

Careers and
Employability
Service

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The University of Nottingham has made every effort to ensure that the information in this brochure was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time-to-time, and you should therefore consider the information to be guiding rather than definitive.

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EVENTS EVENTS EVENTS SPRING TERM 2017

www.nottingham.ac.uk/careers/events

Nottingham Internship Scheme

Build on your potential

Welcome to your semester two career events programme

Whether or not you know where your degree will take you, our events programme has something for you. In semester two the focus is on learning about opportunities and developing your skills for success. So, why should you get involved?

You want to... meet employers

Employers love Nottingham graduates, and we have just been named University of the Year for Graduate Employment.* Our events give you the chance to meet companies from all kinds of diverse sectors.

build your skills

With lots of events to help you ace the recruitment process, don't miss the chance to gain the skills you need to beat the competition for graduate jobs and internships.

explore your options

Our events are the perfect place to start researching jobs, companies and career areas, especially if you don't know what you want to do after your studies.

get the inside story

Our Spotlight On... series brings in professionals so that you can hear first hand what it's like to work in their industry and what it has to offer.

You can pick up an events guide at the start of each term to give you a flavour for what our programme has to offer. The events listed here are open to all students – we haven't included any tailored specifically to your school or faculty. Be sure to check our website for information about all events taking place this term, along with when and where they will take place, and if any changes to the programme have been made. www.nottingham.ac.uk/careers/events

If you're involved in a society or sports club, or volunteer through the Students' Union, you'll also have access to tailored workshops that will help you make the most of these experiences on your CV and at an interview.

Email su-employability@nottingham.ac.uk for more information.

Don't forget, our team of career experts are here throughout your time at Nottingham to support you every step of the way – it doesn't matter what year you're in or what you're studying. Look out for next year's semester one brochure for hundreds more opportunities to meet graduate recruiters on campus.

* University of the Year for Graduate Employment, Good University Guide 2017, Times Award.

www.nottingham.ac.uk/careers/uoninternships

Don't get left in the dark

Hear from professionals who work
in sectors you might want to at our
exclusive **Spotlight On...** events

Spotlight On...

Looking for an insider's perspective into different sectors? These events are for you. Hear insights from professional people, find out how to successfully navigate the recruitment process, and ask the questions that matter to you.

Date	Event
Wednesday 8 February	Graduate Entry to Medicine
Monday 13 February	Engineering Careers for Science Students
Tuesday 14 February	Construction
Wednesday 15 February	Biotechnology
Tuesday 21 February	Environment: Ecology, Conservation and Planning Cyber Security Aerospace
Wednesday 22 February	Medical Technology and Devices
Thursday 23 February	Nutrition Careers Media and Digital Production
Tuesday 28 February	Energy
Wednesday 1 March	Politics and International Relations Finance Careers for Science Students
Thursday 2 March	Supply Chain and Logistics Agricultural Careers
Tuesday 7 March	Advertising, Marketing and Public Relations
Wednesday 8 March	Working with Words: Journalism and Editing
Thursday 9 March	Science and the Law
Tuesday 14 March	Product Design
Wednesday 15 March	Working with Words: Content
Thursday 16 March	Sports Industry
Wednesday 22 March	Film

Find out more about what these events will involve and the professionals attending them at:
www.nottingham.ac.uk/careers/spotlighton

Skills workshops

From working out which careers would suit you to perfecting your job application skills and harnessing social media in your job search, these workshops, led by our team and some by employers, are essential to your career success.

Date	Event
Wednesday 1 February	Making contacts and networking Building commercial awareness
Tuesday 7 February	Finding internships Thinking about postgraduate study – arts and social sciences students
Wednesday 8 February	Finding international work experience Communication skills
Thursday 9 February	Preparing an effective CV Preparing an effective covering letter
Tuesday 14 February	Preparing for psychometric tests Getting into teaching – arts and social sciences students
Wednesday 15 February	Mock assessment centre Teamwork skills Leadership and management skills Thinking about a masters – science, technology, engineering and maths (STEM) students
Tuesday 21 February	Preparing for telephone and video interviews Maths skills for numerical reasoning tests Interview confidence Preparing an effective CV Preparing an effective covering letter Preparing for interviews
Wednesday 22 February	Preparing an effective CV Preparing an effective covering letter Preparing for presentations Entrepreneurship in the workplace
Thursday 23 February	Preparing for job interviews Finding graduate jobs
Monday 27 February	Mock assessment centre

