

A close-up photograph of a young woman with long brown hair, wearing a dark blue graduation gown with a teal sash. She is smiling warmly and hugging another person from behind. The person being hugged has long, dark, wavy hair. The background is slightly blurred, showing other graduates in similar attire.

GRADUATE CAREER SUCCESS GUIDE



University
of Worcester
Student Services

97% of University of Worcester graduates are in work or further study six months after graduating according to the 2016/17 Destinations of Leavers from Higher Education Survey.

Congratula CONGRATULATIONS!

Congratulations on your graduation from the University of Worcester!

You're now embarking on an exciting new chapter in your life and are part of a brilliant community of University of Worcester Alumni.

For the last 10 years, Worcester graduates have continually performed better than the national graduate average at being in work or further study. Additionally, the percentage entering professional level employment is at a record high.

The graduate job market is competitive, but your time at Worcester has equipped you with the knowledge and skills for a lifetime of career success!

This booklet has been written to help as you navigate through the first few years of your graduate career whether you've already secured your first job, are studying towards a further qualification, or if you're still figuring out your first move.

Remember, Careers & Employability are still here to support you for three years and beyond after graduation. We offer graduates advice and guidance, mock interviews, CV and application help and job vacancies. Contact us today to see how we can best help you.

CONTENTS

LIFE AFTER UNIVERSITY: CHOOSING YOUR PATH	04
JOB SEARCHING FOR NEW GRADUATES	08
JOB APPLICATIONS	14
FURTHER STUDY	24
MANAGING YOUR CAREER AFTER UNIVERSITY	28
HOW CAREERS & EMPLOYABILITY CAN HELP YOU	32



LIFE AFTER UNIVERSITY: CHOOSING YOUR PATH

Life after university can be exciting, but it can feel daunting if you don't yet have a clear plan. Many people are unsure about the path to follow, and even those who are certain often change direction and rethink their career options. Be patient; sometimes the way forward doesn't come to you straight away. Here are some tips to help you start developing your plan.



WHERE TO START

A good beginning is to start with yourself; consider what your strengths are, and what makes you tick. These could include:

Your values

Which are most important to you? Is it important to you to be respected in life, to earn lots of money, or to feel you are making a contribution to others?

Your skills

What sorts of things are you good at? Can you talk easily to others, handle large amounts of data, or think of creative solutions?

Your personality and work styles

Are you happiest when surrounded by lots of people, when being left to get on with an in depth task, or where you have plenty of variety?

Your degree subject

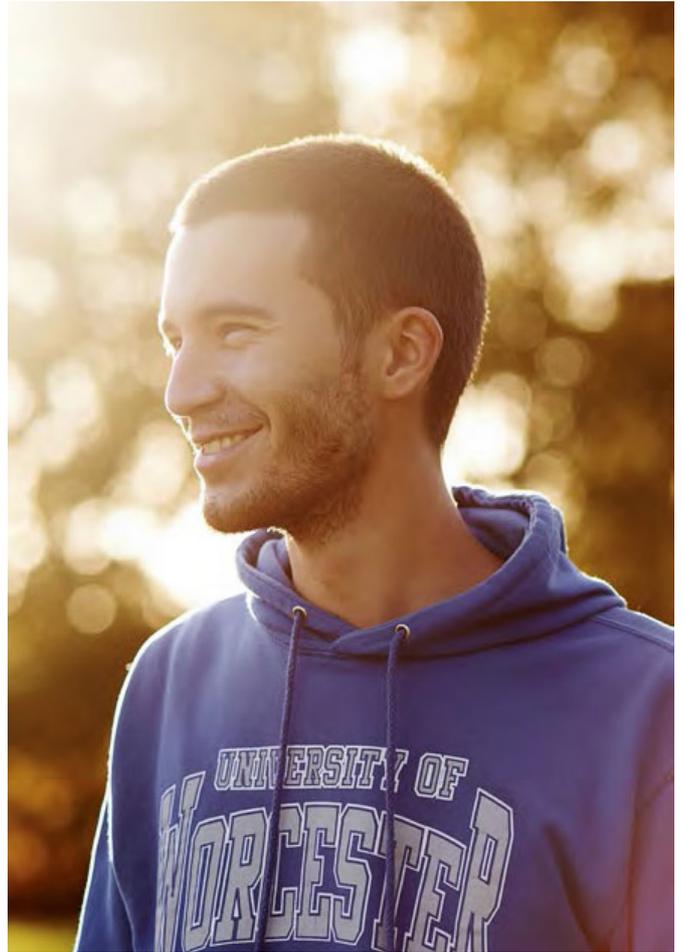
Is it important to you to use the knowledge from your degree in your future career, or do you feel it is time to move on to something different?

Your interests

Do you have interests which you would like to use as a basis for a career? Something such as health and fitness, or an interest in the environment?

Your work location

What part of the country do you want to work in? In what type of organisation and what sort of work culture?



TOP TIPS

Try the interest and personality tests on worc.ac.uk/careers to help you think about your values and interests.

