THE OXFORD GUIDE TO CAREERS 2018

INCLUDES:
Alumni advice
Top job tips
CV & interview guide
Sector investigation
and much more
Glencore is one of the world’s largest globally diversified natural resource companies and a major producer and marketer of more than 90 commodities. We employ 160,000 people worldwide.

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Our graduates are trusted with individual responsibility from day one in complex and demanding roles. Working as part of a team is essential as is having the ability to think and act independently. You must have a keen commercial sense and enjoy the decision making process of solving logistical challenges and providing practical solutions to complex problems.

At Glencore you can look forward to a rewarding and challenging role, working with some of the most experienced, capable and accomplished people in the industry.

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We will be open to receive applications between 1st August and 27th October 2017

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GLENCORE
Welcome to the most read university Careers Guide in the UK, and maybe the world.

The Careers team has tons of experience to support you, whether you are:
- Overwhelmed with choices
- Wondering, ‘What am I going to do with my degree?’
- Not getting round to it yet, there’s plenty of time …
- Thinking about doing your own thing
- All set! Just planning the fine details …

Our services include:
- 1:1 meetings with a Careers Adviser
- Fifteen different Careers Fairs a year
- Employability programmes such as Student Consultancy, or Insight programmes
- Summer Internship and Micro-Internship programmes
- Thousands of jobs on CareerConnect

Welcome to your annual Careers Guide. It’s packed with information for when you are thinking about your future: from handy tips and tricks for applications to specific guides to sectors and industries. We hope it will be a useful resource.

Oxford SU and the Careers Service work together to support you in developing skills and gaining experience for the working world. Whether that’s through this Guide, careers fairs, various recruitment opportunities, or via your personal interactions with us - we are backing your future! You can book an appointment with the Careers Service, or utilise their resources and events, throughout your degree and beyond. The Careers Service remains open for alumni to use at any point in their career.

Oxford SU and the Careers Service offer lots of opportunities. Getting involved in the SU as part of our campaigns, internships, through student media, as an officer or by working on our community outreach projects, is an incredible experience. It will not only help you to develop transferable skills for a wide range of careers, but provides chances to meet new people and can be a lot of fun.

If you’re interested, you can check out oxfordsu.org or head over to CareerConnect on p.4.

Some students talk to us about ideas they think are so different that they haven’t mentioned them to anyone else, and others think they can’t approach us as they have no clear idea yet – we help everyone, whether you have no idea, are thinking about further study, or want to get in arts or sciences, public sector or private business, staying in Oxford, or working overseas.

Enjoy your time at Oxford and we look forward to meeting you at our fairs and events; in your college, department or faculty; or at the Careers Service at 56 Banbury Road – both while you are here and for the rest of your career.

One piece of advice I’ll share with you: don’t rule out anything. Like me, you may well find yourself a couple of years down the line doing something you never imagined you’d do but loving your job nonetheless. As President of Oxford SU, I work in a team of six sabbatical officers to represent all of our students, campaigning and lobbying the University on key issues to help improve your student experience. It’s never something I thought I’d end up doing, but it’s incredibly rewarding to be able to give back to the students and wider community that made my time here so enjoyable. We’ve made sure that this Careers Guide has a bit of everything – from consultancy and vocational work, to design or even self-employment.

So enjoy and make use of this guide, keep in touch for more events, and feel free to contact us with any questions or concerns you have through the years.

www.careers.ox.ac.uk
THE OXFORD GUIDE TO CAREERS 2018

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WHERE TO FIND US

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An introduction to a wide variety of different industries, including real-world insights and advice from Oxford alumni.

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YOUR CAREERS SERVICE

The Careers Service provides support and impartial advice on any careers-related topic – from career planning and researching further study to developing your skills, finding opportunities and making strong applications. Use this Guide to get started, and see our website for in-depth guidance: www.careers.ox.ac.uk

DAILY
ADVICE APPOINTMENTS: Confidential and impartial one-to-one meetings with a Careers Adviser held at The Careers Service, with extra sessions hosted in departments and colleges. Book in advance on CareerConnect.

WEEKLY
E-NEWSLETTER: The easiest way to keep up to date during term, our newsletter hits your in-box each week with details of up-coming events and opportunities.
TALKS AND WORKSHOPS: We host talks on specific career options and run skills workshops frequently, many with invited external speakers. Most are open to all students, with some tailored to Masters students, DPhil students or Research Staff.
TERMLY

THE STUDENT CONSULTANCY: Work in a team to help local organisations solve real business problems and develop your employability skills: includes consultancy training. See p.33.

CAREER LOUNGES: A group discussion on a specific issue led by a Careers Adviser. Times and topics are advertised on CareerConnect.

MICRO-INTERNSHIPS: Two to five day voluntary, full-time work placements with host a organisation, run in 9th week every term.

ANNUALLY

CAREER FAIRS: Meet employers and alumni to learn about and explore some of the options available. Starting early in Michaelmas, we run up to 15 major events. See details on p.8.

OPPORTUNITIES: Nearly 10,000 vacancy and internship positions are advertised every year on CareerConnect.

THE INTERNSHIP PROGRAMME: Hundreds of work experience opportunities in many sectors and countries exclusively for Oxford students. See p.39.

PLUS...

► INSIGHT INTO: Short programmes to help you develop your knowledge and understanding of a specific field, including Insights into Teaching, Medicine, Business and Academia. See p.34.

► THE SPRINGBOARD PROGRAMME: Holistic development workshops for female students, created with the founders of an award-winning programme for professionals. See p.33.

► RECRUITER IN RESIDENCE AND MOCK INTERVIEWS: Meet employers one-on-one to learn about their sector or organisation, get advice on your CV and applications or have a practice interview. Times and topics advertised on CareerConnect.

► BUSINESS MENTORING: Individual support to help students develop better commercial skills, especially valuable for anyone interested in exploring how to start their own business or social enterprise. See p.33.

MATTHIAS BEESTEMÖLLER,
Christ Church, 2011-2013,
MPhil Economics

My first piece of advice would be that it’s better to apply to fewer jobs which you want instead of mass applications of low quality. Thus, for me the first step was to find out what type of person I am and what type of job I wanted.

This I did through talking to my network: friends and family, acquaintances, people that studied my subject a few years above me, others from my College etc. This is how I learnt about the executive assistantship at Allianz: a structured program training their future management. Allianz is, of course, a huge insurer. I thought it really fitted me: It was challenging, I would continually be required to learn a tremendous amount in a short period of time, it was an industry at the brink of the digital revolution, a big and impressive corporation, and in the city I wanted to continue living in.

The final step then was my application. This is where the Oxford Careers Service helped me (their service is open to Alumni!). I visited the Careers Service in person and picked up lots of booklets and material on applications in general and my industry. They also advised me on the other services available: Via the Oxford Careers Network, I could contact an Oxford Alumni at Allianz. Furthermore, I had skype sessions with Career Advisors; their advice was invaluable. They helped me apply my CV and cover letter to the job posting. This was also tremendously valuable for the interview as it gave me more clarity on how I could fit the criteria that they were looking for. Before my interview, I also talked to a careers adviser about what to expect and how to prepare. It was great, because talking to these professionals helped me improve my application to the point that I felt relaxed and prepared when it came to the actual interview.

I secured the job - thanks to the Oxford Careers Service! My final key advice to future applicants: Don’t be shy to ask for help. “The squeaky wheel gets the oil”.

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WHAT’S NEXT? WHAT’S FIRST?

Take a breath, find your bearings and think about what would help you most to move forwards.

Most students will explore career options, including further study, alongside their studies. This Guide is for everyone considering what to do at the end of their current course, and will help students who have a clear focus to sharpen their career objectives and add polish to their applications. It summarises our guidance and signposts further resources to explore options, make decisions and work purposefully towards a successful future.

As suggested by the Cheshire Cat, without considering your destination it is difficult to establish a purposeful direction of travel. Consider the following questions about your possible next steps and mark where you currently stand on the grid on the next page.

- How clear are your ideas?
- How well do you understand your core interests and motivations?
- And, do you have sufficient understanding and experience to make a sound decision?

CAREER READINESS GRID

QUADRANT 1: MAKE A START

Whether your next move is to explore a little and try something new, or to reflect on your personal preferences and start planning, the important thing is to make a start.

- Attend a career fair or company events.
- Use career planning tools to generate ideas and a focus.
- Get involved with a student society.
- Sign up for some workshops.

The pointers below (for students in Quadrants 2 and 3) indicate more specifically what’s needed to move ‘down’ and ‘right’ on the Career Readiness Grid.

Remember, it’s never too late to start, and the careers advisory team is here to support you all the way.

QUADRANT 2: I HAVE A FOCUS BUT I’M NOT SURE …

… how to show companies I am a strong candidate
… if it is truly right for me

Whether your focus is a logical next step from your degree, or comes from career planning (or even a hunch), getting some experience will help you both to be a stronger candidate and understand better why a role, company or further study option is right for you.
Exploring interests and developing skills.

The most powerful way to find out if you enjoy something is to try it. See Section C: Gaining Experience and Developing Skills (pp.30-39) for advice and ideas about opportunities to ‘learn by doing’. Consider:

- Taking on a similar role in your extracurricular activities (eg, for a student society).
- Doing an internship or volunteering.
- Participating in our employability programmes.
- Work-shadowing or short-term work experience (eg, a micro-internship).

Use career fairs and company led events to talk with alumni and others working in specific fields to test any assumptions, deepen your understanding and extend your thinking. When combined with experience you may identify additional ideas to develop into your Plan B and Plan C as a complement to your primary focus.

If you have doubts or questions, see a Careers Adviser for an unbiased conversation.

QUADRANT 3: I ENJOY LOTS OF DIFFERENT THINGS - HOW CAN I CHOOSE BETWEEN THEM?

Oxford students often have potential to succeed in many different roles and fields and, yes, it can be difficult to choose.

If you are already exploring options and taking on different roles to build skills and experiences, see Section B: Developing Your Career Ideas (pp.12-29) for guidance and tools to help you identify your pattern of interests and motivations. Reflect on your experiences and try to identify any themes that are important to you:

- Why do you choose to do these activities?
- Which skills do you use?
- What do you enjoy doing most and why?
- How important to you are the people, relationships and outcomes?

Once you understand what kind of work and outcomes offer you intrinsic satisfaction, further research through the web and ‘in person’ into industries, roles and organisations will help you to create focus and make decisions.

If you are struggling to narrow your focus, a confidential chat with a Careers Adviser can help you gain clarity.

QUADRANT 4: ORGANISED AND CLEAR ABOUT NEXT STEPS

If you have placed yourself in this bottom right quadrant – you may already be applying and interviewing - reflecting on how you developed your focus, examining any assumptions and aligning your choices to your core motivations can:

- Reinforce decisions made.
- Strengthen applications, by improving the evidence you present of your skills and interests.
- Help identify viable alternatives.

Additional support can still be helpful, especially if your early applications aren’t working as you’d like. Attend workshops, company events and chat with a Careers Adviser to hone your approach and consider what Plan B and Plan C might look like.
CAREERS TERM BY TERM

Graduate recruitment runs year-round and there are always new positions being advertised. However, many of the biggest recruiters link their cycles to the academic year, with full-time positions for finalists advertised from late summer, for entry the following year.

Every year, literally hundreds of organisations visit Oxford specifically to meet with you - to start a conversation. However, our academic terms are NOT created equal.

MICHAELMAS TERM

Michaelmas term is the time to talk to firms that interest you. In fact, we run nine of our annual Career Fairs in weeks 1 to 4 of Michaelmas Term, and this term will account for almost 75% of all the company presentations and company visits coordinated by the Careers Service in the whole year.

At our Career Fairs and Company Presentations you can meet:
- Recent alumni working in areas you might be interested in, people who were in your shoes not so long ago.
- Recruiters who can tell you more about the firm, graduate roles and training, and the recruitment process.
- Senior managers and business leaders (many will also be Oxford alumni) who can provide a wider perspective on the organisation and graduate career trajectories.

Use the Events Calendar on CareerConnect to find Company presentations and to book places on relevant workshops and skills sessions offered through the Careers Service.

FINALISTS AND 1 YEAR MASTERS STUDENTS:

Full-time Jobs and Graduate Schemes:

Applications will already have opened during the summer at most large graduate recruiters. If you have not already started, finalists and 1-year Masters students should move quickly to:
- Understand the application processes for different firms and be sure to note and hit any deadlines.
- Beware! Some sectors close as early as the end of October (notably Banking & Investment and Management Consultancy) and some have “rolling recruitment”, filling vacancies as and when students apply.

Other firms will open applications during this term and into Hilary. For your target companies, monitor careers sites, set email alerts and follow them on social media to make sure you hear first about new opportunities.

Plan enough time to make high quality applications: CVs, cover letter and application forms take time to complete well and should be tailored for each and every application.

See pp.40-55 for advice on Successful Applications.

Consider booking a 1-to-1 discussion with a Careers Adviser and find relevant workshops and skill sessions advertised on our Events Calendar on CareerConnect.

Considering Further Study?

Research possibilities now to understand application processes and the options for funding.
- Popular courses can fill quickly, so consider applying early.
- Research deadlines to apply for grants and bursaries too.

For fuller advice, see pp.26-27.

MORE THAN 1 YEAR TO COMPLETION:

Internships, Springweeks and Insights Days

Organisations with substantial graduate recruitment programmes are increasingly interested in meeting penultimate year students, freshers and 2nd years on a 4-year course. Use any career fair to ask about the internship and ‘taster programmes’ that you can apply to, and when applications will be opening. Also, be sure to attend our Internship Fair in 4th Week of Michaelmas Term.

Some companies now start to accept applications for internships and insight days towards the end of Michaelmas, with many more opening in the New Year. The recruitment processes often mirror those for full-time positions because success in the internship can lead to an offer for a full-time position the following year.

First years and 2nd years on a 4-year programme should note that places for taster days and Springweeks are limited and can fill in less than a week. Be sure to sign up for alerts.
THE NUMBER OF COMPANIES THAT VISITED OXFORD TO RECRUIT IN 2016-2017

- **MICHAELMAS:**
  - Employers at careers fairs: 488
  - Employer presentations: 145

- **HILARY:**
  - Employers at careers fairs: 52
  - Employer presentations: 50

- **TRINITY:**
  - Employers at careers fairs: 58
  - Employer presentations: 20

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THE YEAR AHEAD

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10  www.careers.ox.ac.uk

A FEW THOUGHTS FOR:

FINALISTS AND 1 YEAR MASTERS

DEVELOP YOUR PLAN AND EXTEND YOUR RESEARCH.

- It’s never too late to start thinking about your career. Make a commitment to make a start and give yourself the best chance of success. Turn to the Developing Your Career Ideas (pp.12-29) and make plans to talk to a Careers Adviser.

- If you already have clear goals, or even fuzzy ideas, research online and meet employers at fairs and at company presentations. See the Events Calendar on CareerConnect for dates and to book your place.

- Research options of Further Study and apply early to popular programmes.

MAKE APPLICATIONS AND PREPARE FOR INTERVIEWS.

- Understand your motivations, your strengths and be ready to support you applications with evidence: see Application Essentials (pp.40-55).

- Find the workshops you need on our Events Calendar on CareerConnect.

- Keep abreast of the skills session, workshops and seminars offered at the Careers Service to support you via the Events Calendar on CareerConnect.

IT’S NOT TOO LATE TO DEVELOP YOUR SKILLS AND EXPERIENCE

- Continue to be involved fully in student life through societies, volunteering and extra-curricular activities.

- Consider participating in The Student Consultancy and our Insight programmes if you haven’t already done so (pp.33-34).

- Apply to Oxford’s own Summer Internship Programme from January onwards (p.39) – you can still take an internship if you’ve completed your studies!

NETWORK AND BUILD YOUR VISIBILITY

- Meet contacts and alumni at events and reach out to them.

- Use the Oxford Careers Network, LinkedIn and social media as a research tool, to follow your targets and make yourself easier to find (pp.18-19).

- For some sectors – such as creative careers, journalism, publishing, charities – networking and speculative approaches can be important to uncover opportunities: thinking 6 months ahead is key.

HILARY TERM
Finalists and graduating Masters students who have made good applications should expect January and February to be busy with interviews. Continue to target new graduate programmes and seek advertised positions – you may also find attractive internships options you can apply for. Similarly, those targeting further study should continue to make applications to courses and funding bodies.

Hilary Term is also a key time to start seeking internship and summer opportunities. The advice above about applying for full-time positions all holds true here. Some firms that recruit graduates only open their summer internship places to penultimate year students, and these can be lead to full-time offers for interns that do well. But also look out for other opportunities, including our own Summer Internship Programme which offers all Oxford students exclusive internship opportunities, many of them in sectors where internships can be hard to find or overseas (see p.39).

Keep abreast of the skills session, workshops and seminars offered at the Careers Service to support you via the Events Calendar on CareerConnect.

TRINITY TERM
Everyone, be sure to keep on track academically and invest enough time to do yourself justice in finals or any exams that you have.

The big ‘graduate schemes’ form only a small proportion of the graduate employment market and the number of vacancies offered every month through CareerConnect remains fairly constant through the year, so there are always new opportunities. Keep an eye open, however, for graduate schemes that may re-open this term to fill places that remain unfilled, or apply to firms that have year-round rolling recruitment.

The Careers Service continues to offer workshops and Careers Advisers continue with confidential 1-to-1 discussions during Trinity and the long vacation. Throughout the summer we provide both e-Guidance and are happy to run telephone and Skype appointments.
PENULTIMATE YEAR:
START TO FOCUS ON WHAT YOU MIGHT DO ON COMPLETION;
- Review your career preferences and interests – or start your self-assessment – see Developing Your Career Ideas (pp.12-29). Follow the advice to finalists above – the same rules apply!
- Plan, research and develop your CV – attend relevant workshops.
- Attend the relevant Careers Fairs, including the Internship Fair on 1st November. Get into your job-market research and look for application deadlines - be aware of deadlines as early as the end of October.
- Apply for summer internships, including those advertised from January onwards in the Oxford’s Summer Internship Programme – see p.39.

TALK TO PEOPLE AND NETWORK
- Find out about their jobs, their companies and the sector at the many Careers Fairs and company presentations held in Oxford
- Use the Oxford Careers Network and LinkedIn to contact alumni whose work interests you.
- Get advice and tips from final-year students. Ask about their summer internships and for introductions to their colleagues to learn more.
- Plan how to make the most of the Long Vacation, and make speculative applications to find work experience with organisations of interest that don’t offer formal internships.

CONSIDERING FURTHER STUDY?
- Talk with tutors, supervisors and research students in your field.
- Ask about working as a Research Assistant during vacations.

BUILD YOUR SKILLS AND EXPERIENCE
- Get elected to a position in a society, common room or club and make a difference by organising an event, running the show or starting something new – all will develop your skills and add value to your applications.
- Sign up for workshops and skills sessions at the Careers Service or join one of our employability programmes (pp.33-34).
- Try out different ideas, perhaps via our micro-internships, work-shadowing or work experience. Volunteer with local charities or through the student run Oxford Hub.

MORE THAN 2 YEARS FROM COMPLETION
GET INVOLVED AND ENJOY OXFORD
- Join and get involved in societies, clubs and social life alongside your academics.

START THINKING
- It’s never too soon to start thinking about your post university plans.
- Develop some awareness of your career related preferences and interests with some self-assessment exercises. See Developing Your Career Ideas (pp.12-29).
- Visit the Careers Service’s website, or use our Resource Centre at 56 Banbury Road to start researching what you could do and check out your options
- Talk to a Careers Adviser if you need help with your plans or ideas for how to get started.

START TO DEVELOP YOUR SKILLS
- Review the skills you can evidence already. Consider where and how you can develop these further, and which new skills you might develop.
- Review the ideas for Gaining Experience and Developing Skills (pp. 30-39)
- Support your College or Department with their outreach programmes.
- Get involved with an Oxford SU campaign or a charity fundraising event.
- Volunteer with Oxford Hub and local charities in term and in the vacation, a great way of gaining skills, meeting people and making a difference (p.35).
- Participate in staff/student liaison committees within your college or department.
- Refresh your old CV; attend a CV workshop.

GAIN SOME EXPERIENCE
- Look for, and apply to, Insight Days, Spring Weeks and Work Shadowing opportunities in different sectors for inspiration (pp.56-148). Places are limited and application windows can close within days, so register for notifications and be ready to apply from as early as November.
- Apply for vacation/temporary work to earn money and gain experience and skills. Every opportunity can provide meaningful experience: for example, bar and retail work can enhance your customer focus, team-work skills and insights into what makes a successful business tick.
- Visit the vacancy database on CareerConnect to look for part-time and vacation opportunities.
- Apply for a summer placement on Oxford’s Summer Internship Programme from January for overseas internships, and from mid-February for internships in the UK (p.39)
- Start to build your network and to learn about sectors and organisations.
DEVELOPING YOUR CAREER IDEAS

With hundreds of possible directions, many students find it hard to decide what they want to do after graduating, and may even find the process quite daunting. This chapter can help you make a start and get you thinking about how to identify careers that might appeal to you, and how to choose between them.

FIVE STEPS FOR BETTER CAREER PLANNING

Make sure that you invest time to understand your personal drivers. Link them to occupational awareness as a basis for making decisions and taking steps towards securing work that you find engaging and rewarding.

1: WHAT YOU DO AND WHAT YOU LIKE BEST…

Knowing what interests and motivates you most is key:

- Reflect on past experiences that have given you a sense of enjoyment, achievement, or real satisfaction.
- Re-examine what determined your choice of subject and which elements of your current studies engage you most fully.

Examine your extra-curricular activities for insights by asking yourself:

- What appealed to you when you chose a specific activity?
- What has given you most satisfaction?
- What have you learned or gained from your extra-curricular activities?
- What are your reasons for continuing with it? Or, perhaps, for stopping?

Link these personal insights to the suggestions in the table opposite to begin to better understand your unique pattern of Career Interests and Motivations.

The skills you have are also important, but you can further develop existing skills and learn new ones.

Consider what you are good at and what you really enjoying doing. Think about your range of skills, where you have developed and used them, and how you would like to apply them. Refer to the list of core employability skills on the following pages; these ‘transferable skills’ are developed and applied in many contexts, so look at the skills that you use both in your studies and extra-curricular activities.
### CAREER INTERESTS

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<th>Type of work and working environment</th>
<th>NICE TO HAVE</th>
<th>IMPORTANT</th>
<th>ESSENTIAL</th>
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### MOTIVATIONS

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<tr>
<td>Learning &amp; growth</td>
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<tr>
<td>Personal recognition</td>
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<tr>
<td>Positioning (for next career move)</td>
<td></td>
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<tr>
<td>Prestige</td>
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<tr>
<td>Progression</td>
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<td>Security</td>
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<tr>
<td>Structure</td>
<td></td>
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</tr>
<tr>
<td>Variety</td>
<td></td>
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</tr>
</tbody>
</table>
CORE EMPLOYABILITY SKILLS (see pp.31-32).

- Commercial awareness.
- Communication - verbal.
- Communication - written.
- Leadership.
- Organisation and planning.
- Problem solving and initiative.
- Self-management.
- Teamwork.

In addition to the core employability skills listed above, some jobs require specific skills such as languages, computing and IT, or even specific laboratory skills.

For further details on these skills and more specific examples, see pp.31-32.

WHAT IS YOUR PERSONAL PATTERN?
Consider using the table (p.13) to build up an understanding of your unique personal pattern of career interests and motivations. Use our guidance and the following additional tools and ideas to help you:

- Our guidance online: www.careers.ox.ac.uk/generating-career-ideas.
- Psychometric tools based on short questionnaires, including prospects Career Planner: www.prospects.ac.uk/planner
- Creative guides to help you explore your preferences, including our Careers Workbook:
  www.careers.ox.ac.uk/careers-workbook
- Reference books at the Careers Service, including Build Your Own Rainbow, Where Am I Going And Can I Have A Map, and What Color Is Your Parachute?
- Book an appointment with a Careers Adviser (see p.4) to discuss any questions you have or for advice on how to interpret and apply the insights gained from the above.

2: EXPLORING POSSIBLE OCCUPATIONS AND CREATING YOUR ‘LONG LIST’
As an Oxford graduate, from any discipline it is possible to work in many industries. In the UK, the majority of graduate roles do not require a specific degree and many organisations seek to attract a diverse pool of candidates. This opens a world of possibilities and creates choices for you.

Start to build your ‘long list’ of possibilities, considering both the industry sector(s) and the kinds of roles you might be interested in: remember, similar roles can often be found across different sectors; whether it’s design work, financial management, planning, managing, or communicating…

You might want to directly use the knowledge gained from your degree, or find a related role where you can still draw on that knowledge. Alternatively, you may choose to apply the transferable skills that you have in a totally new area.

Ideas and tactics to build your ‘long list’ include:

- Reviewing roles suggested by an online career planning tool.
- Exploring what others with your degree have chosen to do:
  - See the Oxford leavers’ destination data at www.careers.ox.ac.uk/dlhe.
  - www.prospects.ac.uk has pages on What can I do with my degree?
  - Examine the careers of over 170,000 Oxford alumni via the University of Oxford page on LinkedIn.
- Browsing on jobs boards, including CareerConnect – what catches your eye?
- Thinking about careers related to your interests and extra-curricular activities.
- Dreaming a little and envisioning your future in an ideal world…
- What are you doing? What skills are you using?
- What happens? What results do you deliver?
- Where are you working – an office/outside/at home?
- Who are you working with, and how?
- What does an ideal working day/week look like?

Each time you find an idea of interest to you, consider the specific skills and attributes typically required for that role and how strongly these match your preferences. Also, look for related fields to expand the range of options that you are considering.
3: RESEARCHING YOUR OPTIONS

Researching industries, individual organisations, and roles helps you make better choices. It also lays the foundation for successful applications (pp.40-55) because it helps you:

- To be clear that you’d be happy doing the job!
- To signal why you are motivated to do the job with that specific organisation.
- To impress recruiters with insightful questions and an awareness of issues or trends that may affect their market.

RESEARCH: GET FIRST-HAND EXPERIENCE

First-hand experience allows you to explore whether you have the ability and interest to perform well in a role. You also learn more about the organisation, its people, and working culture, which helps you evaluate whether you are likely to enjoy working there.

The next chapter, ‘Gaining Experience and Developing Skills’ (pp.30-39), provides a fuller overview of the options available, which include not only internships and work experience but also a variety of shorter opportunities to visit organisations. These programmes can help you:

- Learn about an industry and a role; the organisation and its culture.
- Develop transferable skills and a track record that provides evidence of your ability and motivation.
- Secure an offer to the next stage:
  - Insight programmes may provide a fast-track into an organisation’s internship programme.
  - Leading employers report that nearly a third of their graduate intake will have undertaken work experience with them before they are hired, and this rises to more than two thirds in some sectors.

RESEARCH: OTHER METHODS

Read widely to research the industries and organisations you are targeting. Start with the following ideas:

- Our industry sector introductions in this Guide (pp.56-148).
- Over 40 in-depth sector briefings on our website: www.careers.ox.ac.uk/sectors-occupations - dig deeper using the resources listed in these.
- Companies’ own websites and particularly their career pages – these often provide lots of information, including:
  - Profiles from recent graduates.
  - Information about their graduate programmes.
  - Tips and practice materials for the recruitment processes.
- Professional bodies’ websites.

