

# 7 things to know

## About attending a Careers Fair



#1

Know who you are?

# Who are you?

- How will you meet their requirements? - have examples
- University projects, previous work experience, positions with societies, examples of teamwork & leadership are typical things that will make you stand out
- Update your CV – get feedback from the Careers Service Drop-in Service or use online resources
- Update your on-line profiles – and set security settings
- Find preparing for a Careers Fair advice on the website

# Are you ready for your career?

Take the Career Readiness Test

<https://www.efolio.soton.ac.uk/blog/gcm>

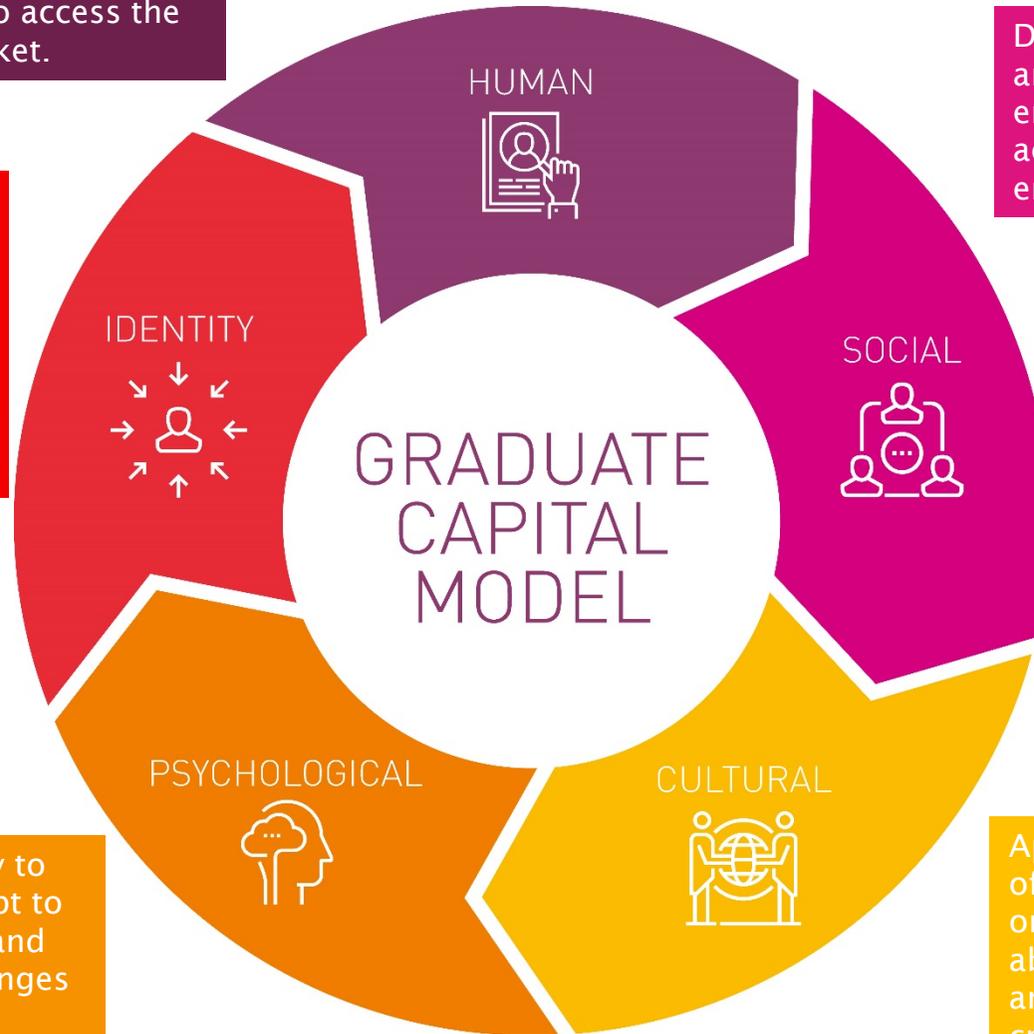
Login in using your university ID and password



Developing graduate level knowledge and skills to become well-rounded professionals, confident to access the labour market.

