


# DISCOVER YOUR DIRECTION





## CONTENTS

- 04 Your Career Journey
- 06 Careers Resources
- 07 MyCareer
- 08 Drop-in and Guidance
- 09 The Career Readiness Test
- 10 Design Your Future Workshop Series
- 11 Student Enterprise and Entrepreneurship
- 12 Careers Fairs
- 13 Employer Events
- 14 Work Experience
- 15 Student Innovation Projects
- 16 UoS Internships
- 17 Year in Employment Placements
- 18 Volunteering Bank
- 19 InsideSherpa and Part-time Work
- 20 Disability and Employability
- 21 Career Mentoring
- 22 My Generation Career Coaching
- 23 After You Graduate

 Find out more, visit:  
[www.southampton.ac.uk/careers](http://www.southampton.ac.uk/careers)

# Welcome to your Careers Centre

### WELCOME TO THE CAREERS AND EMPLOYABILITY SERVICE GUIDE

The Careers and Employability Service is here to support you from your first day at the University of Southampton. We offer a range of opportunities that will help you to discover, explore and action your skills and career prospects.

This guide outlines the services available to you and how they can help you stand out in today's job market.

Our Careers Centre is currently closed but you can still get involved with everything online. We are running appointments, events and workshops online and are excited to be launching a new webinar series and Career Hub of online support in the autumn term.

Visit our website, email [careers@southampton.ac.uk](mailto:careers@southampton.ac.uk) or follow us on social media to find out more.



@UoSCareersandEmployability



@UoS\_Careers



@uos\_careers



# YOUR CAREER JOURNEY

No matter what year of study you are in, your career journey will take you through a number of different stages. This timeline will help you understand how the Careers and Employability Service can support you every step of the way. Whatever stage you are at, you can talk to an adviser in our drop-in sessions who can direct you to additional guidance and relevant resources.



Discover our full range of workshops and webinars

## DISCOVER

It is perfectly natural to be unsure of your future career path. To help you discover different options, it's important to understand yourself and what's out there for you. The Careers and Employability Service can help you learn more about yourself including your values and your skills.

### Discover Yourself

Visit the Career Planning pages on our website where you will find a number of useful resources including the Career Readiness Test (see p9), a skills audit and values exercises. These will help you discover your strengths, your skills and your values, all of which are useful when you are considering different career options. For students with additional needs we are able to provide further support that will help you to transition from University life into the world of work (see p20).

### Discover Your Career

As there are so many potential career paths, it can be quite daunting to know where to start. We offer a range of ways to help you discover more about different career options. Attend one of our careers fairs (see p12) or an employer-led event (see p13) to connect with employers and learn more about specific sectors. Find out more about starting your own business from our Student Enterprise Team (see p11).



Explore our careers resources throughout your time at university

## EXPLORE

### Explore Opportunities

We can help you explore your options further through a range of opportunities, some of which are offered exclusively for University of Southampton students. Use MyCareer (see p7) to find out more about UoS Internships, Student Innovation Projects and Year in Employment Placements (see p14-17) which can help you gain experience of job sectors and roles which interest you. If you are looking for inspiration or individual support, then apply for a mentor through the Career Mentoring Programme (see p21) or take advantage of our individual career guidance appointments, booked through the Drop-in Service (see p8). Explore our Design Your Future workshops and webinars (see p10) and additional opportunities for enhancing your entrepreneurial skills (see p11).



Put your skills into action

## ACTION

### Take Action

Once you have identified suitable opportunities, whether they are graduate roles, work experience, volunteering or postgraduate courses, we can support you with your applications from tailoring your CV or application form, to final interview and success! Apply what you have learnt from discovering and exploring your options and take the action you need for the next stage of your career journey.

# CAREERS RESOURCES

We have a wide range of information and resources to help you with your career planning. Many of our resources are available online so you can continue to access them if you are based away from campus or when our Careers Centre is closed.

