## Introduction

### Section 01: Year One
- Registering with My Career: 06
- Nottingham Advantage Award: 09
- Part-time work: 09
- Unitemps: 10
- Vacation work and work experience: 10
- Developing employability skills: 12
- Writing a CV: 12
- Getting careers advice: 12
- Finding out about jobs and careers: 14
- Changing or leaving a course: 14

### Section 02: Year Two/Penultimate
- Registering with My Career: 19
- Career planning: 19
- Further study: 20
- Individual advice and guidance: 20
- School activities: 21
- Internships/work experience: 22
- Travel and international volunteering: 24
- Part-time work: 24
- Unitemps: 26
- Writing a CV: 26

### Section 03: Final Year/Taught Postgraduates
- Early closing dates: 30
- Career planning and job search: 31
- Labour market information and destination statistics: 31
- Working and studying abroad: 32
- Further study: 32
- Recruitment events: 33
- Individual advice and guidance: 34
- Nottingham Advantage Award: 34
- CV/application review and interview practice: 34
- Job offers and contracts: 36
- International students: 38
- After graduation: 38

### Section 04: Research Postgraduates
- Useful links: 42
- Our dedicated websites: 43

### Contents

<table>
<thead>
<tr>
<th>Section 01: Year One</th>
<th>Section 02: Year Two/Penultimate</th>
<th>Section 03: Final Year/Taught Postgraduates</th>
<th>Section 04: Research Postgraduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registering with My Career</td>
<td>Registering with My Career</td>
<td>Career planning</td>
<td>Early closing dates</td>
</tr>
<tr>
<td>Nottingham Advantage Award</td>
<td>Career planning</td>
<td>Further study</td>
<td>Career planning and job search</td>
</tr>
<tr>
<td>Part-time work</td>
<td>Further study</td>
<td>Individual advice and guidance</td>
<td>Labour market information and destination statistics</td>
</tr>
<tr>
<td>Unitemps</td>
<td>School activities</td>
<td>School activities</td>
<td>Working and studying abroad</td>
</tr>
<tr>
<td>Vacation work and work experience</td>
<td>Internships/work experience</td>
<td>Internships/work experience</td>
<td>Further study</td>
</tr>
<tr>
<td>Developing employability skills</td>
<td>Travel and international volunteering</td>
<td>Travel and international volunteering</td>
<td>Recruitment events</td>
</tr>
<tr>
<td>Writing a CV</td>
<td>Part-time work</td>
<td>Part-time work</td>
<td>Individual advice and guidance</td>
</tr>
<tr>
<td>Getting careers advice</td>
<td>Unitemps</td>
<td>Unitemps</td>
<td>Nottingham Advantage Award</td>
</tr>
<tr>
<td>Finding out about jobs and careers</td>
<td>Writing a CV</td>
<td>Writing a CV</td>
<td>CV/application review and interview practice</td>
</tr>
<tr>
<td>Changing or leaving a course</td>
<td></td>
<td></td>
<td>Job offers and contracts</td>
</tr>
</tbody>
</table>

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Careers and Employability Service
www.nottingham.ac.uk/careers
Introduction

This guide to employability support has been prepared as a response to the Grand Challenge on Personal Tutoring and its requirement for tutors to consider the employability needs of their tutees, and also to ensure their access to information, advice and guidance.

Since we provide expert careers information, advice and guidance to students and graduates, it is appropriate, and we hope helpful, to offer this collaborative resource to you.

We already work closely with academic colleagues and members of our faculty teams are increasingly delivering tailored programmes within academic schools/faculties and collaborating through the preparation of Employability Partnership Agreements. Your designated career link within your school will be in regular contact with us, either through discussions with a nominated careers adviser or through Nottingham Advantage Award activity.

However, we appreciate that you may not be fully aware of these activities so we hope that this document will give you relevant information and suggest appropriate sources of referral.

You can create a staff account on our online system, My Career, and this will allow you to view the career events taking place throughout the year and the graduate and internship vacancies available to our students. You may also want to look at our web pages dedicated to academic schools. (www.nottingham.ac.uk/careers/schools)

Jan Perrett
Deputy Director, Careers and Employability Service
Section 01:

Year One

First year students are obviously primarily concerned with settling in, getting to grips with their degree study and enjoying their new life. Many will not be ready to engage with career planning, but it is important that they recognise the employability potential from the student experience. We have created a careers timetable which highlights key action points and advice.

www.nottingham.ac.uk/careers/timetable
Registering with My Career

It is beneficial for students to register with My Career, our online system, offering access to events, appointments, workshops and vacancies. We would encourage first year students to register as soon as possible, so that they can stay connected to our services and not miss out on useful events and vacancies.