- Free resources at the Careers Service:
  - Follow the links in ‘Our Resources’ sections of our online guidance, and search for GoinGlobal (country guides) and practice psychometric tests.
  - Books and periodicals in the Careers Service Resource Centre.
  - Join relevant LinkedIn groups to keep up to date with current topics in the sector.
  - Free services using your Single Sign-On and Bodleian Library access, including:
    - The FT, Economist, and other leading newspapers and industry journals.
    - Rocket News – a useful free international news archive of the last 5 days, accessible when you are away from Oxford.

RESEARCH: TALK TO PEOPLE

To go beyond the information on an organisation’s website, talk to people – lots of people – about what they do, what they like and don’t like, and ask for their advice.

See pp.18-19 for more guidance on how to find people who are able to share their experiences and offer relevant advice and insights into the roles that interest you most.

During term time, particularly in Michaelmas Term, take advantage of the many chances to meet and talk with company representatives – check the Careers Service Events Calendar on CareerConnect (p.4).

- Attend the Careers Service’s fairs (p.8) to meet recent graduates and recruiters.
- Attend company presentations and events to meet senior managers, alumni and recruiters.
- Talk informally with family, alumni, and others to understand their careers and what their organisations are really like:
  - Talk to friends returning from internships or work placements.
  - Use the Oxford Careers Network (OCN) and LinkedIn to find alumni you might approach directly.
- Join relevant societies to find like-minded students and events – many with employers.
- Speak to a Careers Adviser who has particular interest in that sector.
STEP 4: NARROWING DOWN YOUR OPTIONS

For many people, career planning is an ongoing process, revisited and revised as they gain experience, learn and grow. The choices you make now are just the first steps; changing career direction in the years after graduation is quite common.

To weigh up the ‘pros and cons’ of different choices, analyse your options and listen to your intuitions, with the aim of identifying which roles best match up with your key criteria.

One option is to build a ‘decision making grid’, where you weight the relative importance of your key criteria and score each career option independently. In the worked example (below), it seems that Option B is least attractive – and could be discarded – but it might be worth pursuing both Options A and C as attractive choices. To distinguish between Options A and C more fully, it may be necessary to do further research or add additional factors to the grid.

EXAMPLE OF A DECISION MAKING GRID

<table>
<thead>
<tr>
<th>DECISION FACTOR</th>
<th>WEIGHTING</th>
<th>OPTION A</th>
<th>OPTION B</th>
<th>OPTION C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staying in Oxford</td>
<td>2</td>
<td>2x2 = 4</td>
<td>2x2 = 4</td>
<td>2x1 = 2</td>
</tr>
<tr>
<td>Creative job</td>
<td>3</td>
<td>3x1 = 3</td>
<td>3x0 = 0</td>
<td>3x1 = 3</td>
</tr>
<tr>
<td>Learning: quality of training</td>
<td>3</td>
<td>3x1 = 3</td>
<td>3x1 = 3</td>
<td>3x2 = 6</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>7</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

Weighting of criterion:
3 – important, 2 – quite important, 1 – less important.

Criterion satisfied in this occupation/role:
2 – almost ideal, 1 – quite good, 0 – not met at all.

The Careers Service’s advice on How to Make a Career Decision provides further details on advice on the ‘decision making grid’ and three other decision making strategies: the D.E.C.I.D.E.S. model, Force-field Analysis, and Visualisation.

See www.careers.ox.ac.uk/how-to-make-a-careers-decision.

Lastly, seek advice from others:
► Share your ideas with friends and family – ask for their feedback.
► Book a meeting with a Careers Adviser via CareerConnect (p.4), who can help you examine your options and offer impartial advice on next steps.

At this stage, you do not need to narrow your choice to a single option. For every option you follow, be certain to undertake sufficient research and allow yourself enough time to make high quality applications. However, ensuring you have a ‘Plan B’ is a good idea in case your first choice does not work out.

5: MOVING FORWARD FROM YOUR DECISIONS

Allow plenty of time for this and in particular:
► Identify events you want to attend – use the Events Calendar on CareerConnect to find:
  • Careers Fairs.
  • Company presentations.
  • Skills workshops and training sessions.
► Ensure you receive the Careers Service’s weekly newsletter.
► Save searches on CareerConnect to receive job alerts.
► Check application deadlines for your top choices and begin to plan your applications.
► Continue to research your target organisations and roles.
► Check your own online presence, particularly your visibility on social media.
► Bookmark target firms’ careers pages, set up email alerts for vacancy notices, and follow them on Twitter and Facebook.
It is often difficult to know whether an employer truly has proactive and positive attitudes towards recruiting applicants from diverse backgrounds, in particular with reference to policy and practice regarding mental health. There are several indicators that will help you to decide whether a recruiter is truly proactive.

If you are interested in specific recruiters, research their equality and diversity policies, or talk with their representatives at careers fairs and question them as to what their organisation offers to recruit and retain staff from diverse backgrounds.

Indicators of the strength of their commitment to recruiting from diverse backgrounds can include:

- They are a ‘Disability Confident’ employer. Look out for the government endorsed logo on their promotional material and vacancy adverts. This means the employer has made a commitment to employing disabled people.
- They are accredited as a ‘Mindful Employer’, indicating that they are extremely supportive of employees with mental health issues.
- They partner with and provide internships for people from under-represented backgrounds through organisations such as SEO (Sponsors for Educational Opportunity), EmployAbility, The Windsor Fellowship, and Rare Recruitment.
- They score highly on indicators such as the Stonewall Workplace Equality Index due to their work ethos and practices.

There is more advice on Equality and Diversity in the application process on pp.34, 36, 42 and 50.

This positive and reassuring book will give you the confidence and skills to set about choosing your career.

‘One of the most practical and comprehensible career guides ever produced.’

Baroness Gillian Shephard

‘Black is a wise, calming and pragmatic advisor to those climbing the first rungs of the career ladder.’

Emma Jacobs, Business Life, Financial Times
THE PHASE "IT'S WHO YOU KNOW, NOT WHAT YOU KNOW" MAY MAKE YOU A LITTLE UNCOMFORTABLE AS WE PUT MORE EMPHASIS ON WIDENING PARTICIPATION, DIVERSITY AND INCLUSION.

SURELY WE WANT TO LIVE IN A WORLD WHERE PEOPLE ARE HIRED BASED ON A DILIGENT AND TRANSPARENT PROCESS WHICH CONSIDERS:

- Formal qualifications.
- Size and scope of relevant achievements that prove skills and strengths.
- Sector and organisation knowledge that proves enthusiasm and fit with the role.

So what are the ethical reasons for networking?

- To become aware of opportunities, it is said that 60% of jobs are never advertised ("the hidden job market") eg, a start-up with no time nor HR department.
- To understand what really goes on inside organisations so that you choose the right opportunities to apply for.
- To uncover the language and terminology of the organisation so that you can make your achievements sound as relevant as possible and talk like an insider to establish fit and enthusiasm.

BEYOND THE OBJECTIVES OF ETHICAL NETWORKING, WE NEED TO APPROACH THE SUBJECT WITH EMOTIONAL INTELLIGENCE, PEOPLE DON'T LIKE BEING SOLD-TO OR TAKEN-ADVANTAGE-OF:

- “As you walk into a room to network: don’t prepare to sell yourself, prepare to understand people and how they may be helped” Maurice McCartney, Entrepreneur in Residence, Oxford Careers Service.
- “Networking is about conversation and generosity” Dr Rachel Bray and Dr Steve Joy, Researcher Careers Advisers of Oxford and Cambridge respectively.
- “Seek first to understand, then to be understood” habit 5 of “The 7 Habits of Highly Effective People” by Dr Stephen Covey.

Viewed through this lens, networking is a way of life, the goal is to build and maintain a ‘network of reciprocal assistance’. If you are self-employed you need to spend part of your time delivering your service and part on ‘business development’ – finding new customers. Once you have a vibrant network it will keep you busy. If you find yourself in large organisation, you will find most people network inside the organisation (sending e-mails to each other), but the most creative and productive people also network outside the organisation and bring new ideas into the organisation.

WHO COULD I NETWORK WITH?

- Oxford alumni:
  - Your tutors and your college alumni office may be able to give tips on who to contact.
  - Mentors in the Oxford Careers Network: a networking tool available through the Careers Service website: www.careers.ox.ac.uk/ocn
- Contacts of people you know (ask friends/relatives/tutors for introductions).
- People you’ve worked with, or contacted on behalf of a society/committee.
- People you research online and then approach speculatively.
- Fellow students, in College and in your Department will know people and have experience that might tie in to your goals.

REID HOFFMAN
Co-founder of LinkedIn

“One of the challenges in networking is everybody thinks it’s making cold calls to strangers. Actually, it's the people who already have strong trust relationships with you, who know you’re dedicated, smart, a team player, who can help you.”

Co-founder of LinkedIn

“One of the challenges in networking is everybody thinks it’s making cold calls to strangers. Actually, it's the people who already have strong trust relationships with you, who know you’re dedicated, smart, a team player, who can help you.”

www.careers.ox.ac.uk
HOW AND WHEN DO I NETWORK?

Networking can happen anywhere, at any time. It does not have to be a formal Networking Event - you can make professional contacts and have interesting conversations when at college, careers or student society events in Oxford and elsewhere. Or you might start networking online through a conversation with someone on Twitter, being introduced to ‘a friend of a friend’ on Facebook, or connecting directly through LinkedIn.

Sheryl Sandberg, the Chief Operating Officer of Facebook, gets very embarrassed when women ask her to mentor them: “while asking a stranger to be a mentor rarely, if ever, works, approaching a stranger with a pointed, well thought-out inquiry can yield results. Focus on how to manage a business not on how to manage a career”. When Bill Gates was a teenager he read “tons of biographies and autobiographies” of technologists and business people to create a foundation on which to build his commercial awareness (so he could start Microsoft at nineteen).

Also, tailor your elevator pitch. An elevator pitch is three sentences:
1. Who am I? – tailor it to resonate with who they are looking for.
2. What do I want? – tailor its to resonate with what they are offering.
3. A question – to start a conversation, research it, make it engaging.

PLATFORMS FOR NETWORKING

- **LINKEDIN**: The biggest professional social network, with powerful search tools
- **TWITTER**: Use the search facility to find people who mention their employment or university in their profile.
- **FACEBOOK**: Post a message to your personal contacts letting them know what you are most interested in and asking for recommendations for people to contact.
- **INDUSTRY WEBSITES**: Many employer websites include ‘about us’ or ‘staff team’ pages where you can learn more about who works there (sometimes there is also an email address).
- **ACADEMIA.EDU**: a platform for academics to share research papers.
- **RESEARCHGATE**: a social networking site for scientists and researchers to share papers, ask and answer questions, and find collaborators.
- **HIVE**: a growing community.

UNPEELING YOUR NETWORK

1. Read [auto]biographies of sector leaders.
2. Engage with popular media latest stories from the sector.
3. Research the sector via Google, so you never ask a question that is answered on the website; look at competitors.
4. Research people who work in the sector on LinkedIn.
5. Talk to junior sector workers and note the language and technical terms they use as they talk about their job.
6. Network with Sector Leaders or interview them when you understand the job inside out and how to talk about it like an insider.

Mike Davidson
VP Design @ Twitter

“It’s all about people. It’s about networking and being nice to people and not burning any bridges. Your book is going to impress, but in the end it is people that are going to hire you.”
WHAT DO I SAY?
EMAIL/SOCIAL NETWORK MESSAGE

Send:  
To: alumni91@college.ox.ac.uk
Subject: Advice from current student on [sector/job function]

Dear [Name],

I’m a [second year/finalist] at [college] here in Oxford and I’m interested in working in/as [sector/job function].

I’ve been developing my ideas [briefly reference relevant courses/websites/societies/reading] and John Caruthers suggested that you might be willing to share your experience in the field. I would truly appreciate a few minutes of your time to discuss your insights into [the work or role/their company/how best to prepare]. Perhaps we can meet for a 10 minute chat/arrange a time to speak by phone/Skype...

I know that you might be busy and if it will not be possible to [meet/speak] I fully understand. Thank you for considering my request however, and if there is anyone else you’d recommend I contact to learn about the sector, I would greatly appreciate an introduction.

With best wishes
Signed ......

If you don’t have a direct email address, try an organisation’s generic email address marked ‘FAO [name of contact]’, politely asking for it to be forwarded.

Make a connection so your contact understands who you are and how you found them.

Build your credibility and show you are serious by briefly outlining relevant research, and explaining where you identified them as a potential contact. Perhaps the College alumni office, their entry to the Oxford Careers Network or LinkedIn...

A reference from someone they know can be a powerful incentive to respond, but check first with your source that they are happy for you to use their name.

Asking for advice or information is useful – it’s free to give and people are usually happy to share what they know. It also covers many possibilities, including where to find information, insider views on careers, tips for getting in, other potential contacts and even unadvertised jobs.

Explain what you are most interested in. Try to be specific so they understand what you hope for and can judge whether they can help you – if you ask a vague question, you will get a vague answer, or none at all.

Suggest a way forward, and be specific about what you are expecting: 10-15 minutes is realistic for a first chat or call.

Show respect for their time, keep it polite and positive and keep the door open to future contact.
BUILDING YOUR OCCUPATIONAL AWARENESS

It can be useful to examine what Oxford students do after completing their degrees to gain an initial overview of the breadth of choices open to you. To go beyond the outline provided here, use the Careers Service’s webpages on ‘What alumni have done’ to examine the early career destinations for 20,000 Oxford graduates from all courses from 2012 to 2015.

FURTHER STUDY

A large proportion of Oxford leavers go on to further study – in fact, a significantly higher proportion than for other major UK universities, with nearly 1 in 3 leavers choosing further study. The Careers Service provides support and advice on further study – from finding courses to assisting with application forms and advising on potential funding sources or studying abroad. Turn to pp.26-27 for more information on the options and planning for further study.

Consider carefully what benefits you hope to gain from undertaking another degree against the time and costs required. Although further study is a prerequisite for some careers, and highly desirable for others, for many careers it is unnecessary and may make no difference to either your entry point or starting salary.

MORE INFORMATION

www.careers.ox.ac.uk/further-study

GRADUATE DESTINATIONS

Work 61%
Further study 30%
Unavailable for work 5%
Looking for work 4%

OCcupATIONAL SECTORS

Careers are often labelled according to their industry sector, and the second half of this Guide (pp.56-148) provides short industry introductions and company listings covering over 20 major industry sectors that our leavers enter. There are many more - nearly 50 - detailed briefings on our website, covering all the sectors in this Guide and more. Briefings usually include five sections plus suggestions for additional resources:

► About this Sector.
► Entry Points.
► Skills Needed.
► Gaining Experience.
► Getting a Job.
► Our Resources.
► External Resources.

MORE INFORMATION

www.careers.ox.ac.uk/sectors-occupations

USING OUR ‘DESTINATIONS OF LEAVERS FROM HIGHER EDUCATION’ (DLHE) DATA:

Our annual DLHE survey collects information from students six months after leaving Oxford. The Careers Service’s website contains a full, interactive set of anonymous destination data from the past four years for you to explore: https://public.tableau.com/profile/sdma#!/vizhome/DLHE_stu/Whatalumnihavedone

Use this data to find information about destination trends by sector, as well as by role within sectors. You can explore the data using different criteria, including:

► Department and course of study.
► Job titles.
► Salary information.
► Location of employment.
► Differences by gender.
For the 61% of Oxford leavers entering work, the pie chart (below) shows the percentages entering different industry sectors. A quick glance at the graph reveals that:

Oxford leavers enter a diverse range of fields, spanning the full spectrum of graduate careers.

By far the most popular sectors are ‘Academia & Higher Education’ (mainly as researchers) and ‘Education’ (mainly as teachers), followed by Health & Social Care.

As many leavers enter third sector roles (Charities, Development & Not-For-Profit) as go into Banking & Investment.

Government & Policy and Computing & IT attract similar numbers as both Consultancy and Law.

These statistics help to dispel the myth that the four ‘City’ sectors (Accountancy & Financial Services; Banking & Investment; Consultancy; Law) are the main destinations for Oxford’s graduating students. Despite being the most visible companies on the Oxford recruiting scene, these ‘City’ sectors account for only 1 in 8 of all Oxford leavers’ destinations – or roughly 1 in 5 of the first career destinations for the 61% of leavers who enter work.

**FUNCTIONAL ROLES**

The industry or sector that someone works in is only one aspect of their career. Equally important is the role or function that the graduate takes on. Many larger companies offer graduate entry programmes where the first two years involve rotation through a number of different functional areas to provide a broad grounding in the company and its business. Graduates also have time to assess their strengths and preferences for later specialisation.

“Delve beneath the surface of the rotational ‘grad schemes’ offered by many large graduate recruiters to discover the wealth and variety of career opportunities they open up. The retail sector is a great illustration where you may quickly progress to managing a huge business, become a specialist in buying, merchandising or logistics, or enter a core business function such as finance, HR, marketing or IT.”

**GRADUATE DESTINATIONS BY SECTOR**
It’s important to consider which functional roles you might be most interested in. For some people, the function becomes their primary goal, and so remember that the same functional role can frequently be found in many diverse industries: charities need IT specialists, marketers and HR managers as well as front line volunteers, fundraisers and policy makers. In the HR and recruiting industries, more graduates will take on account management, training or web-developer roles than become HR managers. Data analysts are needed as much in the advertising and retail sectors as in academic research, social policy work or either finance and consultancy firms.

Take time to think broadly about where you might find opportunities which you’d be interested in taking on. If you do not limit yourself by exclusively targeting industries that seem to have the right label, you may be surprised at the possibilities you find, both as a first career destination or a few years later. For example:

- Would-be journalists can learn valuable skills in a PR role in any sector, and by blogging.
- Considering a career in IT? IT roles now exist in virtually every field in all but the smallest organisations, and 40% of IT professionals work outside the computing and IT sector.
- Consider local government alongside the civil service (Fast Stream).

**CHANGES IN DIRECTION**

It is also true that careers develop over time. Whatever direction you start out in does not tie you to that industry or function for life. It is quite natural for your ideas to develop and change as you gain experience and find new interests, or as new opportunities present themselves.

A change of career doesn’t mean wasted time: most of your skills will be transferable to other careers. Some graduates choose to gain specialist expertise through a graduate scheme, in such as General Management, Marketing or Accountancy, and use this as a stepping stone into an industry where graduate opportunities can be harder to find – such as the Arts and Heritage, Charities, or Creative Industries. These first career steps therefore provide both professional qualifications and experience that is highly valued but which tends to be hard to come by as a new graduate entering directly into the alternative sector.

Read the alumni profiles included in the industry sections of this Guide (pp.56-148): they demonstrate the reality that shifts in career direction are quite common, and that even a radical change of direction is possible.

The Careers Service only tracks leaver’s initial career directions with any accuracy. However, we have surveyed alumni ten years after leaving and this revealed that:

- On average alumni had worked for three employers since leaving Oxford.
- The sector in which alumni worked after ten years could be very different from the sector they initially entered.

In recognition of the fact that careers are not fixed, the Careers Service provides access for alumni to the majority of our events and services for life. We also have a Careers Adviser specifically working with alumni who can advise on decisions and strategies for managing career change.

**WHY DO SOME SECTORS SEEM SO VISIBLE AT OXFORD?**

Whether it’s the advertised listings in this Guide, company presentations on our termly Events Calendar or sector specific career fairs, you will probably notice that recruiting firms within the four ‘City’ sectors are highly visible in Oxford. So why do Accountancy, Banking & Investment, Consultancy and Law firms stand out so much if they each account for only 3% to 5% of all the destinations of leavers?

There are a few reasons for this apparent imbalance:

- In some sectors, such as Media, Retail, FMCG, and Energy, a few big organisations dominate – and many are already household names: think BBC, Google; John Lewis; Shell and Unilever. These companies don’t need to advertise their names to become known, and students find their graduate opportunities unaided. In contrast, large ‘City’ firms can have significant graduate programmes but aren’t well known outside their field, so need to promote themselves more.

- Smaller organisations – which account for perhaps 85% of all graduate-level jobs - generally have less predictable recruitment needs, smaller recruitment budgets, and may not have a ‘graduate programme’ to promote. Instead they will hire into specific graduate-level positions, advertising these individual jobs as and when positions arise.

- In some sectors – for example, Advertising, Arts & Heritage, Charities, International Development, Marketing & PR and Media & Journalism – only a limited number of ‘graduate schemes’ exist. A lot of recruitment is done from the network of people known to the company, often from people seeking relevant experience and visibility through volunteering (Charities), or being runners (TV) or field workers (Development). Paid and unpaid internships tend to be very important in these industry sectors and both direct approaches and speculative applications are often expected.

**SAM STOLL**

Balliol College, BA Mathematics and Philosophy, 2013

Software Engineer, Ensoft

"Look for companies that are happy to invest heavily in your training and long-term career. It’s a fast moving industry with new tools and technologies coming out all the time, so it’s important to keep spending time experimenting and learning."
ROUTES INTO GRADUATE EMPLOYMENT

The Careers Service offers impartial advice on different approaches to finding graduate-level employment. We can relate this to different industry sectors and roles, and will not steer you in any particular direction.

Within a sector, organisations frequently run similar recruitment processes, but each organisation will manage its vacancies and applications in their own way, so:

- Understand both the industry pattern and the exceptions for the roles you are targeting.
- Be clear about timescales and deadlines from the start!

Start your sector research with the 20+ short industry briefings in this Guide (pp.56-148). Each one includes advice on recruitment processes and outlines ideas on how to develop relevant skills, enriched by personal stories and advice from Oxford alumni, and supported by listings from some of the major employers.

Talking to companies and people doing the work in which you are interested in can be invaluable. Whilst you can network all year round, the first few weeks of Michaelmas Term see hundreds of companies visiting Oxford every year for our career fairs and company led events. Plan your time well:

- See pp.8-10 for an overview of the recruitment year at Oxford.
- Use the Events Calendar on CareerConnect to find dates, times and locations.

And keep up to date by using:

- Employers’ websites, Facebook and Twitter feeds for the latest news and jobs.
- National graduate career sites like Prospects, TARGETjobs, and Milkround.

INDIVIDUAL GRADUATE ROLES

Many, many more graduates join organisations to fill a specific position rather than as part of a graduate training programme. All types of organisations offer these direct entry roles, including employers with big graduate schemes.

Graduate jobs are advertised widely, generally one to three months before a job starts. The best places to start looking for vacancies include:

- Individual organisations’ websites and, increasingly, their social media feeds.
- The Careers Service’s vacancy database on CareerConnect (p.4).
- National graduate career sites like Prospects, TARGETjobs, and Milkround.
- Industry professional bodies and specialist media channels.

UNADVERTISED ROLES

A significant number of job vacancies are never advertised. Employers recruit people they know or are recommended to them, or those who approach them directly. In certain sectors, networking (pp.18-20) is essentially an expected part of the application process for both full-time jobs and work experience.

Networking can help you understand the industry in which you are interested in, find the appropriate people to contact next and help you research and uncover possible opportunities. As you build your contacts and knowledge, you develop the foundations to make well-researched speculative applications that are properly tailored to the specific needs of an employer.
RECRUITMENT AGENCIES

Recruitment agencies help organisations recruit staff for a fee (paid by the company) by providing their clients with quicker access to pre-screened and qualified candidates. Agencies often specialise in specific sectors, and if you have relevant experience they can be an extremely effective way of finding work.

If you are working with an agency, it is important to remain actively involved in your own job search and continue to check employers’ websites and other sources for vacancies.

JOBS FROM INTERNSHIPS & WORK EXPERIENCE

Work experience generally, and summer internships specifically, can be a great way to secure a full-time offer. This is especially true for companies offering internship programmes exclusively for penultimate year students: these are often used as a core recruitment tool, with a successful internship leading directly to a job offer for the following year. Research by High Fliers (2015) confirmed that at major employers, nearly a third of positions were filled by graduates who had already worked for the organisation. Our experience suggests that in some specific sectors, this proportion can rise as high as three quarters of positions being filled by penultimate year students following an internship.

All companies – large and small – may offer work experience or internships. In line with the advice for finding full-time positions, use companies’ own websites, our CareerConnect, and graduate recruitment sites. Speculative applications can also be highly effective, and sometimes firms will even create an opportunity when approached directly.

Specific opportunities for Oxford students include:

- **THE OXFORD UNIVERSITY INTERNSHIP PROGRAMME** (p.39), run by your Careers Service, which sources hundreds of internships in locations around the world exclusively open to Oxford students.
- **MICRO-INTERNSHIP PROGRAMME** (p.39), run by your Careers Service, offering work experience projects in 9th week of every term.
- **THE OXFORD HUB** offers a Social Impact Internship Scheme – go to www.oxfordhub.org or email hello@oxfordhub.org.
- **INTERNSHIP CAREER FAIRS**: Michaelmas Internship Fair and Trinity Term’s Graduate Job and Internship Fair.

For more ideas on how to find work experience and short-term engagements, turn to our advice on:

- Gaining Experience and Developing Skills (pp.30-39).
- Application Essentials (pp.40-55).
- Networking (pp.18-20).

FINDING WORK IN SPECIFIC UK LOCATIONS

Geography and reputation mean that recruitment at Oxford can appear London-centric. However, opportunities exist across the UK:

- Major organisations often offer a choice of locations in regional offices.
- Some sectors – like Education and Healthcare – provide opportunities countrywide.
- Many thousands of small and medium-sized enterprises (SMEs) offer graduate jobs too, and the websites of professional bodies usually list locations for SMEs in their industry.

Some regions are recognised for specific industries. For example, Manchester is increasingly seen as a creative hub, and Cambridge has a reputation for science and computing start-ups. Oxford is also particularly good for science, health and publishing jobs, and has a vibrant and growing tech sector.

Inevitably, most jobs advertised in the UK are for UK positions. However, many job platforms allow you to search by region – including our own vacancies on CareerConnect – and you can search specifically for jobs in:

- **Scotland** (www.stjobs.com)
- **Wales** (www.gowales.com)
- **Northern Ireland** (www.gradireland.com)

Advice on working in different countries and UK visas follows (pp.27-29), or see a Careers Adviser at the Careers Service for advice if you are considering working abroad.

Hugh Lailey  
Careers Adviser

“Companies visit Oxford to answer your questions and explain what they value most in potential employees. October and November are busiest, whilst full-time jobs applications are open. Often the people you will meet are recent alumni who remember what it was like to be in your shoes, so ask them for their perspective and learn what they value most about their organisation and work.”
TYPES OF FURTHER STUDY

- Taught courses may be academic or vocational, and range from taught Masters programmes (e.g., MSc, MA) to certificates and diplomas leading to specific careers (e.g., PGCE for teaching, GDL for law).
- Research degrees allow you to investigate your chosen subject in depth, leading to a dissertation or thesis. Research Masters degrees (e.g., MRes) last for one or two years; doctoral degrees (e.g., PhD, DPhil) take three or four years, and can take much longer in some countries.
- Masters in Business Administration (MBAs) combine management theory with practical experience, and are generally appropriate for those who already have some experience in the workplace.
- Second undergraduate degrees may be useful in some circumstances (e.g., graduate entry medicine), but bear in mind that most careers do not require a specific degree subject, and funding for courses at a similar level may be hard to find.

CHOOSING A COURSE

There are several course search engines listed in the Further Study section of our website. Other useful sources that can help you identify and assess possible courses and research groups include:

- Oxford tutors and other academics.
- Destination statistics for each course.
- Academic literature and conference proceedings.
- People working in your sector of interest.
- University rankings, for example, on the Times Higher Education, Top Universities, and Shanghai Ranking websites.
- Research Excellence Framework assessments of research departments (www.ref.ac.uk).
- Quality Assurance Agency assessments of university teaching (www.qaa.ac.uk/en), and new Teaching Excellence Framework awards (www.hefce.ac.uk/lt/tef/).