Think about your previous jobs, volunteering or placements. What did you like or dislike about them? Did they play to your strengths?

Prioritise the top three attributes that are most important for you to use in a future job.

WHAT NEXT?

Thinking about your own strengths and interests can sometimes suggest jobs that seem obvious. If you are someone who has a strong interest in helping people, are a problem solver, and like working in the health sector, you could consider occupational therapy, for example. However the links between your own interests and attributes and possible career areas are not always so clear.

For help with this try:

- Careers questionnaires such as Prospects Planner (prospects.ac.uk/planner). You answer a series of questions about yourself and it suggests possible career areas. You can then follow the links to the job profiles to find out more
- Explore job sectors on sites such as targetjobs.co.uk or totalprofessions.com
- Speak to a careers adviser to discuss your options

Sometimes it's not as straightforward as taking a list of your own interests and strengths, and matching them with a job profile for a perfect fit. Even a job that looks wonderful on paper may not live up to its billing, and other job roles that seemed less than ideal can turn out to be far more rewarding than you had thought!

Your first job does not have to be the perfect job. It is likely you will work in a number of different jobs over your lifetime, and each one can provide a stepping stone to the next. Sometimes it's a matter of taking the plunge and getting started in

order to gain experience to move on, or to see whether you enjoy that sort of work. Through doing this you will often surprise yourself and discover other things you are good at or particularly enjoy.

Doing your research at this stage will help you in making good decisions about job and career areas, but will also boost your applications in the future. It will boost your confidence to be better informed and you will be able to match your skills to the employer's needs to make a more convincing job application.

TOP TIPS

Use online careers sites such as targetjobs.co.uk, prospects.ac.uk and insidecareers.co.uk.

Use your networks - talk to people you know to get the inside view on a job or organisation.

Use LinkedIn to follow companies and find workers at that company to talk to. Why not look for UW alumni, particularly those from your course!





JOB SEARCHING FOR NEW GRADUATES

Still considering your career options or seeking a graduate job? This section will help you make that first step after graduating.

The end of university can be a challenging time. Many new graduates reach the end of their course and haven't yet secured a graduate job or are unsure of the career options available to them.

If you're still at this stage, try not to panic. You have many options available to you. Here are six actions you might want to consider:

SEARCH AND APPLY FOR JOBS

You could consider graduate trainee schemes, national and career sector specific job vacancy websites or seeking work through recruitment agencies.

Graduate schemes

Usually offered by larger and recognisable companies known for recruiting graduates e.g. IBM, Civil Service, Barclays. They tend to recruit a number of graduates onto structured development programmes across a range of business roles; accounting/finance, consulting, marketing, operations, supply chain management/ logistics.

Employers generally recruit for graduate schemes almost a year in advance. The application process is usually between September – December; interviews and assessment centres take place January – April; and successful graduates tend to start in the summer.

Graduate entry level jobs

Many companies (usually smaller employers) may not offer a structured graduate scheme but may have vacancies specifically for graduates. Many of these roles can be found via national job vacancy websites or those tailored to specific career sectors.

MAKE A SPECULATIVE APPLICATION

Many employers (especially small ones) don't advertise job vacancies as it costs them money. You may also be interested in a specific company but never seem to find vacancies online. Try approaching them using a targeted CV and cover letter as they may still have vacancies for graduates.

Here are four steps to making a speculative application:

1 Google companies in your location, attend business networking events, and consult business directories in the library.

2 Research companies and learn about what they do, types of customers/clients, are they in the national or local news for their work? Do they operate in a sector that interests you?

3 Think about the type of work that interests you and match your skills and experience e.g. finance, project work, working with young people – this will help when you contact the company.

4 Tailor your CV and cover letter and send it to the company to enquire about job openings. Follow up after a few weeks if you don't receive a response.



NETWORKING & INFORMATIONAL INTERVIEWS

Networking

This can be daunting for most people, but really it is about having meaningful conversations and developing good relationships with others for professional purposes. As students, this is something you did every day when working alongside and connecting with other students and lecturers.

Networking can enable you to meet people working in career areas of interest and find out about job roles and opportunities you may not otherwise hear about. Some places where you could start networking include attending guest lectures at universities,

local business events (find them on Meet Up or Eventbrite), and LinkedIn (an online networking platform).

Informational Interviews

These involve you meeting someone working in a particular career field/job you're interested in, and asking them a series of questions. The aim is to find out what it is like to work in a sector or for an employer in order to help you determine your own future career path. Questions such as "what does your role involve?", "how did you get into this field?" are typical.

