dive into your future

Your future, your stories, your handbook.

10 ways to get work experience
Solving the age-old graduate dilemma

What is a graduate job?
You’ve heard the phrase, but what does it mean?

The perfect job application
How to get hired, from CV to interview
Seven alternative ways to use this handbook

Whether you are short on time or the kind of person who reads the last chapter of a book first, there are plenty of ways to make the most of the Careers Handbook. It has been designed to take you from the start of your studies to the end – and beyond. So if you have only got 10 minutes to spare, scan this list and dive in.

1. **If you are clueless about your career**
   Head to four steps to career success – you might not find your career, but you will find yourself taking the first step towards it. Follow this by eMentoring: bring your ideas to life and find work experience while studying and you will have a clearer idea in no time.

2. **If you are tired of the question “what are you planning to do after university?”**
   Head to from campus to career and get acquainted with all the lovely people who can help you answer this question. You will find four steps to career success, what exactly is a graduate job? and taking your studies to the next level useful too.

3. **If you are strapped for cash**
   Head to fill your CV and wallet if you are struggling to raise funds for your weekly food shop. Then explore get employers to take notice of your CV and 6 reasons to connect with employers to boost your career.

4. **If your CV is bare**
   Head to find work experience while studying if you are struggling to get past the A level section on your CV. You’ll also find CV boosting opportunities in Students’ Union: your passion can help your career, a distinct Advantage and get off to a flying start.

5. **If you have been bitten by the travel bug**
   Head to get off to a flying start if travelling is your passion. You should also explore make your gap year work for you and where in the world will your degree take you?

6. **If you are harbouring a great idea**
   So, you want to be your own boss? to find out how to put that great idea into action. You will also find eMentoring: bring your ideas to life useful, where you can hear from people who have been there, done that and got the t-shirt.

7. **If you really want to get that job**
   Head to the whole of section four if you have found a great job and want to get ahead in the application process. Standing out is about developing extra skills too, so don’t forget to check out a distinct Advantage.

Whether you are short on time or the kind of person who reads the last chapter of a book first, there are plenty of ways to make the most of the Careers Handbook. It has been designed to take you from the start of your studies to the end – and beyond. So if you have only got 10 minutes to spare, scan this list and dive in.
Four steps to career success

Your degree will open up a world of career opportunities. Many professions are open to graduates of any discipline, which is fantastic, but can also be a little daunting. Even for careers that require a specific degree, there are usually plenty of specialisms on offer, so you will still be faced with choices to make about your future.

We want to shed some light on what you’ll need to consider when deciding what to do after your studies. We’ve identified four steps you can take, but bear in mind there’s no prescribed order you should do them in.

Get involved: explore what’s on offer at Nottingham
- Discover new interests
- Meet more people
- Develop your skill set
- Gain experience

All about you: what makes you tick?
- What’s important to you?
- How do others see you?
- Build on your strengths
- Recognise your skills

Broaden your horizons: find out what’s out there
- What can you do with your degree?
- Understand the demands of graduate jobs
- Develop specialist skills with further study
- Set up your own business

Achieve your goal: secure a job, PhD or masters
- When should I apply?
- Make a successful application
- Navigate psychometric tests
- Ace assessment centres and interviews

Need more information? Turn over the page and we’ll explain how you can explore each step in more detail.

www.nottingham.ac.uk/careers/uoninternships
Four steps to career success

Get involved: explore what's on offer at Nottingham

What do you need to think about?
- Can I carry on with my current interests?
- How can I get involved in the Students’ Union?
- How can I develop my skills?
- How can I get some work experience?
- Could I spend time abroad during my studies?

Action you can take
- Join a Students’ Union society or sports club
- Search for part-time jobs with Unitemps
- Explore modules on the Advantage Award
- Ask about study abroad
- Find out about summer internships
- Visit the Student Volunteer Centre

Broaden your horizons: find out what's out there

What do you need to think about?
- What internships do I want to apply for?
- What do different jobs involve?
- How do I get into a career that interests me?
- Where do I look for job vacancies?
- How do I set up my own business?
- What are my further study options?

Action you can take
- Chat to recruiters about their vacancies at our fairs
- Talk to a careers adviser about your plans
- Learn about a sector at Spotlight On… events
- Visit our website to find out about your options
- Get career insights from an eMentor
- Search for internships and job vacancies on My Career

Achieve your goal: secure a job, PhD or masters

What do you need to think about?
- When should I apply for jobs?
- How do I apply for a masters or PhD?
- How do I tailor my CV and application form?
- How do I ace the interview?
- What happens at an assessment centre?
- What are psychometric tests?

Action you can take
- Get advice on your applications from our team
- Ask us to review your CV
- Book a place on our interview and assessment centre workshops
- Get job-hunting tips from an eMentor
- Talk to recruiters at fairs about what they look for in applicants
- Practise psychometric tests using our resources

All about you: what makes you tick?

What do you need to think about?
- How can I use my subject?
- What am I good at?
- What do I enjoy?
- What’s important to me?
- What skills have I developed?
- What did I learn from my work experience?
- What jobs would suit me?

Action you can take
- Talk to a careers adviser
- Explore your talents with Profiling for Success questionnaires
- Attend a workshop on choosing a career
- Use Prospects Planner careers questionnaire
- Chat to family and friends
- Keep a record of what you’ve been involved in

www.nottingham.ac.uk/careers
From campus to career: we’ll help you at every stage

Whether you know where your future lies or are undecided, our team is committed to helping you on your way to a job you love. Our experts can help you make the most of your time at Nottingham, identify opportunities, gain an understanding of job sectors, and prepare for internships and graduate employment.

It’s all about you
It’s your future, so we’re here to support you and answer any questions that you have. It doesn’t matter whether you know what you want to do or not, we can support you along the way to finding a job that makes you excited for Monday mornings.

We offer regular advice sessions in your school or faculty. Just turn up to one of the weekly drop-in sessions for a chat or book an appointment through My Career. If you’ve got a quick question, why not tweet us or send a private Facebook message?

If you’ve found that ideal job or internship opportunity, book a CV, covering letter or application form review with one of our team and we’ll work with you to get you onto the interview list.

Find your passion
There are so many ways to find out about your options. Talk to people in the know by attending our Spotlight On… events; hear professionals talk about their jobs, what they do on a daily basis, the high and lows, and entry routes. You can also get insights and advice from Nottingham alumni through our eMentoring scheme.

Why not take your research online? You can watch videos, find expert advice, and get exclusive access to career resources through our website. Be the first to know about the latest local, national and international news and opportunities by following us on Facebook and Twitter.

Discover internships and graduate jobs
There are hundreds of events involving more than 350 employers on campus each year, so that means plenty of occasions for you to talk to recruiters about opportunities within their company. You will also find hundreds of graduate and internship positions in the UK and overseas on My Career, our online vacancies and events database. Create your search criteria and get email alerts when new jobs are registered.

Make a successful application
We can help your application stand out from the first to last stages of the recruitment process. Attend workshops on developing effective CVs, completing application forms, improving your interview technique, practising psychometric tests and much more. You can experience a mock assessment centre and gain feedback from our advisers on your performance to help you ace the real thing.

It was really interested in marketing and I wanted to find out more, so I went along to a Spotlight On… event organised by Careers. I got chatting to one of the panel members, Aaron Dicks, who is Managing Director at the Nottingham-based digital marketing agency, Impression.

I knew I wanted to stay in Nottingham after my degree and we were soon deep in conversation about his company and digital marketing. So much so, he invited me to his office to discuss how I could get involved, and he ended up offering me an internship.