Nottingham Advantage Award

The Nottingham Advantage Award is the University’s employability skills award, supported by Teaching and Learning Board and recommended to all academic schools as a key vehicle for student development.

The Award provides a wide range of modules for recognising and accrediting extracurricular activities – from volunteering and mentoring to work experience and career planning. Many aspects of the student experience can be accredited as part of the Award and increasingly, academic schools are offering their own modules – usually run in collaboration with our careers teams.

First year students are in an ideal situation to take full advantage of the Award, since they have three years or more to complete the 30 credits needed to gain accreditation.

Part-time work

Many students want to earn money whilst they are studying and the University guidelines indicate an acceptable limit as 16 hours per week. Part-time work is available on campus and also around Nottingham and it is a good way for students to develop skills and meet different people. It is clear that employers like students to have undertaken work experience and even part-time casual work can be used to show evidence of good transferable employability skills.

Key points
For sources of part-time work, our website is a good starting point.

Useful link
Advice on part-time work
www.nottingham.ac.uk/careers/part-timejobs

Unitemps
Unitemps is the University’s agency for part-time and casual work on and off campus.

The Unitemps office is located in the Portland Building, Level B. Students can register and apply for work opportunities online. Students can also choose to go on a mailing list and be notified of all new vacancies via email. Often students like to work on campus to gain work experience or earn some money towards their living costs.

Unitemps roles include work in hospitality and events as well as clerical, admin and specialist roles within academic schools and professional services.

Useful link
Unitemps
www.unitemps.com

There are varying regulations governing international students working during their studies and students can ask for help and information from the International Office. Non-EEA (European Economic Area) students may encounter some challenges in finding part-time and vacation work, so Unitemps is a really good starting point with its range of internal vacancies.

Vacation work and work experience
The first summer vacation is a great time for working and travelling and there is less pressure on students at the end of the first year to get formal work experience. In fact, most employers only offer internships to penultimate year students, so first years are more likely to need to get themselves a job or some unpaid work experience.

Any work experience is worthwhile and students can use any job to demonstrate employability skills. There is an excellent module on the Nottingham Advantage Award which trains students to reflect on and evaluate their experience of the world or work.

Students can come and see us to get advice about vacation work and work experience. Volunteering is a good way of gaining experience, especially in social and community settings. Employers value volunteering in the same way as paid work and it is a good way of spending time...
overseas in the vacation. However, students should know that some voluntary projects require them to pay for the experience or to raise funds.

Developing employability skills
As you know, Nottingham offers a brilliant student experience, in addition to a great education and employers will be interested in how students use their time at university. Student societies, ambassador experience, positions of responsibility etc. offer great opportunities to develop key skills and attributes such as team working, leadership, initiative and problem solving.

We offer a useful guide to key employability skills and this might be useful in discussing with your tutees how to get the most out of their first year.

Writing a CV
First year students may need some advice on creating or amending a CV – either for part-time work or for summer work. There is advice on our website about this and students can also book a 15 minute CV review appointment. If they are registered with Unitemps, they can also ask for advice there about CVs for part-time work.

Getting careers advice
First year students can come and see our members of staff to get individual advice. It may seem quite early in their degree course and some students may not realise that they can use our services. Please encourage them to talk to a member of the careers team whenever they feel it would be useful – it’s never too early!

Jan Perrett, Deputy Director
Careers and Employability Service
Finding out about jobs and careers
We offer a programme of events, which is open to all students and first year students may benefit from attending the talks and workshops. These are not all promotional employer presentations; many are talks and master classes involving professionals and alumni talking about their own experiences in different sectors, so can be helpful to students beginning to think about options.

Changing or leaving a course
Hopefully, this won’t be an issue you have to deal with often, but if you do then our careers advisers will be able to help. We can give advice on choosing alternative courses and relating this choice to future careers. If a student decides not to continue in higher education, then we can give advice on finding work and also refer them to services available in their home town. This can be a really stressful time for a student and we will make it a priority to see them as soon as possible – either by direct referral from you or from the student.

A student can also get practical help about finance at the Student Advice Centre.