FEES AND FUNDING

UK tuition fees vary enormously, from around £5,000 to many times that amount. International students pay significantly higher fees. The cost of living varies too, but a general guide would be £8,000 to £13,000 a year.

- Self-funding is the reality for many graduate students: using savings, family support or loans is commonplace.
- Postgraduate loans of up to £10,000 are available for Masters degrees in all subjects, including taught and research programmes, in the UK. PhD loans of up to £25,000 will be offered to English-resident students to study all types of doctorates at universities across the UK, and will be available in spring 2018 (www.gov.uk/postgraduate-loan).
- Research Councils, www.rcuk.ac.uk (soon to come under UK Research & Innovation), fund some UK PhDs by allocating funds to Doctoral Training Centres (DTCs) or departments to distribute to eligible candidates.
- Scholarships are listed on the graduate admission pages of university websites. Check eligibility carefully, and note that some may require a separate application with a different closing date.
- Graduate assistantships, and other opportunities to teach or conduct research in your department or college, may provide additional income. In the US they are a common way to fund study. Discuss opportunities with departments of interest.
- Sponsorship or employer support is relatively rare but not unheard of in scientific and engineering disciplines (e.g., Industrial CASE awards – via Research Councils – and Knowledge Transfer Partnerships at www.ktponline.org.uk).

CAREERS ADVISER ABBY EVANS ANSWERS YOUR FURTHER STUDY FAQS

DO I HAVE TO DO A MASTERS DEGREE BEFORE A PHD?

Not always: it is possible to go straight on to a PhD programme from a first degree course. This is common in science and engineering in the UK, and some PhDs have a Masters year of taught courses built in. However, in many continental European countries a Masters degree is required to begin a PhD. Even in the UK, most arts, humanities and social science students complete a Masters degree before embarking on their PhD.

WILL I NEED TO HAVE A FIRST?

Most courses ask for at least a 2:1 class degree or equivalent, and many graduates with 2:1s successfully apply for further study. However, a first class degree might increase your chances when applying for popular courses, and may help you secure funding.

HOW CAN THE CAREERS SERVICE HELP?

In addition to extensive information on our Further Study pages online, we also offer seminars on a range of aspects of further study including Postgraduate Study in the USA, Writing Personal Statements and Applying to Oxford. You are welcome to book an appointment with a Careers Adviser to discuss your options, strategies for choosing courses or securing funding, or to get feedback on your application materials.
WORKING IN DIFFERENT COUNTRIES

You may decide to work outside your home country as part of a career with international postings, as time out after your studies, or as a planned long-term emigration. Opportunities are numerous and many Oxford graduates work internationally at some point in their career.

Consider your motivations carefully and research your options thoroughly to understand what opportunities are available. You will need to be aware of requirements in terms of languages and qualifications and to investigate any work restrictions. Visa options for working in the UK are outlined on p.29.

JOBS WITH INTERNATIONAL OPPORTUNITIES

Multinational companies, multilateral organisations, international development agencies and diplomatic services may all offer secondments or transfers to their international offices after a period of time, or as part of graduate training. Talk to organisations of interest to assess your chances of gaining an international posting if you work for them. If you have wanderlust, there are a number of organisations which have graduate programmes that are explicitly intended to give international experience. Often these require fluency in more than one language, and/or extreme flexibility regarding job location. Examples of such recruiters can be found in many different sectors, and include WPP (marketing), Heineken, RWE (energy), TUI Travel, Swire House (logistics) the InterContinental Hotels Group, and the Overseas Development Institute (ODI).

If you are seeking short-term work in another country, and an opportunity to experience international environments, apply to The Summer Internship Programme run by the Careers Service (p.39), which provides opportunities for current Oxford students in over 40 different countries.

TIME OUT AFTER YOUR STUDIES

You might be thinking of taking some time out to travel after graduating, which can often be funded by working simultaneously. Depending on your nationality, there are a number of visa schemes to help you gain short-term employment outside your country of citizenship. Check with the embassy of your destination to find out more, and see the website Anywork Anywhere for many examples and further resources: www.anyworkanywhere.com

People who are fluent in English are in demand as teachers all around the world, and Teaching English as a Foreign Language (TEFL) is a popular option for experiencing life in another culture. It can also become a longer-term international career. Schemes such as the Japan Exchange and Teaching Programme (JET) will both train you and provide employment.

Other options exist for volunteering/work experience where you receive bed and board: eg, British Council teaching positions; VSO; WWOOF; Work Away. See the advice on Gaining Experience and Developing Skills: Volunteering (p.35) for details.
EMPLOYERS AT OXFORD, AND BEYOND

The Careers Service’s International Careers Day takes place in Hilary Term, and brings together a range of organisations with international opportunities, while many multinational firms visit Oxford’s UK-centred fairs. If you are interested in working for one of their global offices, ask their UK representatives how you can apply to work for the firm in your home or a different country. There are also a number of international employers who visit Oxford to give recruitment presentations (and who sometimes conduct interviews here), so check CareerConnect’s online events calendar regularly for details.

There are also many other fairs that take place throughout the world organised by international recruitment organisations. Some take place in London, and others are ‘virtual’ and held online. Look out for details of these on The Careers Service’s blog and e-newsletter.

INTERNATIONAL NETWORKING

Make the most of opportunities, while you are in Oxford, to develop your language skills and intercultural awareness by joining relevant international student societies. Employers may contact international student societies to advertise in-country roles. Alumni from Oxford live all over the world, and are often happy to give advice to current students. Use the Oxford Careers Network, The Oxford Alumni Community, your college alumni office, or LinkedIn to connect with them, or contact international alumni branches via their websites or Facebook groups. See pp.18-20 for further information on effective networking.

If you are an international student looking to work at home, maintain links with your home country. For example, keep in contact with friends at university there and join your national student society at Oxford for networking opportunities. Use the resources and tips described above to research your options and stay in touch with relevant opportunities and developments in your home country. Remember that the recruitment cycle and processes may be different to those in the UK.

ONLINE RESOURCES

Online databases provide a vast array of resources to aid job-seeking in most countries. Many are referenced on The Careers Service’s website. Some examples you can search for include:

- The Careers Service’s vacancy database on CareerConnect frequently holds job postings placed by international recruiters (p.4).
- GoinGlobal – an external resource you can access via The Careers Service website with your Oxford Single Sign On, featuring profiles of 38 countries. You can also access a directory of employers, and search for international vacancies and internships.
- VENTURE – a website which covers a wide range of topics related to living, working and studying abroad.
- GradLink – advice and job boards for graduates looking to return to China, Malaysia, India, Africa and Canada.
- Graduate Jobs in Europe – a website showing graduate employer league tables by country (voted by home students) and live economic data.
- The Careers Group: JobOnline – a source of graduate jobs, schemes and internships with an international section.
- If you know your destination, search for ‘expat’ websites which may offer great advice and opportunities to meet others who have made the same transition.

MORE INFORMATION

www.oxfordalumnicommunity.org
www.careers.ox.ac.uk/OCN
www.careers.ox.ac.uk/goingglobal
www.venture-uk.co.uk
www.gradlinkuk.com
www.graduatejobsineurope.com
https://jobonline.thecareersgroup.co.uk/careersgroup/student/
VISA OPTIONS FOR WORKING IN THE UK

To stay in the UK to work after your studies, overseas students will need permission in the form of an immigration visa, unless you are an EEA or Swiss national. The rules about working in the UK are complex and change frequently, so be sure to check for full and up-to-date information.

The University’s Visa and Immigration Advisers give regular talks at the Careers Service on the current work visa options and can also cover individual queries. Check our event calendar on CareerConnect for details. Regrettably, The Careers Service’s staff cannot advise on visas.

Up to date information on all your visa options is available through the webpages of:

- Oxford University: www.ox.ac.uk/students/visa/work
- UK Government: www.gov.uk/browse/visas-immigration/work-visas
- UKCISA, the UK Council for International Student Affairs: www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies

TIER 2 VISAS

Under Tier 2, licensed employers can sponsor applicants for a specific graduate-level job. There are special arrangements for applying in the UK for a Tier 2 visa for recent graduates and DPhil students who have completed at least a year of their course. To qualify under this scheme you must have a suitable job offer from a licensed sponsor, have a valid Certificate of Sponsorship, and meet financial and language requirements. You will need to discuss with a prospective employer whether they are willing and able to sponsor you. The salary offered must be both at the appropriate level for the job and a minimum of £20,800. If you apply under the special arrangements for students, your employer is exempt from undertaking a Resident Labour Market Test. It is also possible to apply under Tier 2 later, from outside the UK, but this is more restrictive for both you and the employer.

UKCISA provides useful information about applying under Tier 2 (see link above), and you can check the Home Office’s register to see whether an employer is a Tier 2 licensed sponsor. See: www.gov.uk/government/publications/register-of-licensed-sponsors-workers

TIER 4 - DOCTORATE EXTENSION SCHEME

Tier 4 Doctorate Extension Scheme allows DPhil students nearing the end of their studies to stay in the UK for one year to seek and take work, or to be self-employed. You must be sponsored by the University and apply in the UK before you officially complete your studies.

TIER 1 - GRADUATE ENTREPRENEUR

Tier 1 (Graduate Entrepreneur) is for graduates who have a genuine and credible business idea for development in the UK. Oxford University can endorse applicants each year and applications are made via The Careers Service. We advertise details of the application process via The Careers Service’s blog and in our newsletters. Students considering a Tier 1 application may want to discuss their business idea with our Entrepreneur in Residence: see Business Mentoring (p.33).

OTHER OPTIONS

Nationals from some countries may have access to other routes for working in the UK, including a scheme for Commonwealth citizens with a grandparent born in the UK, and the Tier 5 visa (Youth Mobility Scheme), both of which you must apply for from your home country.
Alongside your studies it can be invaluable to accumulate experience in a variety of different settings. You will not only learn what you enjoy doing and are good at, but also you will develop important ‘transferable skills’ that organisations will be looking for.

Graduate employers expect you to have both a solid (predicted) degree class and strong employability skills that you have developed at university.

Oxford’s OCTANE model (below) highlights the eight core employability skills, suggestions of how to build and improve these whilst you are at Oxford are detailed in this section.

Additional job specific skills can be expected for many roles as well, such as strong numerical and analytical skills, or specific language and technical knowledge or expertise.

Recruiters tell us that they are generally impressed with the ability of Oxford students to display these skills compared to other graduates. However, they stress the importance for Oxford students to develop and demonstrate skills that are not necessarily developed through their academic work - especially commercial awareness and teamwork.

To support you, The Careers Service and Oxford SU run a number of programmes to enhance your experience and work-relevant skills, including insight schemes, internships and personal development programmes. These are outlined on pp.33-39.

Maira Seeley
Projects Officer, UK Foreign and Commonwealth Office (Amman, Jordan)

Oxford offers great opportunities to gain volunteer or practical experience and further skills. Think carefully about your career path and do some research on what concrete skills are in demand and try to make time for these on top of your coursework.
CORE SKILLS

1. INITIATIVE
Recruiters want you to be able to analyse facts and situations, and generate creative solutions on your own. Ideas to help you develop this include:
- Organising a unique fundraising event for a charity.
- Helping to increase participation or membership for an event or society.
- Setting up an Oxford student arm of a professional organisation or a charity.
- Joining The Student Consultancy or building a business plan within the Business Mentoring programme (p.33).
- Developing your own website, or building one for a student society.
- Starting your own society, social enterprise or small business.
- Volunteering as a student representative for your course.
Your Example …

3. TEAMWORK
Organisations want to know that you can work in a group to achieve something tangible. There are many ways to develop teamwork skills, including:
- Joining a sports team. There are dozens of student-run sports clubs, and many more for individual colleges. See www.sport.ox.ac.uk for inspiration.
- Getting involved in a choir, orchestra or band – or helping to produce a play.
- Contributing to the decision-making of your Common Room committee, or a student society.
- Choosing to do group project work, if the option is offered on your course.
- Joining The Student Consultancy (p.33), or student led initiatives for consultancy work in a group, like OxAid or the Microfinance Initiative.
- Completing a Duke of Edinburgh award.
- Campaigning with Oxford SU. Campaigns promote many good causes, from mental health to racial equality.
- Becoming part of the student team that runs Oxford Hub.
Your Example …

2. COMMUNICATION
Employers want to see that you have good interpersonal skills, and can communicate verbally and in writing – to explain, analyse and persuade. You can display these skills by:
- Persuading guest speakers to attend a society event you are helping to organise.
- Securing corporate sponsorship for a club or encouraging alumni to donate as part of a college telethon campaign.
- Representing an external organisation as their Oxford brand ambassador.
- Work experience in a customer service role.
- Writing a regular blog on something that interests you.
- Contributing articles or reviews to student publications or contributing to Oxide Radio.
- Creating publicity materials for a charity.
- Acting as secretary of a student society or your Common Room.
- Debating at the Oxford Union or the Oxford International Debating Society.
- Volunteering to tutor local school children.
- Creating YouTube presentations or doing your own podcasts on something of interest to you.
- Volunteering to help with outreach and access events: assisting at Oxford open days, or visiting schools to encourage students to apply to Oxford.
- Volunteering to give a presentation in your college/department on an academic project.
Your Example …

4. LEADERSHIP
Employers will want you to have the ability to motivate, influence and organise others. You can develop this by:
- Taking a position of responsibility in your Common Room or with Oxford SU.
- Producing or directing a play, or organising an event, such as a ball.
- Joining the Oxford University Officers’ Training Corps, for their leadership development training programme.
- Volunteering with youth organisations, such as the girl guides, scouts, or even a cycling proficiency group!
- Offering to help train new staff in a part-time job, captaining a sports team, or running a student society.
- Leading a team on The Student Consultancy (p.33).
- Encouraging students to apply to Oxford.
Your Example …
5. PLANNING
Employers will want to see evidence that you can organise people and resources to achieve objectives and work to a deadline. Outside managing your studies, ideas of how you can develop this include:

- Organising a ball, bop, conference or campaign.
- Co-ordinating your Common Room’s annual elections.
- Organising a group or event to raise money for charity.
- Organising an away-day for a society, or an inter-university match for a sports club.
- Editing a student publication, such as a newspaper, website or yearbook.

Your Example …

6. COMMERCIAL AWARENESS
All organisations – including not-for-profits – will want you to understand the key factors behind successful businesses. You can develop commercial awareness by:

- Organising an event that has to turn a profit, such as a concert, ball or a college bop.
- Joining The Student Consultancy (p.33) to get an insight into a local business.
- Suggesting ways to improve efficiency at work, resulting in time or cost savings.
- Attending the Careers Service’s Insight into Business programme (p.34).
- Negotiating with a local business to give a discount to members of a student society you belong to.
- Taking part in business case studies workshop run by the Careers Service.
- Joining relevant student societies, such as Oxford Entrepreneurs, or the Oxford Guild OR Oxford Student Foundation.
- Joining the Business Mentoring programme, and producing a business plan for feedback – or for launch (p.33).
- Taking part in virtual investment competitions online.

Your Example …

7. CREATIVITY
Creativity is about being curious and innovative, finding new ways of doing things and understanding and taking risks. Consider:

- Brainstorming ideas for events or realising a themed Ball.
- Lighting, set and costume design as well as performing and directing.
- Creating ideas or work for The Agency, being trialed this year by AdSoc and the Careers Service.
- Joining Oxford Entrepreneur’s pitching event: Idea Idol

Your Example …

8. SELF-MANAGEMENT
Recruiters will want evidence that you can manage your own time, are flexible, resilient, and can improve yourself based on feedback. You can demonstrate this by:

- Doing any extra-curricular activities or part-time work in addition to your degree. This will signal to employers that you can balance various responsibilities and workloads.
- Up-skilling’ yourself. Why not take a course at the Oxford Language Centre, or a free computing course at IT services during term?
- Setting yourself personal goals that require training to complete, such as running a marathon.
- Participating in an organised charity challenge, such as the RAG jailbreak or ‘Three Peaks Challenge’.
- Undertaking an extended research project as part of your academic studies.

Your Example …

9. LANGUAGES
You could improve your linguistic skills by:

- Organising a language exchange – weekly chats over coffee – with another student to mutually improve your language skills.
- Seeking an international internship where you can also use the language.
- Learning a new language completely, with a course at the Oxford Language Centre, or taking classes with the Japanese society, for example.

10. COMPUTING & IT
You could boost your IT ability by:

- Enrolling in a free course and learning to do something new: Oxford’s IT Services offer a wide range of free courses during term.
- Free coding workshops are run by CompSoc and CodeFirst: Girls.
- Self-directed video based learning at www.lynda.com: free to you via the Oxford IT Services’ website using your SSO.
- Downloading professional software, such as Adobe Creative Suite, and seeing how proficient you can become during the free trial.
- Familiarising yourself with another operating system.
- Taking online courses to develop greater skill with Excel or other aspects of Microsoft Office.

And if you are already quite skilled, you could try:

- Designing an app.
- Making a website for a student society.
- Volunteering to help out your college IT officer.
- Joining CompSoc or attending Oxford Geek Night to meet and learn from developers and designers.
EMPLOYABILITY PROGRAMMES

The Careers Service and Oxford University Student Union run several programmes to help students develop and practice key employability skills.

THE STUDENT CONSULTANCY
The Careers Service runs The Student Consultancy (TSC) every term. It is designed to help Oxford University students develop core employability skills (pp.31-32), with selections in 0th week and consultancy training in 1st week. Students then work in a team through the rest of term on a strategic issue or business problem for a client organisation, with project completion targeted for 8th week.

TSC is a rich learning experience relevant to everyone, not just those interested in a consulting career. No matter what your career aspirations, you can benefit from the programme, not least because TSC will provide a valuable source of experiences for you to provide evidence of your skills and impact in applications and interviews (see Application Essentials, pp.40-55).

To date around 2,000 students have benefitted from joining TSC. Students from all degrees and years are welcome to participate, and TSC projects this year are likely to span:

- Work on projects across many functions, including market research, promotion and publicity, website design and international expansion.
- Work for clients drawn from a broad range of sectors, including Arts & Heritage, Charities & Social Enterprise, Retail & Sales, and Computing.
- Offering advice to organisations of all sizes (large, small and medium-sized enterprises) as this sample of firms from previous years shows: the Bodleian Library, Centrica, IBM, Modern Art Oxford, Oxfam, Oxford City Council, OxFizz, and the Playhouse Theatre … and many, many more.

MORE INFORMATION
www.careers.ox.ac.uk/tsc

THE SPRINGBOARD PROGRAMME
Springboard is based on an award-winning programme for female professionals, which was adapted for Oxford students by the Careers Service and the Springboard Consultancy.

“I feel like my outlook on life has been lifted onto a completely different level. Whenever I think back to the programme when I face difficulties, I feel more able to approach the difficulties and remember how positive I felt in the three days, and that how I felt about my life was under my control.” Participant, Hilary Term 2017

The programme consists of workshops that help women take more control over their own lives. You’ll be helped to identify the clear, practical and realistic steps that you want to take – in an extraordinarily wide range of situations – and develop the skills and confidence to take them. Evidence suggests that women are less likely than men to take this structured approach.

“The Springboard programme exceeded my expectations by a long way, I think the best thing about it is that everyone was willing to participate and share their ideas, which made it a success.”
Participant, Hilary Term 2016

The format is tried and tested and has an impeccable track record. Springboard is sponsored by Citi, L.E.K. Consultancy and Shell.

MORE INFORMATION
www.careers.ox.ac.uk/springboard

BUSINESS MENTORING
Do you have a great idea for a new business, social enterprise or charity? Want to learn more about being entrepreneurial in the workplace?

Our Entrepreneur in Residence will help you explore if you are ready, willing and able to start something new. You will review the skills and knowledge you will need to succeed, and we can help you to prepare a business plan that is clear and compelling. Business Mentoring will also enable you to develop transferable skills, such as strategic planning and problem solving, and boost your commercial awareness.

MORE INFORMATION
www.careers.ox.ac.uk/business-mentoring

www.careers.ox.ac.uk
GAINING EXPERIENCE + DEVELOPING SKILLS

INSIGHT INTO…. PROGRAMMES

The Careers Service has established a series of “Insight into” … programmes to accelerate students’ learning and provide direct experience of the work place and style of work in different sectors.

Last year, we offered four programmes: Insight into Education; Medicine; Academia; and Business. For more information, including how to apply, see the webpages for Our Skills Programmes, and monitor our blog posts and the Events Calendar on CareerConnect to hear about new programmes.

INSIGHT INTO BUSINESS

Our Insight into Business programme is designed to demystify business and increase understanding of professional life to help students become ready for employment.

At the end of the programme you will be able to demonstrate to prospective employers a broader understanding of business, strategy and finance principles. You will also learn about matching your personal profile to prospective employers to help with career choices and how to apply the learning to cases and interviews. Insight into Business runs over three sessions and is open to undergraduate, postgraduate students and recent alumni.

INSIGHT INTO TEACHING

Whether you are considering a career in teaching or are just weighing up your options, experience in school can be very valuable. This programme allows you to spend three days in a school, observing lessons, shadowing teachers, and perhaps planning and teaching a lesson. Placements are available in a wide variety of subjects; in primary and secondary schools, and sixth-forms, across the state maintained and independent sector, and in Oxford and other locations nationally. Placements take place during 9th week of Hilary and Trinity terms.

“IT was very helpful to see how I felt in a classroom and to talk to teachers and students.”

INSIGHT INTO MEDICINE

If you are thinking about a career in medicine, spending time shadowing a doctor is extremely important. It can help you decide whether a medical career is right for you, and will enhance your UCAS application to medical school. If you have difficulty arranging your own medical work shadowing, this programme enables you to spend a day with a hospital consultant in Oxford. This programme runs in 9th week of Michaelmas and Hilary Terms.

“You need a decent amount of healthcare exposure before even starting to apply, if only to convince yourself that you’ll be happy working in that environment. Aim to experience a range of settings: wards, clinics and GP practices.”

INSIGHT INTO PHARMA / BIOTECH

Newly launched “Insight into Pharma and Biotech” will provide you with an opportunity to experience these sectors first hand. Check CareerConnect for further details and launch dates.

MORE INFORMATION

www.careers.ox.ac.uk/our-skills-programmes

(DIS)ABILITYWORKS

The Careers Services organises a series of events and workshops throughout the academic year to advise and provide practical help for students with a disability, mental health needs and longterm health conditions. Events will be publicised through the Events Calendar on CareerConnect and session are likely to include:

- 1:1 advice sessions with a Careers Adviser (Disability)
- Early access to Careers Fairs
- The If, When and How of being ‘open’
- Job Hunting with a Disability
- How to Explain ‘timeout’ in your Studies
IDEAS ON GAINING EXPERIENCE

Work experience can be many things, and is essentially an opportunity to make good things happen! There’s no ‘one way’ to do work experience, so think carefully about what you want to get out of the experience.

Work experience can be:
▶ Enjoyable!
▶ A way to develop valuable skills and accomplish something noteworthy.
▶ A chance to try out possible career directions.
▶ An opportunity to make contacts in fields that interest you.
▶ A chance to earn money.

Work experience provides a valuable opportunity to develop awareness and understanding of yourself: what really interests you, how you like to work, and what you find most fulfilling.

It also has a very important role in enhancing your employability. In a study of major graduate employers (HighFliers 2017), half of the recruiters surveyed warned that graduates with no work experience were unlikely to be successful in applying for graduate level jobs in their organisations. This is because work experience both:
▶ enables you to enhance and apply your skills.
▶ provides evidence of your skills and achievements that you can highlight in your applications and talk about in interviews.

There’s lots of work experience that you can do eg: student committee roles, volunteering, summer jobs and individual projects. What you’ve chosen to do already can be a useful clue as to what other forms of work experience and ultimately, jobs, might be fulfilling, as outlined in the earlier section on Developing Your Career Ideas.

There are plenty of different, equally valid ways to get work experience …

DO AN INTERNSHIP

“A short fixed period of paid work experience in an organisation, usually working on a graduate-level, structured project or a defined set of tasks, which is designed for someone hoping to enter the profession.”

These might be advertised opportunities requiring an application, or arranged with an organisation after contacting them speculatively. They can take place at any time of year, but most advertised opportunities take place in vacations, particularly the summer. Some organisations offer internships purely to provide interested students with some first-hand experience and do not expect to hire interns at the end of the period. Others use internships as a core part of their recruitment process, particularly major graduate recruiters, who often advertise summer internships for penultimate year students in Michaelmas Term.

The Careers Service also runs its own unique schemes exclusively available to Oxford students:
▶ The Oxford University Summer Internship Programme, which provides 4-12 week summer work experience across the globe
▶ The Micro-Internship Programme, which provides short, convenient work placements in Week 9 of each term based in organisations across Oxfordshire and London.

VOLUNTEER

Volunteering is a great way to develop employability skills and help others at the same time. As a volunteer you can work on projects or tasks which still use and develop your skills, but you have the added benefit of full flexibility and negotiable hours.

Here are a few suggestions for finding volunteering experience while at Oxford:
▶ Oxford SU – organises diverse fundraising activities you can get involved in, including the annual RAG campaign. Oxford SU also wants volunteers for Target Schools and other programmes. See www.oxfordsu.org
▶ Oxford Hub – a student-run organisation that acts as a focal point for charitable activity in Oxford. They co-ordinate a variety of volunteering projects in many sectors. You can visit their offices in Turl Street, or at www.oxfordhub.org
▶ Do-It – a web-based national database of volunteering opportunities. Search for projects in Oxford at www.do-it.org.uk
▶ OCVA – Oxford Community and Voluntary Action is our local city volunteering hub, with lots of opportunities available: www.ocva.org.uk
▶ UN Volunteers (Online) – international volunteering opportunities with a development focus, that you can do on your laptop: www.onlinevolunteering.org
▶ Consider getting in touch directly with local organisations with causes you care about to discover if there’s something you could help with, or to suggest a project, both in Oxford or near your home.
GAINING EXPERIENCE + DEVELOPING SKILLS

INSIGHT DAYS / OPEN DAYS
Some organisations advertise Insight Days, giving students talks and tours at their place of work. These are often offered to help students who are interested in the industry make a more informed application, but are not offered in all sectors. In a similar vein, many major graduate recruiters will run company presentations and events in Oxford (particularly in Michaelmas Term), where you can learn about the organisation, their recruitment processes and meet their staff (very often recent Oxford alumni) who can offer valuable insights from their experiences.

WORK SHADOWING
Shadowing is a short period of time spent observing in a work place. It can help you assess at first-hand whether a possible career might suit you, yet you don’t have to have the skills needed to actively participate in the work. For this reason, formal shadowing programmes are often offered in fields where further training is required in order to actively participate, such as health professions or teaching.

It’s actually not difficult to set up shadowing yourself in any industry. Contact the organisation or individual you’d like to observe, and ask! If they aren’t able to help, you could ask whether anyone might be willing to meet with you over coffee to help you learn more about the work they do.

SPRING WEEKS / SPRING INSIGHT PROGRAMMES
In an increasing range of sectors, organisations with larger graduate intakes now run one- or two-week insight programmes targeted for first years and for second years on a four-year course. These discovery programmes often happen around Easter and usually have their own application process. In addition to offering participants industry insights and the chance to meet recent graduate recruits, they frequently include some skills development, advice on applications and may lead directly to offers for summer internships in your penultimate year of study. Some accept applications in Michaelmas, so start looking early!

