A Personal Tutor’s Guide to the Employability & Careers Centre

Our Services

Our vision is to serve as champions of student employability within the university. Therefore, we work closely with departments to enable students to develop their employability skills from day one of their time at university. Some students delay thinking about careers until their final year of university; however we would like personal tutors to encourage students to think about their career development from the first year onwards, so that they can make the most of opportunities that are available to them throughout their time at university. The Employability and Careers Centre at the University of Surrey offers information, advice and guidance on all aspects of career choice and further study to students at any stage during their studies. We continue to offer individual advice and guidance to alumni for three years after leaving the university. As well as supplying a wealth of information to support students with their job seeking, we also offer a vacancy service, plus a full programme of events and talks, giving them the opportunity to meet and network with potential employers. Furthermore, Careers Advisers deliver a range of talks and workshops in departments in order to help students with their career development and employability skills. Although this guide emphasizes our support of undergraduates please note that all our services are available to postgraduate students as well.

Professional Training:

In addition to departmental Senior Professional Training Tutors, students also have access to support from the newly configured central PT Administration team. The PT team is now part of the wider Careers and Employability Centre, and as such works in close partnership with the pre-existing Careers team to provide a one-stop shop
for employability. The team is comprised of dedicated administrators, each with a specific set of subject areas for which they act as a point of contact and source of guidance and information. Students are encouraged to come to the ECC to speak to a member of the team about all aspects of the PT journey, whether they are undecided about PT, unsure which placements to apply for, or just looking to make our day with news of a placement offer!

**Location**: Philip Marchant Building, next to the Accommodation Office.

- Tel: 01483 689001
- Email: careers@surrey.ac.uk
- Website [www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers)

Opening hours: Monday-Friday 9.00am -5.00pm throughout the year.

**We offer:**

**Information** – This is mostly available on our website in leaflet and video format, but also in our careers information room where we keep reference material and free information, such as employer directories for students to take away.

**Advice** – Quick Query sessions are available every afternoon. Students have 15 minutes in order to ask a short question or have their CV, covering letter or application form checked by a Careers Adviser. It is possible to come in on the day to sign up for a slot from 1.30pm onwards.

**Guidance** – If students need to talk to someone in more depth, they can book a longer more detailed discussion with an adviser who is linked to their subject. The appointment will be a private and confidential one-to-one conversation about any career-related issue. Students will need to phone us on 01483 689001, or call in to book an appointment time.

**Events** – Two major Careers Fairs take place each year to coincide with employers’ recruitment cycles. In the autumn the focus is on applications for graduate and placement roles with larger employers. In the summer the emphasis is on immediate starts and the fair includes some smaller and medium-sized employers. Students from some courses are sometimes disappointed with the range of employers at the fairs, because they don’t reflect their niche area of interest, for example, publishing or journalism. However it is worth noting that the employers who attend the fairs are those who recruit a number of graduates each year. A different approach is needed
to unearth opportunities in sectors such as publishing and the media. The Employability & Careers Centre runs some bespoke networking events where speakers focus on specific career areas, for example, work in the charity sector or careers using the social sciences. Details of all our events can be found on our Events Calendar.

Job and internship vacancies – Students and recent graduates should register with the Employability & Careers Centre vacancy service so that they can be notified about a wide range of internships and jobs. They should also check out our leaflet on Job Seeking: Advertised Vacancies. Currently professional training year placements are advertised by placement tutors in departments but the Employability & Careers Centre advertises short placements and internships such as the Santander scheme. Part-time jobs also give students excellent experience and they can learn more about these on our website and register with Unitemps.

Destinations – If students want to find out more about where previous graduates from their course have ended up, they can access the annual Destinations of Leavers’ from Higher Education (DLHE) survey on the Employability & Careers Centre website. This will give them an idea of the types of jobs, employers and postgraduate study that students from their course go into. Results from universities across the UK can be found on the HECSU website What do graduates Do?