Developing networks and social relations to enhance knowledge and access to target employment.

Understanding experiences, values and achievements to support development of your professional profile; the development of strategies to accomplish career goals.



Having the capacity to move into and adapt to a fluid job market and to withstand challenges and pressures.

Appreciating the culture of sectors and organisations; being able to present yourself and your profile in a credible way.

#2

Know what you want?

## What do you want from a careers fair?

To network with graduate recruiters?



To raise your profile with potential employers?



To gather information and insight?



To link with them – perhaps on LinkedIn



To secure interviews?



To get some freebies?



To talk to your friends



# Why should you attend?

An opportunity to:

- Network with graduate recruiters and alumni
- Raise your profile with potential employers
  - Impress them with your preparedness
- Compare company cultures
- All of the companies have actively booked to attend this Fair! They want to recruit students from Southampton.
- International students have the 'International Advantage'

# The International Advantage

*' If we are to build for the future, we need to continue to benefit from the skills, drive, experiences and the differences that international students and graduates bring to our economy in the ever more globally connected world.'*

*Richard A Brown CIHE  
(Council for Industry and Higher Education)*

#3

Know what you can do?

# Competencies from doing a degree

- generate ideas on a variety of problems
- formulate and solve problems
- uncover assumptions and suggest alternatives
- ability to write and speak clearly and effectively
- interpret and assess various thoughts and theories
- communication skills and the ability to effectively articulate an opinion
- a flexible approach to work
- self-discipline and self-direction
- the ability to develop ideas through to outcomes
- a resourceful and creative approach to work.
- The ability to manage a large project

#4

Know what will happen

# Careers Fairs can be confusing



# So ... prepare

- Plan what you will wear ... the impression you want to make
  - #Top Tip:** think about what you eat or do before hand!
- Plan when you will visit ... lunchtimes can be mega-busy
- Plan to interview them ...Q: 'do I want to work for you?'
- Plan who you want to talk to ... be flexible with the order
- Plan how you will link with people ... CV? LinkedIn? Card?
- Plan to be alert ... good night sleep and some fresh air

<http://www.southampton.ac.uk/careers/>

#5

Know who they are?

# Research

The first aim of the research is two-fold:

1. Are you interested in working there?
2. Might they be interested in hiring you?



With your list of possible exhibitors to speak to:

- Start some more focused research
- Decide on objectives for each organisation

# Research

There are several information sources you can use:

- Fair brochure (available to download online and in hardcopy from Career Service)
- Company websites (links on exhibitor list)
- Company profiles on websites like *targetjobs.co.uk* or *Linked-In*
- Graduate Directories and other books/resources
- General online search

<http://www.southampton.ac.uk/careers/>

#6

Know what they want?

# What should you research?

Each target company

- Allows you to sound more informed & professional
- Helps you to clarify your objectives for the fair

The Basics

- What does the company do?
- What roles are they recruiting interns/graduates for?
- Which academic subjects are they targeting?
- What competencies do they look for?

# What should you research?

## Specific Information:

- What is the application deadline?
- What does the recruitment process look like?
- Where would you be based?
- What training & development do they offer?
- What is their company culture?
- What happens when the graduate scheme ends?

#7

Know who can help you?

# Welcome to YOUR Careers Centre

The Careers Centre is situated in the George Thomas Building opposite the Sports Centre and so is very accessible to students based on the Highfield Campus. It is open most days from 9am to 6pm, but opens a bit later at 10am on Tuesdays. There are computers and an extensive Careers Library and information experts on hand to guide you to the best resources.

<https://www.southampton.ac.uk/careers/index.page?>



# Individual Feedback and Guidance

You can talk to an adviser Mon-Fri at Careers Centre Drop-in; or by appointment, arrange to speak to a Career Practitioner with expert knowledge of career options for your discipline.

