

## Career Conversations: Quick Reference Guide for Supervisors and PIs

This quick guide will support you when having ‘careers’ related conversations with your researchers. It highlights some of the key resources on the Careers Service website as well as relevant workshops, fairs, events and links. **Researchers can book to attend our workshops and fairs using the ‘events’ tab in Career Connect (via MUSE).** They should use the ‘appointments’ tab in Career Connect to book to talk to an adviser. Research staff can book appointments with the Careers Consultant for Researchers. For any other queries, researchers can contact us via Career Connect or Tel 0114 222 0910.

### Exploring options & making decisions about future careers

- Making decisions about the future can feel daunting, but the Careers Service can guide researchers through the process and break the task into manageable bite sized chunks.
- The **Explore Your Options** page of our website will help them find out about different careers and opportunities – in particular: **Use your Subject** as well as **Explore occupations, Graduate case Studies** and **E-Mentoring**. The **Think Ahead blog** includes over 100 PhD graduates describing their career choices beyond academia.
- Our online interactive **How to Choose a Career You’ll Love** course will help them to understand more about what they want in their future work and life and evaluate options.
- Relevant **careers workshop** topics include what else can I do with a PhD? and career decision making for researchers. Tutors can see a description of this Semester’s events [here](#).
- If researchers want to discuss ideas with an adviser, they can book in for an appointment via **Career Connect in MUSE** or Tel 0114 222 0910.

### How to find vacancies for jobs, work experience & extra-curricular activities

- All vacancies notified to the Careers Service are posted on **Career Connect**. Researchers can set up their profile preferences and have the latest graduate vacancies emailed to them or visit **Jobshop** in the SU for part-time work including teaching and demonstrating. Some sectors have very early closing dates (Oct/Nov for the following summer) and many vacancies are never advertised – make **speculative applications**.
- Meet employers on campus at **Fairs and workshops** with topics including networking, commercial awareness and accessing the hidden job market. Supervisors can see a description of this Semester’s events [here](#).
- Don’t just look at generic jobs boards, most sectors and professions have specific jobs sites. Start searching via **Jobs, Placements and Work Experience**. Use **Social media** to find companies and vacancies.
- **ExperienceUS** is good for those seeking to learn new skills, languages or volunteer.
- PGRs can apply to our **PREP** scheme for a bursary to fund work experience beyond academia.

### Working internationally

- **International students** looking to work in the UK as well as ‘home’ students wanting to work overseas can see **International Options**.
- International students can get advice about visas and work permits from the **Students Union Advice Centre**.
- Careers Service regularly offer **workshops** with a specific focus for international students with topics including staying in the UK to work after your PhD and making the most of your time at university. Supervisors can see a description of this Semester’s events [here](#).
- International, home & EU researchers can use the **GoInGlobal** database of countries

### Academic & research careers

- Resources to support the professional and career development of researchers are available through the **Think Further** portal.
- Our detailed occupational resources include **research careers** within and beyond academia and provides information, advice and links to relevant websites.
- Audio recordings from the **Academic Career Bootcamp 2019** include sessions on academic pathways, choosing your next research role, the funding landscape for ECRs, building your network and what are academic recruiters looking for?
- For job vacancies and articles on working in the HE sector see **Jobs.ac.uk**. **Vitae** provides resources for researchers exploring their professional and career development.

Supervisors and PIs can find this document on <https://www.sheffield.ac.uk/careers/staff/services>

## Application forms, CVs & covering letters

- Effective applications are targeted specifically to the job role or organisation. You'll find some good tips and hints on how to tailor applications on the [CVs, applications, interviews and tests](#) pages of the Careers Service website.
- Researchers can enrol onto our [How to Succeed at Applications](#) online MOOC, or attend [workshops](#) on applications, CVs, academic CVs and cover letters. We also have regular writing retreats which gives them time and support to work on their applications. Supervisors can see a description of this Semester's events [here](#).
- Feedback on applications is available by appointment with an adviser via **Career Connect**.
- We offer tips on effective use of [social media](#), including LinkedIn profile writing.

## Interviews & assessment centres

- For essential hints and tips on what to expect at interviews and assessment explore [CVs, applications, interviews and tests](#). There are opportunities to practice using VR!
- Researchers can enrol onto our [How to Succeed at Interviews](#) online MOOC or improve their interview and assessment centre skills by attending face-to-face [workshops](#) on interviews, assessment centres, professionalism and how to cope with setbacks. Tutors can see a description of this Semester's events [here](#).
- Researchers can book an appointment with one of our advisers to discuss their interview technique and practice questions via CareerConnect in MUSE.

## Online assessments / aptitude tests

- The best way to improve technique for online assessments is to practise – [Psychometric tests](#) has essential hints, tips, and links to practice tests.
- [Graduates First](#) is particularly helpful for practice numerical/ verbal reasoning and Situational Judgement Tests.
- Our psychometric tests [workshop](#) gives researchers an overview of psychometric tests and advice on how best to cope. Supervisors can see a description of this Semester's events [here](#).
- If students want to brush up on their numeracy skills relevant to aptitude tests, the **301 Academic Skills Centre MASH team** run workshops on numerical reasoning for aptitude tests.

## Ideas for taking time out

- Taking 'time out' after a PhD to volunteer, travel or work can help build valuable experience and skills. For more information read [Taking Time Out](#) on the Careers Service website.
- Many graduate schemes are advertised in October for start dates the following summer so researchers should try to schedule any travel plans to fit into the recruitment cycle. They may want to consider applying this year, securing a job then requesting a deferred start date.

## Business ideas / Working for yourself

- Researchers may want to set up their own business or work on a self-employed basis. Enterprise-focused [workshops](#) give a basic introduction to the topic. Supervisors can see a description of this Semester's events [here](#).
- Each year a number of PhD graduates launch their own business. [Business Sheffield](#) can help with business start-up advice.
- Details of useful links to business-start up schemes such as [Shell Livewire](#) and [Princes Trust](#) can also be found from the [Working for Yourself](#) page of our website.

## After graduation

- Encourage your researchers to engage with the Careers Service BEFORE their final year to get a career plan together and leaving them time to concentrate on writing up.
- As PhD graduates, they can use the Careers Service for up to 3 years after their PhD ends and we are here (online, at fairs/events and in person at Edgar Allen House) whenever they need us. Appointments can be conducted via Skype and over the phone. Look out for [workshops](#) and advice sessions specifically for graduates on Career Connect. Supervisors can see a description of this Semester's events [here](#).
- Researchers should re-register on CareerConnect as graduates before they leave university.

## Employers on campus

- Each Semester, we have a range of employers on campus to deliver presentations about their opportunities or run workshops on various careers themes. They are keen to recruit our researchers and graduates! Check the 'events' tab on CareerConnect for a full list of who is coming onto campus this Semester.