LINKEDIN PROFILE CHECKLIST

Is your LinkedIn profile up to scratch? See how your profile matches against the below:

- ✓ PHOTO: smart professional and clear photo of only you
- ✓ HEADLINE: 1 line to sum up your status (e.g. Recent history graduate). You could also mention the type of role/career you aspire to
- ✓ SUMMARY: a concise outline of skills/experience and the role/career you are seeking
- ✓ EDUCATION: fully completed including any current studies. Relevant modules and projects highlighted, added relevant photos, videos, and hyperlinks
- ✓ EXPERIENCE: included all relevant work (paid & unpaid). Brief outline of role focusing on achievements in each, added relevant photos, videos and hyperlinks
- ✓ SKILLS: highlighted only those relevant to roles you are interested in
- ✓ ORGANISATIONS: listed clubs/societies you are a member of and described your role
- ✓ HONOURS/AWARDS: let recruiters know about any special recognition (in/out of uni)
- ✓ ALL SECTIONS: checked and re-checked for spelling, punctuation and grammar

DEVELOP YOUR EMPLOYABILITY SKILLS



The skills relevant to the workplace can be developed through various ways. Volunteering or completing online courses can upskill you. It can also open up opportunities to find work you enjoy and meet other people with interesting job roles/careers.

Even if you haven't yet discovered your career direction or found a graduate role, you should continue to build your skills in a number of ways around your job search:

Volunteer

Helps to develop skills such as administration, communication, planning and teamwork, as well as giving an insight into different types of work.

Part-time job

Valuable for improving confidence, developing skills and gaining experience in areas such as customer service.

Self-taught/directed learning

Many online platforms host free Massive Open Online Courses (MOOC) across many topics. Learn a language, computer coding skills, or any subject that interests you. This shows initiative to an employer and could be valuable in your future career.

MOOC Providers

futurelearn.com

coursera.org

iversity.org

edx.org

Job searching

FURTHER STUDY

Studying at postgraduate level or completing a professional qualification can sometimes be a requirement to enter or progress in certain careers e.g. teaching or health-related.

As completing a postgraduate qualification can be expensive and involves much hard work, it is important to assess whether this is the right route for you; work experience may be more important in your chosen sector. If you're considering this route, it is advised to research career routes or book an appointment with a Careers Adviser before committing to a postgraduate course.

SEEK CAREERS ADVICE

As a University of Worcester graduate, you can access the services of the Careers & Employability team for three years and beyond after graduation. Contact us to see how we can best help you.

Discover
the latest graduate jobs in
our weekly bulletin at
worc.ac.uk/careers

Job searching





Applications

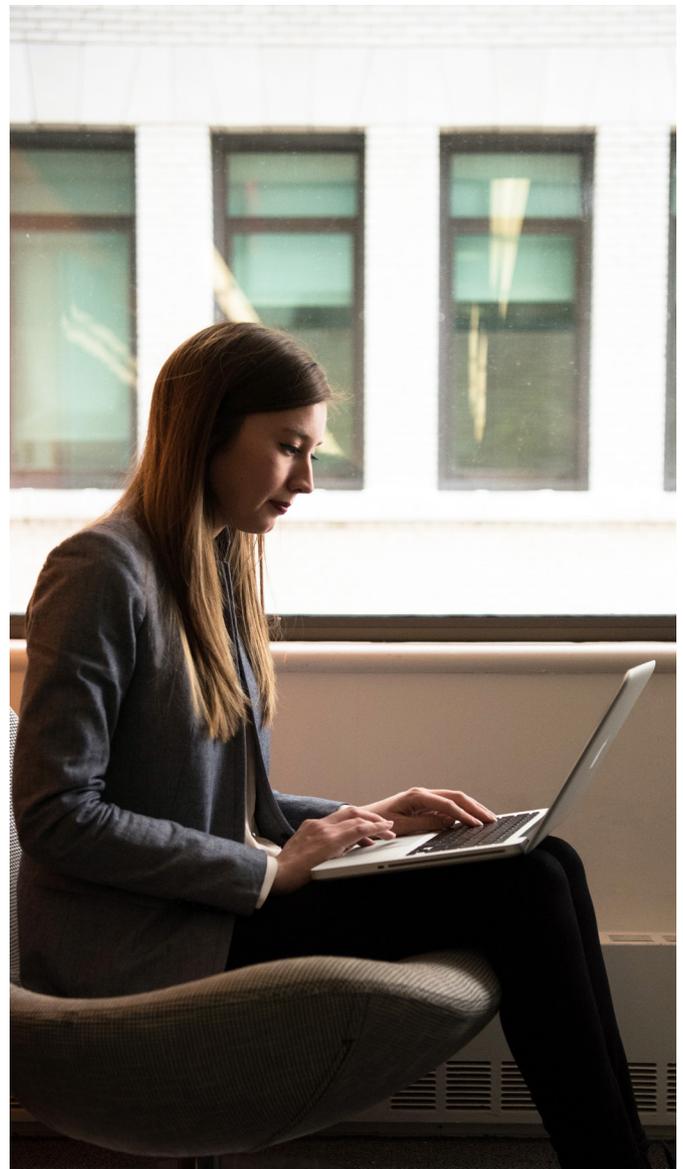
JOB APPLICATIONS

APPLICATION FORMS

Employers use application forms to select candidates to interview but also to exclude them from the process. At this stage there is little room for sentiment so your application has to hit the spot.