- **Career Guides** Detailed advice on CVs, covering letters, interviews and assessment centres
- **Careers Library** Books and e-books available ranging from general career topics, such as career planning or studying abroad, to degree and sector-specific guides. We also have resources for postgraduates and research students
- **Free Publications** Information on postgraduate study; funding; internships; top graduate employers and different employment sectors – all free to take away or available to access on our website
- **UoS Career Hub** Launching in the autumn term, a new Career Hub will provide you with an online CV review tool, a mock interview simulator and access to hundreds of videos and high quality employability content collated by careers professionals and employers

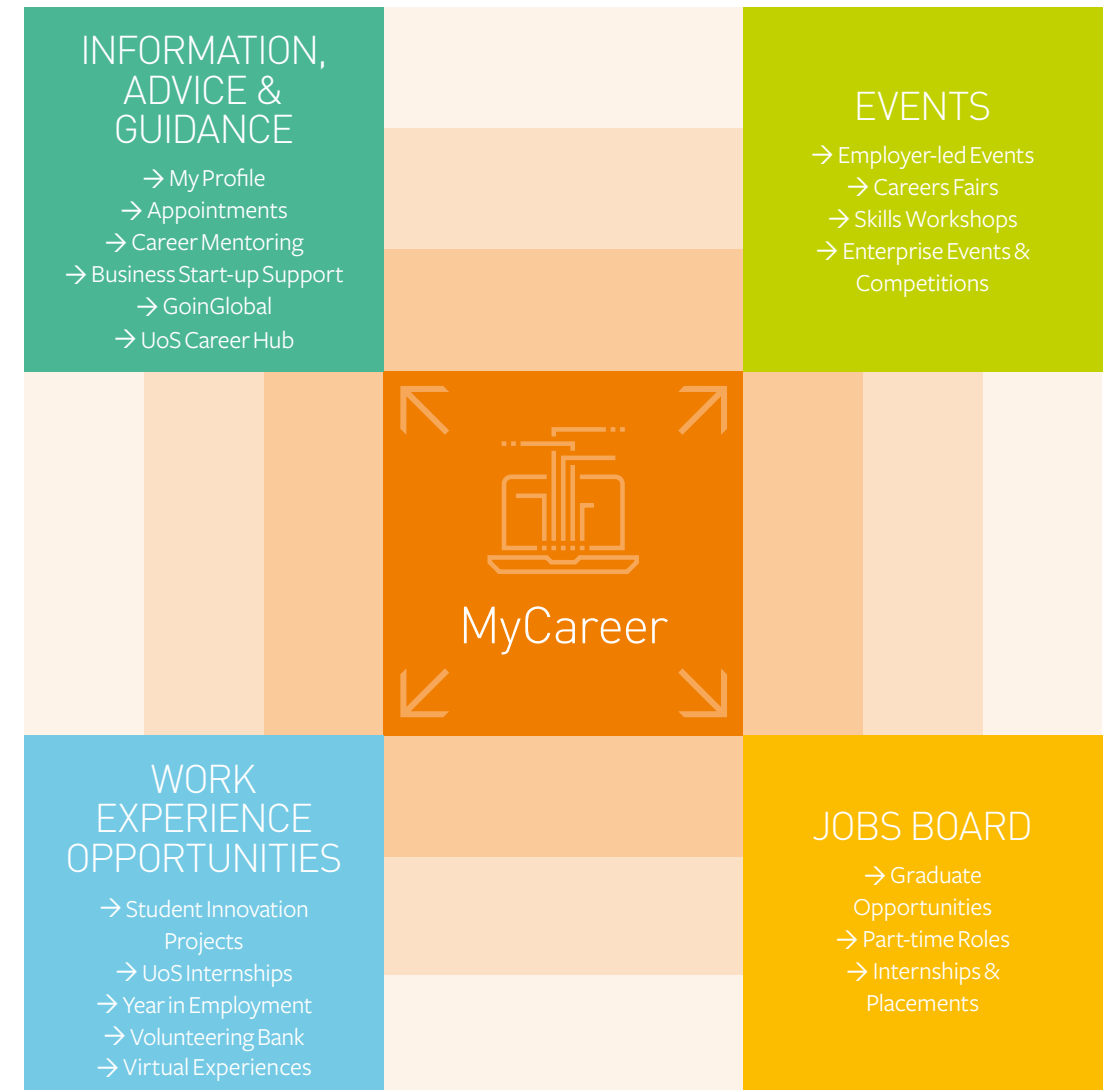
➤ **For more information about the resources available visit:**  
[www.southampton.ac.uk/careers-library](http://www.southampton.ac.uk/careers-library)



Access a range of resources in the Careers Centre and on our website

# MYCAREER

MyCareer is your online careers platform allowing all University of Southampton students and graduates to easily access a range of our services.