VACATION AND SEASONAL WORK
Seasonal jobs can provide money, an insight into an industry and demonstrate your adaptability and skills. They are often advertised in the few months preceding a vacation. They might be found on local employment websites, the organisation’s own website, through temping agencies, word-of-mouth or by signs on organisation premises. You might also be interested in organisations which offer seasonal work abroad (such as Work Away or WWOOF), some of which run on an accommodation-for-work (work exchange) basis.

PERSONAL PROJECT
Depending on your goals, you might want to generate your own experience. It could be:

► Managing a ‘fantasy fund’ to demonstrate your passion for financial markets.
► Creating a piece of work to add to your artistic portfolio.
► Starting an entrepreneurial or charitable endeavour.
► Using your technological skills to code a new website/app/game.

See if there are any local organisations that might be interested in using your project to help their work, or giving it publicity. Working with other organisations will give you new contacts and might lead toward referrals as well as increasing the scope for your project. These could all be added to your CV under ‘Relevant Experience’ or ‘Projects’.

HOW RECRUITERS SUPPORT EQUALITY AND DIVERSITY
Recruiters are very keen to raise their profile with applicants from all backgrounds and to dispel perceptions that may deter applications. The best way to assess whether their projected image is ‘reality or myth’ is to speak with current employees. A useful starting point can be the ‘buddy and mentor’ groups or forums (eg, LGBT and BAME forums), which many organisations now promote.

An increasing variety of organisations are also establishing internship programmes, Insight Days, networking events and mentoring opportunities to encourage a greater diversity of applications. Such opportunities will be focused on groups which an organisation feels are under-represented in their employee profile; so check what is available in the industries that you are most interested in. There may be opportunities that focus around gender, ethnicity or sexuality, or for those from lower socio-economic backgrounds.

You could also explore specialist organisations that support candidates from under-represented groups, such as Creative Access, SEO London or Rare. Alternatively, look for programmes run by specific employers, such as the Civil Service Fast Stream’s Summer Diversity Internship Programme.
Connecting disabled students with employers who value talent

- Meet our disability confident employers
- Access recruiter contacts at companies of your choice
- Get advice, guidance and support on starting your graduate career

Join the Club
www.myplusstudentsclub.com

In Partnership With
www.careers.ox.ac.uk/springboard

THE CAREERS SERVICE
Boost your confidence & reach your aspirations

THE springboard PROGRAMME
Holistic development workshops for women.

www.careers.ox.ac.uk/springboard

SEO /LONDON

Main locations: Our offices are located in London and the majority of offers for internship and full-time graduate positions gained by our candidates are based in London or other UK regions.

About us: Sponsors for Educational Opportunity (SEO) is an alumni-driven, diversity-focused charity that prepares students from Black and Ethnic Minority (BME) and low socio-economic backgrounds for career success. In the last 17 years we have trained and mentored more than 5,000 talented undergraduates, from under-exposed communities, to help them secure highly competitive internships and full time graduate positions, across a range of prestigious industries, with more than 50 of the UK’s leading employers that partner with SEO.

Opportunities available: We provide world-class insight, training and mentoring opportunities, across a range of industries, on our programmes which include: Investment Banking (includes Hedge Funds/Asset Management/Private Equity), Corporate Law, Consulting, Engineering, Technology, leading Corporates and the Civil Service.

Graduates sought: Cross-year, all degree disciplines, from ethnic minority and low socio-economic backgrounds meeting our eligibility criteria, for internship and graduate opportunities with our sponsor firms. Cross-year, all degree disciplines for vacation internship opportunities at SEO London.

Application advice: Applications are screened on a rolling basis so apply early by creating a profile and submitting an application on our SEO Careers website: www.seo-london.org.

www.seo-london.org

Main location: London

About us: Rare is a diversity firm specialising in helping students from under-represented ethnic minority and socioeconomic groups gain jobs with top firms. Rare has won Race for Opportunity, Recruiter Magazine and Legal Week Awards in the past two years.

Opportunities available: We offer our candidates one-on-one tailored support with applications to our clients, which include law firms, investment banks, public sector bodies and technology firms. We also offer a number of intensive development programmes, such as the award-winning Articles programme, which is sponsored by ten City law firms, and High Yield, a social mobility programme for first year students interested in working with Deutsche Bank.

Students sought: Students from ethnic minority and lower socio-economic groups are encouraged to apply. We welcome students studying all subjects and in all years of study.

Application advice: Students should apply using the application form on our website.

www.rarerecruitment.co.uk
Find your cause.
Develop skills alongside your degree, from amplifying student voices to organising dynamic charity events. See what's on offer with Raise And Give and other Oxford SU campaigns.
oxfo...
THE INTERNSHIP OFFICE

The Internship Office at the Careers Service offers a range of unique schemes that provide Oxford students with research and professional work experience opportunities with organisations across the UK and around the world.

THE SUMMER INTERNSHIP PROGRAMME

The Internship Programme offers hundreds of summer internship opportunities in locations across the globe, all exclusively available to current, matriculated Oxford University students. They’re offered in a wide variety of sectors, and often come with generous support or travel scholarships. There are opportunities suitable for students of all levels of experience and of all years of study, from first year undergrads to final year DPhils. The internships are advertised from January each year, with application deadlines from February onwards.

Examples of funded opportunities offered previously include:

- Internships with world-leading international development organisations, such as the UN Development Programme as well as development charities in Africa, Asia and Latin America.
- Professional placements from multinational organisations like Sony in Japan and boutique finance companies around the world.
- Scientific research internships with universities and institutes in India, Brazil, Russia, Germany, China and more.
- Teaching positions in schools around the world.
- A wide range of arts and heritage internships, from the Hermitage in St. Petersburg to Washington’s Naval History Museum

The Internship Programme also offers access to placements in the UK, beyond the undergraduate internship schemes of the major graduate employers. Many Oxford-based opportunities frequently feature among these placements, with an increasing number of placements available within Oxford University itself, including colleges, departments, the Bodleian and the University museums.

The Internship Office strives to ensure that every placement, UK or international, comes with either a stipend or assistance with travel or accommodation. Additional funding is also available for some internships, particularly in the not-for-profit sector. UK internships advertised through the programme are paid at National Minimum Wage or above if the work is offered by a company in the for-profit sector.

THE DOCTORAL INTERNSHIP PROGRAMME

Eligible DPhil students in selected Doctoral Training Centres and Partnerships can apply to this programme for funding and dedicated support to undertake a three-month internship. Internships can take place at any time during your studies and in any sector. The Internship Office provides access to a database of internship providers to assist your search, and can liaise between you and employers to find an option that corresponds to your interests.

MORITZ-HEYMAN INTERNSHIPS

If you are a Moritz-Heyman scholar, additional funding is available specifically for undertaking internships. You can apply for this at any point during your undergraduate studies. Internships can be sourced through our regular programmes, independently (directly with an employer) or through our Moritz-Heyman Exclusive Internships, which are advertised via a regular bulletin.

THE MICRO-INTERNSHIP PROGRAMME

The Micro-Internship Programme offers convenient, short-term work placements with organisations based across Oxfordshire and in Greater London. Placements last 2-5 days, and take place in 9th week. They are available every term, and are open to all matriculated students.

Micro-internships are an excellent way to fit valuable work experience around your studies. Each placement offers the chance to gain useful insight into a particular sector while tackling a challenging work project that will make a significant difference to the internship host. Micro-internships are available in all sectors, from investment firms to consultancy, tech start-ups to heritage sites. Host organisations provide interns with travel and lunch expenses.

LAIDLAW RESEARCH AND LEADERSHIP PROGRAMME

The Laidlaw Undergraduate Programme in Research and Leadership equips undergraduate students with research and leadership skills to help them pursue their academic and professional aspirations beyond their current course of study. The Programme comprises two mandatory elements:

1. A leadership programme, completion of which is likely to lead to an Institute of Leadership Management (ILM) qualification
2. A research project of between 8 and 10 weeks’ duration, designed and defined by the student, at any world-leading research institution

Any current, matriculated undergraduate student may apply. Applications are open in Hilary Term, and the research project takes place during the summer vacation.

MORE INFORMATION

See the Our Internship Office section of our website: www.careers.ox.ac.uk/internships

www.careers.ox.ac.uk 39
APPLICATION ESSENTIALS

Good advice on applications applies to every aspect of the process, from preparing your CV and cover letters through to interviewing and assessment centres. And it is relevant for any application, whether it’s for further study, a small charity, a graduate position or an internship with a leading multinational.

SUCCESSFUL APPLICATIONS

Throughout the application process:

- Demonstrate that you have the...
  - desire to do the job,
  - right mix of skills,
  - potential to grow and learn.

- Explain clearly...
  - why you want to join their organisation,
  - how you fit both the role and the culture.

Successful applications therefore grow from enthusiasm for an organisation and knowing you would be happy doing the job. Invest time in identifying your preferences, motivations and skills. Research industry sectors to target your efforts better; try to understand the culture and style of different organisations. For more detailed advice on Developing Your Career Ideas, see pp.12-29.

“Past behaviour is often considered the best indicator of future performance.”

DEMONSTRATING COMMERCIAL AWARENESS:

Good candidates are able to demonstrate an understanding of an organisation’s core activities, products and services; the marketplace – including competitors; and how political and technological change might affect their sector in future.

- Learn about the sectors you are targeting:
  - Attend company events and career fairs, talk to alumni, join relevant student societies.
  - Read journals and websites dedicated to the sector.
  - Find and follow professional bodies and opinion leaders as well as firms.
  - Be ready to discuss industry trends and how current issues might affect a firm’s markets or strategy – and/or their clients.

- Read the (financial) news and follow one or two major current affairs over time.
- Consider how organisations in the sector compete with one another.

Gain first-hand experience and insight through our Empolyability Programmes and work experience: for advice on Gaining Experience see (pp.33-36).
REMEMBER

Lastly, remember that recruiters are not mind readers, and frequently work to tight deadlines. Never expect recruiters to infer how you fit their criteria. Instead, make it easy for them to find the evidence they are looking for.

- Be direct and state how you meet the criteria clearly, with lots of evidence to back up your claims.
- Mirror the language used in their recruitment literature to:
  - align your style to theirs,
  - enable software used to scan applications to match your evidence to the key competencies and skills required.
- Highlight relevant aspects of your background, knowledge and experience for each organization and role.
- Reflect how your aspirations and longer term goals align to the opportunity.

For example, you might explain why a role is a natural progression from your studies, or highlight how insights from an internship confirmed your interest in a particular field or demonstrated a good fit with the organisation.

IDENTIFY AND EVIDENCE THE REQUIRED SKILLS...

Identifying the skills and competencies required for a role can be straightforward because these are often listed in the job description and personal specification. Application forms often ask you to give examples of the specific skills being sought. Even where these are not clear, or when making a speculative approach, you should try to identify which core employability skills (see pp.31-32) are likely to be most important for the organisation.

By talking to people who work in the sector you can also gain a sense of which personal qualities are most important and begin to understand the contrasting styles and cultures of different organisations.

Effective applications are supported throughout by evidence – it builds credibility. Simply asserting that you have a skill does not work, not least because anybody can make that assertion! Consider the opposite example and weigh the value of the additional 14 words.

The examples you use in written applications and interviews can be drawn from a variety of activities as transferrable skills are developed in many situations – through your studies, extra-curricular activities and work experience. Choose examples that:

- Relate to what you actually did, rather than what you might do in a hypothetical situation.
- Show your personal contribution, even within a team effort.
- Had positive outcomes.
- Are relevant to the employer - signpost this by mirroring the language used in the job description.
- Are fairly recent (preferably in the last 2 to 3 years).
- Allow scope for you to expand on if asked for more detail in an interview.

From building your CV to answering competency based questions in interviews, you can add structure to your evidence by using the CAR or STAR mnemonics (p.53).

ASSERTION OR EVIDENCE?

- I will make a strong contribution at [Company’s name] because I am a good team player and natural leader.
- Last Spring, my leadership enabled our student consultancy team to make robust recommendations to our client, a local charity, on how to increase volunteering amongst 6th formers based on over 100 survey responses.
EQUALITY AND DIVERSITY IN THE APPLICATION PROCESS

Many students worry about how recruiters will view their application owing to preconceptions about race, disability, ethnicity, gender, sexual orientation, mental health conditions, social class or age. The reality is that recruiters want the ‘best individual for the role/scheme’ and are keen to recruit employees from diverse backgrounds but are not sure how to demystify or prevent misconceptions.

Many employers are proud to have strong equality and diversity policies - look for details when researching organisations (p.17). These organisations recognise and value the unique skills, experience and attitudes that individuals bring owing to their personal circumstances. They also understand that students with a disability, health condition or those who have had to ‘suspend studies’ are often concerned that they may be at a disadvantage in the recruitment process – that it will not be fair.

To create a ‘level playing field’, they recognise that the recruitment process will benefit from adjustments in some circumstances. For example, they may provide additional time for verbal reasoning tests so as not to disadvantage an individual with dyslexia or dyspraxia.

Applicants also have protection in law. The UK Equality Act 2010 protects you - at all stages - from discrimination due to disability, age, gender, race, religion and beliefs and sexual orientation. It may be worth familiarising yourself with the law - see www.gov.uk/equality-act-2010-guidance.

Whilst you may fear that your circumstances will be viewed negatively, for the recruiter they are often seen as an asset - for example, your problem solving skills developed through having a disability may be much higher than others. Ultimately, what matters is how you evidence your skills, motivation and competencies throughout the application process - you are your best advocate!

Depending on your situation, you may find it an advantage to ‘disclose’ or be open about your circumstances, so that the recruiter can put in place processes (eg, selection material put into an accessible format dependent on your disability) and resources that enable you to meet the demands of the selection process and job function without disadvantage.

It is your personal decision whether or not to tell a recruiter of your circumstances. And, if you do choose to share this information, you must also decide at what point in the recruitment process (application, interview, job offer or in the job) to do so.

Everyone’s circumstances are different and understanding your situation in this context can be difficult. Try not to pre-judge how recruiters might view you from what you have read or heard in the media and from others - instead, seek advice and more information to help YOU make YOUR best decision.

- The Careers Service has advisers who specialise in disability and diversity issues and can help you to decide how to present your situation and potential needs effectively.
- Approach the organisation’s recruitment team for advice – this is an important part of their role, as outlined in the employer’s point of view below.

THE RECRUITER’S VIEW

GEORGINA VRANCH
Graduate Recruiter, Shell International Ltd.

For people with disabilities and long-term health conditions, it can be daunting to share relevant details about their conditions such as how they are impacted and what adjustments they will need. Individual’s reason for this will vary, but can include fear of discrimination, worry over who will know and not wanting to be treated differently.

At Shell, we believe in creating an inclusive culture where you can thrive. An inclusive work environment is key to innovating, developing and retaining top talent. Recognising this, Shell provides platforms for all employees, and ultimately the organisation, to reach their full potential. To enable an applicant or an employee to be their best, we provide support and adjustments during our recruitment process, in the workplace and within our policies.

To maximise the support we can provide to you, a relationship of trust needs to be developed between you and Shell as the potential employer. This relationship can only be developed through two-way communication about the affect your disability and/or long-term health condition may have on your ability to apply for and later, to perform in your role. For us to support you, we need you to be open and honest about what’s needed. You are the expert; but if you are unsure and have questions just ask, and work with us to build the best support possible for you.

Our job application process allows you to confirm whether you require adjustments to be made to the application process or facilities. Following this, our Disability Focal Point will proactively contact you to discuss your specific adjustment needs on a one-to-one basis, enabling you to perform to your best ability during the recruitment process. You can also email us with this information. It allows us to remove barriers to your performance and assess your talents and abilities fairly.

In the workplace, you will be supported by your Line Manager, our internal Occupational Health team and also be able to speak with our internal disability network, enABLE. Workplace adjustments mean you are able to fulfill the duties associated with your role and set you up for future success. Example adjustments include extra time, modifications to documentation (formats, colours, fonts) workstation assessments, standing desks and allowing for breaks within assessments or within your role.

Remember: we have the best of intentions to support you in your recruitment journey and as a Shell employee, and sometimes we may need your help to do that. Providing you with adjustments is not about making things ‘easier’, it’s about ensuring you can perform to your highest potential and be who you are!
CVs

The goal of a CV and its cover letter is to get you to an interview: for a speculative application, it is to encourage the reader to respond positively.

Remember, recruiters usually review CVs very quickly – perhaps only 10-20 seconds – and so CVs have a certain style all of their own. The primary challenge is to make it easy for the recruiter to find exactly what they are looking for. Focus on their core requirements and adjust or adapt your CV for each specific application.

There are four key characteristics of CVs that work well:

**RELEVANCE:**
- Content is relevant to the position applied for – this is not a list of everything that you’ve done.
- Content highlights your personal contribution.

**CLARITY:**
- A well laid out CV is inviting to read and easy to scan quickly.
- Use simple language – avoid jargon, acronyms and technical details which may not be understood or provide too much detail.
- A standard reverse chronological format helps recruiters as they know where to find what they are looking for.

**EVIDENCE BASED:**
- Provide evidence of your contribution and impact.
- Focus on ‘actions taken’ rather than ‘responsibilities’ to showcase your skills.
- Use numbers, percentages and values to quantify your impact and give a sense of scale to your actions.
- Avoid unsupported assertions or opinions.

**BREVITY:**
- Avoid paragraphs, as these are slow to read.
- Use bullet points to package information succinctly.
- Avoid too much context, excessive detail or unfocused material that will dilute the impact of your most relevant messages.

“Recruiters will usually review your CV very quickly [...] and so you need relevant skills and experience to stand out immediately.”

**GETTING READY TO CREATE YOUR CV:**
- Create your long list of all your experience, achievements and key dates. Transferable skills are developed and demonstrated in diverse situations, so include:
  - Educational achievements, prizes, awards.
  - Voluntary, paid and unpaid work experience.
  - Involvement in societies, sports and clubs.
  - Additional interests and skills (e.g. languages; IT skills; music).
- For each application, identify the skills and competencies required.
- Select your most relevant experiences to demonstrate the skills and competencies required for the role.
- Select your format – for most graduate positions, a standard reverse chronological format is recommended (see Sian Magellan’s CV overleaf).
- Consider which headings are most useful to present your experience most effectively:
  - EDUCATION will normally be at the top.
  - EXPERIENCE rather than ‘Employment’.
  - Headings such as ‘POSITIONS OF RESPONSIBILITY’ or ‘AWARDS’ can signal other important information.
  - INTERESTS or OTHER INTERESTS AND SKILLS should be included to indicate extra-curricular activities and diverse talents. This section might include sub-headings such as Languages; IT Skills; Sports; and Music.
EDUCATION

2014 – 2017  BA Hons English, Balliol College, University of Oxford
- First year exam results: 2.1 (65 average)
- Researched and delivered on time twelve 3,000 word essays on new topics in each eight week term for discussion with peers and leading academics

2007 – 2014  St John’s School, Milton Keynes
A levels: French A*, English A*, Chemistry A, Geography A
GCSEs: 5 A*, 3 A, 1 B including A* in English and Maths

EXPERIENCE

2016  WWOOF, Organic Farm in Haute Vienne, France, Volunteer (summer)
- Independently planned and organised two months’ work in France
- Improved to near-fluent French, while learning food production chain process
- Developed good working relationships with 22 colleagues from 12 countries

2015  Oxford University, The Student Consultancy, Team Leader, (8 weeks)
- Led a team of five students to develop marketing strategy for local start-up
- Designed and executed paper and phone surveys, engaging 250 participants
- Presented recommendations to client; all implemented within 3 months and delivering 20% increase in sales within 6 months

2015  EGM Analysis, Market Research Assistant (1 month internship)
- Produced eight accurate data tables to summarise previous field activities using SPSS
- Presented daily key data summary to managers with a colleague
- Developed knowledge and interest in marketing and consumer goods

2014  Red Lion Hotel, Newport Pagnell, Waitress (part-time summer work)
- Provided professional, courteous dinner service in busy gastro-pub with 80 covers
- Maintained positivity and good working relationships in high-pressure service environment

2011-14  Milton Keynes Hospital, Data Entry Clerk (part-time holiday work)
- Developed administrative skills, and understanding of organisational processes
- Ensured accurate classification of records and meticulous proof reading
- Liaised with six hospital departments to compile datasets to tight deadlines

OTHER SKILLS AND INTERESTS

Languages: English – native; French – near-fluent; German – conversational
IT: Proficient in Excel and SPSS, WordPress, InDesign and MS Office
Music: Lead clarinettist in Milton Keynes Youth Band; member of National Youth Orchestra
Marketing Officer for Balliol College wind ensemble. Promoted concerts and managed ticket sales, increasing audience numbers by 30% in the first year
Sport: Balliol College women’s football team; training twice a week
Captain of St John’s School women’s football team (under 18s)
Travel: Extensive travel throughout Europe, including organising work placement in France
OTHER FORMS OF CV

Some roles may allow for, or invite, a different form of CV.

CREATIVE CVs:
If you are applying for a ‘creative’ role, in advertising or design for example, they may look favourably upon an infographic or otherwise visually unusual CV. This allows you to project something of your style and personality and can demonstrate your ability and skill communicating information clearly in a creative and striking way.

ACADEMIC CVs:
There is no upper limit on the number of pages expected in a CV for an academic post. If applying for a postdoc, fellowship, lectureship or research assistant post, make sure your CV has:

- Sections for professional memberships, publications, and conference presentations/posters.
- A focus on areas specific to academia, such as research experience, teaching experience and any university/college administration or committee work.
- Details of successful bids for awards, grants and collaborations.
- Referee details – usually three - ideally academics who both know you and are recognised in your field.

It can take a number of revisions before you are happy with your CV, and getting a second opinion can be very helpful. It might all make perfect sense to you, but you could be surprised by the things that others may question or not understand. Ask a friend to check it or meet a Careers Adviser for feedback (p.4).

APPLICATIONS OUTSIDE THE UK:
Expectations and conventions for what is acceptable in a CV varies between countries: eg, a photograph is never included in a resume for the USA, but is expected on a German CV. If applying outside the UK, research country-specific current practice, starting with:

- Our advice on Working in Different Countries (pp.27-28).
- GoinGlobal country reports, free to use via www.careers.ox.ac.uk/goinglobal.

COMMENTS ON SIAN MAGELLAN’S CV OPPOSITE

OVERALL:
Looks easy to read.
Text and dates aligned, no full-stops and plenty of ‘white space’ around text.
Consistent use of headings, capitals and bold text provide clear signposting.
No jargon or acronyms which may muddle understanding.
Numbers, percentages and values add clarity and give a sense of scale.

BULLET POINTS
Separate bullet points cover a single idea, skill or activity
Note: Sian has used CAR (p.53) as a structure for her Experience section.

- CONTEXT: Dates, organisation name and positions/role give sufficient context.
- ACTION: Bullets start with active verbs/skills, aligning these to left margin for ease of scanning.
- RESULTS: Outcomes included to show how and where Sian added value.

Once you think your CV is ready, we recommend a few final checks:
FIRST, ensure that you are putting forward your best case – that everything included is relevant.
SECOND, always check carefully for errors and typos – many recruiters dismiss well qualified candidates if there is even one typo in the CV, cover letter or application form!
FINALLY:
- Hold your CV at arms-length – does it look easy to read?
- Fold it vertically and scan the left side in 10 seconds:
  - Will the reader get the gist of your application?
  - Are your strongest skills immediately visible?
- Check for jargon and acronyms, and over-long bullets - edit vigorously.
- Is it the right length?
  - Some employers (eg, investment banks) expect just one page.
  - Aim for a maximum of two pages, except for an academic CV.

Save your CV as a PDF to ensure it keeps it beautiful formatting when you send it.
FINALLY, finally, take a good break and then proofread - yes, again! - double checking for errors and typos.

MORE INFORMATION AND EXAMPLES:
www.careers.ox.ac.uk/cvs
The cover letter gives you scope to:

- Showcase what interests and drives you, your enthusiasm for an organisation and the role.
- Align yourself with the organisation’s strengths, values and culture.
- Highlight your knowledge and strongest, most relevant skills for the position.

Try to sound professional yet conversational, rather than wordy or too stiff and formal. Write in clear, concise English – take care not to drown your reader with detail, and avoid jargon they may not understand. Search online for advice from The Plain English Campaign which offers simple, clear guidance on improving your writing style.

Whilst this may sound simple, your early cover letters may go through 3 or 4 drafts (even more!) before you are happy with them.

When you feel your cover letter is finished, put it down overnight (or at least for a couple of hours) before reading it through – aloud.

As you read, listen to yourself:

- Does it say clearly what you want it to say?
- Does it have your ‘voice’? Do you sound confident? Enthusiastic about the company? Excited about the role?
- If you insert a competitor company’s name, does the letter still read the same? If so, try to differentiate each letter more!
- Are there any sections that are hard to read or follow? If yes, try simplifying your language, using shorter sentences or try taking that section out completely.

This advice also applies if you are writing a speculative letter or application, perhaps asking an organisation if they can offer you work experience. State clearly why you are writing in your opening paragraph, and go on to outline two or three areas where your core skills and experiences best fit the organisation’s needs. Close with an indication of what you would like to happen next.

MORE INFORMATION:

www.careers.ox.ac.uk/cover-letters

“Show your enthusiasm for the organisation and the role, and demonstrate ‘fit’ by aligning yourself to their culture and values.”

TOP TIPS FOR COVER LETTERS

- Include specific relevant details that show your research and how you consider they differ from their competitors – do not cut and paste content.
- As for CVs, double check for errors and typos: using a spell checker is not enough.
- Ask for feedback from a friend or a Careers Adviser.

- Keep it short – a concise letter demonstrates focus and strong communication skills.
- Project confidence – write with the assumption that they will interview you.
- Keep the tone and content professional – attempts at humour are best avoided.
Dear . . .

OPENING PARAGRAPH: Simply state what you are applying for and where you found out about it. This tells the recruiter why they are reading the letter, and helps them know which promotional tools work. Briefly introduce yourself: what you are studying, where, and which year you are in or when you will finish.

Explain why you are interested in the position and/or the organisation. Differentiate yourself. Genuine enthusiasm and specific knowledge of the organisation will set you apart from those sending generic letters. Draw on your research to demonstrate understanding of the business and the way they work which goes beyond the corporate website. Reflect what you learnt from speaking with their staff: be specific about why you want to join the organisation or why the position is particularly attractive for you: back this up with evidence from your past, or link this to your broader career plans and aspirations.

Help the person reading your letter to understand how you meet ‘essential’ requirements for the role. State explicitly how you match their criteria, supported by evidence from your CV. Focus on your accomplishments and the most relevant transferable skills you have for the role. If you have good evidence for any ‘desirable’ traits in the job description, include this too. Even if you think the position is out of reach, you may convince the recruiter you are qualified enough and able to do the job – particularly if you demonstrate strong motivation elsewhere.

Support your claims with examples from your CV. You may build a stronger, more credible case by linking different experiences to highlight different aspects of competencies or development of a skill. Consider these examples:

- having run [named event] at school, I further developed my organisational skills when raising [£££] through a College fundraiser in my first year and, more recently, by leading [a major event] for the [named Society] attended by [number] of people.
- the [role applied for] would allow me use my passion for helping others, which underpins both my work as College Welfare Officer and the real sense of achievement I get from tutoring disadvantaged children through Oxford’s Schools Plus programme.

CLOSING PARAGRAPH: Keep it simple and clear. Thank the employer for their interest in your application and reiterate your desire to join the organisation. If known, refer to the next step: eg, ‘I look forward to interviewing with [Company name] in 2 weeks’ or ‘discussing the position with you soon’.

