

# Your Career and Employability

Melanie Luhrmann and Ed McLean

Director of Employability (Department of Economics)  
and Careers Consultant (RHUL and The Careers Group)



ROYAL  
HOLLOWAY  
UNIVERSITY  
OF LONDON

# Points of contact

- Careers Consultant, Ed McLean (The Careers Service)
  - Running workshops
  - Occasional one-to-one appointments
- Director of Employability, Melanie Luhrmann (Department of Economics)
  - Since 2013/14: Closer collaboration in improving your employability skills, offering more information on jobs in economics, creating more contacts to employers and more job opportunities for you
  - Office hours: Wednesdays 3-4 and Thursdays 1-2
  - Or: by appointment ([melanie.luhrmann@rhul.ac.uk](mailto:melanie.luhrmann@rhul.ac.uk))

## Why bother you about this now?

- You are responsible for your own careers
- Building a CV is important
- What we can and cant do:
- We cannot find you a job or internship
- But: we can help prepare you to put you into a good position to “sell” your skills and personality well
- → ECSC workshops: shape your CV, understand how interviews work
- And: we can give you some information on jobs and what economists do and give you opportunities to build your own networks
- → Econ@Work etc.
- Plus infos on where to look for internships, jobs etc.

## Your goal

- 2<sup>nd</sup> year: Get an internship or substantial work experience/vacation job
- 3<sup>rd</sup> year: Get a graduate level job or postgraduate study

And by the way....

- Many graduate schemes are open NOW!
- Internship schemes will be opening in the next few months!

Why would an employer take you for an internship/job?



# How do I gain skills while at university?

## From independent study

- Time management and organisation
- Working independently
- Prioritising your workload
- Researching
- Motivating yourself

## From lectures and seminars

- Verbal communication
- Persuading and arguing your case
- Identifying which information is relevant and recording and organising it
- Concentrating and listening
- Presenting

## From essays and assignments

- Identifying and using research
- Structuring arguments
- Identifying which information is pertinent (or not)
- Critical analysis of arguments
- Written communication
- Structuring documents

## From Group Work

- Delegating
- Understanding people and how they interact
- Leading a team
- Negotiating and having your voice heard
- Supporting other team members
- Managing timing in a group
- Understanding how you fit into a group

## Economics-related skills that employers love

**Communication** - presenting findings and explaining complex data, producing written technical and non-technical documents;

**Numeracy** - handling complex data and applying mathematical and statistical analysis methods to the data;

**Problem-solving** - extracting relevant information, drawing conclusions and making logical recommendations;

**Computing** - using specialised software to analyse data and present findings;

**Time management** - completing specific tasks within designated time frames;

**Analytical skills** - analysing research methods, data, conclusions and recommendations.

Source: [http://www.prospects.ac.uk/options\\_economics.htm](http://www.prospects.ac.uk/options_economics.htm)



