Science Micro Placement participant at JSA Landscaping

“This placement definitely taught me through real world experience how to work under pressure.”
Katherine Wan, English BA, microplacement at Penguin Publishing
Our graduates say:

“Why I decided to volunteer - employers are increasingly demanding evidence of participation in extra-curricular activities that can demonstrate transferable skills.”

(Georgina Feaver, BSc Management)

The Royal Holloway Passport Award
Recognising achievement beyond academic accomplishment

The Passport Award:
• Encourages students to undertake a range of activities
• Develops the skills that employers are looking for
• Teaches how to showcase transferable skills to employers
• Celebrates students’ achievements at an awards ceremony

Those who complete the Passport Award can work towards the Passport Gold Award, which recognises substantial commitment over a period of time, breadth of engagement, leadership and innovation.

For more information and to find out about the roles and activities you can do to earn points towards your Passport Award, visit www.royalholloway.ac.uk/Passport or come and see us at the Welcome Week Fair or in the Careers Centre.

Taking part in the Passport Award:
• Currently 30+ activity areas within the College ranging from the Students’ Union and Community Action, through to Careers Workshops and departmental opportunities
• Over 150 roles to choose from, including internships and placements that you can undertake during holiday periods

As soon as you enrol at the College, you are eligible to start collecting Passport Points.

According to the Highfliers 2015 Report, 32% of entry-level positions are expected to be filled by graduates who have already worked for the organisation through internships, placements or work experience.

What do you have to offer?
Teach First

Apply now for our Leadership Development Programme
teachfirst.org.uk/graduates

So you have a great degree. What’s next? Wherever you’re heading, become a leader. Inspire young people.

Teach First Leaders for Life

Soo Mi Do
Taught: Maths
Now: Senior Associate, PwC

Teach First is a registered charity, no. 3018294
Events

Workshops

Workshops help you with your career choice, applications, work experience and more. They usually focus on one particular topic, from writing a CV in a specialist area to writing an application for a masters. They are a good place to begin if you’re not sure what to do! We cover a wide range of topics, such as:

- Writing a LinkedIn profile
- How to network
- Writing a CV
- Completing an application form
- Assessment centres
- How to find career opportunities
- Gaining work experience

Fairs

These are a good place to find work opportunities, either for a full-time role after graduation, or part-time work to support your studies. They also provide a good opportunity to meet employers and find out about the steps that you need to take to secure a role in the future.

The environment is friendly and allows you to speak to a range of recruiters directly.

Confirmed for 2016/17 at time of going to press:
- Part-time Jobs Fair - 28 September 2016
- Teaching Fair - 6 October 2016
- Graduate Programmes Fair - 26 October 2016
- Computer Science Fair* - 31 October 2016
- Part-time Jobs Fair - 18 January 2017

*Organised by the Department of Computer Science

Themed weeks and days

These are the perfect introduction to an industry and the roles within. We run themed weeks and days for a range of sectors, from finance to environmental science, from film-making to publishing. Learn from the professionals about how to get your foot on the ladder and the realities of the industry that you want to work in. Network with alumni and get the answers you need on taking the first steps towards your future career.

Student feedback

“Excellent presentation, engaging and highly interesting/informative.”
Employer events and industry panels

Employer-led workshops and drop-in sessions provide insights into company culture, assessment centres, interview tips and more.

Our industry panels feature talented, high profile professionals (often alumni) from a particular sector, who present and speak to our students.

LinkedIn Days

Each term we run LinkedIn Days across campus, which include a Photo booth for free professional headshots as well as a mobile drop-in advice centre run by our Careers Consultants, offering profile checking and expert advice for our students on how to improve their digital profile.

Coming up in 2016/17......

Teaching Event
Science Week
Graduate Programmes Fair
LinkedIn Days
Talks for International Students
Business and Finance Week
Law Week
Marketing and PR Week
Creative, Media and Writing Week
Summer Workshops for Finalists
Postgraduate Workshops
Part-time Jobs Fairs
And many more.......
Your options after your course
Whatever stage you’re at, start planning your career now! We’ll help you consider all your academic and non-academic options. Masters students – look out for our summer workshops, designed to help you market your enhanced knowledge to employers. PhD students can attend our Researcher Development Programme career development workshops for practical help in making decisions and navigating the job market (book through Moodle).

Manage your career
Many postgraduate students find it helpful to discuss their career plans with one of our experienced Careers Consultants. These one-to-one discussions can help you clarify your abilities, weigh up your options and make decisions about your future. See page 6 for details.