Yours faithfully, (If you started ‘Dear Sir or Madam’)

or

Yours sincerely, (If you addressed the letter to a specific person)

Signature
HOW TO REFLECT THE SAME EXPERIENCE IN A CV, COVER LETTER AND APPLICATION FORM

For any application, you should lead with your best, most relevant experience for the role. It is likely, therefore, that you will want to refer to some experiences more than once in different elements of the process.

The paragraphs below illustrate how this might look for Sian Magellan’s Student Consultancy leadership experience.

**COVER LETTER**

Whilst participating in The Student Consultancy, I developed my leadership skills by leading a team of five students to design and implement a marketing strategy to increase sales for our local start-up client. I organised our meeting schedule, allocated roles to each team member, coordinated with the client, implemented our surveys and ensured that we delivered our recommendations on time. As a result of my team’s recommendations, six months later our client’s sales have increased by 20% and I received excellent feedback both from the client and other members of my team.

**EMPLOYER APPLICATION FORM (EAF)**

Describe a time when you demonstrated leadership skills

Last January I led a 5 member team on The Student Consultancy, an 8 week programme run by Oxford University Careers Service to build commercial awareness and team skills. Within this timeframe, my goal as team leader was to deliver a series of recommendations to our team’s local start-up client to increase their sales. First I organised a series of meetings across the 8 weeks when all or most of us could get together to work on the project. Secondly I asked each team member to share their skills and insights into how they could contribute to developing an effective marketing strategy. Thirdly, and based on the combined skillset of my team, I allocated roles to each member, covering research, survey design and implementation, budgeting and reporting. Having established a way forward, we then agreed a timeframe for each aspect of the project. As team leader, as well as being responsible for survey implementation, I remained the focal point of contact with our client, keeping them up to date with all our project implementation, key findings and asking for any clarifications when required. I also kept in touch regularly with each team member in between our team meetings so that I could deal with any unexpected delays or findings and keep our project on track. We delivered our recommendations on time to our client, who welcomed and implemented them all. Six months later, the client’s sales have increased by 20% and our suggestions are still being followed.

**CV**

**EXPERIENCE**

2015  Oxford University, The Student Consultancy, Team Leader, (8 weeks)

- Led a team of five students to develop marketing strategy for local start-up
- Designed and executed paper and phone surveys, engaging 250 participants
- Presented recommendations to client; all implemented within 3 months and delivering 20% increase in sales within 6 months
APPLICATION FORMS FOR EMPLOYMENT AND FURTHER STUDY

Many applications, both for employment and further study, now require an application form. In the same way that a cover letter should be both persuasive and tailored to the position, you are more likely to be successful if you send off targeted applications, rather than sending off a mass of near-identical forms.

Application forms usually include questions that prompt similar content to a good cover letter and/or competency based interview questions (see pp.46-55), eg:

► Why are you interested in this role/organisation/career?
► What are your three strongest skills for this role?
► Provide an example of a time when … you have taken a leadership role.
► Outside your course, what extra-curricular activities are you involved in?
► Which relevant transferable skills can you demonstrate?

If the application form is online, we advise that you create your answers in a Word document first, so you can:

► Bring your answers and job description to review with a Career Advisers at the Careers Service.
► Thoroughly check for typos in Word.
► Ensure you don’t lose your answers if the server ‘times out’.
► Create a bank of material to help you answer similar questions asked by different companies - but always take time to tailor responses and do not be tempted to copy and paste directly from one application to another.
► Save your answers, to review before interview.

Always follow the instructions given. For example, if you are asked to write to a word count be sure to stick to that: consider using bullet points, concise sentences and active verbs – as you would on a CV. But never take a shortcut by simply including your CV - if a recruiter wants your CV, they will ask for it.

Personal statements are often required if an organisation has listed the skills and experience needed for the role in detail. Aim to show how you meet each item on the list. Be guided by their sub-headings and consider using these to organise your own statement if feasible – making it even easier for recruiters to find the evidence they are looking for!

See the feature overleaf which illustrates how to approach the personal statement in the context of an application for further study.

MORE INFORMATION:
For guidance on types of further study, choosing a course, studying abroad, fees and funding, see pp.26-27, and our guidance online:

www.careers.ox.ac.uk/further-study
PERSONAL STATEMENTS FOR FURTHER STUDY

Your personal statement needs to be tailored to the institution to which you are applying. In general, you need to convey:

YOUR INTERESTS
Why you want to study this topic or field. Is it a natural extension of your current interests? How did you become interested in this area? What have you done within your degree or outside of your study to fuel this interest?

WHY US?
Why you have chosen this specific course and institution? Are there particular options or modules of interest? Is there particular expertise in that department? Has access to specific resources such as museum collections, libraries or laboratory equipment been a factor? Has the reputation of the course inspired you? Are you attracted by opportunities for collaboration or work placements? Have you attended any Open Days or made other visits?

WHAT YOU BRING
How your experience equips you for the course; consider the subjects you studied at undergraduate level, your relevant skills (technical, language, computing, research methods), independent study or research, prior (relevant) experience, academic awards and other achievements.

YOUR ASPIRATIONS
Where the course might lead you and how it will help you move towards your goals. You don't need a detailed career plan, but you do need to show how this course fits in with your general aspirations. Do you have a broad interest in contributing to a particular issue or field? Or do you have a more specific goal in mind? Summarise your application in your closing paragraph, return to any themes you introduced at the beginning, and restate your enthusiasm for the course.

MORE INFORMATION AND EXAMPLES:
www.careers.ox.ac.uk/personal-statements-for-further-study

PSYCHOMETRIC TESTS

Many graduate schemes use online tests in the initial application stage and, if successful, you may be asked to take similar tests as part of an Assessment Centre. These tests may include numerical, verbal and critical reasoning tests, situational judgement, ‘personality’ tests, and/or in-tray/e-tray exercises (p.52).

Psychometric tests are normally multiple choice questions, and both speed and accuracy are important. It is therefore important to familiarise yourself with the structure and style of the tests in advance and develop your technique. This will allow you to focus your time and energy in the actual test on the questions asked, not wondering how you should answer them.

The recruiter’s site will normally provide both advice and practice questions, and you should always complete these practice tests. The Careers Service has practice materials and books to help you prepare in our Resource Centre and we provide free access to online practice tests.

Find details in the ‘Our resources’ section of our more detailed advice: www.careers.ox.ac.uk/psychometric-tests.

To perform at your best in these tests:

► Choose a time and place where you can focus and not be distracted.
► Follow the instructions exactly.
► Work as quickly and accurately as you can, reading both questions and answer-choices carefully.
► A good strategy is to eliminate as many wrong answers as possible. For example, with numerical tests a quick estimate may help you discard several of the options without working out every alternative.
► Keep an eye on the clock.
► Don’t spend too long on any one question – if you get stuck, leave it and move on rather than wasting time.

NUMERICAL REASONING TESTS

On these, you’ll likely be asked to do addition, subtraction, division, multiplication and calculations of percentages and ratios. The ability to extract information from charts and graphs can be as important as actual calculations. Remember that, unless a job requires a high level of numeracy, numerical tests are not likely to be pitched higher than GCSE-level Maths.
WHAT TO EXPECT

Assessment centres tend to be between a half-day to two days in length and will consist of a range of selection methods such as aptitude tests, personality questionnaires, case studies, group discussions, spoken presentations, one-to-one interviews, socialising (which is still observed!) and meeting recent joiners.

Applicants will usually be assessed against selection criteria based on the company’s competency framework, which defines the core abilities, skills and behaviours judged to be necessary for the role. These competencies are likely to include key transferable employability skills (pp.31-32) as well as company specific competencies and/or technical skills for some roles. Typically, competencies include areas such as:

- Creativity, Analytical skills and Problem solving.
- Effective communication skills and Team-work.
- Business/commercial awareness.
- Ability to influence/persuade.
- Drive, initiative and flexibility.

The range of assessments allows for applicants’ performance against each of the criteria to be judged in more than one situation.

FURTHER STUDY APPLICATIONS: TESTS AND INTERVIEWS

Admissions tests are rare in the UK for Masters and PhD programmes. However, some vocational programmes (e.g. Medicine) do require test results, and there may be tests to demonstrate your language capability.

In North America, standardised tests are an almost universal part of the application process. You will most commonly come across the GRE, but others exist and it is important that you check both which tests are required for your chosen courses and the cut-off dates for taking these.

In the UK, interviews are common but not ubiquitous. Not all Masters courses interview candidates, but most PhD programmes will. Vocational courses like the PGCE nearly always involve an interview. If you are based in a different country, you won’t usually be expected to travel for interview: Skype and telephone interviews are becoming more common in those cases.

If you are interviewed, then expect a rigorous examination of your motives for applying to the course, as well as questions exploring your academic interests and knowledge. Be ready to talk about dissertations or other pieces of work, and keep in mind that this is also your chance to determine whether a course is right for you – particularly important for PhDs.

ASSESSMENT CENTRES

Larger organisations often use assessment centres to assess applicants against a range of competencies. By the time you are invited to one you should have developed a clear understanding of the organisation, its core values and your relevant strengths.

A typical one day assessment centre may consist of:

- Introduction and company presentation.
- Psychometric testing – see pp.50-51.
- In-tray exercise.
- A presentation.
- Lunch / socialising informally.
- Group exercise, solving a work-related problem.
- Interview(s) ranging from strengths based to competency – see pp.53-55.

The assessors will keep notes of how each candidate performs during every exercise and interview, and they will score the candidate’s performance against the relevant competencies. Try to stay focused throughout the day, and don’t allow yourself to lose confidence if you feel you have under-performed in an exercise because the assessors are looking at your overall performance.

MORE INFORMATION:
www.careers.ox.ac.uk/assessment-centres
PRESENTATIONS AND WRITTEN REPORTS
You may be asked to prepare some materials in advance of the assessment centre, or be given some time to prepare on the day based on a case study. You will present to the assessors, and possibly other candidates. When preparing your presentation:

- Make sure that you understand what is required and the time you have both to prepare and to present.
- Consider your audience – this will influence the content, level and tone of your presentation.
- Timing is important as you will be stopped when your time is up.

Keep the structure simple:
1. Tell them who you are and what you are going to tell them.
2. Tell them.
3. Summarize what you have told them.

Because time will be short, it is best to start with the key issue and your main conclusion or key recommendations. The rest of the presentation should support these conclusions.

- Structure your arguments and limit complexity – eg, three to six main messages.
- Support your ideas and themes with examples, statistics and facts and (brief) anecdotes – but keep it moving to reach the end of your presentation.

Consider whether an interactive element would be appropriate given the context – eg, in a teaching or training type role play, this could be appropriate. Allow time for questions at the end if this feels appropriate.

GROUP EXERCISES
The most important outcome for group exercises is for the group to deliver successfully against the given brief. This really is not about winning or losing!

Successful teams work together. They find and use the best contributions from across the whole team and good teamwork involves listening to, acknowledging and following through on the ideas of others: it’s about building on one another’s strengths and contributions.

But yes, you are being assessed, and assessors can only judge you on the contributions they see, so it is important to get involved and make sure that your contribution is heard. Even if your ideas are not taken up by the group there are many alternative ways that you can gain recognition – eg, leading, facilitating, generating ideas, encouraging, monitoring progress, re-capping/summarizing, questioning, or analysing.

- Get a good grasp of any information you are given, but don’t waste time on minute details.
- In the light of the information given, help the group decide on your objectives and priorities, make a plan, and follow it.
- Be assertive and persuasive, but also diplomatic.
- Listen to what everyone else has to say, and try to get the best contribution from each person.

- Don’t assume that shy or quiet members have nothing to contribute – ask for their thoughts.
- Find the balance between taking your ideas forward and helping the group to complete the task.
- Keep an eye on the time and overall objective of the exercise, and help ensure that the group keeps on track and delivers against the brief.

IN-TRAY EXERCISES
In-tray or ‘e-tray’ exercises are a test of your ability to deal with a real work scenario. You may be given a simulated inbox full of emails, reports and other correspondence – or it may start nearly empty, but you can expect additional emails to arrive during the exercise.

Employers are usually looking for you to prioritise your workload, draft replies, delegate tasks and recommend actions.

Keep focused - time is often short, so work quickly and avoid getting too absorbed in any single aspect of this task.

Take care to:
- Read the instructions carefully and thoroughly.
- Prioritise what is most important or urgent by scanning the information.
- Identify which items you need to complete during the exercise (handling tasks that are both ‘urgent & important’ as a priority).

- Select which items could be delegated/referred to someone else and those that can be noted for completion ‘later’.
- Highlight any resource constraints, conflicts between tasks, or implications for the organisation.
- If asked to draft a written response to any item, identify the main points of your response quickly and expand concisely on them.
CONFIDENT INTERVIEWS

If you’ve been invited to interview, you’ve convinced the employer that you are suitable for the role on paper. An interview is your opportunity to confirm this impression, and demonstrate that you are what the hiring manager is looking for.

HOW TO PREPARE

Repeat the preparations detailed throughout this section, but in more depth. Re-read the job description and candidate specification, and ensure that you understand the job and the competencies required. Be clear about the points you absolutely want to make, and practice building them into different answers.

► As a starting point, prepare some answers to typical questions, and practice answering them aloud. Articulating your answers is harder than thinking them over in your head, and saying them aloud will help you to sound more convincing and fluent on the day.

► Be clear on your motivations: why you want to work for the organisation and do that specific job.

► Be ready to show commercial awareness (p.40):
  • Consider how recent global events, current affairs and the economy may affect the organisation.
  • Think about how the organisation competes in its market, and how it compares with its competitors.
  • Read a quality broadsheet and be ready to offer an informed opinion on business and current affairs.

► Prepare some questions (note them down) to ask at the interview.

SUPPORT AT THE CAREERS SERVICE

► Sessions for improving your interview skills are held each term, and dates and times are advertised in our weekly newsletter and on CareerConnect (p.4).

► Employer-led mock interviews are offered every term. You are able to make a recording to review at a later point, and the recruiter will give feedback to help improve your technique.

► You can also use a short discussion with a Careers Adviser to discuss interview technique or tackle some general interview questions.

► The Careers Service’s Resource Centre holds a number of DVDs, books and briefings that can help you prepare for interviews.

► The Interview Database on CareerConnect contains helpful feedback and tips from past students’ interview experiences; you can filter these by sector.

COMPETENCY BASED RECRUITING

Many companies use competency frameworks to identify and group related skills, knowledge, attitudes and abilities that are needed to be effective within their organization and the range of situations typical for a particular role.

In interviews, competency based questions are common and tend to follow the structure:

“How can you tell me about a time when...................?”

[insert competency here]

Using a simple framework to provide structure to your answer helps you to:

► Tell your story clearly and makes it easier for an interviewer to follow that story.

► Include all the most relevant and important points.

STRUCTURE YOUR RESPONSES WITH THESE MNEMONICS:

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>TASK</th>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example, use the STAR outline to:

FIRST – Briefly describe the specific SITUATION you were in.

SECOND – Describe the TASK you needed to accomplish. Give only enough detail for the recruiter to appreciate your contribution.

THIRD – Describe the ACTION(s) you took. Keep the focus on what you did rather than the efforts of the team, even for a group project.

LASTLY – Describe the RESULT. Based on relevant measures of success, outline what happened and what you accomplished.

When appropriate, probably within an interview, you can extend this structure by including ‘E’ for EVALUATION (STARE/CARE):

► Highlight what you learned from the experience, or what you would change if went through the process/experience again.

► Explain how this experience might be relevant in the role applied for.
ON THE DAY
- Plan your route and aim to arrive 15 - 30 minutes early to settle down and relax. Plan what you will do if there is an unexpected delay. Always have the name and telephone number/email of your main contact within the organisation.
- Consider what you are going to wear: be clean, neat and tidy, and dress appropriately for the environment you would be working in.
- First impressions are important: be ready to say hello with a confident handshake and steady eye contact.
- Remember - you are on show from the minute you arrive to the point that you leave.
- Be polite and friendly (but not over-familiar) to everyone you meet – receptionists, secretaries… everyone. Arrogance or rudeness will be noticed and will work against you.

IN THE INTERVIEW(S)
- Don’t be afraid of silence:
  - Take time to think before answering.
  - Make sure you answer the question you have been asked.
  - Structure your answer so it is easy to understand.
  - If you have finished – and the interviewer remains silent – don’t keep talking to fill the gap.
- Be positive in everything you say:
  - Don’t make negative comments about previous employers or tutors.
  - If asked about something that went wrong, outline what you learned from the experience and how you would handle it differently next time.
- Aim to keep answers reasonably short – if there is more that you could add, perhaps ask the interviewer if they would like more details or further examples.
- Don’t let a friendly, informal interview style lull you into a false sense of security: you are still being assessed.
- Keep your answers professional, focused and relevant.
- Be aware of body language and try to maintain eye contact. This is particularly important in a panel interview, where eye contact can help you to engage all the panel members.

TOP TIPS FOR ANSWERS
Try to use examples from different experiences, such as your studies, work experience, extra-curricular activities and volunteering.
- Be as clear as possible – many of us tend to ramble when we’re nervous, so use specific examples that provide evidence of your skills and contribution.
- Feel free to use examples already mentioned on your written application: the interviewer will not have memorised all of them. Be ready, however, to go into more detail.
- Think about the structure of your answer to ensure you get the relevant points across clearly. For competency based questions, use the STAR/CAR mnemonic to ensure you highlight the transferable skills from your examples (p.53).
- A good interview is a dialogue, and you should take an active role in the conversation.
- If you are not sure that you understand the question, ask for clarification. Similarly, if you are wondering whether you have answered a question fully, you can ask the interviewer if they would like more information.

PREPARE FOR THE MOST TYPICAL QUESTIONS
Employers will want to understand what your interests are, what you enjoy doing, and how these relate to the position, so some questions are quite common. They will want to understand what motivates you and how much insight you have into yourself, their company and the role – so be sure to prepare well and practice aloud for these FAQs.
- Tell me about yourself.
- What attracted you to this company?
- Why do you want this position?
- What will you bring to this role?
- Tell me about a time when you led a team/completed a project/worked with someone you found difficult to work with.
- What would you do differently if faced with that (difficult) situation again?
- Where do you see yourself in five years’ time?
- What do you consider your greatest strength? … your greatest weakness?
- What has been your greatest achievement?
TELEPHONE, SKYPE & PRE-RECORDED INTERVIEWS

Many employers now use virtual interviews as the first stage in the process. Prepare for this type of interview as if for a face-to-face interview - don’t treat it any less formally.

If you’re asked to do a pre-recorded interview, you’ll be sent a video link and will complete the interview via web-cam. You’ll be asked a question, given a short time to prepare, and then have to record your answer; you can usually pause between questions but not after the question has been asked.

WHEN PREPARING FOR THE INTERVIEW:

▶ Ensure that you have privacy for the interview away from noise and distractions. Ask friends not to disturb you – put a sign on your door!
▶ Ensure your phone/laptop is charged, check the signal/internet access, and/or that Skype is working properly.
▶ Have your CV or application form available as a prompt, as well as some paper and a pen for making notes.
▶ The main difference between telephone and standard interviews is the lack of visual cues, but your body language is still very important as it affects your confidence and performance.
▶ Sit up straight or stand, as it will help you to project your voice effectively.
▶ Dress smartly: don’t just sit in your pyjamas – even for a telephone interview – as this will affect your overall attitude and confidence.
▶ Smile! By smiling, you will sound friendlier and more confident.
▶ Use gestures as you would in a normal conversation; this will help you sound livelier. Vary your pace and pitch to avoid sounding ‘flat’.
▶ If there are any long silences after your answer and you are not sure whether to continue, you can always ask, “Would you like me to expand further on that?”

AFTER THE INTERVIEW

As soon as possible after the interview, jot down notes of what was discussed, what you feel went well, and what didn’t go well. Consider how you could have responded differently and what you could add to strengthen your answer(s). This will help if you are asked similar questions in future – including during a final round interview – if the organisation decides to drill deeper into areas which have already been assessed.

Consider sharing your experiences and insights with others through the Interview Database on CareerConnect.

HANDLING OFFERS OR REJECTIONS

If you’re offered a job and are still hoping to hear back from other recruiters, look up the advice on ‘Handling Offers’ on the ‘Application Process’ pages of the Careers Service’s website. If you are still unsure, discuss your situation with a Careers Adviser. If you are not offered the job, do feel free to contact the recruiter for feedback – it can be really helpful. If you feel that the feedback is a little generic, don’t be afraid to ask specific questions to get more detailed information. Most importantly, learn from the experience and try not to lose confidence.

ALEX HAWLEY
Associate – Commercial Dispute Resolution, Penningtons Manches LLP

The approach that worked for me was to apply early, a month before the closing date at least, and to only apply to firms which I genuinely wanted to work for, with tailored applications. I do confess to a few early applications which were an exercise in Ctrl-C and Ctrl-V; I didn’t get an interview from any of them.

MORE INFORMATION:

www.careers.ox.ac.uk/types-of-interview
/interview-technique
/make-a-good-first-impression
/case-study-style-interviews
/telephone-video-interviews
/interview-database
/handling-offers
/handling-rejection
ACADEMIA + HIGHER EDUCATION

Higher education is a major sector of employment for university graduates and has international prospects.

Working in the University sector offers a wide variety of professional roles including academic research and teaching, student services, research facilitation, communications, HR, finance, IT and fundraising.

Academia itself can be a stimulating career option, offering the potential for significant autonomy and flexibility in your working life. It is a challenging route that demands drive and commitment to your area of research and to producing the publications, grants and projects expected by University departments. Competition for roles after the doctorate means that you can expect several years of insecurity while trying to find a permanent position.

It is near essential to have a DPhil/PhD in order to gain a permanent academic position in the UK and many other countries. Following a DPhil/PhD, you might find a postdoctoral position or a fixed-term teaching contract as a tutor or lecturer. Alternatively, you might apply for an independent fellowship, where you receive a grant to develop your own research. Postdocs and fellowships can last from six months to several years.

Early career academics often take on a variety of roles as stepping stones to a permanent position, or towards a 'portfolio career' in which academic work is one of several strands such as consultancy, editorial or advisory work. Permanent lecturership positions combine research and teaching with administration duties, such as organising seminar series and sitting on committees. There are very few teaching only or research-only permanent academic roles.

Academic support roles in Universities typically offer a stimulating range of activities, team-work, creativity as well as opportunities to develop policy and interact with academics engaged in cutting-edge research. They can also offer more stability.

Career paths vary depending on discipline, type of institution, and region. Aspiring academics will find more opportunities if they are flexible about location and willing to consider working abroad. The HE sector is expanding, for instance, in South America, Asia and the Middle East.

FOR DPHIL STUDENTS:

Networking throughout your DPhil will mean you hear of posts through contacts, and will know people to advise you on applications. Postdoc positions are advertised all year round, but fellowship deadlines can be up to one year before they start. Junior Research Fellowships – offered at Oxford, Cambridge and a few other UK institutions – are highly competitive, vary in salary, and are advertised from September onwards. Most are advertised between February and April. Lectureships are advertised year round for the UK, and from September to December for North America.

EXTRA-CURRICULAR IDEAS

+ If you are not yet doing a DPhil, try to gain some summer research experience by speaking to tutors/academics in your field, or get tutoring or lecturing experience, even with school children.
+ If you are doing a DPhil, get university teaching experience or get involved in The Brilliant Club – giving tutorials to outstanding school pupils from disadvantaged backgrounds.
+ Start building a network around your area of interest. Join societies related to your subject, and attend talks at the Careers Service on developing a professional network within academia, and using LinkedIn and other relevant social media,
+ Search the professional, managerial and support roles advertised on www.jobs.ac.uk for inspiration about other roles in Universities. Despite there being only a few graduate schemes, most professional support functions are filled by university graduates.
+ Submit articles for publication.
+ Speak at conferences, or organise one yourself.
+ Apply for internships with non-UK universities and/or industry to gain international and practical experience, eg those offered by the Careers Service.

MORE INFORMATION:

www.careers.ox.ac.uk/academia

DR MICHAEL HARBOTTLE

Senior Lecturer in
Geoenvironmental Engineering,
Cardiff University

You’ll need a passion for whatever it is you study or teach, whether this is because you find it interesting or you feel it’s important. As usual, getting yourself known (for the right reasons) can be the making of a successful career.
Throughout my career I have followed a mantra of being open and flexible in order to see where the world takes me. Highlights of this so far have included performing on stage with the Rolling Stones, having a compositional residency with the London Symphony Orchestra and running my own opera company, all whilst pursuing a career in academia. For a long time I had thought of academia as the outlier in my busy schedule of practical work, being much more of a cerebral sudoku puzzle than a career on par with the hard daily graft of being a freelance musician; a life which combines elements of fundraising, self-promotion, administration, accounting, leadership and people management, and of course the actual task of writing and performing music to a standard that will fulfil your own artistic ambitions! It was only recently however that all of these elements came together in my current post as Gianturco Junior Research Fellow at Linacre College, which has let me combine my academic interests with more practical work as a musician and songwriter, and stopped me feeling guilty about having multiple tracks in my career without one single clear pathway. It was also the first job I’d successfully applied for after numerous failed attempts with complicated application processes. Alongside more obviously musical pursuits, I have had numerous strange and wonderful side-jobs as part of my portfolio career – ranging from teaching through to a brief stint in advertising – and every single one of these was achieved through networking and face-to-face conversations rather than official application routes. No trajectory is obvious, and without these side steps and discovering my skill-sets of entrepreneurial creativity and effective communication, I would not have been able to work out where I wanted to be and how I want my career to look.

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WHAT: I work on applications of biology in civil engineering, from bacterial self-healing of concrete and soil structures to using plants to clean pollution or prevent landslides. I do a fair bit of teaching (about a third of my time) and administrative duties (I’m Director of Admissions for my department).

Much of the day is spent talking to people - researchers in the lab, students in class or academics and industry about research - or communicating in other ways (writing papers and presenting research at conferences).

WHY: The main reasons I do this are the variety and the opportunity to work with some really interesting people worldwide (researchers, students, industry etc.), the personal responsibility and freedom, and the ability to do things that may be useful, important and totally new.

MAIN CHALLENGES: Each of the three main work streams (research, teaching, administration) could comprise a full-time job in itself, so time management and focussing on what needs to be done are key skills. The workload can become an issue early in the career. There are many really interesting opportunities, but you have to say no to some of them! Targets for myriad things like publications, research income, research impact etc. can become a bit overwhelming.

CAREER PATH: After my undergraduate degree in Engineering I spent three years in industry, carrying out offshore site investigation and foundation design, before returning to Oxford to study for a DPhil. After postdoctoral study at Cambridge I came to Cardiff as a Lecturer. Even after the DPhil I was still considering both academia and industry – in engineering at least industrial experience is valuable and entry into academia is possible at a later career stage.

ADVICE: You’ll need a passion for whatever it is you study or teach, whether this is because you find it interesting or you feel it’s important. As usual, getting yourself known (for the right reasons) can be the making of a successful career.
ACCOUNTANCY + FINANCIAL SERVICES

The finance sector is vast and consistently recruits large numbers of graduates annually. A range of skills is needed including strong communication, analytical, and problem-solving skills. A high degree of comfort when working with numbers is useful, although few roles require a numerate degree.

In all areas, graduate training contracts frequently require trainees to study for a professional qualification whilst working. Many employers contribute towards the cost and offer study leave as part of the package. Accountancy training normally takes 3 years, and Actuarial training 3 to 6 years.

ACCOUNTANCY: Accountants work in varied roles across a broad range of service areas, including advisory, assurance, corporate finance, tax and risk. Accountants play a key role in decision-making by providing accurate financial information and analysis for management. Therefore, organisations look for people with strong commercial awareness and good interpersonal skills - not just ‘number-crunchers’!