# What Do Economics Graduates Do?

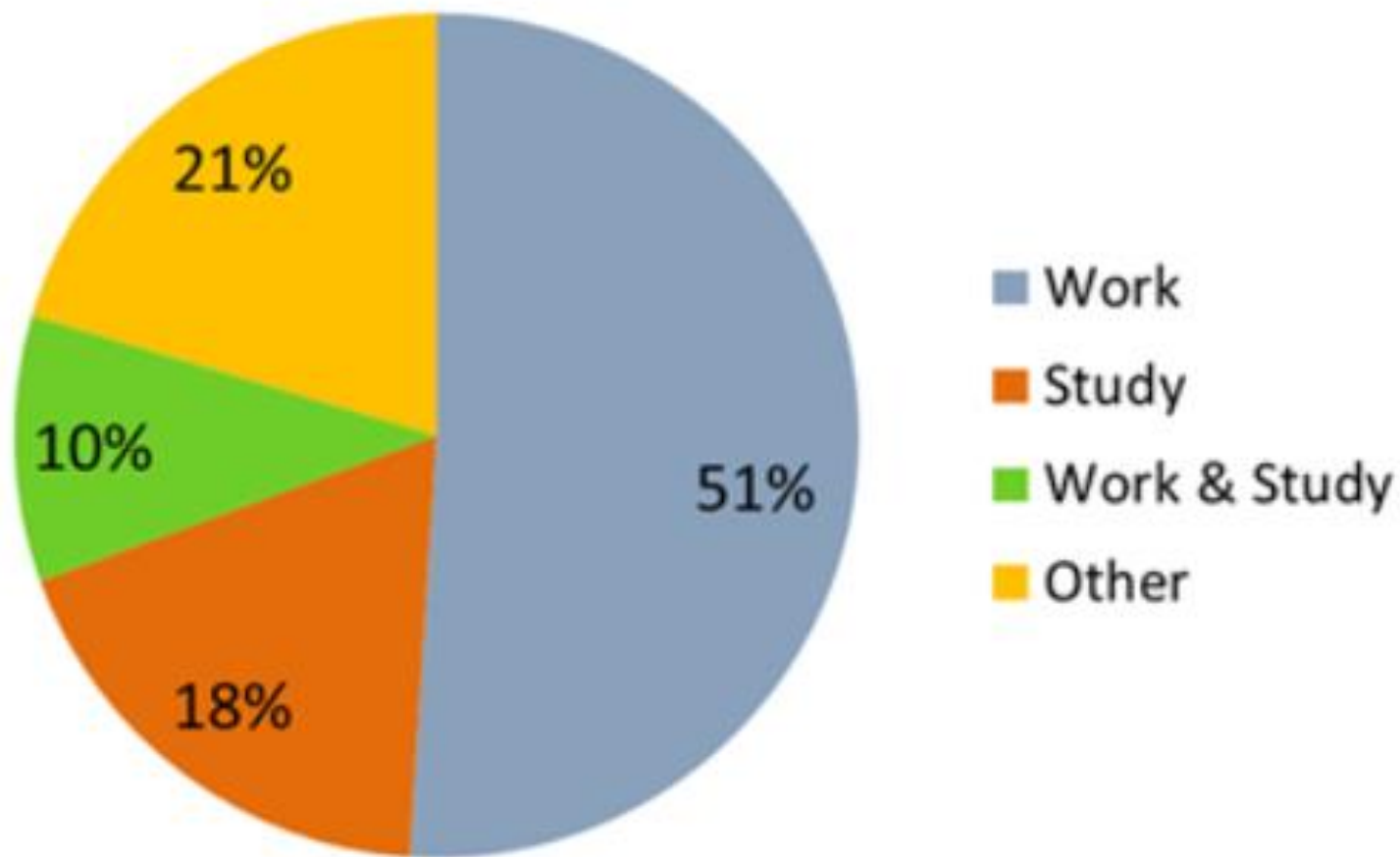
## Which 3 jobs are NOT ones Economics graduates went on to do?

- Manager
- Assistant Auditor/Grad Scheme
- Loans Officer
- Data Analyst
- Police Constable
- Management Consultant, Financial Markets
- Financial Analyst
- Actuarial Analyst
- Analyst
- Trainee Commodities Trader
- Junior Recruitment Consultant
- Audit Associate
- Second Lieutenant
- Financial Analyst
- Divisional Merchandise Admin Assistant
- Communications Officer
- Estate Agent
- Admin and Finance Volunteer
- Assistant Economist
- Customer Service
- Quantitative Analyst
- Consultant
- Associate in Human Capital Tax
- Analyst
- Leather Manufacturing Assistant
- Managing Director
- Maths Teacher
- Software Financial Consultant
- Financial analyst
- Junior Consultant
- Business Analyst
- Investment Banking Analyst
- Clinical Analyst
- Customer Services Trainee
- Banking Intern
- Economic Expert
- Associate/Graduate Scheme
- Financial Analyst
- Accountant
- Accounts Lead/Operations Analyst
- Teaching Assistant
- Premium Banking Support
- Investment Analyst
- Statistics Administrator
- Assurance Analyst