Ben Garry, BA English

We strongly encourage students to explore and take advantage of the personalised support offered by the Careers and Employability Service

Dr Robert Adlington
Associate Professor,
School of Music

Come and say hello
Jubilee Campus
A floor, YANG Fujia Building
Queen’s Medical Centre
B floor, Medical School
Sutton Bonington Campus
A10, Main Building
University Park Campus
Level D, Portland Building
B floor, Pope Building

For details of when you can come and see us, visit: www.nottingham.ac.uk/careers/students

Connect with us
Follow us on social media for the latest vacancies, events and insights. Ask our experts a question on Facebook or Twitter:

CareersUoN
UoNCareers
blogs.nottingham.ac.uk/careers

Your next steps
Explore our website to kick-start your career planning: www.nottingham.ac.uk/careers
Through my assignments, I’ve gained lots of experience. There’s much more on my CV now and it’s been a good way of getting into the habit of applying for jobs.

I registered with Unitemps because I wanted to develop my CV and get some experience working in the UK. I had started thinking about my career and I wasn’t sure I had enough on my CV to help me secure a good job.

Once I registered for Unitemps, I applied for jobs straightaway. I wasn’t shortlisted for the first five jobs I applied for, so I booked a CV session with the Careers and Employability Service. Soon afterwards I was offered my first position as a conference assistant for the Widening Participation Team.

I have worked in several roles across the University; the shortest role was for one day as a student ambassador and my longest assignment lasted 11 months with the Research and Graduate Services Team. Through my assignments, I’ve gained lots of experience. There’s much more on my CV now and it’s been a good way of getting into the habit of applying for jobs.

Here are my top two tips on applying through and working with Unitemps. Firstly, don’t take on more than you can handle and make sure you are applying for jobs that don’t clash with your lectures and seminars. Secondly, always carry out your assignment to the best of your ability – hiring managers provide feedback to Unitemps which is very useful when applying for your next job.

Esther Akanya, PhD Politics and International Relations

Fill your CV and wallet

Does your bank balance start to look dramatically different after the first two weeks of term? Getting a part-time job can do wonders for your independence; it could even turn your Pot Noodle into a Wagamama. What’s more, it’s great for your CV.

Unitemps is the University’s recruitment service for part-time, casual and temporary jobs on campus and with local businesses. A service created just for you, it is the ideal place to find work that will fit around your studies and other commitments.

What can you do?

Unitemps advertises vacancies throughout the year, giving you complete flexibility around when you work and what you do. Here are some examples of Unitemps vacancies:

- Administration, for example, data entry, reception, and admin support
- Events and hospitality, including working as waiting staff, bar staff and housekeepers
- Ambassador roles at on-campus events, such as Open Days
- Specialist roles such as marketing, design, IT, engineering and web design
- Translation and other roles requiring foreign language skills
- Student helper roles for focus groups, photo and video shoots, promotional work, market research, and many more!

Are you an international student?

Students from outside the European Union are usually permitted to work a maximum of 20 hours per week during term-time and full-time during vacations. For further questions about eligibility to work in the UK, please contact the International Office:

www.nottingham.ac.uk/internationaloffice

Your next steps

1. Register a profile at www.unitemps.com
2. Upload your CV
3. Apply for vacancies that suit your availability, skills and interests
4. The Unitemps team will call you if you have been successful

Unitemps, Portland Building Level B, University Park
Find work experience while studying

The graduate dilemma: you need experience to get a job, but need a job to get experience. Fantastic. Here at Nottingham you're in a great position. There are so many ways that you can build your CV and stand out from the crowd.

What's available at Nottingham?
If you want to gain some work experience, you can get involved in any of the activities below during your time at University. A year-long placement might already form part of your course, but most of these you can do in your spare time and during vacations.

Every sector is different
Some sectors, such as accountancy and finance, law or business may have structured internships and placements, which will be advertised prominently, either on a company's website, or student and graduate jobs boards. While these may be easier to find, and be in greater number, you might also find there is a lot of competition.

To get work experience with charities and community organisations, or in marketing and PR roles, you might have to be a little more proactive. Approaching organisations yourself or sending speculative applications are good ways to make your interest known, and you might get lucky! The same is often true with smaller companies, who aren't actively looking for someone, but might offer you an opportunity if you can impress them.

How to find work experience
- Check out the websites of companies you're interested in
- Connect with them on social media, e.g. Facebook; Twitter; LinkedIn
- Search student and graduate jobs boards listed on our website
- Take a look at the Nottingham Internship Scheme
- Send speculative CVs or emails. You can always pop-in, too
- Search for vacancies on My Career
- Apply to the Nottingham Consultancy Challenge

Switching from law to the stage
While studying law at Nottingham I spent a great deal of time at the Nottingham New Theatre, who co-produce a show once a year with Nottingham Lakeside Arts. Towards the end of my final year I discovered that they were advertising for an Arts Administration intern and I jumped at the chance.

I worked closely with the director of Nottingham Lakeside Arts and was given the opportunity to be involved in the areas which interested me the most. During the internship I worked on family shows that were touring around the region – as well as a national touring production – and I got experience of collaborating with other venues and touring theatre companies. This gave me a great deal of confidence when applying for jobs after I graduated.

This experience has been invaluable to my career as I realised that I didn't want to pursue a future in law. It led directly to some freelance work with Lancaster University, and I am now employed as a Stage One Producer at Theatr Clwyd. I am responsible for programming the family shows for the region and I am even utilising some of the contacts I made while at Lakeside Arts!

Nick Stevenson, BA Law (2015)

Your next steps
Go to the work experience section of our website to find out more about the opportunities available to you:
- www.nottingham.ac.uk/careers/workexperience
- Find out more about the Nottingham Internship Scheme: www.nottingham.ac.uk/careers/uoninternships
- Sign up for the Nottingham Consultancy Challenge: www.nottingham.ac.uk/careers/challenge
Get off to a flying start

Do you aspire to be a global graduate? Do you want to enhance your employability while travelling the world? Do you dream of having an international career? If yes, then studying or working abroad during your degree can help you on your way.

Studying or working abroad can make you more employable and give you a competitive advantage when entering the globalised workplace. You will develop increased confidence as you settle into a new culture and make friends, while facing the challenges of studying within a new academic setting and potentially in another language.

The world at your fingertips
You have the opportunity to study abroad either during your degree programme or during the holiday periods. Choose from one of our overseas campuses in China or Malaysia or one of our international or European partners.

You may also have the opportunity to undertake a European or international work placement during your degree programme and could even choose to undertake an internship overseas outside of term-time.

The University offers a range of funding opportunities to help with studying or working overseas, including automatic and means-tested bursaries, merit-based scholarships, destination-based scholarships and Erasmus funding, or you may be able to secure a paid work placement to provide you with extra funding. Depending on where you study or work you may also find the cost of living significantly lower than in the UK, so whatever your financial background, don’t rule studying or working abroad out.

Your next steps
Find out more about internationalising your degree at: www.nottingham.ac.uk/studyabroad

Studying in the southern tip of Sweden

The option to study abroad was one of the reasons I chose to study at Nottingham; I have always wanted to live in another country. Originally I wanted to go to America, but 2014 was the first year there was the opportunity to go to Sweden. Lund is an amazing university and I liked the culture and equality of Sweden as well as the nature – but not the crazy expensive prices!

I learned so much: key skills such as organisation, self-confidence and work ethic. I took part in lots of group activities including going on a human rights study visit to Istanbul with the Lund Association of Foreign Affairs.

I also learned about working in different countries. For example, writing an appropriate CV and cover letter was very different in Sweden.

It has also helped to shape my career path. Previously, I wanted to become a barrister straightaway, but now I want to live and work internationally first.

If you’re thinking about studying abroad, I would say, do it! It was the best year of my life. Every cliché is true – you will become a much better, more open and more confident person for it. It is also great for your career. I have spoken about it in every interview I have had since coming back – for graduate jobs and part-time jobs. I couldn’t recommend it enough.

Alice Gould, LLB Law with European Law (2016)
A distinct Advantage

Developing the key skills employers want has been made simple with the award-winning Nottingham Advantage Award. Not only is it designed to fit around your course, but it can also be a lot of fun.