Useful links

**Events programme**
www.nottingham.ac.uk/careers/events

**Student Advice Centre**
http://su.nottingham.ac.uk/helpadvice

**Changing or leaving a course**
www.nottingham.ac.uk/careers/changingorleaving
Section 02:

Year Two/ Penultimate

The second or penultimate year of a degree course is absolutely critical in terms of employability and most students will need to be encouraged to be proactive in their career planning. A large number of our activities are aimed at this year group and you will find sessions running within your own school, especially during the autumn term. We have created a careers timetable which highlights key action points and advice.

www.nottingham.ac.uk/careers/timetable
Key points

Registering with My Career
Hopefully, most students will have registered with My Career in the first year, but it is worth reminding them to do this. They do not need to re-register at the start of each year as this will roll over each year until they graduate. Second year students can access information about events and fairs, workshops and appointments.

Career planning
The second year is a critical time for planning, as so many options require relevant work experience. Students should be able to attend sessions by careers advisers in your school, but it is very important that during this year they start doing some research about jobs and further study. They can do this through our website and they should also be encouraged to attend as many events as possible. The employer presentations and workshops are just as useful to penultimate year students as to finalists, and some employers run sessions specifically for this year group about internships. All events are listed on the website and students can sign up online.

There is a specific Nottingham Advantage Award module called Career Planning Skills, which is ideal for second years and we also run ‘Inside Employment’ modules on the financial sector and legal careers.

In addition to employer presentations, we also organise three major recruitment and information fairs during the autumn term – the Law Fair and the Careers in Management and Business Fair in October and the Internship Fair in November.

We also offer practice aptitude tests – either through a live test session or through our online tool. It is good to encourage students to do this in their second year, as some graduate schemes will organise tests very early in their final year. They will receive feedback from the tests and can then use our resources to practise.

Useful links

- My Career
  www.nottingham.ac.uk/careers/login

Useful links

- Researching graduate jobs
  www.nottingham.ac.uk/careers/typesofjobs
- Events programme
  www.nottingham.ac.uk/careers/events
- Practice aptitude tests
  www.nottingham.ac.uk/careers/psychometrictests

Many students will undertake an internship or work experience during the second year of their degree programme. Advice at www.nottingham.ac.uk/careers/workexperience
Further study
In this increasingly competitive job market, more students are considering further study, often for a taught postgraduate course. Those who are interested in research will probably already be talking to academic tutors about continuing to PhD and there is generic advice on our website for interested students.

As you will be well aware, it is essential for students to do as much research as possible into study options and funding opportunities and we can help with this. We can provide data on the destinations of masters graduates, which is useful in helping students to make decisions about their investment of time and, often, money. The University’s postgraduate virtual open day is also an excellent source of information and advice.

Further study overseas requires a lot of time and energy and applications will be earlier than for home universities. We have information on this on our website and reference books to help with the search. Studying in the US is particularly competitive, so students are advised to consult the Fulbright Commission website and to look at the requirements for GMAT (Graduate Management Admissions Test) and GRE (Graduate Record Examination) which need to be taken in advance of application.

Individual advice and guidance
Career planning requires research but it also requires reflection and self-awareness. Students often find it very helpful to talk to someone individually about their own choices and they may bring these issues to you as their tutor. If you feel that they would benefit from some impartial and expert guidance, please refer them to us either in person or via the website.

For students who are studying or working overseas for a semester or a year, we offer the same access to our website and we can also arrange to speak to them via Skype.

School activities
Your designated link careers adviser will be running career programmes or workshops in the school during the autumn and spring terms. Most schools promote these sessions internally, but some students don’t seem to know that careers advisers come into their school to deliver talks and may need to be reminded of what is available.

We are now meeting with all heads of schools to draft Employability Partnership Agreements to ensure that appropriate employability activities are delivered within the school by our staff along with academic staff. This is to ensure that we give the best possible support to schools and that we recognise all aspects of employability education.

Nottingham Advantage Award
The Nottingham Advantage Award is the University’s employability skills award, supported by Teaching and Learning Board and recommended to all academic schools as a key vehicle for student development.

The Award provides a wide range of modules for recognising and accrediting extracurricular activities – from volunteering and mentoring to work experience and career planning. Virtually every aspect of the student experience can be accredited by the Award and increasingly, academic schools are offering their own modules – usually run in collaboration with our careers advisers.

Second year students may already be involved in the Award, but may be wondering what modules to take and some may not yet be involved but still have time to complete the Award before they graduate.

