

Preparing for career options and your future



What we will cover today

- Consider what next after graduation
- Consider post graduate study options
- Learn about applications and how to present yourself to employer
- Prepare for next weeks seminar

Questions on life after graduation

Is everyone on your course going to get a job directly relevant to their subject?

Is your degree subject a limiting factor on what you can do after you graduate?

What will you do if you are not one of those that gets a sought after jobs in creative tech?

Is it “failure” or “selling out” to look for careers in other fields?

Are you back to “square one” if you look for jobs outside your discipline?

What does being a graduate mean?

- Core subject knowledge?
- Stickability?
- Able to understand concepts and apply to problems?
- Analytical skills?
- Verbal and Written communication?
- Confidence and self belief?
- Ambition and investment in yourself?
- Emotional intelligence?



Graduates of any discipline can apply for graduates careers in:

General:

- General Management
- Retail Management
- Hospitality Management
- Sales
- Recruitment
- IT
- Finance/Investment/Banking
- Media production

Public sector:

- Civil Service
- Armed forces
- Police force and Prison service
- Air Traffic control
- Transport Planning
- Security services GCHQ, MI5, MI6

Other IT based careers you might want to have a look at

- Business analysis
- Network and infrastructure support
- Cyber Security
- Mobile and Web development – apps, games and web front end
- Software development – programmers
- Project Management
- Information management Database Administration

Further study for Graduates

- **Post Graduate Diploma PG Dip**

- Business – Management, Marketing, logistics, HR, Data Science
- IT/computing - Multimedia, web, software,
- Social/education – Careers, social work, teaching,
- Creative – Journalism, publishing, museums and archives, media production

- **Masters MSc or MA**

- **Professional qualifications**

- Computing – CISCO, Microsoft
- Accounting ACCA, CIMA etc
- HR - CIPD

- **M Phil / M Res }** same subject area as degree

- **Doctorate PhD }**

Funding for post graduate Study

Taught courses

- SAAS
- Trust funds/scholarships
- Careers Development loans

Research

- University studentships
- Research councils
- Private funders

When looking at a job advert there are usually three parts that are highlighted:

- **Skills**
- **Knowledge and Understanding (Education)**
- **Abilities**

Preparation

Preparation

Preparation: Application Forms

- **Mostly on-line**
- **Research the organisation**
- **Identify their selection criteria**
- **Start to match your skills to the job**
- **Practice questions**
- **Get another opinion**

1. Competency Based Questions
2. Personal Statements

Competency Based Questions

What?

- Competency-based selection methods are based on the assumption that past behaviour is the best predictor for future behaviour.
- Competency-based questions are now common on both application forms and at interview.
- The questions often begin with... **How would you...** or **Give an example of when...** or **Describe a time when you...**

WHY?

- Selectors are less interested in what you have **done** more **how** you did it.
- Employers are looking for evidence from you that fits with the key skills that are used in the job
- Each candidate is asked the same questions based on the job output.

STAR

- Situation
- Task
- Action
- Result



Sample Questions

Give an example of communicating complex or difficult information to individuals or groups.

Tell us about a time when you used your initiative.

Give an example of how you have had to research or analyse complex information. What methods did you use and how did you present your findings?

Describe a situation where you have had to manage your time to achieve your goals. How did you achieve this? (250 words)

Give an example of when you have worked on a team project. What was the outcome and what was your role in the team?

Please tell us your personal qualities, skills and attributes, experience and any major achievements and show how they match those needed for this job.

Tackling the application form(s): Competency based questions.

Describe a time when you were working under pressure with competing deadlines and it was impossible to meet them all. What was the situation and what did you do?

This question looks at your ability to work under pressure.
Try to pick an example that reflects well on your organisational skills (i.e. not chaos of your own making).

Show how you:

- prioritised the tasks;
- made efforts to renegotiate on the least urgent deadlines;
- delegated tasks to other;
- communicated progress.
- What extra efforts did you make to resolve the situation?
- Your answer will cover a range of inter-related organisational and communication skills, as well as your attitude.