The Award recognises and rewards your extracurricular activities, and with more than 300* modules to choose from, you are sure to find something that suits your interests while enhancing your career prospects.

The Award is accredited by the University, which means you’ll receive additional credits on top of your degree. From developing your leadership skills and learning a language to public speaking and volunteering, you will leave university with demonstrable experience that sets you apart from other graduates.

So, what could you try your hand at?

Make a difference
Have you always dreamed of working for a charity? The non-profit sector can be tough to get into, so the more experience you can gain the better. The Save the Children module is the ideal way to get practical skills and develop a working knowledge of what it is like to be employed by a charity – all while making a huge difference. 2016 marked the fifth year of the Save the Children module, raising nearly £6,000 since its inception. Do you have what it takes to add to that total?

Lead by example
Do you remember your first days at university as a delicate blend of excitement and fear? If you’re about to head into your second or third year, the Peer Mentoring modules are your chance to make other students’ transition that bit easier. You’ll get to share your knowledge and expertise, along with any insider tips you wish you’d known at the beginning. What will you get? It’s your opportunity to develop communication, interpersonal, and teamwork skills – skills that employers are looking for.

Winning Module of the Year

In a competitive, global job market, you need all the help you can get. Your competitive advantage doesn’t come from just passing a degree – everyone else is already doing that. It comes from finding things that you enjoy, getting engaged in them and starting to develop your skills. The Award provides an excellent way for you to do this.

My journey onto the Award began through the Students’ Union’s Public Speaking Society. The prospect of speaking in front of a group had always terrified me, because who would want to listen to my ideas anyway? This was a very limited way of thinking and I had to stop it, so I signed myself up to the society. It didn’t happen overnight, but gradually, I started to see myself as a more competent speaker, as a more competent influencer, and as a more competent leader. This led to me being involved in creating the Public Speaking module, which is the first student-run module on the Award. Taking part increased my teaching abilities and event management skills. Students responded positively and the module was a success.

The following year, I was elected as president of the society. I was teaching and managing the module at a completely different level. I was responsible for delivering and coordinating an enriching experience to about 50 students each week. The module even went on to win 2016 Module of the Year.

This experience spurred me on to compete in international engineering presentation competitions – yes, they exist – and also to work on the radio at Cambridge University Broadcasting. Ultimately, my involvement has changed my perspective on life. I am no longer afraid of trying opportunities, and I can’t wait to see what comes next.

Ziyad Yehia, PhD Digital Economy Horizon CDT

Your Advantage, your choice

These are just three of a diverse range of modules. Other modules cover areas such as career skills, community projects, enterprise and sports. Are you already taking part in extracurricular activities? Talk to one of our team as it could count towards your Award. To achieve the full Award, you need to complete 30 credits, and to ensure your studies come first, you can only take a maximum of 20 credits per year. This means the earlier you register, the better.

*across the UK, China and Malaysia campuses

Your next steps

View the full range of modules online and find out how to apply: www.nottingham.ac.uk/careers/advantage
Students’ Union: your passion can help your career

The Students’ Union (SU) offers many opportunities you can get involved with that will look great on your CV – and you’ll have a blast doing them.

There’s something for absolutely everyone
University life is about more than getting a degree. There are 200 societies, 70 sports clubs and plenty of volunteering opportunities that make up the Students’ Union. This is your opportunity to try new activities, make friends, and develop your skills.

Getting involved in the SU could give you the opportunity to:
• work as part of a team
• develop leadership skills
• undertake a position of responsibility
• organise events
• manage a budget
• coordinate publicity
• volunteer and make a difference

What are other students up to?

Sport
Jasmine
Final year history student
Jasmine was curious about trying new things and got involved in the sport part of the ‘Try It’ campaign in her first year. She is now in a committee role which has given her the confidence to delegate responsibility within the club and speak up in academic situations.

Societies
Jiawen
Final year mechanical engineering student
Jiawen likes being involved in things and was on the JCR committee in her first year. She cares deeply about student welfare and wanted to enhance her CV by holding a committee position. She is now president of the Mechanical Engineering Society and feels that her delegation, organisation and leadership skills have been enhanced.

Volunteering
Laura
Postgraduate civil engineering student
Laura is passionate about inspiring young people, and is particularly interested in helping girls who want to pursue a career in engineering. She is now treasurer for the student group, Engineers Without Borders, and has recently written a successful bid for development funding to run a series of outreach events in schools.

Officer
Sam
Law alumni
Due to his keen interest in politics, community issues and social justice, Sam successfully ran for Community Officer in the student leadership elections. Since then, Sam’s confidence has grown and he has gained an understanding of effecting change within institutions and working in a high-pressure environment.

Societies
Syifa
Second year psychology student
Syifa loves the challenges that come with balancing academic study with her passion for engaging others with her culture. She is now the president of the Indonesian Society and feels much more confident at public speaking.

Student Ambassador
Will
Third year engineering student
Initially shy, Will volunteered his time to become a trainer for the Student Training and Rewards Scheme (STARS). With increased confidence and presentation skills, Will is now working towards becoming a senior trainer to help societies develop and progress.

Course Rep
Akshita
Second year biomedical sciences student
Interested in representation and issues in higher education, Akshita is a passionate and natural communicator. She is now developing her professionalism through attending meetings with senior members of the University and Students’ Union.

What are other students up to?

Students’ Union: your passion can help your career

Your next steps
Find out more about the SU:
su.nottingham.ac.uk
@UoNSU
UofNSU
Looking for the right society for you? Try the Activity Matchmaker:
www.uonsu-activities.co.uk
eMentoring allows you to connect with experienced professionals who have volunteered to support you. It all takes place online within our easy-to-navigate system, and gives you access to people who work in a wide variety of roles and sectors, around the world.

With mentors from areas such as law, marketing, sports, engineering, IT, media and retail, it’s the perfect way to explore careers that might interest you. What’s more, you already have something in common with all of our mentors – they were once students at The University of Nottingham too.

Inspiration and encouragement to help you reach your full potential

Insight into what life is like in different roles and sectors

Practical support with job hunting and applications

Me and my mentor

One of the main benefits of eMentoring is that it’s all online, so it’s really easy to connect with my mentor, Paul, who is based in another country. I can put all of my thoughts and questions down, really think about them, and structure what I want to say. You can access the system in multiple ways: at home on your laptop, when out and about on a tablet, or even on your phone. It’s also really easy to fit around your other University commitments.

One of the main benefits Paul has given me is understanding and insight into my chosen industry. I want to work in regulation for a pharmaceutical or biotechnology company and he has given me real insight into the drug development process, something which you can only get from someone who works in that field.

For someone like me, who would consider working overseas, it’s also been really useful to connect with someone working in another country. I now know that I can move to a role abroad quite easily as businesses often operate in English, and the fact I don’t speak another language isn’t a barrier – something that was a real biggy for me, and I wouldn’t have otherwise known.

Laura Maginley
BSc Biology (2016)

An eMentor might suit you because…

Your next steps

Go to our eMentoring page to find out more about its benefits, and how you can sign up:

www.nottingham.ac.uk/careers/ementoring
Taking your studies to the next level

Whether you are passionate about your subject and want to delve deeper or have chosen a career where a higher level qualification is desired or required, you’ll need the lowdown on postgraduate study. Get to grips with the basics and then talk to us about how further study can enhance your career prospects.

Thinking about a masters?

You can continue to develop your academic subject knowledge through a variety of masters courses; for example MSc Chemical Engineering or MA Ancient History. Other courses give you the opportunity to work towards a specific career area such as MSc Marketing.

- A taught masters degree is an intensive course delivered through a mix of lectures and seminars with a major thesis, project or sometimes a placement element. Full-time courses usually last for one academic year, but some may have the option to study on a part-time or distance learning basis.
- Masters degrees by research (MRes) last 12 months full-time and involve a longer in-depth research project.