Useful links / contacts
Nottingham Advantage Award
www.nottingham.ac.uk/careers/advantage

Key contacts
Cyrielle Ruinart De Brimont (Co-ordinator)
cyrielle.ruinart@nottingham.ac.uk
Vicky Mann (Manager)
vicky.mann@nottingham.ac.uk
Internships/work experience
This is a key concern for many second year students, as many large employers offer internships to penultimate year students and use them as a fast-track to a graduate job, resulting in fierce competition.

Our website has useful advice for you and for your tutees about how they can apply for internships and other work experience and also links to sources of vacancies. Internships are not offered in every sector and in some sectors, such as the media, they would be unpaid, whereas in the financial sector students will expect a paid internship of around 8-10 weeks.

Careers advisers often run workshops on work experience as part of their school programme, but students can also book to talk to a member of our staff if they are concerned about how to make the best use of their summer.

One critical aspect of applications for internships is that they often have early deadlines – before Christmas or in January – so students need to start applications as soon as possible in the autumn term. Vacancies for internships are listed on My Career.

There are a few sectors where work experience is essential for progressing to professional training, for example:

a) Law – deadlines for summer placement schemes are usually in January/February, but for some winter schemes, it can be as early as October. Students may also attend the annual Law Fair in October at East Midlands Conference Centre.

b) Teaching – PGCE courses will expect school-based experience so students will need to arrange some work experience in local schools or at home. It is also useful to consider the University’s Students in Classrooms Scheme or perhaps some volunteering through the Student Volunteer Centre.

c) Social Work – professional qualification courses will require substantial experience, so getting involved through university volunteering is a great start.

If in doubt, students can speak to a member of the careers team about the experience they may need.

Students who are studying or working overseas during their penultimate year may be concerned about how they apply for internships from abroad. We are happy to
discuss this with them before they leave, but also, we can arrange to speak to them from abroad via Skype in order to work out a plan for their applications.

Travel and international volunteering
Some students will prefer to use their second year vacation for travel and especially for combining travel and volunteering. Employers will value this experience and in fact, for careers in the third sector and development, it is virtually a requirement. There are numerous schemes available – many of which require early application and fundraising and students will need to start researching as early as possible. We have a useful section on our website and we also hold a number of reference books which can be used in our centre in the Portland Building.

Part-time work
Many students want to earn money whilst they are studying and the University guidelines indicate an acceptable limit as 16 hours per week. Part-time work is available on campus and also in the city and it is a good way for students to develop skills and meet different people. It is clear that employers like students to have work experience and even part-time casual work can be used to show evidence of good employability skills. For sources of part-time work, our website is a good starting point.

Useful links

Advice on work experience
www.nottingham.ac.uk/careers/workexperience

Sources of vacancies
www.nottingham.ac.uk/careers/workexperience/vacancies

Students in Classrooms Scheme
www.nottingham.ac.uk/studentsinclassrooms

Student Volunteer Centre
http://su.nottingham.ac.uk/volunteering

Advice on volunteering overseas
www.nottingham.ac.uk/careers/volunteering

Advice on part-time work
www.nottingham.ac.uk/careers/part-timejobs
Unitemps
Unitemps is the University’s agency for part-time and casual work on and off campus.

The Unitemps office is located in the Portland Building, Level B. Students can register and apply for work opportunities online. Students can also choose to go on a mailing list and be notified of all new vacancies via email. Often students like to work on campus to gain work experience or earn some money towards their living costs. Unitemps roles include work in hospitality and events as well as clerical, admin and specialist roles within academic schools and professional services.

Writing a CV
Students will need to review their CV for internship, as it may be one they have used for part-time work.

Our website has good advice and students can book a 15 minute CV review appointment. There is similar advice available for completing online application forms. Students should check what is being offered in their school and also sign up for other workshops we deliver. Increasingly, our staff will be offering appointments in academic schools and also at the various Nottingham campuses. These appointments can be booked online.

Encourage your tutees to follow us on social media such as Facebook and Twitter - that way they’ll always be up to date with the latest information about job vacancies, events and more.

Useful links

Advice on writing a CV
www.nottingham.ac.uk/careers/CVs

Careers workshops
www.nottingham.ac.uk/careers/events

CV review appointments
www.nottingham.ac.uk/careers/appointments

Top tip

Careers and Employability Service
www.nottingham.ac.uk/careers
Section 03: Final Year/Taught Postgraduates

The final year of study brings many challenges for students; not only do they have major study projects, but they also have to contend with job search or further study applications, many of which fall heavily in the autumn term.