Most companies will require you to fill out an application form at some stage in the process. Many organisations, particularly in education, health or other public sector employers, are likely to use this as their main way of choosing who to shortlist for interview. Others, particularly larger employers, may use the application form as one method, along with online aptitude tests, video interviews and CVs, to base their initial selections.

Generally the application form will ask you to provide supporting evidence to show how your experience and skills match their requirements. Where a person specification has been provided, you should always write about each of the criteria and give several examples from your past experiences showing how you meet those criteria. If there is not a person specification, you may be asked to write about specific areas such as leadership, or otherwise you could look for employee or graduate attributes, and show how you meet those.



APPLICATION FORM TOP TIPS

Is your application ready to submit? Here are some top tips for writing a great application:

- ✓ Read the instructions carefully. The employer may be assessing your ability to follow instructions. If it says 'do not include a CV' then don't!
- ✓ If you are asked for a general supporting statement give your reasons for applying and then explain fully how you meet the person specification. Give several examples of how you can meet each criterion.
- ✓ Check if there is a word count for each section. Do not exceed, but make sure you answer each one fully, with examples where you can.
- ✓ Organise your statement clearly, with headings, underlining or bold font to make it clear which elements of the person specification you are addressing.
- ✓ Every word should count! Make sure you use the space to show how you meet the specification, and can stand out from others. Do not waste precious words on generalities about the company, or by repeating something you have already said.
- ✓ Check and recheck for spelling, punctuation and grammar. Type your statement into Word beforehand so you can spell check it. Check again in the application form in case it has been reformatted. Try reading it out loud to yourself to make sure it is clear and succinct.

... and here are the things you should avoid:

- ✗ Don't lie! You will be found out.
- ✗ Don't make any mistakes or make poor use of grammar, spelling or punctuation.
- ✗ Don't just copy and paste information from your CV or from another application form – if you are completing a supporting statement you will need to write in a different style to your CV and will be responding to a different person specification.
- ✗ Don't leave blank spaces or put 'see my CV'. Always respond in some way, even if it's with a dash or by writing 'not applicable' or 'N/A'.
- ✗ Don't provide information that could be regarded as negative – for example, if asked why you are leaving your current or previous role don't criticise the employer.

CVS

There is no one format for a CV, but your CV must do a good job of selling you to a prospective employer. Employers will only take a brief look at your CV so it needs to be short, punchy and emphasise the information relevant to each job. Your CV should generally include:

1 Your Name
First name and surname.

2 Your Contact Details
Postal address; email address; telephone number; LinkedIn URL (if you have a LinkedIn Profile, make sure that it contains a professional photograph and relevant information about your experience and education).

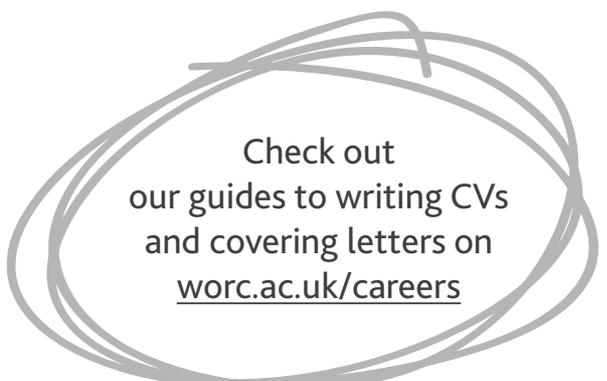
3 Profile
A short 'selling' statement summarising what you can offer that is relevant to the job.

4 Employment History
Include information on your employer; job title; your start/end dates. Then use bullet points (starting with a verb) stating what your role involved and what impact you had on the company and/or its customers.

5 Education & Qualifications
Include names of relevant degree modules and, if you have completed/are completing a dissertation or relevant coursework, what this has focused upon.