Looking to specialise?

In some career areas, for example teaching and law, you will need a diploma or certificate-level qualification to practice in the profession. For other areas, you will be able to study a qualification that will give you the specialist knowledge for your chosen career, such as a postgraduate diploma in brewing science.

Diplomas and certificate courses have a mix of teaching styles and may also be taken as full-time, part-time, distance or e-learning courses.

Need help with funding?

From 2016/17, loans of up to £10,000 will be available for taught and research masters courses in the UK. Other sources of funding for postgraduate study could include:

- professional training bursaries e.g. for teaching, social work, and medicine and healthcare courses
- Alternative Guide to Postgraduate Funding – available on our website
- employer funded scholarships and grants from universities and charities
- Professional and Career Development Loans

www.gov.uk/postgraduate-loan

Ready to start applying?

For the majority of postgraduate courses in the UK there is no central admissions system; you apply directly to individual universities.

Courses with a central admissions system include teaching and graduate entry into medicine and law; which have a specific deadline for applications. For other courses, applications close when all the places are filled. For popular courses, this can be as early as the December prior to starting and for others it can be right up to the start of the course.

To get a place on a postgraduate course you will need to convince the admissions tutor you have the right skills, experience, academic ability and interest in the subject. Once you’ve drafted your personal statement, book an appointment to have it reviewed by a member of our team.

www.nottingham.ac.uk/careers/appointments

Thinking about a PhD?

Develop new knowledge

A PhD involves three or four years of original research that will contribute to the development of new knowledge in your subject. You will take responsibility for managing your own learning and achieving your PhD. There are, of course, support systems in the form of your supervisor, other academic colleagues and peers, but it is your responsibility to plan and manage your work, and seek help and support when needed.

Explore sources of funding

The main source of research funding in the UK is the Government through research councils, charities and industry.

The process is highly competitive. Funding through research councils is subject to eligibility requirements, and they also offer awards specifically for international students. Internal departmental sources of funding may be on offer and could support part of your studies. Contact the department for advice.

Talk to a supervisor before applying

There is no central admissions system for research degrees. University departments will advertise vacancies they have for PhD research degrees internally on department noticeboards and university vacancy bulletins.

Before making an application you should consider approaching a supervisor who has expertise in the research area that interests you to discuss PhD opportunities with them.

Although there are some differences in the application procedure between academic disciplines, generally you will complete an application form and include a personal statement or an outline of a research proposal. The selection process can vary but may include an interview, which will explore your interest in the research you intend to undertake as well as your general motivations for starting a research degree. If you are offered a place, it will be subject to you having secured funding.

Your next steps

Check out our website for information about applying and funding options:

www.nottingham.ac.uk/careers/furtherstudy

Find out about support available during a PhD:

www.nottingham.ac.uk/careers/research
What exactly is a graduate job?

By the time you finish your studies, you will have heard the phrase ‘graduate job’ a lot. But what does it actually mean? Read our quick guide to training schemes and direct entry roles, and the experiences of two recent graduates, Tim and Toby.

A graduate job can be defined in a number of ways, but here are just two: it can be a job for which a degree is the minimum entry requirement or a job that a graduate does. Finding out the routes into the careers that interest you, giving some thought to the type of company that you want to work for and the experience you want, will help you identify the right vacancies for you.

Where to look for graduate vacancies?

In your job search, use as many sources of vacancies as possible. Go to our website as your starting point where there is a whole section dedicated to graduate vacancies with links to:

- My Career, our vacancy job board, advertising hundreds of vacancies targeted at Nottingham students
- professional bodies and their job boards
- specialist press
- national and regional job sites
- recruitment agencies

www.nottingham.ac.uk/careers/vacancies
What is a graduate training scheme?

A graduate training scheme is a paid structured period of training and development lasting one to three years. At the end of the training scheme there is a general expectation that you will remain with the organisation, although progression is always subject to satisfactory performance.

Graduate training schemes can be found across a wide range of sectors, yet the number of graduates recruited can vary enormously. Professional services firms, PwC and EY, recruit around 1,500 graduates a year whereas advertising agency, WPP, and the charity, Cancer Research, recruit less than 10 each.

Graduate training schemes are offered in companies of all sizes from multinationals, which usually run multiple schemes, to smaller regional firms. Most recruit to specialist functions, for example marketing, commercial services or supply chain management. However, some offer a general management scheme, which will enable you to move around parts of the business.

Almost half of the UK’s leading employers now recruit graduates all year round or in different phases until they have all their vacancies filled. If employers have a single deadline, most are either November, December or January, although some of the law firms have July closing dates for their training contracts – at least one year before you want to start the contract!

How to take the direct entry route

Nearer to graduation you can apply for direct entry roles that are available immediately. They are not part of a graduate training scheme and can be with organisations of any size. Many graduate-level jobs exist in small and medium-sized enterprises (SMEs) – these are companies that employ fewer than 250 employees and make up 99% of all private sector businesses in the UK.

Around 25% of graduates from the University tell us they are working in an SME six months after graduation. In some industries there are many small to medium-sized companies for example public relations, digital marketing, publishing, the environmental sector and heritage, therefore direct entry will be your main route in.

I've been lucky enough to have been offered amazing exposure within our business; opportunities which I don't believe I would be offered anywhere else.

I applied for graduate schemes because I wanted to be part of a cohort of colleagues my own age, and work for a company that provided opportunities to move around both internally and internationally if possible. I secured a role on the Telefonica Retail Management scheme – the company took on a total of 40 graduates at that time.

Their two-year training programme involves four six-month rotations across different areas of the business. My first rotation was working in a local store in a customer-facing role. My second was in the Retail Trade team, understanding how our stores perform and driving sales in focus areas. My third rotation was working in the Governance and Planning team, giving me a top-down view of everything going on in the stores and working with senior leadership teams.

I have now moved into my final role in the Continuous Improvement team, who manage change delivery and operational improvements within our stores.

My responsibility has ranged from managing the trading performance while in the trading team, to collating reports that were shared up to CEO level in my Governance and Planning role. I've been lucky enough to have been offered amazing exposure within our business; opportunities which I don't believe I would be offered anywhere else.

My graduate intake attend training courses once every month, which is usually off-site where we can work and train together. Training topics include leadership, working within volatile environments, understanding personality types and networking.

Toby Cope, BArch (Hons) Architecture (2015)

I can honestly say I love how diverse it is. Working for a small company means I get to take the reins across the full marketing mix.

Having worked part-time all through my studies in a marketing role, when it came to thinking about what my first job after university would be, I made the decision that a graduate scheme was not for me. I was really keen to find a job that would allow me to pursue a career in marketing while still making use of my architecture degree.

A few months before I was due to graduate, someone in the Careers team mentioned a vacancy to me for a marketing manager at an architecture practice in London. I sent off a CV and portfolio and within a few hours I had a phone call asking me if I could attend an interview. I was interviewed by two of the partners who run the practice for over an hour. Just a few days later, I was offered the job.

Within a month, I was sat at my desk in my new east London office and it was just the most exciting time. The learning curve was steep. There was a lot of learning on the job and self-teaching, as people at all levels across the company were looking to me to make decisions and get things done from day one. A year into the role, I can honestly say I love how diverse it is. Working for a small company means I get to take the reins across the full marketing mix and from the strategic level right down to how to make our latest news headline fit into 140 characters for a tweet.

In terms of my professional development, I am given a yearly allowance to spend on workshops, seminars and industry events. This is great because it means I can pick and choose what is most relevant and interesting to me – now and for the future.
Make your gap year work for you

Whether you call it a gap year, year out or timeout, taking time away from your usual study or work cycle can provide you with opportunities for personal and career development that employers will want to see. Your gap year could consist of anything from a couple of months to over a year, but no matter what the time period, there are a few things that you'll need to consider.

Why do you want to take a gap year?
Thinking about what you want to get out of your gap year will not only help you organise your time, but will also help you to articulate the benefits to an employer on an application form or at interview.