Social Media – The Employability & Careers Centre has a Facebook page and Twitter account @careerssurrey which promote events, share topical information and advise of forthcoming opening or closing dates for applications. Photos from past events are also published. In addition, we have a blog which has regular relevant posts.

Newsletter – Employability & Careers Centre Insight is circulated once a month in term time and had a distribution list of over 3,000 in 2015/15. It is a simple two-page document designed to share latest news and remind readers of the support offered by the Service.
Referrals to the Employability & Careers Centre

It would be helpful if Tutors would refer students to the Employability and Careers Centre website, especially to our Events Calendar, Information leaflets and Online vacancy service.

We would also suggest that students with the following needs should be encouraged to make contact with us, either by calling in to see us or phoning us:

- Students who need to think through the career implications of changing or withdrawing from their course.
- Students who you think might encounter difficulties with the transition from university to work, including those with a disability and care leavers.
- Students who don’t seem to have a career focus.
- Students who know what they want to do, but don’t know how to get there.
- Students who need help with presenting themselves to employers.
- Students who need help with CVs/ application forms and interviews/assessment centres.

The link Careers Advisers for the departments are as follows:


**Jeanette Holt** – Criminology, Sociology, Media Studies, Politics, Electrical and Electronic Engineering, English Literature and Creative Writing, Physics, Psychology, Language Studies and Liberal Arts.

**Vicky Ransley** – Dance, Film Studies and Digital Media Arts, Music and Sound Recording, Theatre Studies, GSA, Biosciences (Biochemistry, Biomedical Sciences, Microbiology, Veterinary Biosciences), Veterinary Medicine, Sports Science, Food Science, Nutrition and Dietetics, Nursing, Midwifery, ODP and Paramedic Practice.
The link Professional Training Administrators for the departments are as follows:

**Stephanie Evans**: Physics, Maths, Computer Science, Electrical and Electronic Engineering.

**Rose Leek**: Chemistry, Mechanical Engineering, Civil Engineering, Chemical Engineering.

**Tom Yates**: Music, Psychology and Biosciences.

**Kelly McCabe**: Law, Sociology, Politics, Dance, Theatre, Liberal Arts.

**Sam Johnson**: Surrey Business School, School of Hospitality and Tourism Management

**Deborah Edwards**: Economics, Tonmeister, Film, Media, English & Languages
Careers and Employability Timeline

You will find a copy of our Careers & Employability Timeline in this leaflet. This has been designed to encourage students to participate in activities and make the most of opportunities for enhancing their employability skills. It would be helpful if you would draw students’ attention to this diagram and the accompanying notes. Personal tutors may also want to encourage their tutees to reflect on the skills that they are gaining from their degree course and other activities. They may then want to suggest that the students use the Employability & Careers Centre to discuss how to relate their strengths to a career goal.

Building your future - Careers and employability timeline

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<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Final Year</th>
<th>Post Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement in clubs, societies, volunteering, reflect on skills gained</td>
<td>Part-time employment, develop skills, take responsibility</td>
<td>Attend Careers Service employability events</td>
<td>Commence employment/ further study</td>
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<tr>
<td>Explore where your degree can take you</td>
<td>Develop your CV, target to suitable opportunities, review and add details of what you achieve</td>
<td>Plan your summer</td>
<td>Develop your career</td>
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<tr>
<td>Plan your professional training year</td>
<td>Research employment and further study options</td>
<td>or</td>
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<td>Identify summer internships</td>
<td>Applications</td>
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<td>Applications</td>
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Find out more about how to build your future at: www.surrey.ac.uk/careers
Appendix one: Students’ notes to accompany Careers and Employability Timeline

Taking Action in Year 1

Semester 1

Get involved and make the most of your time at University

- Joining clubs and societies is a great way to get involved in university life and can help build your Employability by enhancing skills like *team working, communication, leadership and problem solving*.