Market yourself
Our Application Advisers are available daily to give expert feedback on CVs, cover letters, application forms and LinkedIn profiles. Got an interview coming up? Have a trial run by booking a practice interview session (see page 6 for details). PhD students – our Researcher Development Programme careers development workshops will help you put together excellent applications (you can book these through Moodle).

Meet employers
Throughout the year we run careers events specifically designed to put you in touch with recruiters. You’ll have plenty of opportunity to find out about different industries, ask questions about vacancies and network with representatives from hundreds of companies. See our events listings at royalholloway.ac.uk/careers/events.

Find vacancies
For our latest listings of permanent and part-time jobs, internships and placements, see jobonline.thecareersgroup.co.uk/rhul.

“Fantastic service – I wish I’d used it years ago!”

English Literature PhD student
Online Resources

Find a job or internship in the UK
Learn how to find a job or internship with our Moodle helpsheets.
Our 40 minute Moodle eLearning course will tell you even more, covering how to plan and organise your job or internship hunt and providing comprehensive tips and techniques to make your search a success.

Take a look at JobOnline, one of the UK’s largest job websites, often with as many as 3,000 opportunities ready for the taking!

Find a job or internship outside the UK
Explore GoingGlobal, a huge resource with thousands of international jobs and internships listed (plus lots of useful advice on international job or internship hunting).
JobOnline has a wide selection of international roles.

Practice recruitment (eg. psychometric) tests
Get tips and advice from our Moodle helpsheets, then take a look at Assessment Day to try your hand at a wide range of simulated recruitment tests (and get handy feedback!)

Research companies, jobs and get career tips
Dive in to CareersTagged, a database of careers-related information, carefully selected by our Careers Consultants.

Keynote (provided by the library) is an extraordinary resource for discovering and learning more about companies and industries

Prepare for an interview
Get the interview basics from the Moodle helpsheet, try out the comprehensive Moodle eLearning interviews course and watch videos on Moodle of real students in real interviews.

Prepare for your interview by thoroughly researching the company and industry on Keynote (provided by the library).

Prepare for an assessment centre
Follow four real students as they experience the ins and outs of an assessment centre in our Moodle videos.
Understand how to prepare and how to perform on the day in our Moodle helpsheets.

Improve your CV, applications and cover letters
Let our expert Careers Consultants take you through how it’s done with a Moodle eLearning course for both CVs and application forms.
Get a quick overview of how to create effective applications from our wide variety of Moodle helpsheets.

Consider further Study
Our Moodle helpsheets on further study are a great start for those considering or applying to the next stage in their education.

Find resources

Moodle: Look for the course “Careers & Employability” under “My Courses”

CareersTagged: careerstagged.co.uk

JobOnline: jobonline.thecareergroup.co.uk

GoingGlobal: Login to CampusConnect (campus-connect.rhul.ac.uk) then look at the right hand menu for “GoingGlobal”

Assessment Day: assessmentday.co.uk/rhul (register with your @rhul.ac.uk email)

Keynote: eresources.rhul.ac.uk/kb/Keynote
The Civil Service Fast Stream offers the kind of variety of roles and leadership training you simply can't have anywhere else. Choose from an exciting range of generalist and specialist streams with a programme that's ranked among the top five of The Times Top 100 Graduate Employers.

Learn more: www.gov.uk/faststream

Find out more

You can find out more by visiting royalholloway.ac.uk/careers

Tweet us @RHULCareers

Facebook.com/rhulcareers
How to contact us
T: +44 (0)1784 443073
E: careers@royalholloway.ac.uk

Royal Holloway Careers
and Employability
Horton Building
Royal Holloway, University of London,
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Opening times
Monday – Friday 10:00-17:00
We are open throughout College
vacations. Please refer to our website
for vacation opening times.

Who we are
Head of Service: Elizabeth Wilkinson
Deputy Head of Service:
Simon Mantell
Careers Consultants:
Emma Baker, Karen Deadfield,
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Joanna Pattison, Gemma Seabrook
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Employer Engagement & Events
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Susanne Stoddart
Placements & Vacancies Manager:
Adriana Dragu
Placements Officers:
Katharina Grass,
Taran Sanghera,
Lisa Zampetti
Recruitment and
Vacancies Officer: Freddie Warner

Who we are & where to find us

Horton Building
Employer Engagement & Events
Officers: Liz Chapman, Lewis Sawyer,
Susanne Stoddart
Placements & Vacancies Manager:
Adriana Dragu
Placements Officers:
Katharina Grass,
Taran Sanghera,
Lisa Zampetti
Recruitment and
Vacancies Officer: Freddie Warner

Please note: The ongoing development of our
estate may result in further temporarily work sites,
and alteration of routes and access points on
campus. Where this is necessary, updates will be
provided in advance to campus users.

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