Do you want to travel and live abroad before launching into your career? Perhaps you want to give something back to society by dedicating yourself to a cause you’re passionate about? Maybe this a chance for you to get some work experience to support future job applications?

These are all good reasons for taking a year out and employers can see the value in them. Taking time out can also allow you to reflect and make decisions about your future.

Start planning early
Although there is no official closing date, investigate your options and any costs as soon as you can. You will find a number of links on our website to organisations that can act as a starting point for your research.

Choosing who to go with
There are lots of organisations offering gap year opportunities – some very well-known and others less so. To ensure that the organisation is legitimate and meets your needs, ask the following questions.

What is the precise programme cost and what does it include?
• What does the money cover exactly? Can this be confirmed in writing?
• How much of the total figure is a deposit or management fee?
• When and how do I pay? What means of payment are accepted?
• If the programme changes or I have to cancel, would I obtain a refund?
• If I have to raise funds, does the organisation give advice?
• What is the recommended budget for extras?

How is the programme run and who is responsible?
• What type of organisation runs the programme, for example, a charity, sole trader or private company?
• Who will I be reporting to when I am working there?
• Will there be a local contact available?

What will I be doing?
• Can I chat to past participants?
• What will my induction involve?
• What training will I get?
• Will the programme continue after I have left?
• What will my responsibilities be?

What are the meal and accommodation arrangements?
• Will I be placed with a local family or with other students?
• Is there a cost and, if so, how much?

What emergency procedures are in place?
• Who is my emergency contact?
• How do I access healthcare?
• How close is the nearest embassy or consulate?
• What type of insurance do I need?

Your next steps
Read more on our website: www.nottingham.ac.uk/careers/yearout
For some of you, nothing but being your own boss will do. Maybe you’ve identified a gap in the market or got an excellent business idea that you’d love to try out. Maybe you want your job to be your passion. If so, the Ingenuity Lab is where you need to be.

The Ingenuity Lab is part of The University of Nottingham and is based in the Sir Colin Campbell Building on Jubilee Campus. Its mission is to create an environment where Nottingham students and alumni can explore ideas and start their own enterprises.

Five things the Ingenuity Lab can help you with

1. Taking your existing entrepreneurial ideas and skills and challenging them
2. Developing new ideas and radical innovations
3. Meeting a collaborative community of Nottingham entrepreneurs
4. Providing access to a state-of-the-art, innovative working environment
5. Getting you ready for the marketplace with competitions, surgeries and programmes to accelerate your ideas

100 active businesses operating from the Ingenuity Lab

Ingenuity17

Ingenuity17 is the UK’s leading entrepreneurship competition, open to students, alumni and early-stage researchers at The University of Nottingham.

Last year’s prize fund totalled £110,000 and the competition is set to be even bigger and better this year.

You can find out more about the competition and how to apply here: http://bit.ly/registerIG17

Graduate Entrepreneurship Visa

The Ingenuity Lab manages The University of Nottingham’s Tier 1 (Graduate Entrepreneur) visa, which allows a limited number of eligible students to remain in the UK for two years to start new business ventures.

Students on other visas can switch to this visa, and the University can offer support with this through the advice, checking and endorsement service.

For more information, go to: www.nottingham.ac.uk/ingenuitylab

Becoming a model student

Anna Gray was a third-year management studies student at The University of Nottingham when she started working on her idea of a modelling agency run by, and for, students.

After talking to the Ingenuity Lab about the idea, Anna was told about a previous proposal for a similar project over 10 years ago that had never got past the planning stages. After gaining permission to use the idea and with lots of hard work, the business has flourished and now prides itself on offering a professional service with 200 registered models, the majority of which are current Nottingham students. The students’ adaptable schedules allow for casual contracts that fit around university life and offer a fun and flexible part-time job.

Looking back on the role of the Ingenuity Lab in her business journey, Anna says:

“I would definitely recommend the Ingenuity Lab. I think that setting up a business without their support would have been a totally different experience. The support I’ve had has been brilliant, without it I would have ended up paying out loads of money for advice and legal help. I think it’s a great opportunity. If you have any ideas while you’re studying, go to the Ingenuity Lab and see if they can support you.”

Anna Gray, BA (Hons) Management (2010)

Model Students now boasts a client list of big names, including Boots, Berketex and Lulu Guinness. This is due in part to the recent appointment of model booker, Jose Pope, a professional photographer and another member of our Nottingham alumni community.

www.modelstudents.co.uk

Your next steps

Find out more about the Ingenuity Lab at: www.nottingham.ac.uk/ingenuitylab

Get more information about self-employment on our website: www.nottingham.ac.uk/careers/selfemployment

Attend an entrepreneurship skills workshop: www.nottingham.ac.uk/careers/skillworkshops

www.nottingham.ac.uk/careers
Six reasons to connect with employers to boost your career

If you’ve started to consider what you will do after your studies, then talking to employers and alumni can really help to crystallise your thoughts. Throughout your time at Nottingham, you will have the chance to meet a wide range of professionals through our events and activities.

1. Discover job vacancies
   You can chat to recruiters about the graduate and internship vacancies they have on offer at our careers fairs and employer presentations. More than 350 employers visit our campuses each year.

2. Gain an insight into jobs and sectors
   If you want to find out about the realities of jobs and sectors that interest you, book a place on our Spotlight On… events. We invite professionals working in a wide range of career areas onto campus to talk to you about their role and career journey.

3. Get one-to-one advice
   Have you got a career in mind and would like to ask someone doing that job a few questions? Then sign-up for our eMentoring scheme. Simply, choose an alumni who works in the career area that interests you and start the conversation.

4. Experience real-work situations
   There’s nothing like getting an insight into the world of work and you can do just this through the Nottingham Advantage Award. For example, Boots have been involved in the PR, branding and marketing module on which students pitch their ideas for new products to Boots’ buying team.

5. Solve a problem and demonstrate the skills employers ask for
   Consider the scenario: you’re in an interview and you have been asked about a time when you have demonstrated your project management, teamworking and problem-solving skills? If you’ve taken part in the Nottingham Consultancy Challenge, you’ll be able to answer this question easily.

6. Gain experience in a variety of positions
   If your CV looking a little bare in the work experience section? Registering with Unitemps, our recruitment service, could help you fill the gap. They offer part-time work opportunities in local businesses - big and small - as well as on campus.
Where in the world will your degree take you?

Are you a UK student seeking an international career or an overseas student planning to work in your home country or other locations? We can provide practical advice on developing your skills, researching job markets and connecting with employers.

Get ready for the international workplace
You are part of a vibrant and inspiring community at a world-class institution with a global outlook, two overseas campuses, strong links with universities worldwide, multinational staff and students from more than 150 countries.

There are lots of opportunities on offer at Nottingham to develop the skills and experiences that are highly valued in the global job market. Employers are looking for students with international knowledge and intercultural skills:

- **International knowledge** is having expertise in facts and practices in one or more countries. This could be subject related, for example UK employment law, or concerning their history or culture
- **Intercultural skills** are those that enable you to interact with people in situations where your views or behaviour might differ due to cultural factors. This includes linguistic and communication skills, critical skills, adaptability and empathy

How to develop your skills
There’s a rich and diverse range of options to develop the international and intercultural skills employers look for. There really is something for everyone.

- Give your studies a global dimension – choose modules with an international or intercultural perspective
- Join the Nottingham Advantage Award and select modules with global themes
- Take the opportunity to study abroad
- Learn a language
- Join a student society or sports club – there are more than 50 societies with an international focus
- Participate in a volunteering project, for example supporting local immigrants and refugees in Nottingham or join a student-led project overseas
- Gain work experience – don’t forget it’s the tasks you undertake and the people you work with that will give you global skills not just where you are based

Exploring global careers
When you are ready to start exploring your career options, there are few key questions you will need to consider the answers to:

- Which sectors and job roles interest you?
- Where do you want to be based? In your home country and travel occasionally or live and work abroad for a fixed term assignment or long term relocation?
- Is language proficiency required?