Tackling the application form(s): Personal Statements

Please specify which Website or Newspaper _____

10. Information in Support of your Application

Please state briefly how your experience, knowledge and skills and past achievements relate to the requirements of this post. If you are not in paid employment this may include eg. voluntary work or community interests. Also state briefly your reasons for applying for this post. If necessary, please attach an additional sheet.

Take each statement in turn:

- 1. Experience – any relevant work/placement experience, part time job, volunteering.**
- 2. Knowledge – course related work –projects, case studies, presentations, dissertation. What did you do = what did you learn.**
- 3. Skills – YOUR skills include academic and personal.**
- 4. Reason for applying for the job – progression, first job, promotion, new challenge**
- 5. Summing up. – positive ending**

Always relate this back to the job/person spec.

Tackling the application form(s): Personal Statement

Please specify which Website or Newspaper _____

10. Information in Support of your Application

Please state briefly how your experience, knowledge and skills and past achievements relate to the requirements of this post. If you are not in paid employment this may include eg. voluntary work or community interests. Also state briefly your reasons for applying for this post. If necessary, please attach an additional sheet.

Example:

Ability to work under pressure and achieve pre-determined deadlines.

PT job: team goals, targets/sales, deadlines, busy environment, fast paced, customer facing

Education: course work deadlines, juggling, dissertation, group projects

PT job + course work = example

Where to get the evidence?

Evidence can be found from **all aspects of LIFE.**

- **Part time Work:** time management, customer service experience, leadership/supervisory, team work
- **Previous work experience:** levels of responsibility, adaptability, communication skills and experience
- **Degree:** projects, case studies, presentations, group work, knowledge gained from specific modules, research, dissertation.
- **Other interests** – voluntary work, work placement, hobbies, clubs, student union, class representative.

Watch out for:

- **Speling and grammar!**
- **All sections answered fully – use save & return**
- **Action words and phrases**
- **Backed up skills with evidence**



QUESTIONS	TRUE	FALSE
1 A CV can be used for any application		
2 A CV should never be more than one side of A4 paper		
3 A CV should be accompanied with a covering letter		
4 Employers do not need to know personal information such as your age, sex or marital status		
5 Putting a photo on your CV will improve your chances of getting the job		
6 You don't have to put your contact details on your CV		
7 Your CV should always include a personal profile or career objective		
8 There are some action focussed words which will make a good impression on employers		
9 You should include links to your LinkedIn and Twitter profiles on your CV		
10 A bright pink CV will attract attention and improve your chances		

1. You wouldn't use a CV if the employer has requested you complete an application form.	FALSE
2. Two sides is the norm, although one side is fine if you can manage it.	FALSE
3. Your covering letter should emphasise key points in your CV that are relevant to the job.	TRUE
4. With a few exceptions, this information is irrelevant to the selection process.	TRUE
5. In the UK it is not usual practice to include a photo, and in fact it can be detrimental to your application to include one.	FALSE
6. You must put your contact details on both your CV and your covering letter.	FALSE
7. Although this can be a useful addition, it is often not necessary	FALSE
8. When chosen correctly, power words can motivate and inspire the reader and make your CV stand out from the crowd.	TRUE
9. Employers will often search for you online to find out more about you. Make it easier for them by linking to your professional profiles.	TRUE
10. It might attract attention but it will not necessarily help you to be considered for interview!	FALSE

CVs should include the following sections:

- Name and contact details
- A personal profile (4 – 5 lines)
- Educational History
- Employment History
- Additional skills
- Interests and activities
- References

Cover Letters

The diagram shows a cover letter template with the following fields and callouts:

- Top Right:** Your Name, Full Address, Email Address, Telephone number
- Top Left:** Full name of addressee, Job Title, Organisation, Full Address
- Top Center:** 25 November 2009
- Salutation:** Dear Ms Macdonald
- Subject:** Retail Management Trainee
- Body:** 1) State what you want e.g. the job you're applying for, where you saw it advertised. 2) Introduce yourself and why are you applying of this role – career progression, first graduate job etc. Include any other related information about your career aims and why you have chosen this company/ organisation. 3) Detail what you can offer, picking out the most relevant skills and experience 4) Indicate your availability for interview, keep it positive and that you look forward to hearing from the company in the near future. 5) If a speculative application you may decide to follow up the letter with a phone call, tell the employer if this is what you propose.
- Closing:** Yours sincerely
- Signature:** Joe Bloggs
- Enclosure:** Enc.