# What Do Economics Graduates Do?

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- Estate Agent
- Admin and Finance Volunteer
- Assistant Economist
- Customer Service
- **Quantitative Analyst**
- Consultant
- Associate in Human Capital Tax
- Analyst
- Leather Manufacturing Assistant
- Managing Director
- Maths Teacher
- Software Financial Consultant
- Financial analyst
- Junior Consultant
- Business Analyst
- Investment Banking Analyst
- Clinical Analyst
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- Economic Expert
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- Teaching Assistant
- Premium Banking Support
- Investment Analyst
- **Statistics Administrator**
- Assurance Analyst

# RHUL Economics Employability Statistics



Source: Destinations of Leavers of Higher Education Survey 12/13

56%

In graduate level work

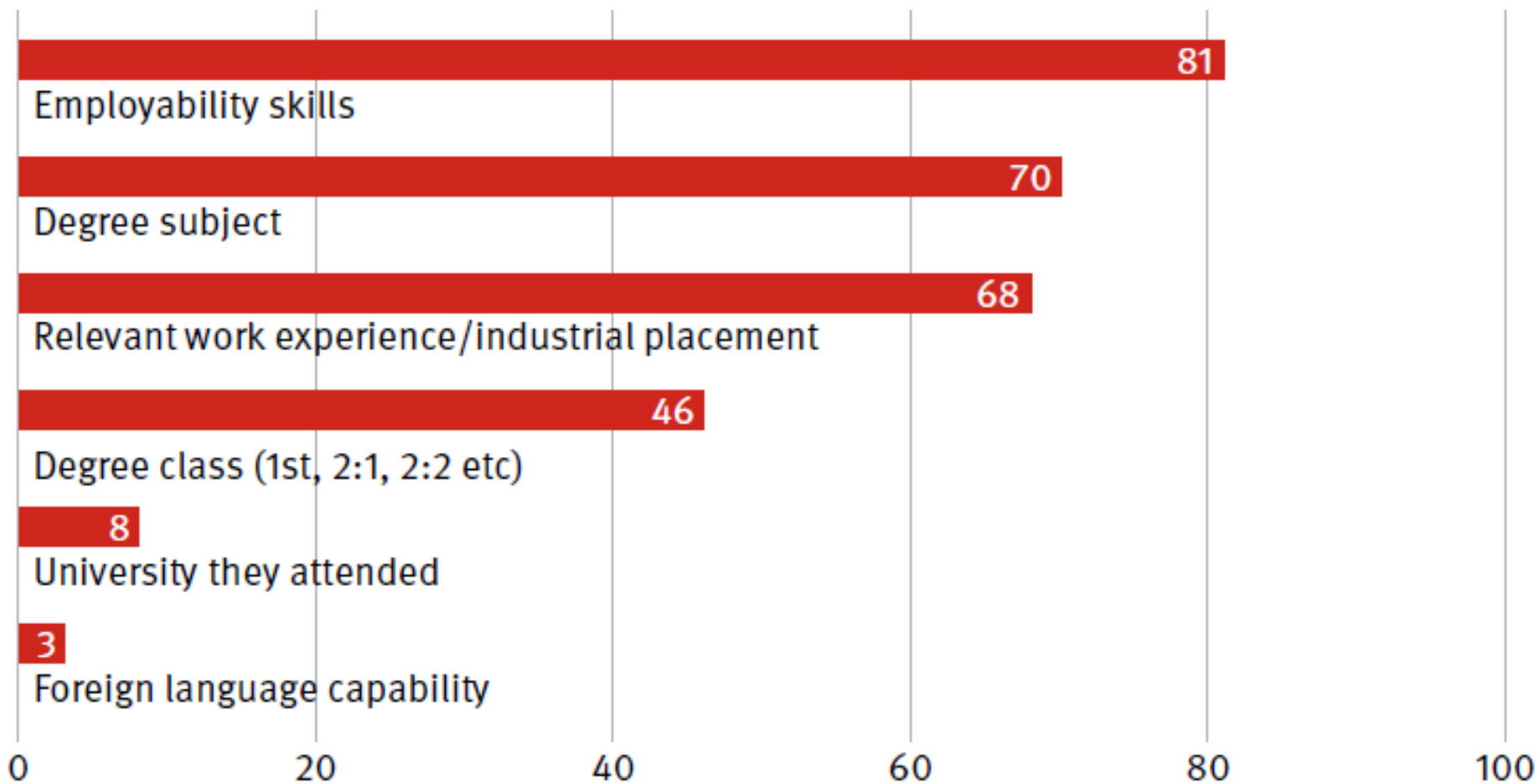
Source: Destinations of Leavers of Higher Education Survey 12/13