There are opportunities in both commercial and public sector organisations at firms of all sizes. The larger organisations, including the ‘Big 4’ (Deloitte, EY, KPMG and PwC), have broadened their focus to provide strategic advisory services and now also have large management consultancy practices.

Chartered Accountants provide professional advice to fee-paying clients, small businesses, large organisations and individuals – in areas such as audit, financial reporting, insolvency and restructuring.

Management Accountants usually work in-house (although they can be external) and their role is to advise an organisation’s senior management about the financial repercussions of business decisions, and to monitor corporate spending.

ACTUARIAL WORK: Actuaries are risk management experts, applying mathematical tools to assess the probability and risk of future events. Actuarial assessments are used in various industries, especially the Pensions, Insurance and Investment sectors. Most graduates have a numerate degree (e.g., mathematics, statistics, economics, sciences), but students from other disciplines can demonstrate their numerical ability by passing the Certificate in Financial Mathematics (CT1) exam.

INSURANCE: Insurance is focused on protecting the value of an individual’s or organisation’s assets, and has huge breadth, including Corporate Insurance, Personal Insurance, Reinsurance, and Life Assurance. Firms are similarly diverse. Employers are generally open to graduates of all degree disciplines, although some employers have a preference for numerate degrees.

GETTING IN AND ENTRY POINTS

ACCOUNTANCY: The large accounting firms open graduate recruitment during the summer in the year before graduation. Positions in London fill quickly in Michaelmas Term, so apply early: however, recently firms have continued to recruit into regional offices throughout the year. Firms with smaller planned annual recruitment targets will typically start later, with most opportunities opening in Michaelmas Term of your final year, whilst other smaller companies can offer rolling recruitment and it is worthwhile sending a speculative approach if no ‘graduate programme’ is advertised.

ACTUARIAL WORK and INSURANCE: Graduate programmes will vary depending on the size of firm and area of specialism, and application deadlines vary, so research and prepare applications early. Meet firms at our autumn career fairs and company presentations, and monitor your target firms’ websites.

EXTRA-CURRICULAR IDEAS

Demonstrate your interest in the sector by becoming active in related student societies – such as the Oxford Guild, Oxford Management Society and the Oxford Finance Society.

Show your financial acumen as Treasurer for a society or JCR/MCR.

Help run an event that makes a profit, from fundraising to a College Ball.

Apply to attend ‘Insight Days’ and ‘Spring Week’ programmes as a 1st year (or a 2nd year on a 4-year degree).

Develop key skills by signing up for the ICAEW’s USS online programme.

MORE INFORMATION:

www.carers.ox.ac.uk/accountancy
/actuarial-profession

Rachel McGoff
Auditor, KPMG

I started with absolutely no experience in accountancy, I’m now one exam away from being a chartered accountant and working on complex areas such as acquisitions on large audits. It’s definitely a steep learning curve but feels great when you get the hang of it.
SAMMY FORD
Actuarial Associate – APR LLP

WHAT: As an actuarial student at APR, my role is to help our clients (mainly insurance companies), to estimate and understand their financial risks. Most of the time I work alongside clients’ in-house teams to offer additional expertise and experience. Our analytical input helps insurers to set premium rates, work out how much money to reserve for claims and decide what assets to invest in, so that they remain solvent and policyholders are protected.

WHY: My role is pretty technical and challenging, and that’s probably my favourite thing about it. I really enjoy applying the maths and statistics I learned during my degree to solve real-life problems. I’m also fortunate that I get a lot of variety: each new project and change of client means working on something new, somewhere new - and often the one-off projects are the most interesting. Everyone I have met in the profession is really supportive and encouraging, so I learn loads from my colleagues.

EARLY CAREER: When I started job-hunting, I knew I wanted to be an actuary but wasn’t sure what industry sector to go for (actuaries also work in other industries, like pensions and investment), so I applied for lots of graduate schemes. I’m really pleased to have ended up at APR - being at a smaller company means I get opportunities and support that are tailored to my development. My consultancy-type role means the projects are interesting and I gain experience in a range of areas.

ADVICE: There are lots of exams to take in the early years – it typically takes between 3 and 5 years to qualify as an actuary and the exams are tough. You will be supported by your employer and colleagues but make sure you are committed.

TOP TIP: Demonstrate your commitment to potential employers by understanding what the job involves. There’s really no excuse for not doing your homework and asking friends, family, your career advisor or using the internet to research the job you want.

RACHEL MCGOFF
Auditor, KPMG

WHAT: I perform external audits in a variety of industries, ranging from FTSE listed companies to much smaller ones. My days are varied: typically I work outside my home office at different client sites and on a team with a lot of different people. We assess our client’s processes and review their financials to get a solid understanding of how all aspects of the business operate together.

WHY: These last three years have been a fantastic foundation for my career: I have all but completed my ACA chartered accountancy qualification and I have the opportunity to take charge of audit teams. This involves project management skills, liaising with senior KPMG and client staff, and coaching junior team members. I feel like there are loads of opportunities for me both inside and outside KPMG and I’m really excited to see where the next few years lead.

WIDER DEVELOPMENT: KPMG has also been an extremely supportive employer: I’ve undertaken a secondment with a data analytics team (a growing area in audit), joined my office’s Corporate Social Responsibility (CSR) committee, and mentored students at a local school. I’m now planning three months pro bono work abroad, and my unpaid leave has just been approved!

GETTING IN: I didn’t do an internship, but I used the masses of information online from people who have been through the recruitment process to prepare for interviews and assessment centres. I’d also recommending attending careers events for the chance to chat to people working at the firms you’re interested in.

TOP TIPS: Be proactive to secure opportunities you want such as secondments or working on certain projects. No one will hand you these on a plate but I have found people are extremely supportive if you take the initiative.

With most jobs there are aspects of the work that are a bit tedious, but stick with it and keep focused and you will learn loads without even realising it.

About us: London Stock Exchange Group is an international markets infrastructure business that sits at the heart of the world’s financial community. The Group plays a key role in shaping markets, and there are opportunities across a wide range of areas including Capital Markets, Information Services, Post Trade, Technology and Corporate Functions.

Opportunities available: There are two LSEG graduate programmes – one in Business and the other in Technology. Graduates complete three six-month rotations across the Group’s key business areas.

Graduates sought: LSEG welcomes applications from students of high academic potential. For Business we accept any discipline; for Technology we are primarily looking for science, technology, engineering or mathematics, though other subjects will be considered.

Visa sponsorship: LSEG welcomes applications from students who require work permits.

Graduate salary: Very competitive starting salary and benefits package.

Vacation work: LSEG runs an eight-week summer internship program in both Business and Technology.

Annual vacancies: 30 Graduate vacancies, 20 Internship places.

Application advice: Applications will open on 11 September 2017 and close on 22 December 2017. Please apply online.

Email: graduates@lseg.com

THE CAREERS SERVICE

Over 1100 Advertising, Marketing & Communications opportunities were posted last year on CareerConnect

Including roles with Creative Access, TPP, Virgin Media, Balfour Beatty, Sky, and more...

Find your perfect job!

www.lseg.com/graduates


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Email: graduates@lseg.com
Employers look for creative graduates who have high-level communication, analytical and organisational skills and a keen interest in digital and social media. Different roles at agencies commonly include Creatives, Account Management, Strategic Planning, Media Planning and Buying, and Production.

Graduates from STEM subjects and people with IT skills are increasingly in demand because of the promise offered by data analytics to unlock insights into customer behaviour and the potential for application of AI (artificial intelligence) to exploit the rapidly evolving digital landscape. The sector offers numerous opportunities for Social Media Strategists, Analysts, Web Developers, and User Experience (UX) designers.

Fields of operation (and terminology) for agencies in the sector overlap, but can be broken down as:

ADVERTISING uses paid-for space across all media to motivate people to buy products and services, or to alter their attitudes.

PUBLIC RELATIONS (PR) involves managing and enhancing reputations (people, products or services), principally by influencing the media. Tools range from press releases to promotional events.

PUBLIC AFFAIRS is similar to PR but focuses on persuading policymakers to adopt particular viewpoints.

MARKETING AGENCIES will advise on brand strategy, management and communications, and provide services across the range of advertising, market research, media planning and buying, PR, distribution, sales strategy etc.

MARKET RESEARCH seeks to understand people’s preferences to inform product development and/or marketing campaigns.

Opportunities exist all over the UK in cities such as Leeds, Manchester, Birmingham and Edinburgh, but the main cluster of agencies are in London. Large agencies and PR consultancies are often international in scope. Many are part of a larger communications group with a parent company based in another country.

GETTING IN AND ENTRY POINTS

Most agencies recruit into specific roles as positions come up during the year. Only the largest agencies tend to operate specific ‘graduate schemes’ (and internship programmes) and application often open during the summer and deadlines can fall early, some before the end of October.

Expect competition for advertised positions to be intense, but there are alternative routes into agencies. This is a highly networked sector and many positions are filled without being advertised. It is therefore very helpful to be visible and known: work experience is important, and speculative approaches for full-time roles, internships or work experience are often welcomed as they demonstrate interest, desire and initiative.

These industries thrive on creativity, so think about making your speculative approach a little different too. Not all agencies want a traditional CV and creative alternatives can sometimes be effective, such as an infographic or video-graphic CV. You can use a website or blog to showcase your skills, and it’s important to use social media to keep in touch with agencies’ latest work and to hear first about new opportunities – but remember to manage your own web-visibility carefully!

Agencies are not your only option however. Marketing and communication roles are important in all sectors, and there are many prestigious graduate programmes with larger companies in brand management, marketing and market research (consumer business insight) and general management roles - deadlines often fall in November and December. You can also gain experience as an in-house marketing assistant, for example with a charity or technology firm, as a foundation to build on.

EXTRA-CURRICULAR IDEAS

+ Join OxAdSoc, the Oxford Advertising and Marketing Society, to learn about the sector, gain experience, and meet alumni working in these industries.
+ Get involved in the marketing of an event, fundraiser, or any aspect of promotion of a student society and enhance your use of social media.
+ The Student Consultancy (p.33) projects often involve marketing and market research elements: a great way to gain practical experience and commercial awareness.
+ Get involved promoting any one of Oxford SU’s campaigns.
+ Stay abreast of the industry through key resources, such as Marketing Week; Campaign magazine, and The Institute of Practitioners in Advertising (IPA) website.
+ Apply to be ‘Brand Ambassador’ for a large firm looking to raise their profile at Oxford.

MORE INFORMATION:

www.careers.ox.ac.uk/advertising
/marketing
/public-relations
SUMMER TAYLOR  
Account Executive, AMV BBDO

BA History, Lady Margaret Hall, 2016

WHAT: I work at AMV BBDO (one of the most creatively awarded advertising agencies – “pause and sigh”, the credentials listing is over!) as an Account Executive. At the moment, I work across three different accounts; William Lawsons’ and Dewars (two global whisky brands) as well as an Australian government-run tourism company, Tourism Australia.

My day-to-day is incredibly varied. I’ll join creative reviews and channel client feedback in a positive and constructive way. Then I’ll take the amended work back to the client and talk them through the changes that have been made, as well as those which haven’t. This might be because the Creatives felt so strongly about their original work. There’s slightly more administrative tasks to be done too like finance and resource planning, but the more fun and creative aspects of my role makes the less glamourous work extremely doable!

What I’ve learnt so far: There’s no such thing as awkward conversations in advertising because you learn to have creative discussions (with a warm tone and big smile on your face) instead. The making of adverts is a process that involves lots of people with lots of different skills and quirks. In account management, you don’t just juggle finance, what you really juggle is talent. The quicker you learn to be a ‘people person’ the better.

TOP TIPS: I used to be fiercely opposed to networking. I thought this was cheating meritocracy. Possibly, I felt so strongly about this because I didn’t have any contacts. I quickly learned however that, and possibly particularly for careers in communications, networking is crucial to having a career. So, if you don’t have any contacts, make some. There loads of ways to do this. The Careers Service hosts loads of events and I know you think networking might be a bit cringe, it’s honestly really not. Everyone knows you’re not just there to hold glasses. Work experience is possibly the best way to make contacts, so make a concerted effort to be creative and different when you apply.

JOSH ABRAHAM-STEELE  
Account Manager, M&C Saatchi

BA History, University College 2009

WHAT I DO: An account manager maintains client relationships and oversees the delivery of projects. I am the main point of contact for a client at an agency, sitting at the centre of a campaign to ensure all of the people involved are collaborating effectively to get great work out into the world. You have to be adaptable, good under pressure and able to solve problems on the go. You can go from sitting in a client meeting in Westminster to filming vox pops outside of fried chicken shops in East London in the space of an afternoon. I got asked more than once if I was the chicken connoisseur. True story.

WHY I DO IT: I got into advertising for two reasons: 1. I really wanted a job that sounded cool when talking to people in bars. 2. I really, really wanted to be like Don Draper. If you haven’t watched Mad Men, stop reading this and go and watch it now. I’ll wait. There are a lot of parallels in how the industry still works today. Just with more trainers and beards. There really isn’t anything quite like working in an agency. It’s a dynamic, social environment where you will be surrounded by like-minded people who are really passionate about getting brilliant ads made. Unlike a lot of other jobs I’ve done, it’s fun.

I WISH I’D KNOWN: I’ll offer you two pieces of advice. 1. Don’t worry if you’re not doing what you think you want to do right away. I worked as a teacher before getting my start in advertising. Be patient. Work out what you really want from your career and you will get there. 2. When completing grad scheme application forms don’t try to write what you think we are looking for. Agencies are trying to get an idea of the type of person you are and how you think. Make sure that shines through in your application.
Ambidextrous brains required

WPP is the world leader in marketing communications, with more than 160 companies setting industry standards in Advertising; Media Investment Management; Data Investment Management; Public Relations & Public Affairs; Branding & Identity; Healthcare Communications; Direct, Digital, Promotion & Relationship Marketing; and Specialist Communications.

We are manufacturers of communications ideas that help to build business for our clients, through creating and developing relationships with the people who buy and use their products and services. We do this through a demanding combination of hard work and flair; logic and intuition; left brain and right brain thinking.

The Fellowship was started, 22 years ago, to create future generations of leaders for our companies. Fellows tend to be intellectually curious people who are motivated by the challenges of marketing communications and by the prospect of working at the confluence of art and business. They spend three years on the Program: in each year they work in a different WPP company, in a different marketing communications discipline and, usually, on a different continent.

Long-term prospects within a WPP company are excellent, with many former Fellows now occupying senior management positions.

Deadline for entry:
9 November 2017

Visit our website and apply online at www.wpp.com

To find out more, come and meet us on:
Monday 16th October, 6pm
Ashmolean Museum of Art and Archaeology
University of Oxford
Beaumont Street
Oxford OX1 2PH
Arts, Media & Marketing Fair

Thursday 26 October
14.30-18.00
The Careers Service

www.careers.ox.ac.uk/fairs

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www.careers.ox.ac.uk/careerconnect
ARTS + HERITAGE

Arts and Heritage jobs can be found in museums, public and commercial galleries, archaeology organisations, auction houses, theatres, the music industry, performing companies, venues, historic sites – and many specialist organisations.

This sector covers a huge range of roles, from artistic (designers, performers, artists, writers) to ‘arts management/administration’, requiring organisational, operational and leadership skills. Other roles use research or academic skills (‘curatorial and specialist’ jobs), involve teaching or training (‘arts education’) or technical skills (eg, fashion or set design; art conservation).

For paid work, remember that employers in the arts and heritage world often rely on you to find them and tend not to have big graduate schemes. The following insights and advice can help:

- The vast majority of roles are advertised as individual opportunities – check organisation websites, as well as sector-specific job sites such as Arts Jobs, Arts Professional, Museum Jobs, BAJR (for archaeology), Heritage Daily, etc.
- A handful of graduate schemes exist (eg, Sotheby’s and Ambassador Theatre Group’s graduate scheme and the Arts Fundraising Fellowships), but these are really unusual in this sector.
- Don’t just consider the big names! There are hundreds of smaller organisations, which often attract less competition.
- Think about your local organisations and research within your region.
- Consider gaining experience with organisations providing specialist services to the Arts and Heritage world: eg, art investment, specialist legal and insurance firms, marketing and PR firms, specialist IT or training companies, public sector bodies and charities.
- Develop expertise and relevant skills in a different sector before moving to the arts later – eg, accountancy, marketing, teaching, graduate leadership schemes.

See the Careers Service’s full briefing for much more on specific roles, ideas on how to build experience, and links to resources to help you better understand the possibilities.

FURTHER STUDY

Further study may be needed for certain careers (eg, curatorial or technically skilled roles) and it can help when seeking roles that attract strong competition. It is important to research courses before signing up though, so consider the following:

- Browse job adverts to understand which roles commonly require additional study and which qualifications are sought.
- Investigate career destinations of graduates, and tutors’ backgrounds, for courses you’re considering.
- Ask alumni and others working in your preferred field which courses they took and/or which are most respected.

GETTING IN AND ENTRY POINTS

Competition for positions can be high, so relevant experience on your CV is vital. Consider:

- Volunteering with local arts and heritage organisations – seek out local museums (eg, www.museums.ox.ac.uk) and heritage organisations, such as Oxford Preservation Trust.
- Advertised internships and short term and seasonal jobs offer great experience, paid or unpaid (eg, paid work staffing festivals and events; front-of-house or promotional work; support for tours; summer work with children and young people).
- Asking directly about jobs, internships or volunteering by networking and speculative approaches to organisations, even if there is nothing on their website.
- Positions may not be advertised widely (or at all!) so check websites and approach individual organisations directly.

EXTRA-CURRICULAR IDEAS

Whilst you are a student there are myriad opportunities to build your experience, so take advantage of the rich cultural life of Oxford and our university to try things and explore your interests. Eg:

- Perform in or direct student theatre or music events – see www.ouds.org
- Join community arts projects: eg, explore www.oxonarts.info
- Work on student films with the Oxford Filmmaking Foundation
- Write a researched short article for Trusted Source on the National Trust’s website – exclusive to Oxford University!
- Try arts production or marketing; run events as ‘entz’ officer for your college
- Write on the arts for student media
- Start something new; eg, establish a performance group; create a heritage-style ‘audio guide’ to your college; curate a sale of student art …

MORE INFORMATION:

www.careers.ox.ac.uk/arts
AMY MULHOLLAND
Senior Filming Coordinator
– English Heritage Trust

WHAT: I work in the Filming Department at English Heritage, established 2 years ago within the commercial arm of the charity. We work with TV and film production companies who want to hire our sites for filming, from stately homes to ruined abbeys, castles and prehistoric stone formations. We recommend the most suitable sites and supervise the shoot on the ground. My current role involves developing the infrastructure and strategy of the department.

WHY: Before starting university I knew I wanted to work in theatre, TV and film, and I enjoy co-ordinating project-based work with a range of different teams. This role allows me to use both my experience of working with technical and creative teams on large-scale projects and my passion for allowing heritage sites to be opened up in innovative ways.

EARLY CAREER: My role didn’t exist until recently, but at Oxford I took part in as many theatre productions as possible, as an actor and director, and on graduating I completed the Oxford Playhouse training scheme in theatre management and administration. I moved to London, working freelance for several years in theatre as an assistant director and director, and then side-stepped into event management at a Grade-1 Listed historic location which was often used by film crews.

ADVICE: It’s good to have some understanding of the fragility of historic locations and the restrictions this places on companies using the space. Volunteering at a heritage venue, even as a steward, will give you insights into these requirements. Working in theatre can help you to understand the nature of production companies and the kind of pressures they are under to deliver creative projects to a deadline.

TOP TIPS: Be inquisitive and ask people questions when you are visiting new places and working on new projects – if you are open to learning from others you are more likely to increase your knowledge base and build strong relationships, which will often lead to more work.

RUTH MILLINGTON
Freelance Writer & Higher Education

WHAT: I balance my time between working for the University of Birmingham and freelance writing. At the University of Birmingham I work as an Arts Internship Officer. I help students find work experience within arts organisations, from museums to magazines and spend my time sourcing opportunities, which includes meeting employers around Birmingham and beyond. Once I have secured an internship I promote it to students, mainly via social media. I also advise in careers appointments which I find very rewarding.

I also specialise in arts writing, which comes from my academic art history background, and the time I spent working in museums/galleries. I have an arts blog www.ruthmillington.co.uk and offer copywriting services to artists, creating content for exhibition catalogues, press releases and websites. I also write features on food and drink, and travel for publications such as Dine Birmingham and the Telegraph.

Whilst I love the romantic notion of writing full-time from a coffee shop, the sensible side of me likes stability (including paid holiday leave). I also like to work alongside other people, and I find that both my roles cross over, as many of the contacts I make are valuable for both the university and my writing career, so I always take a business card!

CAREER PATH: I started my career in the art world; I wanted to use my degree and found that my Masters specialism helped me to get my foot in the gallery door. First I worked in museum education and then researching paintings for an Impressionist art dealer. I found that I most liked writing, as well as working with a variety of people, however, I wanted to get back into education as my values centre around helping others and I strongly believe in education as a tool for social mobility.

TOP TIPS: Want to be a writer? Start a blog, pitch ideas to magazines that you like to read and check out opportunities via www.journoresources.org.uk.
These banks are the most easily recognisable in the graduate market, often with multiple global offices and covering many areas of specialism such as mergers & acquisitions (M&A), sales & trading, asset management and risk. They provide specialist financial services and advice to a wide range of clients including governments, corporate entities, charitable institutions, and “high net worth individuals” (HNWs). Roles within investment banks are usually separated into the following areas:

“MIDDLE OFFICE“ – eg, operations, compliance and legal.
“BACK OFFICE“ – eg, IT, HR and administration.

Another option for students interested in mergers and acquisitions are boutique M&A advisory firms. These firms are usually led by M&A specialists who previously held leadership positions at the large investment banks – they also often work on some of the biggest deals in the sector. This may be the ideal place for those who want to start their career at a smaller organisation, without compromising on deal quality and size.

RETAIL BANKING

The high street banks (eg, Barclays, Lloyds, HSBC, Santander) dominate this sector, although it is worth noting that most of these also have investment banking arms. Retail banks also offer opportunities in areas such as business and corporate banking, wealth and investment management, and operations management.

ASSET MANAGEMENT & PRIVATE EQUITY

Asset managers (also known as wealth managers or investment managers) buy and sell shares, bonds and other assets to increase the value of their clients’ portfolios. Their clients can be diverse, ranging from large institutional investors such as pension funds to high net worth individuals. In this area, you could find yourself working in a different range of organisations such as sovereign wealth funds, independent companies, boutiques, or within a sub-division of a bank.

Private equity firms invest in companies (often those which are underperforming) to help them meet their growth potential, then sell their stake for a profit at a later date.

TRADING FIRMS

These independent firms do similar work to sales and trading teams within the larger banks, often with a focus on using technology to design trading strategies, build statistical models or create their trading algorithms. The work often requires high levels of numeracy and strong tech skills; firms typically recruit undergraduates and postgraduates from quantitative disciplines such as Maths, Statistics, Computing, Physics, Engineering, etc.

GETTING IN AND ENTRY POINTS

This is a highly competitive sector and firms receive applications from students across the globe. However, with the proper research and preparation, there is no reason why you shouldn’t be able to secure the right job. See the more detailed briefing on our website for further information.

You don’t need to have studied a finance related degree, but it’s important to have a keen interest in and understanding of the wider concepts within the banking industry and global markets. You also need a high degree of analytical intelligence and the ability to build and maintain good working relationships in what can be a competitive and pressurised environment.

Getting work experience is very important (and a requirement for some firms) for a full-time graduate role in this sector, and it’s important to note that most banks use their internships as a major pipeline for their graduate programmes. We would recommend looking for “Spring Weeks” (c. 1 week work experience) in your first year and summer internships (c.8-12 weeks) in your penultimate year to gain as much experience and exposure as possible. If you don’t get an internship in your penultimate year, all is not lost, as a number of the large banks offer “off-cycle” internships for those who have just graduated.

TIMING: It’s really important to have a good understanding of application deadlines, as these are usually in early Michaelmas and interviews often take place as and when people apply.

EXTRA-CURRICULAR IDEAS

+ Engage with employers in Oxford at career fairs, presentations, workshops, etc. - especially in Michaelmas Term.
+ Join and actively participate in relevant student societies: eg, The Guild, Oxford Student Foundation, Finance Society, etc.
+ Demonstrate your skills at managing finances by becoming the treasurer of a society or JCR/MCR.
+ Apply to ‘Insight Days’ or ‘Spring Week’ programmes in your first year (or second of 4-year degree).

MORE INFORMATION:

www.careers.ox.ac.uk/banking-investment
Don’t knock it. Dealing with clients/customers in any context teaches valuable skills.

SHIFTING FOCUS: I read Geography at Oxford. Many said a career in investment banking would be outside my skill set. However, my degree taught me to learn, to research, to critique assumptions and opinions, and to manage my time and resources. When I started in banking, my learning curve was steeper than it would have been had I studied finance, but over the longer term, my broad-based educational background put me at an advantage. Banking is not just about balance sheets. It can be broad as geography. For example, I have been involved in a number of projects relating to transport and infrastructure, both of which are classic geography topics.

Don’t limit yourself by what others perceive to be an unusual shift – test the boundaries and pursue areas that interest you.

WHAT: Since joining on the graduate programme I have worked in the Infrastructure team in Macquarie Capital and the investment banking arm of Macquarie Group. My team works with a huge range of financial investors advising on buying and selling infrastructure companies, investing in infrastructure companies and raising capital from both debt and equity markets. I’ve very quickly learnt about a number of infrastructure sectors from transport (e.g. toll roads, ports, airports) and utilities (e.g. gas / electricity distribution and transmission networks) to renewables (e.g. wind farms, solar, waste to energy). After 3 years with the team in London, I’m now looking forward to joining the Infrastructure team out in Sydney.

WHY: Investment banking is a great industry to build up and develop a wide set of skills. Working in the infrastructure space has also given me a deep base of knowledge in this critically important sector. As well as the work however; a key part is the team you work with - luckily since joining I’ve had the opportunity to work with a really wonderful team who value sharing their knowledge and experience and are driven to achieve. As an organisation Macquarie is also very focused on supporting and enabling its employees as a result of which I am now benefitting from the opportunity to transfer to the Sydney office.

FINDING A PATH: I didn’t know that investment banking was for me as I went through university - but following experiences across different sectors and industries, and trying out different societies at university, I did figure out what was important to me for my career. For me, the key was finding a job where I would learn, where I could engage and drive my own career and, most importantly, where I would be challenged. I found all of this whilst interning with Macquarie over the summer in my second-year.

ADVICE: With any career you consider, be curious, open and proactive. I was told from day one always to ask questions - no one expects you to go from 0 to 60 in six seconds flat - so it’s okay to ask what you’re doing and, more importantly, why you’re doing it. You’ll usually find people are more than happy to take the time to explain if you take the time to ask!

WHAT: I work within the UK M&A (Merger and Acquisitions) team at Deutsche Bank, advising clients on corporate finance transactions. Each M&A transaction is different, but we tend to be involved through the full life cycle of a deal: from pitching initial ideas, to advising on value and financing, defining the equity story, navigating the UK Takeover Code, drafting public announcements, and more. Since joining, I’ve worked on a range of transactions, including the demerger of Gocompare.com from the esure Group, and the acquisition of Aer Lingus by IAG.

WHY: It’s fascinating working directly with senior management teams, helping them to navigate critical phases of their company’s development. Transactions can take months or even years to come to fruition, but executing a successful M&A transaction, and reading about it in the FT, never fails to excite.