Callout boxes:

- Try to send to a named person where possible. If not known then Dear Sir/Madam is acceptable.* (points to the salutation)
- A sub-heading here is useful. Add the job title and reference number if known.* (points to the subject)
- Remember: Dear Sir/Madam = Yours faithfully
Dear Mr/Mrs/Ms = Yours sincerely* (points to the closing)
- Leave enough space for your signature.* (points to the signature)
- Enc. = Enclosure (i.e. your CV)* (points to the enclosure)

A cover letter should be laid out in **formal business style** with your address and company address, correct greeting and signing off appropriately and should fit on a **single page**.

The Covering Letter:

4 easy steps

1. The Opening

Address to a named person
Reason for writing

2. Why Them?

**Demonstrate that you have
done your research**
Flatter them!

3. Why You?

Link your skills & attributes
Rephrase or expand

4. The Ending

**Reaffirm your suitability &
enthusiasm**
Finish positively!

The Covering Letter:

making it stand out

- Don't waffle
- Match your skills and experience to the requirements in the job description
- Avoid generalised statements and clichés
- Express yourself clearly



Information and advice

- Information and advice on how to complete applications is available on the On Line Careers Centre at www.uws.ac.uk/careers you can log in using your usual university network log in. You can use the CV builder listed in “my tools” tab. Information is available in “downloadable resources” and in some of the main tiles in the dashboard.
- Applications will be discussed and reviewed at the meeting next week.

Welcome Nigel

LATEST NEWS







Business
Comm
24 Jan 2
It's vital

START HERE



START HERE

-  **Assessment Centre Tool**
Everything you need to know about assessment centres
-  **Career Assessments**
Assess and understand your motivations, preferences and values
-  **Career eLearning Hub**
Access the full Career eLearning Hub here
-  **Cover Letter Builder**
Create a cover letter quickly and easily
-  **CV Builder**
Create an expert CV based on employer requirements
-  **Elevator Pitch Builder**
Create a 60-second summary about you to engage listeners
-  **Global Careers**
Find out about the Global Competences employers are looking for and how to...
-  **Interview Simulator**
Browse the most important interview questions & take a mock interview
-  **Practice Aptitude Tests**
Numerical, verbal, spatial & in-tray tests
-  **Your Saved Documents**
Store your CVs, cover letters and other essential documents

UWS Careers & Skills Team

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Careers@uws.ac.uk
0141 848 3800

EXPLORE YOUR OPTIONS



JOB HUNTING



CV & JOB APPLICATIONS



INTERVIEWS



E-LEARNING PATHWAYS & VIDEO



in   

Popular Employer Films



Dealing with pay
negotiation
objections



Is attitude more
important than skill?



Application form
Success



How to approach
recruiters

CV Builder

Welcome

Details

Profile

Education

Work

Achievements

Skills

Other

References

About You

Download

First name

Nigel

Last Name

Royle

Phone

Email

Nigel.Royle@uws.ac.uk

Address

LinkedIn profile

[More information about LinkedIn >](#)

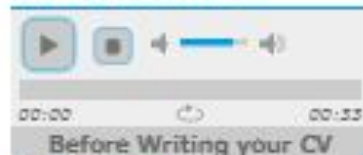
Save

CV tips from employers



[Video transcript >](#)

[Videos require Adobe Flash >](#)



[Audio transcript >](#)

Your personal details should always be included on your CV. Providing the correct level of information shows professionalism. Including an online professional profile, such as LinkedIn can be helpful to employers.

[CV Advice Centre](#)

Contact:

Nigel Royle Careers Adviser

Paisley Campus

nigel.royle@uws.ac.uk

Appointments bookable on line: www.uws.ac.uk/careersandskills

Target Connect job vacancies

Careers & Skills
SUCCESS...We'll help you achieve it!