Our careers timetable may help put the year into perspective and students who are concerned about deadlines and strategy can come and speak to a member of the team. It is worth pointing out that there is a common urban myth, prevalent amongst final year students, that if you aren’t fixed up by Christmas, you might as well give up. Despite our best efforts, students continue to assume that all recruitment happens in the autumn term. It is certainly true that larger employers are very active on campus then and may also have early deadlines, but recruitment now spreads throughout the year, so for many students, they do not need to make applications until the spring or even the summer. It is essential that students seek advice on their own individual situation.

Postgraduate students are eligible to use our services in exactly the same way as undergraduates and will need to register on My Career in order to have access to events and appointments. The only exception is the Postgraduate Business School which has a dedicated careers team and students will be referred there for advice and guidance.
Early closing dates

The following sectors are likely to have closing dates before Christmas:

- Finance, especially investment banks
- Civil Service
- Large commercial organisations e.g. Unilever, P&G
- Professional qualification courses e.g. Law (LPC) - applications open in October
- Social work
- Clinical psychology
- Postgraduate study abroad

This list is merely indicative and students should check closing dates by visiting our website regularly.

Career planning and job search

Some students will leave career planning until the end of their studies and may feel pressured by the ‘hype’ on campus. Taught postgraduate students are faced with the additional pressures of a new course and often, a new university or even country, so they may be in particular need of advice and reassurance. Through our work within schools, we try to allay this anxiety, but please refer students to us for advice and guidance. Students can use our website and also the Prospects website for their research, and they should be encouraged to attend as many events as possible. The employer presentations and workshops are very useful to finalists and taught postgraduates, and often employers bring alumni with them to talk about their own experiences. All events are listed on My Career and students sign up online.

Labour market information and destination statistics

We have supplied information on our website about what graduates and taught postgraduates do after their degree and this is available for subject areas. This is, in principle, a good resource for career planning, but it is collected six months after graduation, so the picture it paints is not complete and students should seek advice from us to put this into context. We also supply information for academic staff via the University’s intranet portal and the Government’s Unistats website is also accessible to the public.

Key points

**Career planning and job search**

Some students will leave career planning until the end of their studies and may feel pressured by the ‘hype’ on campus. Taught postgraduate students are faced with the additional pressures of a new course and often, a new university or even country, so they may be in particular need of advice and reassurance. Through our work within schools, we try to allay this anxiety, but please refer students to us for advice and guidance. Students can use our website and also the Prospects website for their research, and they should be encouraged to attend as many events as possible. The employer presentations and workshops are very useful to finalists and taught postgraduates, and often employers bring alumni with them to talk about their own experiences. All events are listed on My Career and students sign up online.

In addition to employer presentations, we also organise two major recruitment and information fairs during the autumn term – the Law Fair and the Careers in Management and Business Fair in October. Details can be found on the website.

We also offers practice aptitude tests – either through a live test session or through our online tool. It is good to encourage students to do this as they will receive feedback from the tests and can then use our resources to practise and improve.

**Useful links**

- Events programme
  www.nottingham.ac.uk/careers/events
- Search job vacancies
  www.nottingham.ac.uk/careers/graduatevacancies
- Practice aptitude tests
  www.nottingham.ac.uk/careers/psychometrictests

**Labour market information and destination statistics**

We have supplied information on our website about what graduates and taught postgraduates do after their degree and this is available for subject areas. This is, in principle, a good resource for career planning, but it is collected six months after graduation, so the picture it paints is not complete and students should seek advice from us to put this into context. We also supply information for academic staff via the University’s intranet portal and the Government’s Unistats website is also accessible to the public.

Our staff work closely with employers and our careers advisers have sectoral knowledge to help students gain a better
understanding of the labour market and the sector implications. We also refer students to the Prospects website for sector information. We stock a range of employer and sector directories (some of which may be available to students in your school) and these give a good overview of current recruitment expectations.

Key directories for students might include The Times Top 100 Graduate Employers, Prospects, TARGETjobs Get Directory, Guardian UK 300 and a variety of legal directories. All these are available to take away free from our centre in the Portland Building but it is worth checking whether we have also delivered them to your school.