ADVICE: When you consider the proportion of your week that you will spend at work or, over the longer term, the years spent in a career, it is important to get it right. Get as much work experience as you can, and start as early as you dare. I interned in two investment banks but also worked in a hospital and at Thorpe Park.

Don’t knock it. Dealing with clients/customers in any context teaches valuable skills.

SHIFTING FOCUS: I read Geography at Oxford. Many said a career in investment banking would be outside my skill set. However, my degree taught me to learn, to research, to critique assumptions and opinions, and to manage my time and resources. When I started in banking, my learning curve was steeper than it would have been had I studied finance, but over the longer term, my broad-based educational background put me at an advantage. Banking is not just about balance sheets. It can be broad as geography. For example, I have been involved in a number of projects relating to transport and infrastructure, both of which are classic geography topics.

Don’t limit yourself by what others perceive to be an unusual shift – test the boundaries and pursue areas that interest you.
PROGRESSIVE MINDS APPLY
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CHALLENGES AWAIT...

IN TRADING AND TECH AT OPTIVER.

MEET US ON CAMPUS OR VISIT OUR WEBSITE FOR FURTHER INFORMATION.

Main locations: London, New York, Hong Kong.

About us: Jane Street is a quantitative trading firm with a unique focus on technology and collaborative problem solving. Our trading is based on our own proprietary models and on busy days we engage in over a million trades. Technology is at the core of how we approach trading, and we consider ourselves as much a technology company as a trading firm. Our growth comes from hiring and training amazing people and giving them the tools they need to innovate. The environment is open, informal, intellectual and fun. You can wear a t-shirt and jeans to the office every day, the kitchen is stocked full of free food and discussions are always lively. Teaching and learning are central activities through classes, mentoring and discussion.

Graduates sought: Mathematics, Physics, Computer Science and other quantitative subjects are preferred. No finance experience necessary.

Opportunities available: Full time and internship opportunities (during summer and winter) are available in Trading, Software Development, Research and Business Development.

Visa sponsorship: Yes.

Application advice: Applications are open all year round. Please submit your CV online via our website. A cover letter is not required; however, you have the option to add further info about yourself in the comments section of the application.
About us: Over thirty years ago, Optiver started business as a single trader on the floor of Amsterdam’s European Options Exchange. Today, we are a leading global electronic market maker, focused on pricing, execution and risk management. We provide liquidity to financial markets using our own capital, at our own risk, trading a wide range of products: listed derivatives, cash equities, ETFs, bonds and foreign currencies. Our independence allows us to objectively improve the markets and provide efficiencies for end investors. With over one thousand Optiverians globally, our mission to improve the market unites us. Thriving in a high performance environment, we pioneer our own trading strategies and systems using clean code and sophisticated technology. We achieve this by attracting, developing and empowering top talent, in order to sustain our future.

Opportunities available: Summer Intern and Graduate roles in Trading, Research and Technology.

Recruitment criteria: Bachelors degree in either Computer Science, Engineering, Mathematics, Physics or Information Systems or equivalent.

Application advice: Apply via our website including CV and cover letter. Numerical tests are required either online or at a Test Meeting on campus or in London. The final stage will be an interview day in Amsterdam.

Email: recruitment@optiver.com

About us: OxFO RD Asset Management is an investment manager with a quantitative and technological focus. Our team of mathematicians, scientists and software engineers develop proprietary algorithms using the latest technologies and trading software to invest on a global scale. By analysing a range of data and information, we exploit relationships among financial instruments such as stocks, futures, and currencies. We work with the latest technologies to build computational models of financial markets, which trade the Fund’s portfolio. We tackle problems with an open mind, and draw inspiration from a vast array of sources. We encourage a culture of innovation and craftsmanship, and embrace a philosophy of continual improvement with rapid feedback on personal contributions. OxFO RD offers a comprehensive and flexible benefits package, including competitive salary and performance related bonus, private healthcare, pension and life assurance.


Graduates sought: Mathematicians, Scientists, Engineers and Computer Scientists. No finance experience is necessary. We are always looking for exceptionally talented individuals who are ambitious and relish a challenge. We value mental flexibility, innovative thinking, and the ability to work collaboratively. Teamwork is as important to us as individual excellence.

Application advice: Please submit CV and Cover Letter online.

About us: Nomura is an Asia-headquartered financial services group with an integrated global network spanning over 30 countries. By ‘Connecting Markets East & West’, Nomura services the needs of individuals, institutions, corporates and governments through its three business divisions: Retail, Asset Management, and Wholesale (Global Markets and Investment Banking). Founded in 1925, the firm is built on a tradition of disciplined entrepreneurship, serving clients with creative solutions and considered thought leadership. At Nomura, internships are the perfect preparation for a subsequent full time role. We offer a range of graduate and internship programmes across three key areas: investment banking, global markets and corporate infrastructure. Internship opportunities can include a 10 week spring or summer internship in London or a 3-6 month internship in one of our regional offices. Internship programmes can be tracked and receive a bonus.

Opportunities available: Investment Banking, Global Markets, Finance, Operations, Technology, Compliance, Risk

Graduates sought: All disciplines with students on track to receive minimum of 2:1

Visa sponsorship: Yes

Graduate salary: Competitive

Vacation work: Spring insight programmes & summer internships

Application advice: Online application with CV and application questions – no cover letter!
About us: Rothschild & Co is a global and family-controlled group. We provide M&A, strategy and financing advice, as well as investment and wealth management solutions to large institutions, families, individuals and governments, worldwide. Having been at the centre of the world’s financial markets for more than 200 years we can rely on an unrivalled global network of more than 3,400 talented employees and a track-record of outstanding execution with 50 offices around the world.

Opportunities available:
- Spring Insight Programme – for first year students or second year students on a four year course
- Summer Internship Programme – for penultimate year students
- Graduate Programme – for recent graduates
- Long-term Internships – for penultimate/final year students and recent graduates

Graduates sought: We recruit from all degree disciplines. A high level of academic achievement is required, together with strong numeracy and excellent communication and interpersonal skills. Students must have a minimum of 340 UCAS points and be on track for or have achieved a minimum of a 2:1 in their degree.

Visa sponsorship: Yes

Graduate salary: Competitive

Annual vacancies: Approx. 100 including graduates and interns

Application advice: All candidates must submit an online application and applications are reviewed on a rolling basis.

Email: InternRecruit@Rothschild.com
GradRecruit@Rothschild.com

About Us
The Oxford Real Estate Society is an organisation made up of real estate professionals, students and enthusiasts who share a common interest in the industry. OxRES is open to all students and alumni from the University of Oxford and is affiliated with the Oxford Real Estate Programme at the Said Business School.

The Society aims to (i) act as a networking club for alumni and students, and (ii) promote and support real estate education at Oxford. During the course of the year, OxRES organises a number of events in London and Oxford, from networking drinks to a one-day conference where high-profile industry figures come to speak.

Real Estate Competition
This year OxRES will be holding a business plan competition, which will reward the winning student entrant (team or individual) with a cash prize of £1,000 and the opportunity to present at the annual conference in front of over 150 industry professionals.

Contact Us
To register your interest in attending future events and/or enter the competition, please contact us at info@oxres.org or visit www.oxres.org.
If you are considering further study as part of your strategy, it is advisable to:

+ Understand which roles commonly require higher qualifications by reviewing job descriptions and advertisements.
+ Ask people working in your preferred area what qualifications they have and which courses are particularly well considered.
+ Investigate providers and specific courses, including the background of tutors and destinations of recent graduates.

EXTRA-CURRICULAR IDEAS

Relevant work experience is usually essential. Here are some ideas to try while you’re here at Oxford:

+ Explore volunteering opportunities through Oxford Hub, which also offers grants and training for those wishing to try out a social enterprise idea or find opportunities using www.do-it.org.uk or OCVA.
+ Join a cause-related student society: get involved in projects and committee or leadership positions or establish a new society if there isn’t something serving the cause you care about.
+ Participate in The Student Consultancy: charities and social enterprises are among the clients seeking student advice.
+ Look at other sectors in this Guide for advice on gaining skills useful for specific roles.
+ Join the international social enterprise society ENACTUS, and explore Business Mentoring at the Careers Service for help to develop your social enterprise idea (p.33).
+ Look for the Skoll World Forum activities and the fringe events (Marmalade/OxJam) in April each year.

MORE INFORMATION:

www.careers.ox.ac.uk/charity/work-for-yourself
MAISIE JENKINSON
Commercial Manager, Sanctuary Group

WHAT: I work as a Commercial Manager for Sanctuary Group. My role is based in the Commercial team which means I am responsible for managing projects as part of mergers, acquisitions and disposals. As part of my role I am also training with CIMA to qualify as a Chartered Management Accountant and I am a PRINCE2 qualified project manager. My work covers areas including finance, human resources, procurement, legal and business areas such as residential care and student accommodation. I work every day with all kinds of stakeholders, liaising with residents and business teams as well as senior managers and external partners.

WHY: I wanted to work in the charitable sector whilst also developing my commercial awareness. I wanted to be doing something different every day and developing a broad range of skills.

Working for a large organisation like Sanctuary Group has meant that I can try a lot of different things and learn a huge amount in a short space of time, whilst also being able to work for a cause that I care about and contribute positively to society.

TOP TIPS: Focus on what you are passionate about, be honest and play to your strengths. Try everything and don’t be close-minded. Build relationships and networks. I think informal relationships are really important and you should try and work on these as you never know what might be important in the future.

MARIANNA HAY
Chief Executive and Artistic Director, NOFA

WHAT: I applied for Teach First at the start of third year and headed straight from finishing finals to attending the six-week Teach First Summer Institute. I was placed in a secondary school in North London where I spent an incredibly informative and challenging three years, becoming Director of Music in my final year. I left teaching in 2010 and spent a year working in various freelance roles in the social change/arts space. This period, 2010-2011, included delivering a pilot of an idea that had been developing in my mind during my time as a teacher: setting up a national youth orchestra for young people like the ones I had been teaching, who faced a range of barriers accessing traditional youth orchestras at county or national level. In summer 2011, the National Orchestra for All (NOFA) was born. Seven years later, we have established ourselves as a charity, Orchestras for All; we run three programmes for 500 young people a year and work with 60 schools. My role at the organisation is Chief Executive and Artistic Director. I lead a small and dedicated staff team and spend most of my time raising the c. £350,000 a year it takes to keep the charity running.

WHY: I am passionate about using music, particularly the powerful experience of making music with others, to achieve social change and improved outcomes for young people. No two days in my job are the same. It is extremely entrepreneurial work and keeps my brain working every single day.

ADVICE: If you have an idea for a business or social project, just get on and do it – don’t wait around for someone to say yes! Running your own organisation is extremely rewarding but often extremely stressful – make sure you are passionate about the idea before you begin as it keeps you going during the hard days.

Doing Teach First at the start of my career was one of the most important decisions I took. My time on the programme taught me to be resilient and professional. It opened my eyes to the educational inequalities we face in society and has given me the drive to spend my career doing what I can to address this.

BA Human Sciences, Mansfield College, 2013

BA Music, Magdalen College, 2007
BIG CHALLENGES NEED BOLD LEADERS.

Accelerate your career by supporting the rehabilitation of others. The Unlocked Graduates unique two-year leadership development programme is growing society’s future leaders, as well as tackling the damage and cost of prisoner reoffending.

Unlocked
Leading change on the inside
unlockedgrads.org.uk

Frontline recruits outstanding individuals to be leaders in social work and broader society. On our two year programme you will work to transform the lives of vulnerable children, young people and their families.

www.thefrontline.org.uk

www.enactus-oxford.org.uk
About us: Sanctuary Group is a leading provider of housing, care, and commercial services. We employ close to 11,000 people and manage over 100,000 units of accommodation throughout England and Scotland, with an annual turnover in excess of £600m. As a not for profit organisation, we reinvest our surplus income back into our properties, our services, and the communities in which we work. To achieve our aims it is essential for us to operate with all the commercial vigour of a private sector business. We believe this makes Sanctuary Group a uniquely dynamic and rewarding place to work.

Opportunities available: Completing up to four rotational placements, you will develop your commercial skills whilst making an active contribution to the development of our organisation. Graduates sought: We’re looking for ambitious graduates with the commercial aptitude and desire to take us forward. Graduating in any degree subject, you will be in your final year of study, or have finished your studies within the past three years, and will need a 2:1 degree as a minimum.

Graduate salary: Competitive salary – please visit our website for more details.

Annual vacancies: Three

Application advice: For details on how to apply, please visit our website – www.sanctuary-group.co.uk/graduates.

Email: graduates@sanctuary-housing.co.uk

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It was the opportunity to be out on the frontline helping people that really sold Think Ahead to me.

Jack – training to be a mental health social worker on the Think Ahead graduate programme.
WomCam is an autonomous feminist society supported by Oxford SU.

We organise events, raise awareness of issues, and create platforms for feminist discussions. Sitting on the committee is a great opportunity to learn lots of useful skills in a friendly, feminist environment, from chairing meetings to planning large events.

To find out more about all the great things that WomCam does: find us at facebook.com/womcam or email womcam@oxfordsu.ox.ac.uk

Environment & Ethics Campaign

This campaign focuses on environmental and social justice issues.

We meet weekly during term time to develop our projects.

Anyone can get involved, so come and join us!

For more information, please email: eande.chair@oxfordsu.ox.ac.uk

Women’s Campaign
Inter-Cultural Youth Exchange (ICYE UK) is an ethical volunteering charity which believes in a world where the sharing of cultures and ideas is embraced, celebrated and lived. We work in partnership with an international network of locally managed ICYE organisations to provide international volunteer opportunities that directly benefit local communities and encourage young people from around the world to live, learn and work together.

Volunteers support local projects throughout Africa, Latin America, Europe and Asia for 3 weeks to 12 months. Projects include human rights and women’s rights work, disability support, HIV and AIDS awareness, education projects, environmental conservation, community development and more. ICYE UK volunteers receive extensive training both before departure and on-arrival, and ongoing support. We invest in volunteer’s personal development as our returned volunteer camp provides guidance on how to market new skills and write an impressive CV.

No previous experience required but we are keen to find volunteers who value a true cultural immersion. This is a fantastic opportunity for those looking to experience development in action.

For more information please visit www.icye.org.uk

Oxford SU
OXFORD RAG
Raise And Give

Raise And Give (RAG) is Oxford SU’s charitable fundraising committee, and it’s the society that has it all: sports tournaments, hitch hikes, talent shows, bungee jumping, blind dates, club nights, a casino, street collections in fancy dress, and the prestigious RAG Ball, to name a few!

RAG endeavours to orchestrate all this fun and more in the name of charity and all you have to do is take part.

To get involved, please email rag-president@oxfordsu.ox.ac.uk or go to facebook.com/OxfordRAG
Within the IT sector there is a huge range of jobs, roles and job titles - from software engineering, to website production; cloud computing and systems development to cyber security specialists. The sector also employs people across the full variety of non-technical roles – eg, sales and marketing; legal services, HR; and finance.

Outside the IT industry, technical roles exist across all industries as computing and IT underpin business critical processes in all types of organisations. Some sectors recruit particularly heavily into IT roles, notably in advertising and marketing, banking and financial services, games development, consultancy, manufacturing, retail and public sectors. In parallel, the growth in tech’ start-ups is creating significant extra demand for technically skilled graduates and, at Oxford, hiring is increasing in rapidly expanding fields such as ‘data analytics’ and ‘FinTech’.

The volume of employment opportunities for IT professionals is growing fast and firms can struggle to fill positions. As a result, people with proven programming skills are highly sought after and many companies now actively recruit people without technical skills, but who have the potential to learn and develop quickly once in post. Companies provide excellent training and support for new graduates, from an initial intensive ‘bootcamp’ to on-the-job development. Starting salaries, even for those without technical skills, often exceed £30,000.

The IT consultancy industry is also growing fast, and organisations will train new recruits fully before embedding them with clients to work on specific projects. Some major players operate globally, offering strategic advice, systems development and implementation. A number of companies now provide ‘free training’ linked to a contracted minimum period as a consultant on the firm’s graduate scheme.

GETTING IN AND ENTRY POINTS

Companies visit Oxford throughout the autumn to give presentations and join our Career Fairs, including ‘Careers in Computing’ and ‘Jobs for Mathematicians’. Deadlines tend to fall either side of Christmas, running into late January/February. However, jobs and internships are now being advertised year-round, with some firms specifically returning to Oxford for summer recruitment as late as June.

You do not need a Computer Science degree. Technical experience is highly sought after and self-taught or extracurricular experience is highly valued. However, many opportunities are open to anyone who can demonstrate potential and a keen interest in the field. Consider how you can provide evidence of that interest or, if you struggle with this, start to get involved now and gain some experience.

EXTRA-CURRICULAR IDEAS

+ Join societies, attend events and enter competitions: try the Oxford CompSoc and/or Women in Computer Science (OxWoCS).
+ Access free short courses at the University’s IT Services, or with CompSoc or Oxford’s branch of CodeFirst: Girls.
+ IT Services provides free access to Lynda.com: a vast online library of video-based courses, including IT, management and business skills, and career development.
+ Try free, open source self-directed learning at www.codecademy.com and similar sites. Popular languages include C, C++, HTML, Java, NET, Python and SQL.
+ Showcase your programming skills on open-source platforms such as GitHub.
+ Volunteer for an IT-related project/responsibility with your JCR/society/club or local charity.

MORE INFORMATION:

www.careers.ox.ac.uk/computing

SERGEY KRAVCHENKO
Software Engineer, Ocado Technology

It’s fascinating to be able to walk over to the warehouse, and see the system I’m working on in action – driving complex hardware fulfilling real customer orders. This makes the code you write much more ‘physical’, and you can ‘put the finger on’ the results.
BEN FORREST
Trading Desk Operations, Jane Street

M. Mathematics, St. Anne’s College, 2010

WHAT: I sit right in the heart of the trading floor at Jane Street, alongside several Traders and Trading Desk Operation team members. In a nutshell, I manage multiple platforms and models for my team, I maintain and develop tools for the desk, and I execute and track trading orders. I work closely with several internal teams to make sure that the trades we’re executing are reflected accurately in our systems. On a typical day, I interact with members of our Trading, Technology, Operations, and Compliance groups, as well as a range of external parties with regard to trading issues.

WHY: Every day is different, there are regularly new challenges and I’m constantly learning new things. I feel like what I do makes an important difference for my team – we’re always looking for better solutions to the problems at hand and I can see ideas I’ve had come to fruition quickly, optimizing our work. The actual work makes the day-to-day of the job interesting and the environment itself is also really exciting and stimulating.

EARLY CAREER: When I graduated, I had no previous experience in finance. I knew I wanted to do something that involved problem solving and critical thinking, but wasn’t sure exactly what that would look like. This role sits at the centre of our day-to-day operations as a firm, so I get to see the whole picture of trading. Even after 5 years at Jane Street, it continues to challenge me in new and interesting ways.

ADVICE/TIPS: Diversify your experience while you’re working towards your degree. Whatever your background, try lots of different extracurricular activities and internships along the way. It’s a great way to try things out and get a better sense of what you like and how you learn.

Keep an open mind. The content of a job is probably more important than whether or not it fits with what you thought you might end up doing after graduation.

Spend some time thinking about what’s important to you. Is company size or location a key factor? How much emphasis do you place on company culture, or the potential for growth? How much opportunity is there for you to make a real impact?

JOSEPH ZAMMIT
Software Engineer, Ocado Technology

M. Mathematics and Computer Science, Keble College, 2015

WHAT: I work in Ocado Technology’s 10x department, which undertakes speculative investigations and research, aiming to make things (just) ten times better! Ocado may seem like a straightforward online supermarket, but there’s a lot going on behind the scenes: from machine learning, forecasting, computer vision, robotics, and automation to more recognisable aspects like our webshop and mobile apps, everything is efficiently designed to get our customers their groceries as ordered and on time (so they shop with us again!). Our new warehouses will have thousands of robots roaming above tall stacks of groceries stored in boxes, organising stock in a “goods-to-man” fulfillment platform, and I’ve been involved in a handful of projects around this system since joining just over 18 months ago. We work at and redefine the cutting-edge of technology with an aim to sell this platform to international retailers.

WHY: Working here is great as it provides the opportunity to be learning something new all the time and to develop your skills. I work with a variety of people from different backgrounds (data scientists, statisticians, quantum physicists, electronics engineers, computer scientists, mathematicians) and we are always sharing knowledge and helping one another with projects. The ability to work on ground-breaking systems that have an impact on the real world (everyone needs groceries!) is rewarding, too.

GETTING IN: After being a summer intern here at Ocado Technology, I was offered a permanent role - I would advise doing internships over the vac if you’re still studying so that you can see what the industry looks like (and potential employers can look at you too!). I definitely found it to be a great way to discover what it’s like to be working rather than studying. Otherwise, the recruitment process at Ocado Technology is relatively straightforward: you take some online tests, followed by an assessment day with tests in coding and logic, and interviews to see what you’re like, what you enjoy doing and what motivates you - and at the end there’s a tour of our warehouse!
I’m developing the product, not just writing the code.

Make your mark.

Engineering at Bloomberg works on some of the most fascinating — and influential — technical challenges in business and finance. We’re looking for top developers with a passion to design, build and deploy solutions that have a real impact on financial markets worldwide. Are you ready to make your mark?

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Chelsea, Engineering
**ELSEVIER**

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Elsevier is a global information analytics company. We help institutions and professionals progress science, advance healthcare and improve performance.

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When you think about your career, why not think Elsevier? A career with us offers meaningful and challenging work, a chance to collaborate with the best minds in science and medicine, and an environment where work/life balance and your personal wellbeing is paramount.

To find out more visit: www.elsevier.com/about/careers/graduate-careers
Or email us: ITGraduates2017@elsevier.com

Empowering Unimaginable Knowledge™

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**Ensoft**

www.ensoft.co.uk

**Main location:** Harpenden, Hertfordshire

**About us:** Ensoft develops software that connects the world. The Internet depends every single day on the code we write. It's interesting and challenging work that matters. We've grown to a team of about seventy software developers by recruiting some of the best Oxbridge graduates each year, and investing heavily in their training. It's an ideal environment for bright people who want to develop rapidly. It is a very successful business and all employees share in this. We also offer an excellent work environment with flexible hours and distractions like table football, pool and table tennis. Our very active social scene ranges from weekly breakfast and cinema trips, to fell walking and weekends in places like Stockholm and Valencia.

**Graduates sought:** Any numerate discipline.

**Graduate salary:** Remuneration of £40,000, plus bonus and pension rising rapidly in line with performance.

**Vacation work:** Two summer internships, £25,000 pro-rata.

**Annual vacancies:** About 4-6 graduates, but we will always consider exceptional candidates.

**Application advice:** CV to recruitment@ensoft.co.uk; see our website for details & deadline. We accept applications all year, but focus mostly on Michaelmas term.

Twitter (@ensoftuk)
Facebook (ensoftuk)

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**Ghyston**

www.ghyston.com

**Main location:** Bristol

**About us:** Five years ago we opened our doors as the Bristol arm of Software with five people. We are now an independent company with a brilliant, friendly team of thirty, well established in the South West and the software partner of choice for many ambitious tech-centric organisations. We work across all industry sectors, using a variety of technologies to produce quality software for our clients. We put a huge emphasis on both employee and client happiness and as part of Softwire, have been in the Sunday Times Best Small Company list since inception. We have every perk you’d expect and with no pressure to work long hours, everyone can take advantage of Bristol, consistently voted best UK city.

**Opportunities available:** We’re recruiting 5 graduate and 8 intern (second year and above) software developers.

**Graduates sought:** We’re looking for extremely bright students with a logical mind, great communication skills, and a passion for what tech can do. We are more interested in potential than experience and our interviews reflect that, so you don’t need to be an expert programmer.

**Graduate salary:** £30,000 plus 5% pension, annual bonus and benefits.

**Application advice:** Please complete the online application form on ghyston.com, or email recruit@ghyston.com with any queries.

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**Metaswitch**

www.metaswitch.com/careers

**Main locations:** Enfield (North London), Edinburgh, Cambridge, Coventry, Chester.

**About us:** Metaswitch is the world’s leading cloud based communications software company. Our award-winning solutions power more than 1,000 worldwide service provider networks. We design and develop commercial and opensource software solutions. We package our software into products that are redefining consumer and business communications while transforming communication networks. We are recruiting talented and motivated graduates, post graduates and Interns from any degree discipline to join us as Engineers. You don’t need any experience – just have an interest in technology and be willing to take on big challenges! You will have a great academic background (all A grades at A Level and a good degree in any subject), and be looking to build your career in a company full of really smart people who love solving problems and working together in a collaborative and innovative environment. Visit our website for further information about Metaswitch, the roles we have available and the people that work here. You can also find us on Facebook, Twitter, Instagram and YouTube.

**Opportunities available:** Graduate and Internships positions available.

**Graduates sought:** All A grades at A level and a degree in any subject.

**Graduate salary:** £35,000 plus benefits.

**Vacation work:** Internships available.

**Annual vacancies:** 40 Graduates and 40 Interns.

**Application advice:** Apply via our website, there is no closing date we recruit all year round.

**Email:** careers@metaswitch.com
**PortSwigger**

**portswigger.net/graduates**

**Main locations:** Knutsford, Cheshire.

**About us:** We are a global player in the web application security space, and are ranked one of the top performing companies in our sector. The software we develop is the most widely used dynamic web scanning tool in the world, used by thousands of organisations globally. We are a highly driven team of individuals, with ambitious plans around the development of our product. The environment is ideal for bright, determined graduates looking for a challenge, who want to work in surroundings that are intrinsically fun whilst also highly productive.

**Opportunities available:** We are recruiting Graduate Software Developers with exceptional technical capabilities to join our graduate programme. You will develop your skills across all stages of software development in a supportive working environment, with a dedicated training plan and the time and support to develop your skills.

**Graduates sought:** Graduates with an outstanding academic track record, and expecting at least a 2:1 in a technical subject area or relevant postgraduate qualification.

**Graduate salary:** £45,000 plus pension and benefits.

**Annual Vacancies:** Two or three graduates per year, but we will always consider exceptional candidates.

**Application advice:** Send CV and covering letter to: careers@portswigger.net. For further information about the role and interview process, go to portswigger.net/graduates.

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**Splunk**

**www.splunk.com**

**Main locations:** Splunk has more than 2,700 global employees with headquarters in San Francisco and regional headquarters in London, Hong Kong and Singapore.

**About us:** Splunk was founded to pursue a disruptive new vision: make machine data accessible, usable and valuable to everyone. Machine data is a fast growing and a pervasive part of “big data”. Splunk is focused specifically on the challenges and opportunity of effectively managing massive amounts of machine data, and providing a next-generation platform for powerful new applications. Since shipping its software in 2006, Splunk now has customers in 90+ countries around the world. These organisations are using Splunk to harness the power of their machine data for application management, IT operations and infrastructure management, cyber-security, business analytics and more. Innovation is in our DNA – from technology to the way we do business.

**Opportunities available:** Our opportunities include graduate and intern roles in our Sales, Sales Engineering, Marketing and Technical Support departments.

**Graduates sought:** We consider graduates from a wide range of disciplines including (but not limited to): Business, Marketing, Computer Science, Science and Arts & Languages degrees.

**Graduate salary:** Competitive

**Vacation work:** 3 month internships will be available for Summer 2018.

**Application advice:** Please see our roles at www.splunk.com/careers. You will find links to any available internship roles under the “University” tab and full-time roles are listed under their respective departments.