➤ **Find out more, visit:**  
[www.southampton.ac.uk/careers/mycareer](http://www.southampton.ac.uk/careers/mycareer)



# DROP-IN AND GUIDANCE

The Careers and Employability Service offers a range of high quality support, including our popular Drop-in Service, which provides the opportunity to have a 10-minute conversation with an adviser. As well as providing you with tailored support, our advisers can also direct you to:

- Further Resources
- Events and Opportunities
- Careers Activities
- Guidance Appointments with a Career Practitioner

Drop-in is available every weekday, including during University vacations, and session times are advertised on our website. Our Drop-in appointments are currently taking place online through Microsoft Teams.

## Guidance Appointments

Our Career Practitioners provide individual guidance on referral from Drop-in. During a 45-minute appointment they can help you to carefully consider your short and long-term career plans, focus your applications, prepare for interviews or perfect your job search strategies. They can also help you consider your options if you are thinking of leaving your course or the University.

➤ For more information about Drop-in and Guidance, please visit:  
[www.southampton.ac.uk/careers/drop-in](http://www.southampton.ac.uk/careers/drop-in)



# THE CAREER READINESS TEST

## How career ready are you?

Developed especially for University of Southampton students, our Career Readiness Test will give you an insight into your career planning.

Research shows that students who are more self-aware and clear on their career strengths feel more confident in their ability to succeed in the future.

**The test is for everyone, whether you are just starting out at university or graduating soon and thinking about next steps.**

## Take the test to:

- Understand where to start
- Reflect on your strengths and areas for development
- Recognise what makes students more employable
- Structure your thinking
- Identify priorities for action
- Review your progress

➤ For more information about the Career Readiness Test, please visit:  
[www.southampton.ac.uk/career-planning](http://www.southampton.ac.uk/career-planning)



"I felt really listened to and supported...It feels very comforting to know this support is available."

**Student**  
PhD Sociology, Social Policy & Criminology

# "DESIGN YOUR FUTURE" WORKSHOPS AND WEBINARS

Our Careers team run a number of workshops and webinars as part of our "Design Your Future" series to support and guide you throughout your career journey. These consist of short, information-based videos hosted on our website and interactive webinars and workshops followed by a Q&A session with one of our advisers.

The sessions have been grouped based on four career planning stages but you can attend these in any order you wish. The sessions are all under an hour and run regularly during term-time.

| Discover who you are...  | Explore your options...  |
|--|--|
| <ul style="list-style-type: none"> <li>→ Find my WHY? Clarifying your personality, strengths and motivations and how they can be a clue to your career choice</li> <li>→ Discover your skills. How to reflect on your skills and experiences and how to communicate that to others</li> </ul>              | <ul style="list-style-type: none"> <li>→ Understanding and researching the Graduate Labour Market</li> <li>→ Considering postgraduate study and what to expect</li> </ul>  |
| Plan and prepare...  | Take action...   |
| <ul style="list-style-type: none"> <li>→ Career planning - getting started</li> <li>→ How to make better career decisions</li> <li>→ Remaining positive and resilient during challenging times</li> <li>→ Explore...Applications</li> <li>→ Explore...CVs</li> <li>→ Explore...Covering letters</li> </ul> | <ul style="list-style-type: none"> <li>→ Networking and building a positive digital presence</li> <li>→ Video and phone interviews masterclass</li> <li>→ Finding and securing work experience</li> <li>→ Cracking online assessments</li> <li>→ Ask the adviser appointments</li> <li>→ Using LinkedIn effectively</li> </ul> |

