Careers and Employability Service Handbook
2016/17

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

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.

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

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.

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

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

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

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

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!

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).

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.

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 6). 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.
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.

Improving 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

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

To help you at every stage of your career planning

Whether you have lots of ideas or no ideas at all

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!

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

“...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

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

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

“Fantastic service – I wish I’d used it years ago! ”
English Literature PhD student

Specialist Support for PhD and Masters Students

The experience stays with you
We welcome all degree subjects. Surprised? Don’t be. We see your degree as just the start. It’s your first step in taking your career in all sorts of directions. If you’re passionate about business and eager to learn, we’ll help you excel in your career. Join us. We’re focused on helping you reach your full potential.

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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
Education. Health. Justice. Commercial. Human Resources. Defence. Transport. Climate change. International development. Foreign affairs. If the government has a policy on something, it is guaranteed that Fast Streamers are working at the heart of it, putting their brains and their skills at the disposal of the whole of society.

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

Choose to succeed
From global business leaders to eminent QCs and entrepreneurs, our alumni are the best proof of our quality postgraduate training.

Our business-focused courses including the GDL, LPC and BPTC focus on building your practical skills to help you succeed.

Lauren Riley
Solicitor and Founder of The Link App
Graduated ULaw 2010

97% of our students are employed within 9 months

Find out more
law.ac.uk/postgraduate

Where will you Lead?

Civil Service
Fast Stream

AN ISLAND OF OPPORTUNITIES

JOBS LIKE NO OTHER AT THORPE PARK RESORT
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Compiled by Royal Holloway Careers and Employability, August 2016.