Your next steps
Visit our website to use these resources and for essential advice about working abroad:
www.nottingham.ac.uk/careers/workingabroad

If you’re an international student planning to return home after your degree to work, find lots of tips on how to make the most of your time at Nottingham:
www.nottingham.ac.uk/careers/returninghome

Use these exclusive resources on our website and other key links to organisations across five continents:
www.nottingham.ac.uk/careers/workingabroad

Passport Career
Find information and advice on working in more than 80 countries as well as access to monthly career webinars.

10 Minutes With…
These videos will give you an insight into different jobs and include interviews with business people working in Africa, Asia and Europe.

Your next steps
Visit our website to use these resources and for essential advice about working abroad:
www.nottingham.ac.uk/careers/workingabroad

If you’re an international student planning to return home after your degree to work, find lots of tips on how to make the most of your time at Nottingham:
www.nottingham.ac.uk/careers/returninghome
Get employers to take notice of your CV

How long do you have to make a first impression? Only 30 seconds. In a competitive job market a CV is your prime marketing tool. However, busy employers will only spend a few seconds scanning it before deciding whether they want to see more from you – or not.

Start from scratch
When developing your CV, it is crucial that you thoroughly research the role and company you are applying for. The next step is to tailor your CV to this role, providing evidence of your skills and competencies that match the company’s requirements – sending off the same CV for numerous positions will fail to impress.

If you are applying for vacancies overseas, research that country’s conventions for CVs and covering letters. It may vary from place to place. Use Passport Career, an international careers resource available through our website, for more information and advice.

Pick the right format
There are two main types of CV:

The chronological CV is the most common format. It outlines your experiences in reverse date order. The skills-based CV highlights and gives evidence of your relevant skills. It is particularly appropriate if you want to demonstrate transferrable skills. For an example of a skills-based CV, pick up our ‘Writing a CV and covering letter’ leaflet, which can be found in any of our campus offices or online.

If you have your sights set on a particular profession, research which type of CV is preferred. Academic CVs, for example, should adhere to certain conventions for CVs and covering letters.

Tick off these CV tips

Presentation
• Aim for two pages unless requested otherwise
• Be consistent with font size and style
• Break up text with bullet points and bold font
• Be concise – avoid long sentences or lengthy paragraphs
• Be word perfect – check for errors

Content and language
• Tailor your CV for every job, matching your competencies to the skill requirements. Reading through the person specification and job description carefully will help you to do this
• Draw attention to the most relevant items by locating them on the first page, making it easy for the employer to identify you as a strong candidate
• Use active verbs and phrases with impact. For example, ‘I managed and implemented a new system’
• Bring what you did to life with examples and outcomes – numbers of people, values of sales, lengths of projects, budgets etc. For example, ‘I organised a charity ball for 150 guests and 12 VIPs’

Never send a CV without a covering letter
Your CV should always be accompanied with a covering letter. A covering letter is a professional introduction that specifically relates your attributes, achievements and experience to a particular opportunity.

Your letter should not exceed one side of A4 paper and where possible, you should address it to a named person. Use it to draw the reader’s attention to the highlights of your CV and explain their relevance to the role. Crucially, you need to ensure you convey real enthusiasm for the position on offer and demonstrate your interest in and knowledge of the company.

What should a typical letter include?
• A short introductory statement that explains the purpose of the letter and details how you found out about the opportunity
• A short series of concise paragraphs that prove you are an ideal candidate and meet, or even exceed, the requirements of the position by highlighting your skills and experience. To help structure your information use the following approach: make the point, provide evidence, and explain why it is relevant to the post
• A paragraph that demonstrates you have researched the company and explains why you want to work for them
• A closing statement that ends the letter positively and demonstrates your willingness to attend an interview or meet the employer to discuss the opportunity further

Get employers to take notice of your CV

Your next steps
For even more CV and covering letter tips, head to www.nottingham.ac.uk/careers/cv

You can also book a CV review through My Career: www.nottingham.ac.uk/careers/login

Example of a great covering letter
First things first, don’t copy the following example word for word! Your covering letter has to reflect your skills and how they relate to the job or role you are applying for – so that means a new covering letter for each and every job you apply for.

I would be pleased if you could consider this application for an account handling role at Farrar PR. I note from your website that you welcome applications before Christmas for the September 2017 intake.

I am a confident and highly motivated final year history undergraduate at The University of Nottingham. I have gained editorial experience through Impact Magazine while at University. Having researched various media occupations, and undertaken work placements, I am now fully committed to pursuing a career in PR and have a particular interest in consumer PR.

My verbal communication skills are equally good. Extensive customer service jobs helped develop these skills, coupled with my drama performance interests. Socially confident, I am capable of addressing a range of audiences, I have excellent negotiation and persuasion skills which I have had to apply recently when persuading store managers to lend me props for 20 photo shoots. As can be seen in my role profile, I possess a combination of creative ability with a very can-do approach. My peers regard me as a good team player who, being well organised, is comfortable with both event management and communication roles.

I am impressed by your extensive range of clients including top names such as Tesco, and have followed their recent campaign in the media. Communication skills are my strength. My editorial experience has really developed my writing skills, and taught me the need to produce copy to tight deadlines. At Crispin Publishing I learnt how to compile and research information. The strong emphasis on written coursework throughout my studies has been important in developing my written communication skills. My secretarial course and employment also taught me how to use business English and my IT skills are well developed.

I hope that my enthusiasm for PR is conveyed in this application. I consider that I have the necessary drive and personal qualities required to contribute to your success as an established PR agency.

I would be pleased if you could consider this application for an account handling role at Farrar PR. I

7th October 2016

Ms Eleanor Dashwood
Farrar PR Ltd
22 Regents Crescent
London SW1B 2TP

Dear Ms Dashwood,

I would be pleased if you could consider this application for an account handling role at Farrar PR. I note from your website that you welcome applications before Christmas for the September 2017 intake.

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I would be pleased if you could consider this application for an account handling role at Farrar PR. I

4 Green Drive
Lenton
Nottingham
NG7 2EE

s.brown@hotmail.com

6th October 2016
You've probably had a Facebook page for years, sharing photos on Instagram is second nature, and Snapchat is part of your daily routine. But have you spent any time thinking about how these platforms could help you get ahead with your career or, in fact, leave you trailing behind? Businesses have been busy building a social media presence for quite some time and employers are certainly taking a look at what potential employees are doing online. This means you need to do two important things: brush up your public presence and protect your privacy.

1 Perform a social media audit
Log out of all your social media accounts and then Google yourself. Use quotation marks to get more relevant search results and if you have a fairly common name add your location or date of birth. For example: “Joe Thompson” Nottingham. Browse through the search results, identify which profiles are yours and check them out. What you see is what potential employers will see.

Open up a spreadsheet and create a list of active profiles. You may even encounter some old accounts you forgot about – Myspace anyone? Copy across your profile URLs, and make a note of which platform it is and whether you’d like to keep it for professional or personal use.

2 Protect your privacy
You don’t have to use every social media platform professionally. If you want to keep some accounts for personal use, that’s completely fine. Just ensure that you protect your privacy. If Instagram is your scrapbook of nights out with your mates, make your account private. Having a social life isn’t a crime, but you don’t need to expose it to potential employers. Same goes if you want to keep Facebook personal; check your privacy settings are set to ‘Friends only’.

3 Set some clear goals
The next thing to think about is what you want to achieve from social media. Do you want to use it to job hunt? Do you want employers to be able to seek you out? Do you want to build an online portfolio to display your creative design work? Set three goals and plan out what actions could help you achieve them.