 **Book on to our workshops and webinars by logging into:**  
mycareer.soton.ac.uk



## STUDENT ENTERPRISE AND ENTREPRENEURSHIP

**The Student Enterprise Team will support you to develop a more enterprising mind-set and provide you with opportunities to gain the practical skills you need to realise your entrepreneurial ambitions. This includes:**

- Support and guidance to help those wanting to start their own business, social enterprise or become a freelancer
- The Enterprise Skills Development Programme, including a 3 Day Start-up weekend and enterprise workshops, innovation challenges and entrepreneurship development activities throughout the year
- Global Entrepreneurship Week, a week of exciting enterprise and entrepreneurship activities for students in November
- The SEED Start-up Fund competition, offering up to £2,500 to support new business ideas for current students
- Support to student enterprise societies, including Fish on Toast and Enactus
- Start-up Visa endorsements for international graduates each year

**The Student Enterprise Team works closely with Future Worlds, the on-campus start-up accelerator helping University of Southampton entrepreneurs change the world with their ideas.**

Through mentorship, events, talks and funding opportunities, they have helped multiple student start-ups enter Silicon Valley and raise millions of pounds of investment.

**The Student Enterprise Team also supports the Social Impact Lab, the community for staff and students to develop skills, build knowledge and learn through experience to lead sustainable social change, through:**

- Inspirational Social Impact Leader Speaker Series
- Informative Social Impact Lab Newsletter
- Social Impact Dissertation Prize
- Spark India: an immersive international fellowship
- Social Enterprise module: for students aiming to design solutions to social challenges
- Internships with social impact partners
- Social Innovation Challenges

 **Further information about our Enterprise and Entrepreneurship offerings can be found at:**  
[www.southampton.ac.uk/careers/enterprise](http://www.southampton.ac.uk/careers/enterprise)



# CAREERS FAIRS

Careers Fairs provide a great opportunity to find out more about organisations, their culture and the possible direction you want your own career to take. In October, we are excited to be hosting the University of Southampton's largest Virtual Careers Fair for the 2020/21 academic year.

This fantastic 3D event provides you with two days of opportunity! Engage and interact with a wide range of recruiters and discover available internships, placements and graduate opportunities.

Employers say they can tell which students have prepared in advance, so we will be providing webinars and training guides to ensure you can make the most of your time at the event and stand out from the crowd.

The Careers and Employability Service will be hosting the following fairs this academic year:

- **Virtual Careers Exchange** 22 and 23 October 2020
- **Spring Fair** date to be confirmed

Find out more:  
[www.southampton.ac.uk/careers/fairs](http://www.southampton.ac.uk/careers/fairs)

# CONNECT WITH YOUR FUTURE

# NAVIGATE YOUR CAREER

## EMPLOYER EVENTS

The Careers and Employability Service maintains excellent relationships with top graduate employers. We run regular events with employers who are keen to engage with University of Southampton students and alumni. These provide fantastic opportunities to connect with company representatives, develop employability skills and gain insight into organisations and their recruitment processes.

Employer Events will take place online from October to November and a Spring Events Calendar will take place in February and March. These include:

- **Employer-led 1:1s** Link individually with an employer to practise your interview technique or review your CV
- **Employer-led Skills Workshops** These activities are a great way to find out about competitive graduate recruitment processes. They include career development workshops and sessions on employability skills such as "Resilience"
- **Employer-led Presentations** Discover the employers' views on what they are looking for when recruiting graduates

Search and book onto events which interest you at:  
[mycareer.soton.ac.uk](http://mycareer.soton.ac.uk)

Find out more about Employer Events at:  
[www.southampton.ac.uk/careers/employer-events](http://www.southampton.ac.uk/careers/employer-events)





# CHOOSE THE FAST TRACK

## THE IMPORTANCE OF WORK EXPERIENCE

**A key factor that will set you apart from other students during the recruitment process is your ability to demonstrate work experience. This will provide you with a portfolio of transferable skills and potentially inspire your future career direction. Employers are increasingly looking for students who are able to combine academic achievement with practical hands-on experience.**

At the University of Southampton we are committed to providing you with the skills and opportunities to ensure post-graduation employment success. We will give you the support you need to secure work experience, from providing advice on how to source a placement to guidance on the application and selection process.