## What do employers want?

What do you think? Rank these with “most desired by employers” at the top:

- University attended
- Degree subject
- Employability skills
- Foreign language capability
- Relevant work experience
- Degree class (1<sup>st</sup>, 2:2, etc)

## Most important factors considered when recruiting graduates (%)



# Employability skills

**From your course**

**From somewhere else!**



IT Skills

Numeracy

Literacy

Analysis skills

International cultural awareness

Team working

Problem solving

Self-management

Positive attitude at work

Knowledge about chosen job

Business and customer awareness

Relevant work experience

Source: CBI, 2012

# How do I get employability skills?

**Get involved! Build your skills! Make connections.**

Attend the Economics Careers Skills Certificate Sessions

Learn about your careers options with the Economics@Work talks and do your own research

Join a society in a position of responsibility.

- Marketing
- Bursar – Managing a budget
- President – Planning, motivating a team

Volunteer

Get a part time or vacation job (you'll probably need a CV)

Get vacation work experience

Join the Passport scheme to consolidate your experience

Attend careers events



Welcome to Passport!



Royal Holloway  
**Passport Award**

- Get involved in on-campus activities that build your skills
- Gain points
- Get 100 points and you'll get The Passport Award

# How can I gain skills at uni?

Year **1**

- Societies
- Responsibilities
- Work experience (summer jobs, part time jobs, short work experience, maybe an internship?)



Year **2**

- Get short work experience
- Get an **internship** in the summer



Year **3**

- Get a graduate level job

## One-to-one advice

15 mins. Confidential. People ask us....

- Is my **CV/app/cover letter** OK?
- What to think about before I **change course**?
- I don't know **what job to do!**
- I don't know **where to start!**
- How to **decide between options?**
- I have a **career problem!**

**You have to book!**

Visit the careers service (Horton building)

Call the careers service 01784 443 073



# Economics specific information on the website

- Careers
- Explore your options ▶
- Options with your subject ▼
- Biological sciences
- Classics and philosophy
- Computer Science
- Criminology & sociology
- Drama and theatre studies
- Earth sciences
- Economics
- English
- Geography
- History
- Information Security

Home > Careers > Explore your options > Options with your subject > Economics

## Economics



### What do Economics graduates do?

Learning about what Economics graduates have gone on to do can be a great way of coming up with ideas for your own career.

Of Economics graduates in full time work, 88% were in graduate level work six months after graduation.

**Jobs: Which jobs do they do?**



**Employers: Who do they work for?**



## Finance Week

- Business & Finance Careers: A Beginner's Guide
- Management Consulting Alumni Panel
- Application Forms for Business & Finance
- Deloitte: "Audit, Tax, Consulting & Corporate Finance services"
- Banking and beyond: Exploring finance alumni panel
- CVs for Business & Finance
- SEO "Succeeding in business and finance as a BME professional"
- The Best Kept Secrets: Business & Finance Careers you Never Knew Existed
- CIMA "Careers in Accounting"

# Business, Finance and Technology Fair (29 Oct)

Bank of England

BDO

Bloomberg

BSkyB

CGI

Checkpoint Software Technologies Ltd

CIMA

CPA Australia

Deloitte

EMC Corp

Enterprise Rent-a-Car

Fidessa

GCHQ

HSBC

KPMG

Morgan Advanced Materials

Police Now

Rate My Placement

Thales

Toyota (GB)

Careers and Employability  
Service presents

# Part-time Jobs Fair

1 October

11.30-2.30pm

Students' Union



So what's your plan?