<http://www.southampton.ac.uk/careers/students/talk-to-an-advisor.page>



# NEXT STEP

What is your next step?



# Your next step could be to ...

Look at the Careers Fair brochure

<https://www.southampton.ac.uk/careers/students/events-workshops-fairs/fairs/spring-fair.page>

Update you CV and create a one-page version

<https://www.southampton.ac.uk/careers/students/application-support/cv.page>

Research the organisations attending the Fair

<https://www.southampton.ac.uk/careers/students/events-workshops-fairs/fairs/index.page>

Make a list of the questions you have for them

<https://www.southampton.ac.uk/careers/students/application-support/interviews.page#preparation>

Think about the impression you want to create

<https://www.southampton.ac.uk/careers/students/events-workshops-fairs/workshops.page>

Come and talk to us in the Careers Centre

<https://www.southampton.ac.uk/careers/students/talk-to-an-advisor.page>

# Fairs Information

## All Sectors fair

Thursday 17 October

11.00 – 15.30

Jubilee Sports Hall

- Various Industry Sectors
- Recruit to a wide range of business areas
- Lots of opportunities for All Disciplines
- Large Graduate Recruiters
- Small Medium Enterprises
- Charities
- Internal Stands

## IT, Science and Engineering Fair

Friday 18 October

11.00 – 15.30

Jubilee Sports Hall

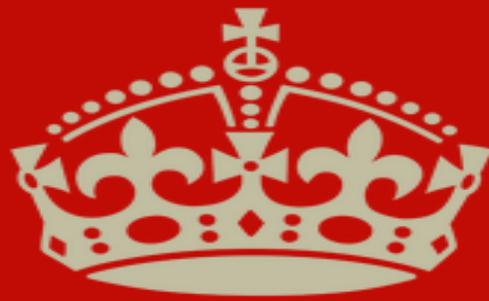
- Science, Technology and Engineering
- Focuses more on STEM students
- Some opportunities for all students
- No Charities

e have an exciting new app for the October 2019 Fairs called INTRO. Click below for further information and how to download the app **DOWNLOAD APP HERE** <https://getintro.app/app>



## **MySouthampton App**

This is now live! You can view the company lists by A-Z and the Stand plan and brochure. See the tiles Above.



**KEEP**

**CALM**

**I'VE GOT**

**THE**

**KNOWLEDGE**

# Self Assessment

Don't forget they will want to know about you too!

- How do you meet their requirements? - have examples
- University projects, previous work experience, positions with societies, examples of teamwork & leadership are typical things that will make you stand out
- Update your CV – get feedback from the Career Service or book an employer CV clinic at the Fair
- Update your on-line profiles – and set security settings

Find advice on our website:

<http://www.southampton.ac.uk/careers/students/applying/cvs.html>

# Next step: set your objectives

## Examples:

- Find out the best time to apply, or when placements will be advertised
- Networking – build a relationship and get contact details – eg with UoS alumnus
- Find out more about the competencies they are looking for (e.g. leadership skills, commercial awareness)
- When would interviews/assessment centres take place? What happens at the assessment centre?

After all that hard work, don't let it go to waste  
by forgetting some of the basics...

**FIRST IMPRESSIONS COUNT!**

# First Impressions

## Timing

- Allow enough time to speak to all of the employers you have targeted and achieve your objectives.
- Arrive early enough to get your bearings and feel comfortable
- It gets very busy, especially at lunchtimes
- To get their full attention you may have to queue, come back later, start at the back of the room, be patient

# First Impressions

## How should you dress?

- Remember you are presenting yourself as a potential employee so dress accordingly.
- You don't necessarily need to be 'suited and booted' but should be smart.