6 Training
Title of course; name of the organisation that ran the training.

7 Interests
A brief description of up to three interests that are relevant or make your stand out.



Check out
our guides to writing CVs
and covering letters on
worc.ac.uk/careers

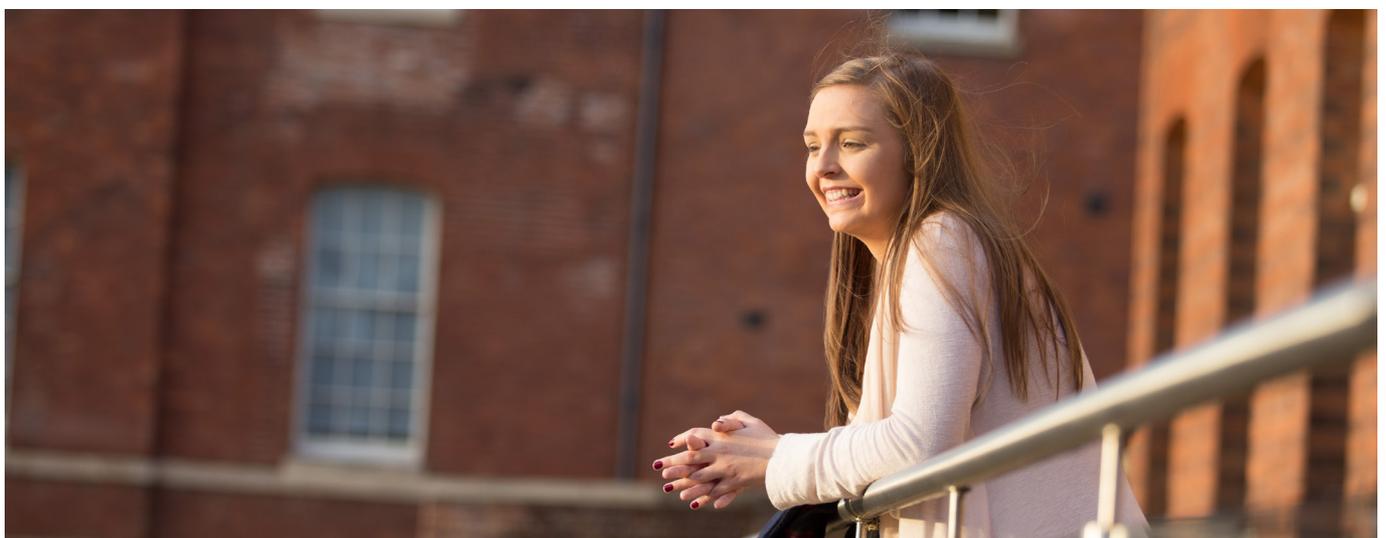
CV CHECKLIST

Is your CV looking its best? Review your CV alongside the following questions to find out:

- ✓ Is the most relevant information on the first page?
- ✓ Is the most space allocated to the information that is most appropriate for the role?
- ✓ Does your personal profile highlight: a) your current situation; b) your strengths for the role; c) the type of role you are seeking?
- ✓ Are the skills you have highlighted specific to the job and evidenced with examples?
- ✓ Does your experience highlight action and impact rather than duties?
- ✓ Does it have a clear structure and consistent format?
- ✓ Is it 2 pages or less?
- ✓ Has it been checked and re-checked for spelling, punctuation and grammar?

... and here are some things that shouldn't be included:

- ✗ Age or date of birth
- ✗ Marital status and children
- ✗ Salary details for any previous jobs
- ✗ Driving licence details (unless the job involves a lot of driving)
- ✗ National insurance number



INTERVIEWS

An interview is the next stage within the recruitment process after an application form or CV. An employer now wants to meet the person behind the application, to assess how you come across face to face, and to determine whether you have the skills, attributes and motivations to carry out the role. Employers also want to know if you would fit into the team, department and culture of the organisation.



Typical types of interview questions:

Competency-based

Interview candidates are asked to provide examples of where they have demonstrated the specific skills that are required to carry out the job role. These skills may include teamwork, planning and organisation, communication, e.g. "can you give an example of a time when you...?"

Strength-based

Questions are asked about what you enjoy doing, rather than what you can do. Questions tend to be more personal around personality, with the aim of finding out about a candidate's natural abilities, e.g. "When did you achieve something you are really proud of?"

Motivation

These are questions which assess how motivated you are to work within this role/organisation, e.g. "what made you apply for this role?"

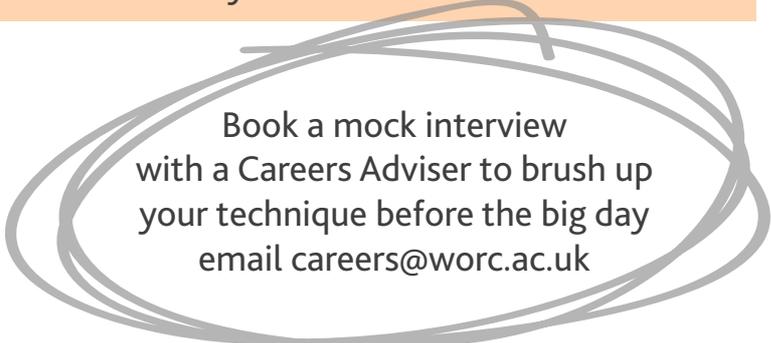
PREPARING FOR INTERVIEWS TOP TIPS

Do you feel you're 'interview ready'? Here are some tips:

- ✔ Understand from the advertised vacancy (job description/person specification) what skills, attributes and values they are seeking. You will be assessed against these.
- ✔ Research the company thoroughly as you are likely to be asked about your knowledge of them as well as of competitors and/or the wider sector.
- ✔ Use the STAR technique (situation, task, action, result) when preparing for answering competency-based questions. See page 22 of this booklet.
- ✔ Ask for clarification if you're not sure what the interviewer is asking you.
- ✔ Try to use a variety of examples from different situations within your answers.
- ✔ Be aware of your body language e.g. don't sit with arms folded and not make any eye contact with the interviewer(s).
- ✔ Dress professionally and appropriately for interview.
- ✔ Plan your journey before the day and allow for any delays in traffic/public transport.
- ✔ Make sure to prepare some questions to ask in the interview.
- ✔ Be yourself.