Discuss with a friend: 2 minutes each

To ensure you get a great graduate internship(2yr) /job or PG study (3yr), what are you going to do this year and when?





Our departmental programme for  
employability skills for Economists



# How does your job market work?

- Good grades are important
- But they are not the only aspect of skill employers are looking at
- Your “sales pitch” is decisive in bringing your skills across  
an HR department will skim hundreds or thousands of applications, and so if your is not spot on at first glance, you are out
- Having some work experience (through summer jobs and internships) is an important and necessary asset when applying

**You decide** what you want your career to be and you study to reach this goal

## What is our role in this?

From your code of conduct:

“The Department aims to support your future and career ambitions. We run a tailor-made course programme for Economics students jointly with the university careers service to help you enhance your application and interview skills and regularly hold careers events with distinguished speakers. We also have a dedicated academic to provide you with careers advice. ”

→ Specific jointly designed and tailor-made program by department and careers centre for you

# What is our aim?

We want to help put you in the best position for your job search:

- Learn how to best present yourselves to employers (e.g. CV writing and interview skills)
- Find out what you want to do after your studies (Econ@Work talk series and other events)
- Help you build a network with employers
- Train some important career skills

## Our structure

**ECONOMICS CAREER SKILLS CERTIFICATE**

**ECONOMICS@WORK**

**INTERVIEW PRACTICE**

**NEW!**

**CASE STUDIES IN ECONOMIC POLICY**

**NEW!**

**ROYAL HOLLOWAY MEETS THE CITY**

**NEW!**

**INDIVIDUAL SUPPORT**

# Economics Career Skills Certificate (UG)

Basic skills:  
application and CV writing  
(& checking)

Years 2 & 3  
29 Sep 11:00-13:00  
(Windsor 1-02)

Advanced skills:  
interview skills (& mock  
interviews)

Years 2 & 3  
12<sup>th</sup> Nov 15:00 – 17:00  
(locations tba)

- You are expected to participate as part of enhancing your employment skills
- Signup here:  
<https://www.royalholloway.ac.uk/economics/yourfuturecareer/economicscareerskillscertificate.aspx>
- You will learn very useful skills for your job applications and job interviews
- You will receive a certificate after successful completion that you can include in your applications
- The skills gained from completing the certificate will increase your chances of getting a job or internship.
- You get 5 Passport Points per module

# Economics@Work

Series of talks...

...about jobs in economics with

practitioner insights

case studies

careers advice and

Q&A

Always with pizza & drinks!

- Gives you ideas which jobs you could pursue after graduating
- Explains what they entail
- How to get there
- Acts as decision-help in your job choice
- Gives you access to future employers



# Economics @ Work this autumn

Students attending 4 Economics @ Work talks will receive 5 passport points.

## **Competition in online markets**

– **Google, Amazon & co.**

By Amelia Fletcher (OBE, Former Chief Economist at the Office of Fair Trading, Non-executive Director at the Financial Conduct Authority)

20<sup>th</sup> October 17:00 - 18:30

## **Career Prospects in Finance**

James Ruane (Mergers & Acquisitions, Deutsche Bank)

Grellan McGrath (Bank of England)

13<sup>th</sup> November 17:00 – 18:30

## **A Career in Economic Consulting**

by Danail Popov (Senior Economist at Frontier Economics)

16<sup>th</sup> October 17:00-18:30

## **What can I Do With a Economics Degree?**

Featuring RHUL Econ Alumni

20<sup>th</sup> November 17:00 – 18:30

Further talks will be announced through our webpage



# Case Studies in Economic Policy

## Case studies in Economic Policy Workshop

with  
Tina Dallman  
Former Economic Advisor  
for the Cabinet Office, the  
Department of Energy and  
Climate Change, DEFRA, and UN  
Programme Officer