# First Impressions

- Be confident and assertive, without being arrogant or demanding
- Body language: shake their hand, make eye contact, smile
- Listen carefully - take notes
- If there are other students vying for their attention, be courteous and polite, maybe walk away and come back later
- Usually best to approach representatives on your own
- Be aware that they may be short of time so don't hang around unnecessarily

# First Impressions

- *Hello, I have just graduated in Civil Engineering and I am interested in applying for your graduate scheme. Could I ask you a few details?*
- *Umm..alright?...I need a job...umm...I have just started my masters degree and don't know where to start....what is it that you do?*
- *Hi, my name's James and you need to employ me. Trust me, I'm the best there is. You may as well take my CV and go home.*



# To CV or not CV?

- Some employers will accept CVs at a careers fair
- Usually, you will be asked to apply online or email your CV
- Take a few copies; put it on a memory stick – tailor it to the companies you are interested in, try not to use a very generic CV
- If you are asked for a CV and you don't have one/need to tailor it, ask for the best contact details and send the next day:
  - Don't the lose the good impression through delay
  - Book a CV review in advance

# Reflection

Fairs are hard work, but speedy follow up may be needed:

- After the fair, go over your notes and think about what you have achieved / discovered
- Compile a 'to-do' list – email a contact, apply for a role, send in your CV, Link-up ...
- If you agreed to apply or send in more information – do it as soon as you can.
- If you have someone's contact details, think of another question and email them the next day.



## INFORMATION, ADVICE & GUIDANCE

- My Profile
- Appointments
- Career Mentoring
- Business Start-up Support
- GoInGlobal

## EVENTS

- Employer-led Events
- Careers Fairs
- Skills Workshops
- Enterprise Events and Competitions



MyCareer

## WORK EXPERIENCE PROGRAMMES

- Excel Internships
- Business Innovation
- Year in Employment
- Volunteering Bank

## JOBS BOARD

- Graduate Opportunities
- Part-time Roles
- Internships & Placements

# Individual Career Guidance

You can be referred to an individual coaching session from the daily Drop-in. The Drop-in conversation helps direct you to the Career Practitioner most able to answer your questions.

<http://www.southampton.ac.uk/careers/students/talk-to-an-advisor.page>



# Work Experience Programmes

The Careers Service has a range of work experience programmes ranging from short interactions with employers via Careers Fairs or presentations through to 4 or 8 week placements or even a whole year immersed in an organisation. The following link gives you all the information you need.

<http://www.southampton.ac.uk/careers/students/work-experience/index.page>



# Employer Presentations & Coaching

Get some insight from the graduate employers on how to navigate the recruitment process and to negotiate Applications, Assessment Centres and other aspects of the process such as Psychometric tests and personality assessments. Our 'Employers in Residence' can offer individual coaching.

<https://www.southampton.ac.uk/careers/students/events-workshops-fairs/recruiter-in-residence.page>



# Career Mentoring

Get some insight from the voices of experience in the shape of our professional mentors who can offer mentoring & coaching to individuals about how to access the career you want and how to do well in a chosen profession.

<https://www.southampton.ac.uk/careers/students/mentoring.page>



CREATING  
NEW  
CONNECTIONS



**Find out more:**

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

**Did you know that having a professional career mentor can increase your chances of getting a graduate job after university?**

Taking part in the Career Mentoring Programme has many benefits. These include:

- Advice on increasing your employability skills
- Tailored career planning plus insight into specific industries
- Meeting with a professional to answer your questions about the world of work
- Increasing your confidence to take your next step

The Career Mentoring Programme is open to undergraduate, postgraduate and recently graduated students.

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# NAVIGATE YOUR CAREER

## EMPLOYER EVENTS

- Company Presentations
- Employer 1:1s
- Insight into...Talks
- Recruiter in Residence
- Skills Sessions



**Find out more**

[mycareer.soton.ac.uk](http://mycareer.soton.ac.uk)

# Enterprise Coaching

The Careers' Enterprise Team has two Enterprise Practitioners who can meet with you to explore a business idea or to talk through how to operate as self-employed or as a freelance. We also run activities throughout the year in collaboration with local businesses to develop your enterprise skills.