### Benefits of work experience:

- Develop a range of transferable skills, personal qualities and competencies
- Become more confident in your abilities
- Begin to relate your experiences and skills to the workplace
- Make more informed choices about your career and future
- Network and make contacts
- Enhance your CV and improve your job prospects

“Over 40 per cent of graduate recruiters warned that graduates who have had no previous work experience at all are unlikely to be successful during the selection process for their graduate programmes”

**The Graduate Market in 2020  
High Fliers**

## STUDENT INNOVATION PROJECTS

**A Student Innovation Project is designed to offer you the opportunity to gain invaluable experience of working on real-life business issues put forward by local businesses and not-for-profit organisations. You will work in a team of four students across a range of faculties and year groups, to develop innovative solutions to a business problem.**

Student Innovation Projects last for six weeks and can be completed alongside your studies. The projects are open to students from any degree discipline and no business experience is required to take part.

### How will a Student Innovation Project benefit you?

- Training delivered to help you effectively complete the project
- The opportunity to work with a local business or charity on a real business issue
- A contribution will be made towards any expenses you may incur
- An opportunity to work in a team of peers from faculties that you may not normally engage with

“My Student Innovation Project gave me the opportunity to challenge myself outside of my degree, meet new people from across the University and explore a whole new career path - business consultancy! It doesn't matter what degree you are studying, the skills are so transferable to any future career!”

**Jasmine Morse**  
BA Fashion Management & Marketing

➤ **For more information and details of when to apply, please visit:**  
[www.southampton.ac.uk/careers/student-innovation](http://www.southampton.ac.uk/careers/student-innovation)



## FIND THE SOLUTION



# UoS INTERNSHIPS

**UoS Internships offer paid, University-approved opportunities which boost your employability and help you gain invaluable work experience.**

Each year, hundreds of internship opportunities are available for 2-12 weeks, working with local and national SMEs, large corporations, public and third sector organisations and internally within the University. The internships are open to students of any degree discipline, at any stage of study and for up to 12 months following graduation.

All internships are project-led and are carefully selected to ensure that you receive the most valuable, inspiring and exciting experiences.

## How will UoS Internships benefit you?

- Paid work experience
- The opportunity to work on meaningful projects and positively impact your employer
- Possibility of progressing into further work experience or a graduate role

➤ **Find out more about UoS Internships at:**  
[www.southampton.ac.uk/careers/internships](http://www.southampton.ac.uk/careers/internships)

“The job market for my course is extremely competitive, so I believed it was crucial for me to get some extra experience under my belt. I have learned valuable skills which will definitely give me a boost with future employers. I haven’t just logged time either; I have my own responsibilities and tasks that have helped develop my knowledge and understanding of the industry and also knowledge for my course.”

**Alistair Cousins**  
BSc Marketing  
Sales & Marketing Intern with TrouDigital



Karl Verspyck undertaking a Year in Employment Placement with British Airways

## YEAR IN EMPLOYMENT PLACEMENTS

**Year in Employment Placements offer many undergraduate students the opportunity to complete a placement year as part of their degree. The placement can be aligned to your course subject or in a completely unrelated area of interest. In developing your professional skills and providing valuable experience, a Year in Employment Placement will give you a fantastic foundation for securing a graduate career.**

The Work Experience Team can help with sourcing a placement and are on hand to support you throughout your year. You could travel abroad or stay closer to home and University, depending on where your chosen role is based.

Students on most undergraduate courses without a placement or study abroad opportunity can participate in a Year in Employment Placement.