Wednesday 29<sup>th</sup> October  
(Location)

- Who is it for? 3<sup>rd</sup> year UG or MSc
- Small group: 8 students
- In group discussions and teams, you will solve case studies and apply your economics to real-world situations
- Signup here (with waiting list to coordinate further dates):  
<http://www.rhul.ac.uk/economics/yourfuturecareer/economicscareerskillscertificateform.aspx>
- You will learn to
  - *Apply your economics knowledge to practice*
  - *Hone your discussion and articulation skills*
  - *You will receive a certificate after successful completion*
  - *Certificate serves as a first demonstration of skill in your CV*

# Interview Practice

Practice a real-world interview situation in a safe and supportive environment and get feedback on your interview skills

Two parts:

- 1 General interview
- 2 Specific economist interview

Tbc

- Mainly for 3<sup>rd</sup> year and MSC students in the phase of searching for a job
- Limited number of places, so sign up on our website quickly
- Structure:
  - 1: 15 minute interview with Ed McLean followed by individual feedback (incl. videotaping of your interview for your individual feedback)
  - 2: Economist interview with practitioner - 15 minute interview with a practitioner followed by individual feedback
- Interviewers:
  - Caspar Siegert (Bank of England)
  - Danail Popov (Frontier Economics)

# Royal Holloway Meets the City

**Royal Holloway Meets the City**  
- An event for students and alumni in Central London

**Speaker tbc**

**followed by Wine reception**

Signup & Date coming soon!

- Who is it for? For MSC Finance students and everybody interested in Finance
- Limited number of places
- Joint event for alumni and students
  
- Gives you an insight into different topics in Finance from experts in their fields
- Meet our alumni!
- Broaden your network

# University Business Challenge

**The department sponsors a team for the University Business Challenge again**

Worldwide business competition of teams sponsored by e.g. IBM, Landrover, Jaguar

Application deadline is fast approaching:

October 5, 2014

- 2<sup>nd</sup> and 3<sup>rd</sup> year students
- Places are very limited...
- Apply on our website!
  
- Represent our department in this nationwide competition!
- Solve business cases, develop strategies, win and bring home the trophy!

# Our website

<https://www.royalholloway.ac.uk/economics/home.aspx>

Please take a look!

- Go to “Your career”
- Find a lot of useful tips and information
  - about our department career programme
  - Job search engines
  - Internship and graduate schemes and their deadlines
  - ....
- And: find all signups for events there!

# Individual support & more information

- We offer individual support and advice in your job search
- visit the office hours of the careers executive
- Scheduled careers appointments with the careers consultant Ed McLean (these will be emailed nearer the time). Access to daily (Mon – Thu) appointments and workshops in the careers centre.
- Find a lot of information on job opportunities on our new website:  
<http://www.rhul.ac.uk/economics/yourfuturecareer/careerssupport.aspx>

# Building contacts to alumni and employers

We are working on building collaborations with employers and alumni to

- Facilitate your search for work experience and internships
- Give you more access to employers
  
- Your ideas and suggestions are welcome!...
- If you have done an internship or work experience with an employer that you would recommend.....
- please let us know!
- [melanie.luhrmann@rhul.ac.uk](mailto:melanie.luhrmann@rhul.ac.uk) or [ed.mclean@rhul.ac.uk](mailto:ed.mclean@rhul.ac.uk)

# What do you need to do to benefit from these services?

- Sign up for the Economics Career Skills Certificate!
- Look at the website and browse for
  - ....opportunities to participate in university societies
  - ....opportunities to volunteer
  - ....jobs on or off campus to gain work experience
  - ....internships
- Come to our events! (Economics@Work talks, interview practice, case studies course)
- ask questions and talk to the invited employers
- Contact us if you have questions or need advice