Part Time Work

- Consider opportunities for part-time working. It can help your student loan go further and give you an insight into the working world that will be valued by graduate recruiters.
- Contact Unitemps on campus for further details and read our Students Jobs & Volunteering leaflet.
- Want to put a bit back? The Students' Union work with many local voluntary organisations enabling you to get involved in opportunities that interest you. Get the satisfaction of doing something worthwhile and build skills employers really value as well.

Semester 2

Where can your degree take you?

- A graduate job may seem a long way off but it’s never too early to start planning your future. Now is the time to explore future career options – check out I'm not sure what I want to do section on our website.

- **Some useful starting points include:**
  - ‘Your Degree…What Next?’ folders available for you to access at the Employability & Careers Centre – call in any time we are open to use our information area.
  - ‘Options With…’ leaflets on the Prospects website and the Occupational Profiles that give an excellent introduction to a wide range of careers.
  - Explore what Surrey graduates have gone on to do using first destination data.
  - Needing more direction? Prospects Planner can help you match interests and skills against a wide range of graduate careers.
  - Reflect on your *personality type* using the Myers Briggs Type Indicator – this can be useful when making career choices.
- You can also book an appointment with a Careers Adviser to talk through your options further.

**Develop Your CV**
- Your CV will grow and develop throughout your university career.
- Find out from our CV Writing leaflet how to develop a CV that will impress a future recruiter.

**Start planning your summer**
- If you've got a career in mind the summer can be a great time to organise some work shadowing or work experience – we can advise you about how to plan this.
- There is also a range of seasonal jobs at home and abroad – start planning early as some opportunities need early applications.

**Summer Vacation**

**Forward Planning**
- Are you thinking about a professional training year or a summer placement at the end of year two?
- Many of these opportunities need early action at the beginning of the new academic year so make sure you do some forward planning and remember the Employability & Careers Centre is open to you throughout the year, including vacations.

**Taking Action in Year 2**

**Semester 1**

**Make even more of your time at University**
Assuming you got involved in clubs, societies and volunteering in year one, year two can be a time to take more responsibility. Aim to get elected to positions of responsibility – build further employability skills including leadership, team working and much more besides.

**Planning a Professional Placement or Summer Internship**
Work experience can be key to future career success. Did you know a third of graduate vacancies are filled by candidates who had already worked for that organisation? You can read more in our Finding work experience leaflet. Most recruiters will offer some form of work placement and often they will target students completing their second year of study.

Steps you need to take:
-PTY students should speak to their department about possible opportunities.
-Collect directories of major recruiters from the Employability & Careers Centre.
-Attend the Career and Placement Fair – a great chance to network with over 100 recruiters.
• Identify closing dates and prioritise your applications. Many recruiters will require applications before Christmas and some significantly earlier.
• Attend Career Presentations and Workshops – these can give you lots of help with applications, interviews and assessment centres.
• Use video clips available on the Employability & Careers Centre website for further help with the job selection process.
• Consider arranging a mock interview – this can be with a Careers Adviser (just book an appointment in the normal way) – there are also a limited number of appointments with visiting recruiters.

Semester 2

...If at first you don’t succeed
• If you are still looking for a summer placement or internship now may be the time to think about contacting smaller employers.
• Many opportunities are never advertised so start making your search more active by contacting potential employers directly – have a look at our Job Hunting: The Hidden Job Market leaflet for more information on networking and speculative applications.

Build your network
• Finding opportunities to meet with people working in your chosen profession is a great way to understand the realities of the career – information that can really help at future interviews. In addition, networking can lead to future work experience or even job offers.
• Networking can involve face-to-face meetings – careers events or personal contacts are two examples.
• LinkedIn is an excellent way to network with people working in a career that interests you. Make sure you develop a professional LinkedIn profile and join groups that could benefit you.

Summer Vacation
• Make the most of your professional training year or summer placement.
• Take advantage of opportunities to gain experience and take responsibility.
• Keep a diary to remind yourself of everything you achieve.
• Reflect on the skills you gain and use our Effective CVs and Covering Letters leaflet to enhance both your CV and your LinkedIn profile.