4 Start with the professional social network
When it comes to your career, your social media presence isn’t complete without a LinkedIn profile. Used by professionals across the globe, very basically, it is your digital CV. Similar to Facebook, you can personalise your profile page, but on LinkedIn it’s all about your professional experience and achievements.

Once you have optimised your profile, you can start to make connections. Search out other students, lecturers, graduate recruiters you’ve met at careers fairs, and work colleagues. You can also start to look for professionals working in your desired industry by searching by job role or company. LinkedIn discourages you from ‘cold calling’ so reach out with a message about why you want to connect first; this is a great way to develop your networking skills – without the pressure of face-to-face interaction.

5 How to execute your goals
You’re set up on LinkedIn and you’ve set some goals – if you’re lucky, you might have picked one listed below. Here are three of our most common questions, answered:

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Your next steps
For more help getting your social media up to scratch, check out our range of resources online: www.nottingham.ac.uk/careers/onlinenetworking
You’ve read the job description; you have all of the relevant work experience and skills, great! All you have left to do is click ‘Apply’, only to find out that you now need to complete a 10-page application form. No need to worry, follow our simple tips and we’ll help you perfect that job application.

Before you start typing…

• Do some reading about the company and job role you’re applying for so you can tailor your answers to meet their requirements
• Brainstorm the experiences you’ve had so you can give different examples to demonstrate the skills they are looking for. Use examples from your work experience, academic work, the clubs and societies you belong to, and any travelling you’ve done
• Look through the whole form to get a feel for it and to avoid putting things in the wrong place or repeating yourself

A good way to answer questions

The employer will ask questions to help them assess whether you have the motivation, skills, competencies and experiences they are looking for. It’s the specific information that counts here so give the employer something to judge you on.

Here’s an example of a motivational question and why it hits the mark

Tell us about a time when you have worked in a team – what was your role and how did you contribute to the outcome? (max 120 words)

✔ 117 words - no spelling or grammatical errors.

Briefly explain what skills, interests and experiences make you suitable for the role. (max 120 words)

✔ 108 words – no spelling or grammatical errors.

I have developed a strong understanding of financial management and accounting through my studies. My analytical skills and inquisitive nature have been strengthened through my degree when applying my problem-solving skills to numerical situations.

✔ Shows understanding of the skills and knowledge required for the role.

My summer placement in the tax department reinforced my interest in working within the financial sector, enabling me to transfer my theoretical knowledge into practice. My organisational skills ensured I completed independent tasks efficiently and I enjoyed using my excellent communication and interpersonal skills to interact with customers.

✔ Highlights their interest in the sector.

As captain of the hockey team, I have developed leadership and teamwork skills which highlight my ability to motivate myself and others to achieve success.

✔ Uses a good range of examples from work, studies and hobbies that will be of interest to the employer.

Follow the STAR technique

For questions that are focused on your skills and competencies, one excellent way to structure your answers is by using the STAR technique:

• Situation - outline the issue or problem you faced
• Task - explain your task. What was required of you?
• Action - explain your actions sequentially. What did you do?
• Result - explain the outcome. Use examples of positive outcomes

Here’s an example of a competency-based question and why it hits the mark

Your next steps

Whether you have a form to complete for an internship or graduate job, we’re here to help. Visit our website for more top tips:

www.nottingham.ac.uk/careers/application-forms

• Attend our application form workshops in the autumn and spring terms
• Book yourself an appointment with one of our team to review your form

Visit our website for more top tips:

www.nottingham.ac.uk/careers/application-forms
Psychometric tests might sound scary, but knowing what to expect can be half of the battle, and will help you to prepare in advance. Try to see them as an opportunity to stand out from your fellow candidates.

What are psychometric tests?
First things first, psychometric tests are another way for employers to assess candidates alongside the more traditional methods such as CVs, applications forms and interviews.

In general, they can be split into four areas:

- **Motivation and values**
  These are used to test your personal values and what motivates you. Again, these questions have no right or wrong answers, but should be answered honestly.

- **Aptitude and ability**
  You will usually be presented with a numerical, verbal or diagrammatic reasoning scenario. These are one of the most widely used types of psychometric tests and have definite right or wrong answers.

- **Situational judgement**
  Used to assess your response to given workplace scenarios, these tests will look at your behaviour and competency in that situation.

- **Personality and interests**
  These tests are used to judge your personality traits and values. The questions have no right or wrong answers, but it’s important to answer honestly rather than what you think the employer wants to hear.
Sussing out psychometric tests

Example C: situational judgement

You are a trainee manager on a two-year programme working for a hotel chain of 4 and 5 star hotels. Your programme involves gaining experience in all areas of hotel management and you are currently with Guest Services.

You are working under the Guest Relations Manager as second-in-command and your team ensures guests receive a courteous and friendly service from front-of-house departments and is also responsible for correctly handling customer complaints. Your team must also implement the hotel chain policy of trying to maximise occupancy on a daily basis.

On a Saturday morning you are informed a large group is transferring to your hotel from another hotel in the chain. The group requires 110 rooms and the main conference suite from 6pm. You have room availability, but not all are prepared as you weren’t expecting a high occupancy level. This means housekeeping staff will need to work an additional two hours, for which they will be paid overtime. Their shift normally finishes at 2pm.

Review the responses below and put a tick next to the action you are most likely to make and the action you are least likely to make.

**ANSWER: A – MOST LIKELY TO MAKE; B – LEAST LIKELY TO MAKE**

<table>
<thead>
<tr>
<th>Question</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call the housekeeping staff together as soon as is convenient and explain the situation to them saying that the group booking is great for the Alpston Grand as occupancy has been low recently and that they will be helping to keep the hotel running successfully.</td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td><strong>C</strong></td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>Ask the Senior Housekeeper to let the staff know that they will be required to work an extra two hours today.</td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td><strong>C</strong></td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>Call the housekeeping staff together and say you are sorry they will be needed for the extra two hours but that hopefully the overtime pay will come in handy.</td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td><strong>C</strong></td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>Talk to the housekeeping staff and say that unfortunately they have to work an extra two hours and you are very sorry.</td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td><strong>C</strong></td>
<td><strong>D</strong></td>
</tr>
</tbody>
</table>

Read the passage above and decide if the following statements are TRUE, FALSE, or you CANNOT SAY based only on the information in the text.

1. The main difference between nuclear and fossil-fuelled power stations is an economic one

2. The price of coal is not relevant to discussions about the relative efficiency of nuclear reactors

3. If nuclear reactors were cheaper to build and decommission than fossil-fuelled power stations, they would definitely have the economic advantage

**Your next steps**

Go to the psychometric tests page on our website for more information, where you can also sign up for Graduates First to take practice tests and get expert feedback reports:

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

Attend a psychometric tests skills workshop:

[www.nottingham.ac.uk/careers/skillsworkshops](http://www.nottingham.ac.uk/careers/skillsworkshops)
Preparing for interviews, your way

Interviews aren’t all witchcraft and wizardry. By identifying what kind of person you are, and how you best perform under pressure, you’ve already made preparation a whole lot easier.

Hermione
The prepared one
If you’re a Hermione, you definitely feel most comfortable doing some early preparation and research. You’ll go in armed with the facts and a plan that shows your personality and skills.

Top tips
• Prepare your notes in a logical way
• Don’t over rehearse answers as they can feel wooden or like you’re reading from a book
• Practise your answers with a friend, or a mirror, to keep them to the point

Harry
On-the-spot wizard
If you’re a Harry you’re probably all about the big day. You might not write pages and pages of notes, but you know you can perform under pressure and come out on top.

Top tips
• Make sure you know the key points you want to say
• Be sure to stay on topic
• Take a look at some example questions so you have an idea of what to expect

Ron
Somewhere in-between
A Ron might feel torn between the two. Not sure if you’ve prepared enough, but also feel a bit flabbergasted by preparing too much. Let’s be honest, we’re all Ron, really, aren’t we?