## How could a Year in Employment Placement benefit you?

- The opportunity to work in a chosen field of interest and find out if it's right for you
- Most placements are paid with average salaries between £15,000 - £18,000
- Successful students will have “Year in Employment” added to their degree transcripts

“My placement year was everything I had expected and more! Over my 11 months I was involved in 10 projects, took the lead in 6 of them and was asked to make zero cups of tea. I would recommend a Year in Employment Placement to anyone. I have gained so much experience in dealing with professionals and working in an international business and now feel more confident in daily life and in solving any problem that may come my way. Most crucially for me, I received an offer for a place on the British Airways Future Leaders Graduate Scheme.”

**Karl Verspyck**  
BSc Marine Biology with Ocean and Earth Science with Year in Employment. Placement Student with British Airways

➤ **For more information and contact details, please see:**  
[www.southampton.ac.uk/careers/year-in-employment](http://www.southampton.ac.uk/careers/year-in-employment)



Amir Quadir, MEng Mechanical Engineering  
UoS Internship - Learning Project Assistant, NATS



# VOLUNTEERING BANK

The Volunteering Bank has a range of openings for students and graduates, from one-off opportunities such as music events at local venues to on-going commitments with local or national organisations from Tudor House Museum to Oxfam. Some organisations also offer opportunities to volunteer remotely, either online or via telephone.

**Volunteering can give you the opportunity to:**

- Boost your CV with additional work experience
- Develop existing skills or learn new ones such as teamwork, time management, problem solving or commercial awareness
- Explore different sectors and job roles within them
- Support your local community and meet new people

“My volunteer work helps me to learn the history of this city and meet some new friends. As an international student I hope to integrate into local people’s lives and the experience of volunteering could enrich my CV.”

**Hao Zhan**  
MA Global Media Management, volunteering at  
Tudor House Museum

Employers recognise the value of volunteering and the additional experience it can provide. So consider whether this is something which would not only be of benefit to others, but might also benefit your career prospects.

➤ **Find out more:**  
[www.southampton.ac.uk/careers/volunteering](http://www.southampton.ac.uk/careers/volunteering)



Volunteering is a great way to build experience and learn new skills

# INSIDESHERPA

InsideSherpa is a virtual experience which allows you to develop business skills and gain industry insight from top employers, all from the comfort of your home.

**How will InsideSherpa projects benefit you?**

- Easily accessible online experiences
- Developed by top graduate recruiters to directly mirror real-life work within their organisation
- Simulated projects and tasks enable you to gain an in-depth understanding of the projects you’d complete and skills needed if you worked at the organisation
- Potential to be recognised by recruiters from top companies on the InsideSherpa platform

All experiences are free for University of Southampton students. There’s no need to apply, simply create an account and access the virtual experiences which interest you!

➤ **Find out more:**  
[www.southampton.ac.uk/inside-sherpa](http://www.southampton.ac.uk/inside-sherpa)

# PART-TIME WORK

During your time at university you may want or need to earn some extra money. Many students choose to work alongside their studies and, as long as you don’t take on too much, it can help you build a variety of employability skills.

**Lots of part-time roles can be found both on and off campus including:**

- Supporting University departments
- Becoming a student ambassador
- Working with SUSU in their shops, bars and cafes
- Joining local companies and charities

Many of these roles can be found on MyCareer and by registering with UniWorkforce.

➤ **For more information about finding and applying for opportunities, please visit**  
[www.southampton.ac.uk/part-time-work](http://www.southampton.ac.uk/part-time-work)



Become a student ambassador whilst at University



# DISABILITY AND EMPLOYABILITY

**There is a diverse range of students from all walks of life at the University of Southampton. We look to support each and every one to develop their employability through bespoke careers resources, information and advice relating to disability and employability.**

- Our annual Disability and Employability Event provides the opportunity to hear from speakers from a range of organisations who share their perspectives and advice for navigating the world of work
  - Monthly Disability, Disclosure and Employability workshops looking at your rights according to the Equality Act 2010 and discussing disclosing to an employer. These are open to any student with a disability, specific learning difficulty such as dyslexia, or long-term health condition
  - Individual advice and support through our Drop-in Service
  - Hundreds of varied opportunities promoted each month on our MyCareer Jobs Board
- Further details about our sessions, additional careers resources, information about disclosing and links to external support organisations are available on our website: [www.southampton.ac.uk/careers/disclosing](http://www.southampton.ac.uk/careers/disclosing)