Taking Action in Your Final Year

Semester 1

Apply for Graduate Jobs
• Many established graduate recruiters will have early closing dates so don’t delay.
• Collect graduate directories from the Employability & Careers Centre, check the Employability & Careers Centre Vacancy site and read our Job Seeking: Advertised Vacancies leaflet.
• Research opportunities thoroughly – focus on fewer really high-quality applications.
• Clarify closing dates and prioritise your applications.
• Meet with recruiters visiting Surrey and get help with your applications – attend careers events and check out the video clips and information leaflets on our website.
• After taking these steps you may wish to get feedback from a Careers Adviser on your applications.

Make the Most of the Careers and Placement Fair

• This is a great opportunity to make a good impression and network with a wide range of recruiters.
• Be prepared – research organisations attending, create a short list of people you want to talk to and prepare a list of questions to ask – use this opportunity to find out what the employer is really like and your inside knowledge will help you make a winning application.

Psychometric Tests

• Many employers will ask you to undertake aptitude tests and personality questionnaires, often online.
• Make sure you are fully prepared – you will perform better if you have taken some practice tests.
• Full details on how to prepare can be found in our Psychometric Tests leaflet.

Interviews and Assessment Centres

• Don’t miss our careers events that include group interview skills workshops, mock interviews with graduate recruiters and assessment centre exercises – an invaluable opportunity to practise for the real thing. Check out the relevant video clips and information leaflets on our website.
• You can also access individual help or a mock interview with a Careers Adviser.

Further Study

• Considering Further Study? Find out more about postgraduate study options using the dedicated pages on the prospects website. Think about your reasons for continuing your studies and feel free to discuss your ideas with a Careers Adviser.
• Some courses, e.g. PGCE (teacher training), may have early deadlines so you may well need to take action at the start of your final year.
Semester 2

Continuing your Job Search

- Still seeking a graduate job? Don’t despair – there are lots of small and medium-sized companies that are more likely to be advertising jobs later in the year – keep checking the Employability & Careers Centre Vacancy site and for the London area use Jobonline as well.
- Keep your LinkedIn profile up-to-date and remember it is a great site for vacancies as well as for professional networking.
- Many employers may never advertise so you may like to consider making speculative applications – read our Job Seeking: The Hidden Job Market leaflet.

Summer Recruitment Fair

- Attend the summer recruitment fair – a great place to catch up with employers who are still seeking graduates – you should also be able to attend similar events throughout the country.

Post-Graduation

- If you followed all the steps above you have a great chance of being in suitable employment or study.
- If you still need help with your career contact the Employability and Employability & Careers Centre. You can still have access to all our services for up to 3 years after graduation.

Appendix two - Frequently Asked Questions

These are some of the most commonly asked careers questions with suggestions of how students can find out more. They are available on our website: frequently asked questions.

Q. How do I go about getting my CV checked?

A. You can have your CV checked during a Quick Query session. Call in to the Employability and Careers Centre from 1.30pm onwards on the afternoon that you want your CV or application checked and sign up for a 15 minute slot. You will need to bring with you an up to date printed out version of your CV. Before you come to Quick Queries make sure you read our Writing CVs and Covering Letters leaflet and amend your CV accordingly.
Q: I don’t know what I want to do - how can I develop career ideas?
A: There are various free online tools which help you understand more about yourself and help you relate this information to possible careers. Read the Getting Started leaflet for suggestions. You are also welcome to book a careers guidance interview with your link Careers Adviser. See our Individual advice and guidance webpage for more information. You can make an appointment by phoning the Employability & Careers Centre on 01483 689001/2 or calling in to see us.

Q: What careers can I go into with my degree subject?
A: You will find a list of career options for most degree subjects on the Prospects website. The Employability & Careers Centre website lists destinations data on Surrey Graduates for the last 5 years: See What do Surrey Graduates do? In our information room there are files called: Your Degree in...What Next? for different degree subjects. For national destinations data see - What do Graduates Do? Don’t forget that many graduate jobs are open to students studying any degree discipline.