Working and studying abroad
Increasingly, we are asked for labour market information relating to other countries – both for returning international students and also for home students looking to work overseas. Our website has a dedicated section on working abroad, which, amongst other information, contains links to two key resources: Going Global and Exodus. There are also dedicated pages for international students which contain information about rights to work in UK and also about returning home.

Further study
In this increasingly competitive job market, more final year students are considering further study, often for a taught postgraduate course. Those who are interested in research will probably already be talking to academic tutors about continuing to PhD and there is generic advice on our website for interested students.

As you will be well aware, it is essential for students to do as much research as possible into study options and funding opportunities and we can help with this. We can provide data on the destinations of masters and PhD graduates, which decisions about their investment of time and, often, money. The University's postgraduate virtual open day is also an excellent source of information and advice.

Further study overseas requires a lot of time and energy and applications will be earlier than for home universities. We have information on this on our website and reference books to help with the search. Studying in the US is particularly competitive, so students are advised to consult the Fulbright Commission website and to look at the requirements for GMAT (Graduate Management Admissions Test) and GRE (Graduate Record Examination) admissions tests which need to be taken in advance of application.

Recruitment events
Throughout the year, we facilitate employer events on our campuses and during the autumn term, in particular, these events focus on the recruitment of graduates and postgraduates. Most of the presentations are in the evening, in order to accommodate lecture commitments, or at lunchtimes. Full details are available on My Career, and these are available to you as a member of staff, as well as to your students. Students need to sign up for these events as they are very popular, so please alert them to this.

In addition to the employer presentations, we organise a programme of skills workshops and professional talks, so that students can learn about the widest possible range of sectors and employers. Many of our professional talks are given by alumni, who are keen to pass on advice to current students, based on their own experience. Some academic schools also organise alumni events for their own students; your careers contact will know about these.

As mentioned above, we organise two recruitment fairs in the autumn term – the Careers in Management and Business Fair and the Law Fair in October, and at the end of the summer term, we also organise
the Summer Careers Fair for those students still seeking employment after exams. Graduate fairs are also organised by other regions and universities and we carry full details on our website.

Individual advice and guidance
We offer confidential advice and guidance appointments to all students and these are available to book online and also by referral. Students can use these discussions to talk about their plans, their decision making, their job search strategies, further study and post graduation support. Our graduates are entitled to use our services for as long as they need, even if they are living away from Nottingham.

Nottingham Advantage Award
To gain the Award, a student needs to complete three 10 credit modules, so it is not usually possible for final year students to start and complete the Award in one year. However, if there are particular modules which they would like to take as stand-alone, it is worth discussing this with the Award team. It may also be that those continuing study at Nottingham may be allowed to take the Award modules. Taught postgraduates who are only in the university for a year may not be able to complete the Award, but they can seek advice from the Advantage Award team about individual modules.

CV/applications review and interview practice
Many companies now use online application forms based on competency frameworks and these can be tricky for students initially. We would suggest that they bring a draft of a couple of questions to us for some feedback so that they can learn what is expected by employers. Students can book these sessions online and they are available at all the UK campuses. In addition, there is useful information on our website.

We can also give feedback on personal statements, both for further study and for employment applications. We run regular interview workshops, which are also delivered in schools. We would

Useful links

Events programme
www.nottingham.ac.uk/careers/events

Designated careers contacts
www.nottingham.ac.uk/careers/schoolcontacts

Useful link
Nottingham Advantage Award
www.nottingham.ac.uk/careers/advantage

Useful link
recommend that students attend a workshop and also look at the online materials. Also, we now have members of staff who are qualified strengths practitioners and they work with students on preparation for strengths-based interviews. This is a new style of interview which is rapidly finding favour with large employers. Following on from a workshop, our practitioners will offer coaching appointments to individual students based on their strengths analysis. As these appointments are by referral only, students will need to register via My Career when the workshops become available.

**Job offers and contracts**
There is a code of practice which provides guidelines for both students and employers for job offers. This has been agreed between AGCAS (Association of Graduate Careers Advisory Services), NUS and AGR (Association of Graduate Recruiters). It emphasises in particular the issue of accepting and then reneging on job offers, which students do not always respect. If students have questions about how to handle these situations, please refer them to us for advice.

Queries relating to contracts and other legal issues can be referred to the Student Advice Centre or, during vacation, to a local Citizen’s Advice Bureau. International students may also have queries relating to their right to stay and work in the UK and these should be referred to the International Office directly.