 **For more information relating to disability, diversity and equality, please visit:** [www.southampton.ac.uk/careers/equality](http://www.southampton.ac.uk/careers/equality)



# CAREER MENTORING PROGRAMME

**The Career Mentoring Programme matches students and recent graduates with professionals from different sectors. Your mentor will work with you and inspire you to achieve your career goals. Wherever possible we will match you with a mentor who has experience, knowledge and skills in a career path of interest to you.**

The programme is designed to support your transition into the graduate job market by providing you with a mentor who will assist you with:

- Your career planning
- Building professional skills such as interview technique
- Increasing your confidence
- Developing a professional network

“I would recommend the Career Mentoring Programme for anyone who has struggled so far during university to find potential career paths. Mentoring gives a structure to finding your future career and makes the process seem more manageable through setting clear goals with your mentor to work through.”

**Student Mentee**  
BSc Biology

 **To find out more about the Career Mentoring Programme visit:** [www.southampton.ac.uk/careers/mentoring](http://www.southampton.ac.uk/careers/mentoring)

# E-MENTORING SOUTHAMPTON

**In addition to our Career Mentoring Programme, you can also connect with University of Southampton alumni online through our E-Mentoring platform, enabling you to gain advice and insight from alumni working in your field of interest.**

**Our E-Mentoring platform enables you to:**

- Link with a mentor to explore your career pathways
- Develop your professional online skills
- Create a profile to specify if you're looking for mentoring, career advice or help finding internships and work experience

The platform is easy to use and puts you in control of when and how you access support. Just sign in with your University username and password, create a profile and start making connections!

“It's great to be able to speak to alumni who took the exact same route as me, and to those who only left study a few years ago. I like being able to approach a mentor as a friend rather than a teacher.”

**Elly Veale**  
BSc Psychology

 **To find out more and create a profile visit:** [www.ementoringsouthampton.com](http://www.ementoringsouthampton.com)



# MY GENERATION CAREER COACHING

**Are you the first person in your family, other than your brothers or sisters, to go to university? If so you are a “First Generation” student. At the University of Southampton we have started to look into the challenges first generation students face when finding work experience or graduate roles.**

We have put together targeted support to assist you to reach your career goals. You now have the opportunity to apply for a career coach, with the following benefits:

- 12-months intensive coaching support from qualified and experienced Career Practitioners
- Set and achieve career goals through career planning
- Identify and overcome barriers to your career progression
- Increase your career readiness
- Make the most of work experience opportunities

To be eligible to apply for My Generation Career Coaching you must be the first person in your family, apart from siblings, to go to university.

 **Find out more:**  
[www.southampton.ac.uk/careers/mygeneration](http://www.southampton.ac.uk/careers/mygeneration)



“[My Generation Career Coaching] has given me a clearer vision of what I want from my career journey”

**My Generation Coaching Student**

# AFTER YOU GRADUATE

**Whether you need help making applications, planning your next steps or finding your first graduate job, you can continue to access help and support from the Careers and Employability Service.**

**You are welcome to:**

- Attend any of our relevant events, workshops and careers fairs
- Apply for UoS Internships, Career Mentoring and Enterprise opportunities for up to 1 year after you graduate
- Access 1:1 support through our Drop-in Service for up to 5 years after you graduate
- Register as a graduate and log in to MyCareer to access job vacancies and view our Events Calendar to book your place on a workshop or event

Graduate Outcomes is a national survey of all graduates from Higher Education Institutions who have recently completed their course of study. You will be contacted to complete the survey by email or phone 15 months after you graduate. Whether you are working, studying, travelling or doing something else, we'd love to hear about the next stage of your journey.

Find out more [www.southampton.ac.uk/graduate-outcomes](http://www.southampton.ac.uk/graduate-outcomes)



 **Find out more:**  
[www.southampton.ac.uk/careers/alumni](http://www.southampton.ac.uk/careers/alumni)





**Find out more:**

[www.southampton.ac.uk/careers](http://www.southampton.ac.uk/careers)

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