Top tips
• Plan your answers in bullet points – you can take notes in with you
• Make sure you’ve got some good real-life examples
• Take a breath before rushing in to answer

Whether you feel like you’re a Hermione, a Harry, or a Ron, they’re all equally valid. Everyone has a different approach to interviews, and ultimately it’s about finding out what’s right for you. If you’re the type of person that prepares weeks in advance and writes pages of notes, that’s a great start.

If preparing too much stresses you out and you know you perform better in the moment, that’s amazing too. The most important thing is knowing how best to get ready in the way that suits you.

For some people, being as prepared as possible is the only way to feel you’re ready for an interview, whereas this can leave others feeling tongue-tied or as though they have too much – or not enough – to say.

Some key preparation points we’d recommend are:
• Researching the employer – you’ll probably be asked about the company and it’s good to show you know about their goals and ethos
• Making sure you know the job inside out – this might sound obvious but if you’ve applied for 10 other jobs it can become a bit muddled!
• Taking a look at example questions – even just having an idea of what kind of questions might come your way can avoid any nasty surprises
• Remember that evidence is king – it’s great to be able to say that you’ve got skills in a certain area but make sure you have an example to back it up

Face-to-face interviews
Strengths-based interviews
• Aimed at finding out about the real you, what you’re good at and what energises you
• You know yourself best, so think about how your experience relates to the job and use real-life examples

Competency-based interviews
• Structured to reflect your skills and experiences and how they fit with the employer’s needs
• Look at the job description and person specification and write notes on how your skills fit the requirements of the role

Video interviews
• Used by employers as a first sift of candidates
• You will record an answer to a question presented on-screen and are usually given 60 seconds per answer
• It’s a good idea to write down some key points to refer to. They’ll help structure your answer

Telephone interviews
• Again, generally used as a first sift
• With the introduction of video interviews, they are becoming less frequently used, but are still a popular method
• Tactics such as smiling and not slouching can help put the right expression in your voice and make you feel more confident and assertive

Types of interview you can expect to face

Your next steps
Go to the interviews section of our website for more information about the different types of interviews, and use our simulated video interview resource, Sonru:
www.nottingham.ac.uk/careers/interviews

Attend an interview skills workshop:
www.nottingham.ac.uk/careers/skillsworkshops

Book an appointment with one of our team to discuss preparing for interviews and how to tackle the tricky questions:
www.nottingham.ac.uk/careers/appointments
Invited to an assessment centre?

If you’re just starting to apply for graduate jobs, chances are you haven’t been to an assessment centre before. At first glance they can be quite daunting, but knowing what to expect is half the battle. Plus, you’ve got this far, you deserve to be there.

What happens at an assessment centre?
The itinerary below is just an example of what you can expect to be faced with at an assessment centre, but is based on experiences students and graduates have had in real recruitment processes.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30-9.15am</td>
<td>Candidates arrive – welcome and itinerary for the day</td>
<td>You will be welcomed and the structure of the day will be explained to you</td>
</tr>
<tr>
<td>9.15-10am</td>
<td>Interviews</td>
<td>You will be assessed on your suitability for the role</td>
</tr>
<tr>
<td>10-11am</td>
<td>Q&amp;A session</td>
<td>Your chance to ask any questions about the company and role</td>
</tr>
<tr>
<td>11am-12pm</td>
<td>Debating exercise</td>
<td>To assess negotiation and debating skills, and the ability to present and justify ideas</td>
</tr>
<tr>
<td>12-1pm</td>
<td>Lunch</td>
<td>Even though it’s lunchtime, they might still be assessing you to see how you interact with others</td>
</tr>
<tr>
<td>1-2pm</td>
<td>Group activity</td>
<td>You will be assessed on your ability to work as part of a group. The task will encourage teamwork and creative thinking</td>
</tr>
<tr>
<td>2-3pm</td>
<td>In-tray exercise</td>
<td>You will be presented with a fictional number of tasks and asked to prioritise and plan how to approach them</td>
</tr>
<tr>
<td>2-3.30pm</td>
<td>Close and next steps</td>
<td>You will be informed on the next steps of the recruitment process</td>
</tr>
</tbody>
</table>

Of course this is just an example scenario, but many assessment centre days will follow a similar structure and have exercises like this. Some may also include psychometric tests as part of the day.

Although you might be working in a group, remember that these exercises have been created to assess you individually, and how you work in a group.

Keep in mind things like speaking clearly, giving other people time to talk, and providing constructive feedback on their ideas. It’s not all about being the first person to give an opinion – or the loudest!

Your next steps
Go to the assessment centre page on our website for more information:
www.nottingham.ac.uk/careers/assessmentcentres
Attend an assessment centre skills workshop:
www.nottingham.ac.uk/careers/skillssworkshops
Swedish, twenty-something, based in Nottingham. Seeking new, simple, long-term relationship. GSOH.

**Ikano Bank**
It’s a really exciting time to join Ikano Bank, we’ve recently launched simple low cost loans and great rate savings accounts in the UK.

**Ikano Insight**
If data is more your thing, our Ikano Insight team manage loyalty services and customer insight for some of the biggest high street brands.

If you are interested in a career with us, please e-mail your CV and a covering letter to HRjobs@adm.com

www.adm.com

A graduate predicting global demand. Who’d have guessed?

Forecasting isn’t a dark art. It’s knowledge, strategic insight and understanding. Just ask our graduate Orla. You see, she used all three when we asked her to map out the future for Maltesers®. A global demand plan. For the next ten years. Was it a big ask? You bet. Especially when you think that Orla had only just started her second placement on our Management Programme. But hey, if you don’t ask you don’t get. Turns out we were selling Maltesers® as fast as we could make them. And demand in some markets was sky rocketing. But Orla had the answer. After looking at everything from capital investment to logistics to international taxation, Orla got us to redesign our factory in Slough to meet immediate demand. Then she set about putting in place the supply strategy that will make sure we can get Maltesers® to the people that want them, wherever they are. We’re predicting a bright future for her.

Who’d have guessed?

 careers in ADM

All ADM pay particular attention to supporting talented colleagues, striving to develop high-achieving leaders for tomorrow. We offer international opportunities and encourage the enhancement and development of personal skills, capabilities and successes through taking on more responsibilities.

ADM are seeking talented and dedicated graduates to join our global organisation and to become our inspiration and leaders of the future. We can offer international training assignments across Europe and further afield, as well as exciting careers at locations across the UK. Whatever you come on-board, you will join our experienced, professional managers and leaders and become involved in exciting projects within our continually expanding business.

By stepping into such an exciting global business, not only will you be part of something meaningful - ADM makes a considerable contribution to feeding the world’s population – you will also benefit from:

- Personalised mentoring/coaching/training programmes.
- The opportunity to network across different nations, cultures and production environments.
- Fantastic and flexible career opportunities at home and abroad.
- A great benefits package aimed at rewarding and developing our talent

To succeed, your degree in your chosen specialism will be complimented by your desire to pursue a career for tomorrow. We offer international opportunities and encourage the enhancement and development of personal skills, capabilities and successes through taking on more responsibilities.

We are always on the look-out for talented graduates to come on-board with us in a diverse range of disciplines including Commercial (Trading, Sales, Origination), Finance, Logistics, Production/Manufacturing, Engineering, HR, Research & Development and many more exciting areas.

For more than a century, the people of Archer Daniels Midland Company (NYSE: ADM) have transformed crops and manufactures into products that serve the vital needs of a growing world. Today, we’re one of the world’s largest agricultural processors and food ingredient providers, with more than 32,300 employees serving customers in more than 160 countries. With a global value chain that includes 428 crop procurement locations, 285 ingredient manufacturing facilities, 39 innovation centers and the world’s premier crop transportation network, we connect the harvest to the home, making products for food, animal feed, industrial and energy uses.

If you are interested in a career with us, please e-mail your CV and a covering letter to HRjobs@adm.com

For more information on our global business, please visit our corporate website at www.adm.com