Q: Where should I look for jobs?
A: Register with the Employability & Careers Centre vacancy database in order to receive email alerts and for other suggestions refer to our Job Seeking: Advertised Vacancies leaflet. Some employers such as publishing houses, charities and newspapers are so popular that they don’t need to advertise for jobs, therefore a more creative approach is needed. See Job Seeking: The Hidden Job Market leaflet for more information and tips. You may also wish to call in to the Employability & Careers Centre to pick up free copies of graduate job directories such as the Prospects Directory or Target Jobs Directory. We also have ‘GoinGlobal’, which is a resource containing country-specific information on jobs/internships, interviews, work permits, visa regulations, finance or culture on countries other than the UK see: www.surrey.ac.uk/careers/current/work/abroad

Check out the Employability and Careers Centre Online Calendar of Events for details of our Careers Fairs and other employer-led events.

Q: How can I find out about postgraduate courses?
A: A good place to start is the postgraduate section of the Prospects website. You may also want to check out www.findamasters.com or www.findaphd.com. See also our About Postgrad Study leaflet.
**Q: How can I get help with my interview technique?**

**A:** You will find leaflets and videos to help you on the [Employability & Careers Centre website](http://www.surrey.ac.uk/careers/current/work/interview_technique). We also offer mock interviews; this will involve booking an appointment with a Careers Adviser by phoning 01483 689001/2 or calling in to the Employability & Careers Centre.

**Q: How can I find out more about employers and jobs which interest me?**

**A:** Check out our [Online Calendar of Events](http://www.surrey.ac.uk/careers/current/work/employers); there will be over 100 employers attending our [Autumn Careers Fair](http://www.surrey.ac.uk/careers/current/work/employers) and our [Summer Careers Fair](http://www.surrey.ac.uk/careers/current/work/employers), as well as many other talks and workshops facilitated by employers. You may also wish to call in to the Employability & Careers Centre to pick up free copies of graduate job directories such as the [Prospects Directory](http://www.surrey.ac.uk/careers/current/work/employers) or [Target Jobs Directory](http://www.surrey.ac.uk/careers/current/work/employers). You can also use the following websites for information about employers and occupations: [Prospects](http://www.surrey.ac.uk/careers/current/work/employers), [Targetjobs](http://www.surrey.ac.uk/careers/current/work/employers) and [Inside Careers](http://www.surrey.ac.uk/careers/current/work/employers).

**Q: I am thinking of dropping out of my course but don't know what else I can do?**

**A:** You can make an appointment for a careers guidance interview by phoning us on 01483 689001/2 or calling in to see us. It would be helpful for you to read our [Getting Started](http://www.surrey.ac.uk/careers/current/work/employers) leaflet before your appointment and to try out one of the suggested online self-assessment tools.

**Q: I am an international student - how can the Employability and Careers Centre help me?**

**A:** As well as our general events, you will also find specific talks and workshops which are designed for international students on our [online Calendar of Events](http://www.surrey.ac.uk/careers/current/work/employers). The [leaflets](http://www.surrey.ac.uk/careers/current/work/employers) on our website include some specific leaflets for international students such as, [International Students: Getting a Job](http://www.surrey.ac.uk/careers/current/work/employers). We also have ‘GoinGlobal’, which is a resource containing country-specific information on jobs/internships, interviews, work permits, visa regulations, finance or culture on countries other than the UK see: [www.surrey.ac.uk/careers/current/work/abroad](http://www.surrey.ac.uk/careers/current/work/abroad). You are welcome to attend our [Quick Query sessions](http://www.surrey.ac.uk/careers/current/work/employers) to have your CV/application checked or book an individual guidance interview with a Careers Adviser. See the [Individual advice and guidance](http://www.surrey.ac.uk/careers/current/work/employers) section of our website for more information. We can advise on job hunting but not on visas.