<https://www.southampton.ac.uk/careers/students/enterprise/index.page>



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# EXPLORE YOUR FUTURE

## INFORMATION, ADVICE AND GUIDANCE

- Drop-in Service
- Guidance Appointments
- Career Mentoring
- Employability Essentials Programme
- Careers Library
- Careers Guides
- MyCareer



**Find out more**

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

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# DISCOVER YOUR DIRECTION

## CAREERS AND EMPLOYABILITY SERVICE

- Careers Fairs
- Employer Events
- Student Enterprise
- Information, Advice and Guidance
- Work Experience



**Find out more**

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

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Southampton

# STEP INTO YOUR FUTURE

## All Sectors Careers Fair

**Date:** Thursday 17 October 2019

**Time:** 11.00 – 15.30

**Location:** Jubilee Sports Hall, Building  
18, Highfield Campus

## IT, Science and Engineering Careers Fair

**Date:** Friday 18 October 2019

**Time:** 11.00 – 15.30

**Location:** Jubilee Sports Hall, Building  
18, Highfield Campus

The All Sectors Careers Fair  
is kindly supported by:



The ITSE Careers Fair  
is kindly supported by:



**Find out more**

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



**Find out more**

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

## Careers and Employability Service

Building 37, Highfield Campus

+44 (0)23 8059 3501



[careers@southampton.ac.uk](mailto:careers@southampton.ac.uk)



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



UoSCareersandEmployability



UoS\_Careers



robewood



# Prepare for the fair

Visa and Immigration Student Advice Service

October 2019

# VISAS

## Advice we can offer

### We CAN

- Offer advice about visas for study in the UK
- Offer advice for Dependant family members of Tier 4 students
- Assist students and their family members to apply for a visa
- Signpost to sources of information about visas for other purposes or other sources of advice for complex applications

### We CANNOT

- Offer advice about visas for any other purpose in the UK, including for work
- Offer advice about visas for other countries, outside the UK

# Brexit

University of Southampton – Brexit Advice

<https://www.southampton.ac.uk/uni-life/international/brexit-advice.page>

UKCISA – EU, EEA & Swiss Students: Working

<https://www.ukcisa.org.uk/Information--Advice/EU-EEA--Swiss-Students/Working>

Citizens Advice – Staying in the UK after Brexit

<https://www.citizensadvice.org.uk/immigration/staying-in-the-uk-after-brexit/staying-in-the-uk-after-brexit/>

# WORK CONDITIONS

## During study

### **Short-term study visa**

- No work permitted, including no work placements

### **Tier 4 (General) visa for full-time study**

- Limited working hours during term-time
- Limited types of work for visa duration

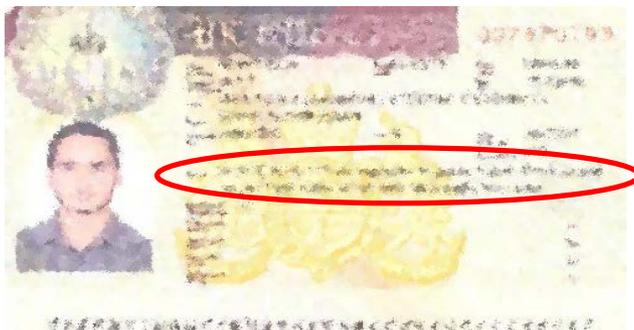
### **Tier 4 (General) visa for part-time study**

- No work permitted, including no work placements

# WORK CONDITIONS

How can employers check work conditions?

- Most visa types, including **Tier 4 (General) full time visa**, will either have a  
 Biometric Residence Permit (BRP), or  
 vignette (sticker in passport)  
 which will state work conditions.