**Useful links**

**Job offers code of practice**
www.prospects.ac.uk/best_practice_in_graduate_recruitment.htm

**Student Advice Centre**
http://su.nottingham.ac.uk/helpadvice
International students
We are not permitted to give individual advice to international students about their right to stay and work in the UK – only members of staff at the International Office are qualified to do this. However, we have created advice pages for staff and students which address some of the key issues around employment and refer to key organisations such as UKCISA and the Home Office UK Border Agency.

After graduation
Students can continue to use our services after they graduate, whether they stay in Nottingham or go elsewhere. We offer an unlimited service to our own alumni and our services are available via the website and also via email, telephone and Skype. Students should be aware that their University email address will stop working after they graduate and they will need to update the email address listed on their 'Me' tab on the Portal (which updates our My Career system automatically) in order to continue to use our services.

If they are in Nottingham, they can also attend events on campus and employer presentations. We have also created a separate section of our website for alumni.

The Summer Careers Fair in June is a good way of contacting employers who still have vacancies. As well as this fair at East Midlands Conference Centre, there are recruitment fairs across the country and we carry details of these on our website.

Graduates may also be able to use a limited service at their local university, but this is not guaranteed and they will need to enquire what is available to them. It would be very helpful to us and to the University, if you could encourage your tutees to fill in the DLHE (Destinations of Leavers from Higher Education) questionnaire, as this gives your school and the University invaluable information on graduate destinations.

Top tip

Our services don’t stop at graduation - be sure to make your tutees aware that Nottingham alumni can use our services for life.

Useful links

Advice for international students
www.nottingham.ac.uk/careers/internationalstudents

Useful links

My Career
www.nottingham.ac.uk/careers/login

Careers website - Alumni section
www.nottingham.ac.uk/careers/alumni
PhD students are eligible to use our services in exactly the same way as taught postgraduates, but we recognise that their needs may be different and that they may seek advice primarily from academic staff.

However, it is worth noting that we have a careers adviser, Clare Jones, who is dedicated to research staff and postgraduates and she works closely with the Graduate School and the Graduate Centres to offer support to this group. Much of her training is delivered in collaboration with the Graduate School and she offers individual advice and guidance appointments, which can be booked through us.

Clare offers a confidential appointment service to research staff and her appointments can be arranged to suit the availability of individuals and should be booked through our reception on 0115 951 3680.

In addition, we have created a dedicated section of our website for research postgraduates and research staff and this contains specific information about research careers but also gives advice on careers outside academia.

PhD students may also use the services we offer centrally by booking advice and guidance appointments and by attending events. We would recommend that those intent on remaining within academia should seek an appointment with Clare, as she has specialist knowledge of applications and career progression within this sector.

Useful link

- **Postgraduate timetable**
  - www.nottingham.ac.uk/careers/timetable
- **Dedicated website for research staff and PhD students**
  - www.nottingham.ac.uk/careers/research
Useful links

Current students website
www.nottingham.ac.uk/careers/students

Career timetables
www.nottingham.ac.uk/careers/timetable

Work experience
www.nottingham.ac.uk/careers/workexperience

Work experience vacancies
www.nottingham.ac.uk/careers/workexperience/vacancies

Volunteering
www.nottingham.ac.uk/careers/volunteering

Graduate vacancies
www.nottingham.ac.uk/careers/graduatevacancies

Types of graduate careers
www.nottingham.ac.uk/careers/typesofjobs

Further study
www.nottingham.ac.uk/careers/furtherstudy

Graduate destinations
www.nottingham.ac.uk/graduatedestinations

CVs, interviews and job applications
www.nottingham.ac.uk/careers/applying

Skills employers look for
www.nottingham.ac.uk/skillsforemployment

Careers appointments, events and vacancies
Booked through My Career
www.nottingham.ac.uk/careers/login

Our dedicated websites

Academic Schools
www.nottingham.ac.uk/careers/schools
This website provides a detailed insight into how we work with your students; how we support the employability agenda and the career destinations of your students.

For details of your school’s careers contact and the careers adviser from the Careers and Employability Service, visit:
www.nottingham.ac.uk/careers/schoolcontacts

Research staff and PhD students
www.nottingham.ac.uk/careers/research
Our dedicated website provides advice on career management and career options as well as support for principal investigators and supervisors.

If you require this publication in an alternative format, please contact us:
t: +44 (0)115 951 4591
e: alternativeformats@nottingham.ac.uk

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