... and here are the things you should avoid:

- ✘ Don't ever attend an interview having not prepared, even if you feel confident. Interviewers will notice when someone hasn't prepared.
- ✘ Don't be late to the interview. If you can't manage your time an employer will be reluctant to recruit you.
- ✘ Try and avoid a lack of eye contact. When we're nervous it's tempting to look away from people, but this can be interpreted as a lack of confidence.
- ✘ Never lie in an interview – it will come back to bite you!



Book a mock interview
with a Careers Adviser to brush up
your technique before the big day
email careers@worc.ac.uk

ASSESSMENT CENTRES

Assessment centres enable companies to assess the suitability of job applicants for a specific role. They involve completing a series of tasks and activities designed to assess the competencies and personal attributes required to carry out the role effectively.

Assessment centre activities are linked to the competencies, skills, knowledge or personal qualities required to carry out a specific job.

This could be technical competencies: skills and knowledge needed to do a specific job. Or behavioural competencies: personal qualities which indicate how you would carry out a specific job e.g. time management, interpersonal skills, problem solving.

Typical Assessment Centre Activities

Different activities are designed to assess specific behavioural or technical competencies. Typical activities at an assessment centre may include presentations, written exercises, situational judgement tests, psychometric tests, group tasks, role plays and interviews.

Depending on the type of job, this will influence which activities are included as part of the assessment centre.



ASSESSMENT CENTRE TOP TIPS

Invited to an assessment centre? Check out our top tips for impressing on the day:

- ✓ Read the assessment centre invite (joining instructions) thoroughly so you know what to expect and can prepare. They may also mention the assessment activities you will be expected to undertake.
- ✓ Research the company e.g. projects, values, mission statements etc.
- ✓ If you're asked to prepare a presentation for the day, make sure to spend time planning, preparing and practising this in advance.
- ✓ Carry out some practice psychometric tests in order to maximise your performance on the day (you can find a range of free practice tests on worc.ac.uk/careers).
- ✓ Be professional and polite to everyone you meet, whether staff or other candidates.
- ✓ Try not to compete against or compare yourself to other candidates.
- ✓ Make sure you listen to other people and don't dominate group discussions.
- ✓ Plan your journey before the day and allow for any delays in traffic/public transport.
- ✓ Dress professionally and appropriately for interview.

... and here are the things you should avoid:

- ✗ Don't talk over others in order to be heard – assessors will view you as someone who is domineering and who may not be a good team player.
- ✗ Avoid not preparing. There are a range of practice tests that you can access online to help with assessment centre activities e.g. situational judgement, e-tray activities.
- ✗ Don't be too quiet in a group task. The assessors will need to see how you interact with others. If you're naturally quieter in nature, try to address group members by name to get their attention.
- ✗ When you're in between assessment activities, don't assume you're not being observed. Keep in mind you are 'on show' for the duration of the day.
- ✗ Don't dwell on mistakes in the day. Just try to move onto the next activity and perform your best.

GIVING STRONG COMPETENCY BASED ANSWERS IN APPLICATIONS AND INTERVIEWS

Application forms and interviews may typically include competency-based questions where you're required to provide examples to demonstrate a specific skill. The STAR technique is a framework for answering these types of questions.

S

SITUATION

Provide a brief background of the situation/context you found yourself in when you used this skill.

T

TASK

What were you required to achieve within this situation e.g. project requirements.

A

ACTION

Describe the main actions/behaviours you demonstrated within the task, which clearly shows how you utilised the specific skill you are being asked about. This should make up most of your answer.

R

RESULT

What was the outcome within this situation as a result of your behaviour? Try and be as specific as possible i.e. grade obtained as a result, amount of money raised for a charity event etc.

22 / Applications

STAR EXAMPLE

Have a look at our example below to see how to put the STAR framework into practice:

SITUATION

"In my 2nd year at university I held a social secretary position within the student Law Society."

TASK

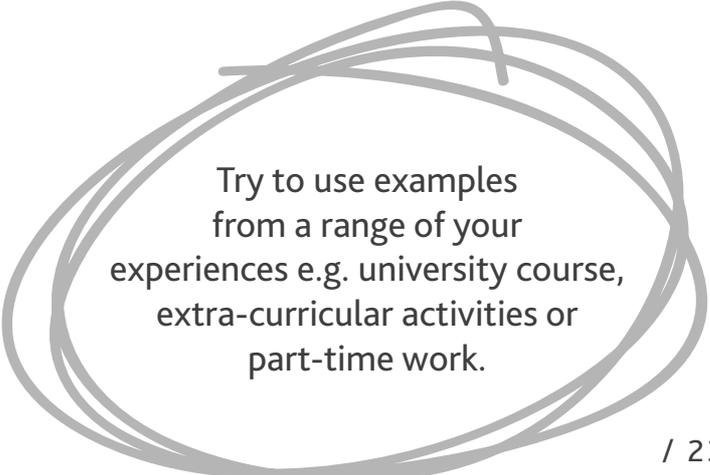
"I was responsible for organising an annual evening fundraising event which involved music and entertainment, and which was aimed at approximately 100 students. This involved organising and booking a venue, arranging the entertainment, promoting the event and overseeing the booking system."