Date	Event
Tuesday 28 February	Getting started with LinkedIn Preparing a winning application form
Wednesday 1 March	Finding international work experience Negotiation, influencing and persuasion skills Project management skills Getting into publishing
Thursday 2 March	Preparing for psychometric tests
Tuesday 7 March	Preparing for presentations Getting into media and digital production
Wednesday 8 March	Applying to teaching – for STEM students
Thursday 9 March	Enhancing your LinkedIn profile and peer review session
Tuesday 14 March	Preparing for case studies and presentations at assessment centres Interview confidence
Wednesday 15 March	Mock assessment centre Time management skills Thinking about a PhD – for STEM students
Thursday 16 March	Choosing your career
Tuesday 21 March	Preparing an effective covering letter Preparing an effective CV Group exercises at assessment centres Getting into marketing
Friday 24 March	Preparing for job interviews
Tuesday 28 March	Finding internships Preparing for telephone and video interviews
Wednesday 29 March	Applying to medicine as a graduate
Thursday 30 March	Preparing an effective covering letter Preparing an effective CV Preparing for job interviews

Check our website for the full listing, including events tailored to your school or course, when and where they take place, and how to book:
www.nottingham.ac.uk/careers/skillsworkshops

Class of 2017: **step forward**

Take the next step with our expert help

[www.nottingham.ac.uk/careers/
graduating2017](http://www.nottingham.ac.uk/careers/graduating2017)

As a graduate from The University of Nottingham, you'll be in a great position to make an impression in the working world. This is the time to make the most of the graduate opportunities open to you, so that you can realise your potential and achieve your ambitions.

Deciding what's next

Whether you're unsure about which career path might suit you or want to know how to get into a particular sector, we're here to help.

Even after you graduate, you can talk to a careers adviser – face-to-face, via telephone, Skype or email. If you're still living locally, why not come and visit us on campus?

Searching for vacancies

We are proud to have been named University of the Year for Graduate Employment* and also have great links with local businesses. There are hundreds of graduate opportunities advertised on **My Career**, our online jobs board targeted at Nottingham graduates.

If you are planning to look for temporary work locally, register with Unitemps, our recruitment service. New jobs are listed frequently and you may find the ideal opportunity to get you started.

Making an application

We understand that the recruitment process can seem daunting at first. That's why we offer expert advice for every stage of the process from your initial application through to the assessment centre. Our advisers will help you to tailor your application and articulate your skills to show an employer that you're their perfect new recruit.

If you're considering further study, fantastic. We can help you with this too. Whether you need information about the right courses to further your career or are struggling to find funding, our team have the specialist advice you require.

Stay in touch

For the latest vacancies, events and news:

 **CareersUoN**
 **@UoNCareers**
 **blogs.nottingham.ac.uk/careers**

Book appointments, watch videos and get started today:
www.nottingham.ac.uk/careers/students

*University of the Year for Graduate Employment, Good University Guide 2017, Times Award.

What are you waiting for?

Check out the Class of 2017 webpage for tips and advice on your next steps:

www.nottingham.ac.uk/careers/graduating2017

Employer presentations

Get to know a company inside out – its products or services, the graduate jobs and internships on offer, what it looks for and how to apply. You'll also be able to ask questions to help you decide if it is the right employer for you.

Date	Event	Sector	Recruiting
Tuesday 7 February	Atos	Information technology	Business, technical, software development, HR and cognitive computing
Tuesday 7 February	Linney Group	Advertising, marketing and PR	Event manager, designer, account manager, sales and internships
Wednesday 8 February	Chromalloy	Engineering and manufacturing	Engineering, IT, customer service and business roles
Thursday 9 February	Mountbatten Institute	Charity	One-year international business programmes in New York and London
Monday 13 February	Fulbright Commission	Education	Postgraduate courses in the USA

Keep checking our website as new events are added all the time:
www.nottingham.ac.uk/careers/employerpresentations

Recruitment and careers fairs

Come and talk to us and explore internship and graduate opportunities with employers keen to recruit you. Before the event, download the app or read the fair guide on our website so you can plan which employers you want to talk to. There's no need to book for the fairs – just turn up on the day.

Date	Time	Event
Tuesday 7 February	11.30am–2.30pm	Engineering Internships Fair
Thursday 16 February	12–3pm	Tech Careers in Small Businesses
Friday 12 May	1–3pm	Social Work Fair
Wednesday 14 June	11.30am–4pm	Graduate Jobs Fair

Check our website for the full listing, including events tailored to your school or course, when and where they take place and how to book:
www.nottingham.ac.uk/careers/recruitmentfairs

Save the date!

June 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	19
19	20	21	22	23	24	25
26	27	28	29	30		

Graduate Jobs Fair
meet employers

Graduate Jobs Fair

Wednesday 14 June 2017, 11.30am–4pm
East Midlands Conference Centre, University Park

- Internships and graduate jobs
- CV reviews
- Job-hunting workshops