

# Career Conversations: Quick Reference Guide for Tutors & Support Staff

This quick guide will support you when having ‘careers’ related conversations with your students. It explains some of the key resources on the Careers Service website alongside relevant workshops, fairs and other events. [Students 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. For any other queries, students can contact us via CareerConnect or Tel 0114 222 0910.

## Exploring options & making decisions about future careers

- Making decisions about the future can feel daunting, but Careers Service can guide students 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 career or further study opportunities – in particular: **Use your Subject** as well as **Explore occupations, Graduate case Studies** and **e-Mentoring**
- 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 to evaluate different options.
- Relevant careers workshop topics include placements, options after graduation and how to find your dream job. Staff can see a description of all this Semester’s events **here**.
- If students 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 in MUSE. Students can set up profile preferences and have the latest graduate or placement vacancies emailed to them. Visit **Jobshop** in SU for part-time work. Some sectors have very early closing dates (Oct/Nov for following summer) and some vacancies are never advertised – make **speculative applications**.
- Meet employers on campus at **Fairs and workshops** with topics including Launchpad, networking, commercial awareness and accessing the hidden job market. Staff can see a description of all this Semester’s events **here**.
- Don’t just look at generic jobs boards, most sectors and locations 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, volunteer, join societies especially first years seeking to settle in and make friends.

## Working internationally

- International students looking to work in the UK as well as ‘home’ students wanting to work overseas can use **International Options** for basic information and useful links.
- International students can get advice about visas and work permits from **Students Union Advice Centre**.
- Careers Service regularly offer workshops with a specific focus for international students with topics including staying to work in the UK and making the most of your time at university. Staff can see a description of this Semester’s events **here**.
- International, home & EU students can use **GoinGlobal** database of countries worldwide to research options to work outside the UK.

## PG study & research

- For a good overview of further study and funding, explore **Think about further study**
- If students are interested in study at University of Sheffield, relevant tutors or postgraduate admissions staff within the department will be able to provide further details - or follow the links from the **University homepage**
- For study elsewhere, refer to **findaphd.com**, **findamasters.com**, **prospects.ac.uk** or **jobs.ac.uk** for a searchable list of courses and information on funding.
- Relevant careers workshops topics include considering postgraduate study and academic CVs. Staff can see a description of all this Semester’s events **here**.

## 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.
- Students can enrol onto our [How to Succeed at Applications](#) online MOOC course, or attend workshops on applications, CVs and cover letters. We also have regular writing retreats which gives them time and support to work on their applications. Staff can see a description of all this Semester's events [here](#).
- Feedback on applications available by appointment with an adviser via Career Connect.
- We also 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](#). Also opportunities to practice using VR!
- Students can enrol onto [How to Succeed at Interviews](#) online MOOC course or improve their interview and assessment centre skills by attending workshops on interviews, assessment centres, professionalism and how to cope with setbacks. Staff can see a description of all this Semester's events [here](#).
- Students can book an appointment with one of our advisers to discuss their interview technique 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/logical reasoning plus Situational Judgement Tests and Games-based tests.
- Our psychometric tests workshop gives students an overview of psychometric tests and advice on how best to cope. Staff can see a description of all 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.

## Ideas for taking time out

- Taking 'time out' possibly to volunteer, travel or work can help build valuable experience and skills. For more information read [Taking Time Out](#).
- Many graduate scheme vacancies will be advertised in October for start dates the following summer so suggest students try to schedule any travel plans to fit into the recruitment cycle. They may even want to consider applying this year, securing a job then requesting a deferred start date.

## Business ideas/ Working for yourself

- If students can't find an employer that inspires them, they may want to set up their own business! Enterprise-focussed workshops give a basic introduction to the topic. Staff can see a description of all this Semester's events [here](#).
- Each year a number of 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 students to engage with the Careers Service BEFORE their finals to get a career plan together – leaving time to concentrate on studies in final year.
- As graduates, they can use the Careers Service for up to 3 years after their course ends and we are here (online, at fairs/events and in person at Edgar Allen House) whenever they need us. Look out for workshops and advice sessions specifically for graduates on Career Connect. Staff can see a description of all this Semester's events [here](#).
- Alumni 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 themselves or run workshops on various careers themes. They are keen to recruit our students and graduates! Check the 'events' tab on CareerConnect for a full list of who is coming onto campus this Semester.