- Employer's guide to right to work checks:

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

# WORKING HOURS

## Tier 4 (General) for full-time study

Degree level and above (Bachelor's, Master's, PhD)

- 20 hours per week during term-time
- Full-time during vacation

Below degree level (Pre-sessional, English for Academic Study)

- 10 hours per week during term-time
- Full-time during vacation

Definition of term-time and vacation time for each level of study on [Tier 4 attendance & absence webpage](#).

# TYPE OF WORK

Tier 4 (General) for full-time study

Can do most kinds of work.

CANNOT:

- be self-employed
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer
- Fill a permanent, full-time vacancy.

UKCISA blog: a working definition

<https://www.ukcisa.org.uk/blog/6257/A-working-definition>

Discusses modern examples of work, including Deliveroo drivers, selling on eBay and babysitting, among other things.

# VOLUNTEERING

## Tier 4 (General) for full-time study

- Unpaid work **is counted towards working hour limit**
  - Includes contractual obligations to attend at specific times and carry out specific tasks
  - Receive payment in kind for work
  - e.g. internship or work experience
- Volunteering is **not counted towards working hour limit**
  - No contractual obligations
  - Receive reasonable expenses e.g. for travel
  - Usually with charity or voluntary or public sector organisation

# WORK PLACEMENT

## Tier 4 (General) for full-time study

- Work placement during term-time must be an integral and assessed **part of your course**:
  - course for which you were issued your visa, or
  - course change permitted by the conditions of your visa and reported to UK Visas and Immigration by University VISAS team
- If you want to add a work placement to your course, visit VISAS drop-in to discuss.

# LEAVING COURSE EARLY

## Tier 4 (General) for full-time study

- If you leave before successfully completing your original course or permitted change of course, this will affect your work conditions
- Examples of scenarios when a you might leave early:
  - To receive exit award (lower award)
  - To complete dissertation/thesis outside UK
  - To repeat externally/not attending
- If you plan to leave your course early, visit VISAS drop-in to discuss

# WORKING AFTER STUDY

## Tier 4 (General) for full-time study

- If you have successfully completed your original course or permitted change of course, you can work full-time after...
  - UG & PGT (Bachelor's & Master's): **end date of CAS**
  - PGT (PhD): **award date**
- Limits on type of work still apply

UKCISA working after studies webpage:

<https://www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies>

# WORKING AFTER STUDY

## Post-study work visa

- Unfortunately, new route is not yet available
- New visa type has been announced but no new law has been passed to bring it into effect
- Expected to become available to students who begin their courses in the academic year 2020-21

# SWITCHING FROM TIER 4 TO TIER 2

## Tier 4 (General) for full-time study

- When you can switch:
  - UG & PGT (Bachelor's & Master's):
    - 3 months before completing all study activities
  - PGT (PhD):
    - After completing 12 months of PhD study

### More information:

- University [working in the UK](#) webpage
- UKCISA [working after studies](#) webpage
- UKVI [Tier 2](#) webpage

# DOCTORATE EXTENSION SCHEME (DES)

## Tier 4 (General) for full-time study

- PhD students are eligible if:
  - currently have a valid Tier 4 (General) visa
  - preparing to complete PhD studies inside UK: must apply before award date of PhD
- **When you know the date of your viva**, visit VISAS drop-in if you are interested in applying for DES
- Length of visa: 12 months from award date of PhD
- Work conditions:
  - No working hour limitation
  - Working type limitation:
    - Not doctor or dentist in training
    - Not professional sports person

# CONTACT US

- **Our website:** [www.soton.ac.uk/visa](http://www.soton.ac.uk/visa)
- **Our drop-in:** every week in Student Service Centre foyer
  - Tuesday 9:00 - 10:30
  - Wednesday 13:00 - 14:30
  - Thursday 9:00 - 10:30
- **Our email:** [visa@soton.ac.uk](mailto:visa@soton.ac.uk)

# YOUR QUESTIONS