ACTION

"Before starting the project, I first created a list of all tasks that were required to be completed and from this I developed an action plan and timeline, and met with the society student committee to discuss the project and resources. By doing this I was able to prioritise and allocate resources to completing different actions. I started by finding and booking a venue and securing the entertainment. From this I then worked with the student committee to develop the promotional material to advertise the event to students. During this time I kept an updated record of progress with tasks, and because I had developed a timeline, this enabled me to build in time to work on any unexpected challenges along the way."

RESULT

"I was pleased that the organisation of the fundraising event ran to schedule and was a huge success. 105 students attended and the student Law Society raised £500 for use for future student university events. I received feedback from several students who attended, who stated that they had thoroughly enjoyed the event and who commented on how smoothly it ran on the night."



Try to use examples from a range of your experiences e.g. university course, extra-curricular activities or part-time work.

FURTHER STUDY

More students than ever before are considering further study and have many different reasons for doing so. Before making a decision, it's important to consider whether further study is right for you.

You may be considering further study after your degree, because you really enjoy your subject and want to study it to a higher level, or because you wish to further improve your job prospects in a particular area, or possibly move into a different field.

Further study may also be a requirement for some careers such as teaching, social work or other regulated professions. It also may be considered an industry standard in some sectors such as science.



Postgraduate study could include:

- A taught course leading to a masters degree, e.g. MA or MSc
- A research course leading to a masters degree, e.g. MRes or MPhil
- A research course leading to a doctorate, e.g. PhD or EdD
- A work focused or professional course giving skills or knowledge in a particular area

You may have the option of studying full or part time and so could develop relevant work experience and skills at the same.

Teaching and social work courses may attract bursaries, and for taught masters courses, postgraduate master's loans are available. However these will differ to undergraduate loans, so do look into the financial implications.



TOP TIPS

Be clear about your reasons for further study, whether for career enhancement, study interest, or any other reasons.

Search for courses using:

- prospects.ac.uk
- findamasters.com
- findaphd.com

Search and apply for teaching courses at UCAS Teacher Training.

Research courses and universities thoroughly. Ask about links with industry or work placements if employability is important to you, or the research interest of staff if you are intending to continue with your study and have particular areas of interest.

Check out information about postgraduate loans at gov.uk. Some postgraduate loans are intended to cover both years of study, so be clear about how long your loan has to last!

Check out application methods and closing dates with each university.

When making your application, cover why you are interested in the subject, why you want to study at that university, why you are suited to that subject, and how this fits in with your career plans.



POSTGRADUATE PERSONAL STATEMENT CHECKLIST

Is your personal statement ready to send to universities. Have you:

- ✓ Checked with the university for instructions or prompts indicating what they want you to cover in your statement?
- ✓ Checked if there is a word count and if your statement is below it?
- ✓ Said why you want to pursue postgraduate study? This might be based around your career choice, personal development and achievements.
- ✓ Provided reasons for wanting to study at that particular university? Is it the university or course reputation? Are you hoping to work in that geographic location?
- ✓ Said why this particular subject is of interest to you, e.g. academic interests, previous study, future career, personal interests? When did you become interested and what have you already learnt? Ensure you demonstrate motivation and enthusiasm!
- ✓ Explained which aspects of the course are of particular interest to you? This could be work placements, links with employers, unique specialist modules, or links to your previous study.
- ✓ Referenced previous academic and practical experience that demonstrates interest in your chosen subject? Have you undertaken any relevant work experience or volunteering? Describe any projects, dissertations or independent work that are relevant or demonstrate applicable skills. Remember to include if you've been part of a specialist club/group or if you've attended any events/conferences.
- ✓ Stated the skills you have that will help you make the transition to postgraduate study and get the most out of the course? Academic skills could be computing skills, scientific techniques that you gained from lessons, field or lab work. Personal skills might be critical thinking, time management, communication or analysis. Ensure you give an example for each to evidence your claims.
- ✓ Outlined what your career aims are in the short and longer term? You might not have a clear focus on what you want to do after the course, but you should mention the ideas that you are considering. Ensure that there is logic to your reasoning to follow a particular path.
- ✓ Checked and re-checked for spelling, punctuation and grammar?

— Early career

MANAGING THE EARLY STAGES OF YOUR GRADUATE CAREER

For many students, moving into the workplace can mean having a job for the first time, or working in a new type of role after a career change.

The first few years often involve a steep learning curve which is very different from sitting in lectures and writing assignments. Learning at this stage involves getting used to company procedures, working with people you don't know, and even getting to grips with the work itself.

During this time, it's not unusual to question whether the role or career you have entered is right for you. Here is some advice on making the transition into the graduate workplace and how to manage your own career in those early years.

1

Give yourself some time to adapt: the learning process doesn't stop when you graduate. Leaving university and starting work can feel exciting but also daunting at the same time. As with anything in life, it can take some time to adapt to a new environment and get to grips with the working world.

2

Take advantage of any career and professional development opportunities. Depending on the job or career sector, many roles will have training opportunities for new starters. These could be systems, processes, or transferable skills (e.g. presentation, communication). Many employers may offer graduates the chance to gain a postgraduate or professional qualification aligned with a professional body e.g. marketing, HR or accountancy.

If an employer provides training opportunities, you're encouraged to make the most of these as they offer the chance for you to develop new skills which can only enhance your employability. They can also help you to discover where your future direction may lie.



3

Workplace and university 'etiquette' are very different. A day at university is different to a day in the workplace. Employment tends to be more structured: hours of work, meetings with team members and clients, lunchbreaks etc. Most learning in the workplace happens 'on-the-job', and there will be aspects of a role that will require not just learning the job itself. This could involve learning professional email and telephone etiquette. You can't choose the people you work with, so will have to get used to learning to work with a range of people.

4

You may not use all of the subject knowledge from your degree and that's ok. Unless you have studied a vocational subject at university e.g. teacher training or nursing, you may find much of the theoretical subject knowledge may not apply directly to your job. Gaining a degree demonstrates learning agility and the ability to utilise a range of skills to achieve a qualification. This capability and level of thinking developed whilst studying for a degree can be transferred to numerous career sectors.

IF YOU DON'T LIKE YOUR GRADUATE CAREER OR JOB CHOICE

In the early stages of your graduate career it's not unusual to question whether the role or career you have entered is right for you. If you find yourself in this situation, you may wonder about what your next step could be.

Remember any experience is beneficial, even if you don't enjoy the job or you're not sure any more about your career choice. The experience may have given you the chance to meet new people and develop your professional network, become competent in skills which could be used in a future role e.g. managing your time, or increased your confidence in communicating with many people at differing levels within a company. These are useful skills in any job role!

If you're considering changing your job or making a career change, you may find it useful to discuss your possible career options and future direction with a Careers Adviser. As a graduate of the University of Worcester, you can access the services of the Careers & Employability team for three years and beyond after graduation.

There is further careers advice support for people already in the workplace available through the National Careers Service: nationalcareersservice.direct.gov.uk

You may want to remain in the same or a similar career sector but aren't so keen on your current role. Our 'Job Searching for Graduates' section on page 8 has six actions you can take to find the right job for you.



— Early career

WHEN YOU'RE READY FOR CAREER ADVANCEMENT

When you've been in the workplace for a few years after university, you'll have gained much experience. You may 'outgrow' your role and be ready and keen to progress into a more senior role. This could be with the same employer or another in the same field. When you get to this stage, here are some ways to find relevant opportunities:

Internal job vacancies

There may be progression opportunities in different departments within the company. Employers tend to internally advertise these opportunities to current staff only.

Secondments

These tend to be development opportunities made available to high performing staff, offering them the chance to work in a different role within the organisation for a fixed amount of time. This offers them the chance to develop their skills and knowledge. Secondments may be advertised internally, or may come about through 'expressions of interest.'

Specialist online jobs websites

Many career sectors have job vacancy websites which tend to only advertise job vacancies within specialist areas e.g. marketing, charities etc. If there is a professional body linked to a career area, their website can be a good place to start as they usually have a jobs section.

Recruitment Agencies

They act on behalf of companies to advertise and find suitable candidates for a specific job. The main benefit for a job seeker is once you've registered with an agency, you may have contact with a number of companies. This offers you more exposure to a range of possible jobs rather than just applying to one company. Recruitment agencies may also specialise according to industry sector. Have a look at the list of agencies on the Recruitment & Employment Confederation website rec.uk.com/membership/membership-portal



Need help
to make the next step?
Careers & Employability are
still here to support you for
three years and beyond after
graduation.

HOW CAREERS & EMPLOYABILITY CAN HELP YOU

Did you know that you can continue to use Careers & Employability services for three years and beyond after graduation?



WE OFFER GRADUATES:

- Advice and guidance
- Job vacancies
- CV and application support
- Mock interviews

If you are not living locally, we can support you by email, skype or phone.

CONTACT US:

email: careers@worc.ac.uk
tel: 01905 855166

www.worc.ac.uk/careers



@Worc_UniCareers



/UniversityofWorcesterCareers

YOUR FUTURE, SHAPES OUR FUTURE!



97%

of graduates in work
and/or further study

76%

of employed graduates
in graduate-level jobs



GRADUATE OUTCOMES

*Source: 2016/17 DLHE survey, University of Worcester graduates
six months after completing their course.*

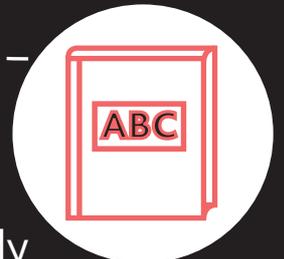
Graduates working or studying in

27
countries



69%

of graduates in further study
have continued to study at the
University of Worcester



The **Graduate Outcomes** survey contacts graduates 15 months after you've completed your course to **learn about your activities and views.**

Find out more www.graduateoutcomes.ac.uk



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