Email: helen@splunk.com

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**TNG Consulting**

**We solve hard IT problems**

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WE NEED YOU!

NO EXPERIENCE REQUIRED

A*AA AT A LEVEL (OR EQUIVALENT)

NO COVER LETTER REQUIRED

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Nearly 2000 Computing & IT opportunities were posted last year on CareerConnect including roles with IBM, Hewlett Packard, BT, G-Research, Amazon, Softwire, Skyscanner, Ocado and more...

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Main locations: Abingdon, Burton upon Trent, Stevenage, Warrington + US & Netherlands

About us: Tessella is the Analytics World Class Center of the Altran Group. We offer analytics and data science consulting services to global organisations at the forefront of science and technology. We are scientists and engineers who enjoy solving complex, real-world problems that call upon our deep domain knowledge, analytics skills and use of cutting edge technology. We are proud that the work we do makes a difference to the world, e.g. increasing productivity in the development of new medicines; designing satellites to observe and understand the universe; harnessing fusion power to provide unlimited, clean energy.

Opportunities available: We seek Data Scientists / Software Developers to help our customers make informed business decisions based on better understanding of their data. Projects are challenging, varied and can include data analytics, informatics and software engineering. You will be expected to quickly learn new domains and technologies and apply innovative thinking and transferable skills to solve new challenges.

Graduates sought: BSc, MSc or PhD in science, mathematics or engineering. Postgraduates are encouraged.

Annual vacancies: 20+

Application advice: Apply online at http://jobs.tessella.com or send your CV and a covering letter to jobs@tessella.com. We accept applications and recruit throughout the year.
CONSULTANCY

Management consultancy offers variety, intellectual challenge and the chance to work in high performance teams with big-name clients. Critical skills include team-working and communication, analytical and problem solving skills, commercial awareness and ability to deliver results.

Consultants help client organisations improve their performance, for example by assessing the business case for new products or expansion to new markets; or advising on scaling back, closing operations, reorganisations and cost-cutting – and all points between, such as improving systems and processes, and building better teams.

Graduates are expected to play an active and productive role in projects from the start, working with staff at all levels, and can quickly gain experience across a wide range of industries. However, new entrants should also expect long hours, extensive travel and lots of time working on spreadsheet analyses and presentations - rather than strategising with the CEO in the boardroom.

Consulting firms range from large, multinational firms working across a variety of industries, to niche consultancies specialising in expert advice on a specific industry, such as healthcare, media, or financial services. Broadly, work tends to be divided into:

STRATEGY CONSULTANCY: Understanding and finding solutions to strategic problems faced by an organisation: eg, understanding competitors; the market; and/or future drivers of growth. Projects tend to be fairly short, and roles often involve significant travel.

IMPLEMENTATION CONSULTANCY: Developing a strategic idea or solution and making it a reality. Consultants are often based at the client organisation and ensure that all elements of a business – people, technology and processes – come together to deliver a successful outcome. Projects tend to be longer than in strategic consultancy.

A few firms recruit all year round (eg, Accenture and Newton Europe) or on a ‘rolling basis’, reviewing candidates and filling positions as applications are received.

CASE STUDY INTERVIEWS are central to the process. ‘Cases’ challenge you to show you can think through business problems like a consultant and, generally, you will need to do a good job on every ‘case’ and an outstanding job on a couple of them. Use The Careers Service resources and workshops to prepare:

• Read our guidance www.careers.ox.ac.uk/case-study-style-interviews.
• Attend case study workshops at The Careers Service, with student societies and run by companies.
• And practise - practise with friends and societies.
• Consultancies advise across all sectors and so work experience in any sector can help you develop commercial awareness and display relevant skills.

Internships are becoming more common but are not offered universally (look for deadlines between November and January).

EXTRA-CURRICULAR IDEAS

• Become active in a student society, such as the Oxford Management Society, CapitOx or the Oxford Guild.
• Sign up for Insight into Business (p.34) to introduce you to core business concepts and enhance commercial awareness.
• Join The Student Consultancy (p.33) for training and term-time consulting experience. Teams work on real business problems faced by their clients: local companies, charities and other organisations.
• Work as a consultant with other societies: eg, Oxford Strategy Group; Oxford Consulting Initiative; Oxford Microfinance Initiative.
• Get involved with activities that provide commercial insight and demonstrate impact, eg, lead the marketing for a play, manage a recruitment drive for your society, run the college bar, participate in a College telethon, manage the budget for a college ball.

MORE INFORMATION:

www.careers.ox.ac.uk/consultancy
simisola oyesanya
business analyst,
McKinsey and company.

BA Economics and
Management,
Christ Church College, 2016

what: my job involves solving problems faced by the key decision makers in public and private sector organisations. we work alongside our clients to find the best possible solution. What this means in practice is that my job changes every day and each McKinsey Business Analyst will have a completely different experience. Day to day, a significant amount of time is spent discussing the problem at hand trying to tease out potential solutions, which we then test through more analysis.

best bits: there are a lot of things to enjoy about the job, but in true McKinsey style I’ll give three!
- variability and breadth: every day at the firm is different. the breadth of experiences across both client work and extra-curricular opportunities is exceptional. this is great for me as there’s little pressure to specialise early and each study is different from the last so I’m kept on my toes, constantly picking up new information and new skills.
- the learning: learning is taken very seriously at McKinsey. alongside a superb calendar of formal learning programmes the firm operates an apprenticeship model which is taken very seriously. at every point in your career you are put in a position that stretches you with the assurance of the full support of colleagues in your team.
- the people: from BA to senior partner and including clients, everyone I’ve met has been both interesting and interested. McKinsey is very team-oriented and from your day one you’re given the confidence that you are an important part of the team and your opinion and analysis are very much valued.

shifting focus: from speaking with friends and colleagues, there doesn’t seem to be a typical profile for a McKinsey Business Analyst as we hire from a variety of diverse backgrounds. after a couple of banking internships I heard about McKinsey in my second year through a friend and started thinking about consulting more seriously. I went to a lot of events in Oxford, liked the people and decided it was worth applying, and here I am, delighted I did.

will patterson
business consultant, applied predictive technologies

M.Phys Physics,
Exeter College, 2012

what: being a Business Consultant at APT involves delivering top quality analysis to clients, and conveying this in a manner that will convert to the most value possible. this entails a high level of responsibility that enables you to work in an entrepreneurial manner from day one.

why: the role of a BC at APT particularly appealed to me due to the unusually high amount of client exposure offered to new hires. this is an element of the job that I find hugely valuable for my professional development. in addition, APT is a rapidly growing firm which makes it an exciting and dynamic place to work. the fact that we work in long term software licenses with our clients offers you the unique opportunity to develop lengthy client relationships.

advice: if you are interested in working in consultancy, it can do you no harm when it comes to interviews to have previous experience in the sector. failing that, any other relevant or interesting experience will always make you stand out as a candidate. any demonstration of entrepreneurship also goes a long way.

I found out about APT at the consultancy fair where I had the opportunity to talk to some members of the team about their personal experiences. I would recommend anyone interested in APT or consultancy in general to go to the fair and talk to the firms of interest. it’s by far the best opportunity to get a better feel for the company, and clarify any questions you may have.

top tips: when it comes to consultancy interviews, practice really does make perfect. Find a friend who is also interested in the industry and practise case study interviews with each other. Frameworks can be helpful but don’t overdo it and learn loads of them – it is very obvious at interview if you are just regurgitating material rather than carefully thinking through the specific problem.
Elizabeth works within our emerging technology practice as an AI and Robotic Process Automation practitioner. And Accenture’s healthy work/life balance ethos means she can also enjoy hiking, time with her nephews and building her own catering company to support the homeless, so she can truly be herself and make a difference.

Apply now at accenture.com/gradfutures

We're Alfa. We're a fast-growing fintech company who bring our mission-critical software to the likes of Mercedes-Benz, Siemens and Toyota.

We have a vibrant, supportive culture.
Alfa employees are creative, dynamic and hardworking. We hold numerous team events that bring us together. We’ve grown to become a global player, but we’ve kept our small company feel.

We have a lot to offer.
We offer a range of roles in both consulting and development, many as international secondments. Our comprehensive training will school you in Java and our entire tech stack, allowing you to carve out your own unique career. We also offer an excellent benefits package and a £40k starting salary.

We believe in diversity of thought.
You don't need a technical degree to work with us, but you will demonstrate a genuine interest in learning how to develop software, as well as outstanding talent and achievement, including an excellent academic record (a 2:1 degree and As and Bs at A-level).

Apply for one of our graduate positions today.
### Alfa

**Main locations**: Based in London with operations in the US, Australia, New Zealand and Europe  
**About us**: Alfa helps asset finance companies improve their business performance by implementing our software and applying our wide-ranging experience of the industry. Blue-chip clients such as Bank of America, Deutsche Bank, Société Générale and Toyota Financial Services have reaped the benefits of Alfa’s finest assets: our people. You will begin your career either on a client site or based in the office and your first role will typically be software development. As you gain more knowledge of the business and technology, you will have increased responsibility in our business change implementation projects. We only recruit people who we think will get on with each other, so the atmosphere is friendly and inclusive.  
**Opportunities available**: Graduate scheme  
**Graduates sought**: Graduates from any discipline  
**Visa sponsorship**: No  
**Graduate salary**: £40,000  
**Vacation work**: Not at this time  
**Annual vacancies**: 20-25  
**Application advice**: Online (CV and Cover letter)  

### The Boston Consulting Group (BCG)

**Main locations**: London and 84 other offices worldwide  
**About us**: The Boston Consulting Group (BCG) is a global management consulting firm and the world’s leading advisor on business strategy. We partner with clients from the private, public, and not-for-profit sectors in all regions to identify their highest-value opportunities, address their most critical challenges, and transform their enterprises. Our customised approach combines deep insight into the dynamics of companies and markets with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, build more capable organisations, and secure lasting results. Founded in 1963, BCG is a private company with 85 offices in 48 countries. For more information, please visit our website.  
**Opportunities available**: Associate and Senior Associate positions  
**Graduates sought**: All degree disciplines  
**Visa sponsorship**: Yes  
**Graduate salary**: Competitive  
**Vacation work**: Summer Associate positions  
**Annual vacancies**: No fixed quota  
**Application advice**: Both applications require a CV and covering letter only.  
Full time: Applications accepted from 13th September until the 26th October 2017.  
Summer internship: Applications accepted from 1st January until the 27th January 2018.  

### APT

**Main locations**: UK (Central London), North America, South Africa, Taiwan, Japan, Australia  
**About us**: Founded in 1999, APT is in the business of changing the way leading global companies make decisions. Using a combination of strategy consulting and in-house technology, we empower consumer-focused companies to conduct business experiments. Precise measurement of cause-and-effect relationships between trials and outcomes allows leaders to predict and maximise the ROI of high-value decisions. You will have the opportunity to work closely with senior executives, collaborate with exceptional peers, and achieve rapid career advancement. You are expected to not only have a tremendous impact in transforming our clients, but also a leading role in shaping APT’s future. APT’s client portfolio includes Walmart, Coca-Cola, Starbucks, Boots, Dixons Carphone, ASDA, Argos and many others, with the London Office supporting our client base in Europe, Middle East and Africa.  
**Opportunities available**: We are looking for motivated and analytically-minded graduates and postgraduates who are excited by the intersection of business analytics and technology. Upon joining, individuals will spend two weeks in Washington DC for introductory training.  
**Graduates sought**: Any discipline.  
**Visa sponsorship**: APT sponsors work visas for successful international applicants.  
**Graduate salary**: Starting salaries of over £50,000 per annum.  
**Vacation work**: No.  
**Annual vacancies**: Multiple openings.  

### CIL

**Main locations**: We have two offices – one in London, and one in Frome, near Bath in the South West.  
**About us**: CIL is a consulting firm with a market-leading position within our niche. Most of our engagements involve an M&A element, primarily to provide commercial due diligence and strategy consulting for leading private equity firms in the UK and Europe.  
**Opportunities available**: The analyst role is the first stage in a strategy consultant’s career. It is a highly demanding job – we will expect a lot from you, but you will receive first class training and will gain valuable experience with which to build a successful career. CIL analysts are an integral part of our project teams, and over their first year will be expected to grasp new business models quickly, take responsibility for testing commercial hypotheses and carry out rigorous quantitative analysis.  
**Graduates sought**: We have strict qualification criteria. These are:  
1) 2.1 or higher undergraduate degree, any discipline  
2) The successful candidate must have the right to work in the UK  
3) Excellent numeracy and completely fluent written and spoken English  
**Application advice**: To apply, please send your CV and a covering letter explaining why you want to meet us to careers@cilconsultants.com.
Marakon

Main locations: London, New York, Chicago, Boston, and Houston.

About us: We are a leading strategy consulting firm with over 35 years’ experience helping CEOs and their teams build stronger, more successful organisations. Our clients hire us when their ambitions are high but the way forward is unclear, and when long-term success is as important as immediate impact.

Opportunities available: By joining Marakon you will work with leading global companies on the greatest strategic challenges they face, providing diverse opportunities to develop and the skills for you to have lasting impact. But you won’t be on your own: at Marakon, you will be part of a firm that places huge emphasis on supporting you throughout your career. In your first two years, you will receive over 300 hours of formal training to get to grips with strategy, finance, communicating with impact and stakeholder engagement. Throughout, you will receive mentoring from a dedicated buddy and senior coach to help you fulfil your potential, and enjoy annual Worldwide Associate Conferences with your peer group and external experts.

Graduates sought: We take outstanding applicants from any discipline who can demonstrate: minimum 2.1 degree; genuine interest in business; analytical and creative approaches to problem solving; excellent communication skills; confidence with humility; independent thinking with strong collaborative skills; and desire to be part of a tight-knit team.

Visa sponsorship: Yes

Graduate salary: Highly competitive

Annual vacancies: 4-6

Application deadline: 3rd November 2017

Email: MKNUK-Recruiting@marakon.com

CVA

About us: CVA is a global strategy boutique, with offices across Europe, the Asia-Pacific region, and in the US. We provide highly bespoke advice rather than ‘off-the-shelf’ consulting to large corporates – often household names – at their national, regional, and global levels. Although a boutique, we work in many industry verticals, with a current focus on energy, automotive, financial services, 3M (mining, metals, and materials), as well as a number of crossover areas such as new mobility and digital innovation. We are a vibrant close-knit community, working in small teams of crossover areas such as new mobility and digital innovation.

Recruitment criteria: Any degree discipline, minimum 2.1. An outstanding academic record, have good commercial awareness, be able to demonstrate quantitative skills, and have exceptional extra-curricular achievements. Fluent French / German is an advantage but not essential.

Application process: Graduate application deadline: Tuesday 31/10/17

Summer Internship application deadline: Friday 19/01/18

For all information and to apply, please follow this link: http://www.corporate-value.com/london-office-recruitment

Contact for applications: recruituk@corporate-value.com
**Eden McCallum’s Analyst Programme.** Please refer to our website

**Main locations:** We are accepting applications to join our London and Amsterdam offices. Fluency in English is required for all roles, as well as fluent Dutch for roles in Amsterdam.

**About us:** Eden McCallum is redefining management consulting. We support clients to resolve their most pressing issues of strategy, operations and organisation. Working with a group of independent consultants of the highest calibre, we have pioneered an approach that delivers tangible impact, client ownership, and great value.

**Opportunities available:** 3-6 business analysts across our London and Amsterdam offices, with possibility of working on projects in our Zurich office if fluent in German. Our two-three year programme combines year-round structured training sessions with on-project mentoring and support. You will be assisted in developing the full consulting toolkit, from financial analysis through to negotiation skills, working with some of the best consultants in the world.

**Graduates sought:** Undergraduate and Masters students (not MBA).

**Visa sponsorship:** No.

**Graduate salary:** Competitive.

**Application advice:** London office deadline Sunday 7th January 2018. Amsterdam office deadline Sunday 6th May 2018. Send your CV and cover letter to analystrecruitment@edenmccallum.com

**Annual vacancies:** 12-15 graduate positions, 2-5 summer internships.

**Vacation work:** No.

**Competitive.**

**Visa sponsorship:** No.

**Graduate salary:** Competitive.

**Application advice:** London office deadline Sunday 7th January 2018. Amsterdam office deadline Sunday 6th May 2018. Send your CV and cover letter to analystrecruitment@edenmccallum.com

**Annual vacancies:** 12-15 graduate positions, 2-5 summer internships.

**Vacation work:** No.

**Competitive.**

**Visa sponsorship:** No.

**Graduate salary:** Competitive.

**Application advice:** London office deadline Sunday 7th January 2018. Amsterdam office deadline Sunday 6th May 2018. Send your CV and cover letter to analystrecruitment@edenmccallum.com

**Annual vacancies:** 12-15 graduate positions, 2-5 summer internships.

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**Annual vacancies:** 12-15 graduate positions, 2-5 summer internships.

**Vacation work:** No.

**Competitive.**
We are a strategy consulting firm serving top management of leading corporations.

Since our inception in 1979, we have chosen to work for a limited number of leading international firms with whom we build long-term relationships.

We apply fact-based, quantitative analysis to competitive problems and get involved in the implementation of our recommendations.

We develop consultants with cross-industry experience and cross-functional expertise.

We promote from within.

If you wish to join our team, please forward a CV and covering letter to:

Patricia Bahs  
Mars & Co  
12-18 Grosvenor Gardens  
London SW1W 0DH  
www.marsandco.com
TO THE NTH DEGREE

A community of minds as quick as yours. A culture that supports and spurs you on. A consultancy that challenges you to change entire organisations for the better. Come find yourself a home: newtoneurope.com/belonging

OLIVER WYMAN

www.oliverwyman.com/careers

Main locations: London and other locations across the Americas, Asia, Australasia and Europe
About us: Oliver Wyman is a global leader in management consulting. With offices in 50+ cities across nearly 30 countries, Oliver Wyman combines deep industry knowledge with specialised expertise in strategy, operations, risk management, and organisation transformation. Our 4,500 professionals help clients optimise their business, improve their operations and risk profile, and accelerate their organisational performance to seize the most attractive opportunities.
Opportunities available: As a Consultant you will:
• Work in teams to solve high level business problems facing Global 1000 clients
• Lead complex quantitative, strategic and financial analyses of corporations and businesses
• Receive broad exposure to a variety of industries including: Automotive, Aviation, Communications, Financial Services, Energy, Health & Life Sciences, Media, Retail, Surface Transportation and Technology.
Graduates sought: We look for initiative, intuition and creativity with a strong background in problem solving and analytics. We do not require a specific academic major or industry experience.
Visa sponsorship: Yes
Graduate salary: Highly competitive
Vacation work: Summer Internship
Application advice: Please submit CV and cover letter via www.oliverwyman.gtios.com by 25 October 2017 for entry-level/graduate positions and by 10 January 2018 for Summer Internships.
Email: recruiting.uk@oliverwyman.com

oxera.com/careers

About us: Oxera is one of Europe’s leading microeconomic consultancies. We advise companies, policymakers, regulators and lawyers on economic issues connected to competition, finance, regulation, state aid and litigation, in sectors that run the gamut from utilities to financial services, via the film industry, IP and high-tech, and many more. Working at Oxera means contributing to projects from day one. You’ll be part of the team, working with some of the brightest and most experienced minds in the industry. At Oxera, we value a good work–life balance and diversity of background and thought. You’ll need to bring exceptional technical skills, a strong team ethic and the intellectual curiosity to get to the heart of the issue.
Graduates sought: The ideal candidate will have a postgraduate degree in Economics, Econometrics or Finance with a solid background in microeconomics. Knowledge of SQL, R and Python, and fluency in French, Italian, German or Dutch are highly desirable.
Visa sponsorship: Yes (graduate positions)
Graduate salary: Highly competitive
Vacation work: Yes—summer internships
Annual vacancies: 8–10 Analysts and 8–10 summer interns
Application advice: Please submit an online application at oxera.com/careers.
Applications will close when positions are filled.
Email: HRQueries@oxera.com
Main locations: 14 offices across 4 continents
About us: “What is the future of television? How much should we invest in emerging markets? What do I need to do to win with Millennials?” We answer the toughest questions facing businesses. We do rapid, high impact projects for chief executives and boards. In our London office, we have deep expertise in retail, leisure, consumer goods, media, technology and business services. We are looking for graduates with outstanding analytical minds and eclectic interests: we encourage candidates from all disciplines. In addition to market-leading compensation and training, we offer up to 4 weeks of extra unpaid leave each year, grants to help you pursue your interests, and host biannual offsites (recently Chicago and Amsterdam)—business needn’t make you boring. Interested? We’d like to talk.
Graduates sought: Any discipline.
Applications requiring visas: Yes.
Starting salary: Top quartile.
Application advice: Online CV and covering letter, apply by Sunday 5 November 2017.
Annual vacancies: No fixed quota.
Email: recruitment@occstrategy.com

Main locations: London
About us: Parthenon-EY is a global strategy consultancy specialising in pure growth and transaction strategy. Our employees enjoy unparalleled contact with influential and highly experienced professionals across a multitude of sectors. The London office focuses on Private Equity, Business Services, Education, Consumer, Healthcare, Industrials, Oil & Gas and TMT. Through formal and on-the-job training and mentoring, Associates acquire valuable analytical and interpersonal skills that not only make them effective at Parthenon-EY, but also equip them with expertise applicable to any career they choose to pursue. Associates contribute to projects in a multitude of ways: from market analysis, customer interviews to task force leadership. Parthenon-EY’s non-hierarchical environment enables Associates to take initiative and drive their Parthenon-EY experience.
Opportunities available: We recruit graduate or postgraduate candidates from any degree discipline, who have a minimum 2:1. Successful candidates are intellectually curious, hardworking, have an enthusiastic and approachable demeanour with an entrepreneurial mind-set.
Visa sponsorship: Will sponsor work VISA’s for successful international applicants
Graduate salary: Highly Competitive
Vacation work: 8 week summer internship programme for penultimate year students.
Annual vacancies: No fixed quota
Application advice: Submit your CV and cover letter to www.parthenon.ey.com. The full-time Associate deadline is the 01.11.2017. The Summer Associate Internship deadline is the 10.01.2018.

Unconventional thinking. Real impact.
These are the words we use to define who we are, what we value and what we seek in individuals.

Interested in strategy consulting?
Come and meet the team to learn more about Parthenon-EY

Important dates

- Parthenon-EY Info Session: Wednesday, 25 October 2017, Time: 6:00 p.m.
  Malmaison, Oxford Castle, 3 New Road, Oxford OX1 1AY

- Application Deadlines:
  Wednesday, 1 November 2017
  Full-time Associate position
  Wednesday, 10 January 2018
  Summer Intern Associate position

To learn more about Parthenon-EY please visit parthenon.ey.com

Parthenon-EY is a leading advisory organisation focused on strategy consulting. We are committed to combining our unconventional thinking with our clients’ smarts to deliver actionable strategies. Successful candidates are intellectually curious and hardworking with an entrepreneurial mindset.
CONSULTANCY

Where you want to be.

With more than 50 offices across the globe and a track-record of nearly 50 years, Roland Berger has successful operations in all major international markets. Our key values of entrepreneurship, excellence and empathy are firmly rooted in our culture. We deeply value unique and diverse personalities and strongly encourage entrepreneurial spirit and novel ideas.

At Roland Berger, we offer you the freedom to develop your career and reach your goals. You can take on responsibility from the start and actively shape your career, while we help you develop your potential. We are looking for people who pay attention to detail, but keep sight of the big picture. As a consultant with us, you can be where you want to be.

RBB Economics offers career opportunities for entry level economists

Who are we?
RBB Economics is an independent economics consultancy specialising in competition policy. We are one of the largest competition economics practices in the world, with offices in London, Brussels, The Hague, Johannesburg, Melbourne, Madrid, Stockholm, Paris and Düsseldorf. Our work concerns the behaviour of firms with market power and covers issues such as mergers, vertical agreements, joint ventures, price setting and the abuse of dominant positions.

We work in dedicated, multi-national teams which combine the experience and expertise relevant to each case. This enables us to respond to our clients’ needs in a focused and flexible manner. We offer a hands-on service, supporting and working in partnership with our clients and their legal advisers.

Our working environment
The work at RBB is stimulating, challenging, demanding and rewarding. We give our staff the opportunities they need to flourish professionally, including early responsibility for our work product and to engage directly with clients and their legal advisors as well as with competition authorities. However, we always offer our staff support, guidance and career progression advice from more experienced team members.

RBB is meritocratic, not hierarchical and offers a supportive and highly sociable working environment that adds greatly to the enjoyment of working here.

Our clients
RBB have built up strong relationships with clients from all areas of industry and commerce as well as with all of the major law firms specialising in competition law. Over the years we have been involved in hundreds of the most high-profile competition cases around the world. Our expertise is wide ranging, from industries such as energy, mining and steel, to the manufacturing of sophisticated medical equipment, financial services and sports rights.

Our requirements
We’re looking for exceptional, highly motivated economists to join our multi-national team. If you have outstanding academic credentials and flourish in the face of complex, intellectually challenging issues then we would love to hear from you.

Qualifications are usually to postgraduate level, preferably with an interest in industrial organisation. We are looking for consultants with a range of quantitative and analytical skills, and the ability to communicate complex economic concepts in a clear concise style.

To apply
To apply, please send your CV with a covering letter explaining why you would like to join RBB Economics to vacancies@rbbecon.com

www.rbbecon.com
www.tessella.com

Main locations: Abingdon, Burton upon Trent, Stevenage, Warrington + US & Netherlands
About us: Tessella is the Analytics World Class Center of the Altran Group. We offer analytics and data science consulting services to global organisations at the forefront of science and technology. We are scientists and engineers who enjoy solving complex, real-world problems that call upon our deep domain knowledge, analytics skills and use of cutting edge technology. We are proud that the work we do makes a difference to the world, e.g. increasing productivity in the development of new medicines; designing satellites to observe and understand the universe; harnessing fusion power to provide unlimited, clean energy.

Opportunities available: We seek Data Scientists / Software Developers to help our customers make informed business decisions based on better understanding of their data. Projects are challenging, varied and can include data analytics, informatics and software engineering. You will be expected to quickly learn new domains and technologies and apply innovative thinking and transferable skills to solve new challenges.

Graduates sought: BSc, MSc or PhD in science, mathematics or engineering. Postgraduates are encouraged.

Annual vacancies: 20+
Application advice: Apply online at http://jobs.tessella.com or send your CV and a covering letter to jobs@tessella.com. We accept applications and recruit throughout the year.

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Management Consultancy Fair
Wednesday 18 October
Exhibitors from 14.30-18.00
Oxford Town Hall
EDUCATION

Education is one of the most popular sectors for Oxford graduates. It’s a broad sector – covering teaching as well as diverse areas such as publishing, policy, administration, charities and NGOs, educational psychology, and museums.

Teaching can be a hugely rewarding career, demanding communication skills, energy, and a commitment to inspiring students. It’s not for everyone, but offers an opportunity to make a difference, to use your subject, and to advance your career in a variety of directions. Teachers can rapidly specialise into managerial, pastoral or training roles in schools. Many also move into education roles in other areas.

GETTING IN AND ENTRY POINTS

To teach in a state school in the UK, you will need qualified teacher status (QTS). Routes to gain QTS divide into two main types: SCHOOL-LED: e.g., Teach First, School Direct, HMC Teacher Training, Researchers in Schools, Overseas-trained teacher programme and some School-Centred Initial Teacher Training (SCITT); and UNIVERSITY-LED in partnership with schools (PGCE, PGDE, SCITT). Whichever route you choose to follow, it’s more or less essential to have done a period of observation in schools prior to application.

Universities offer one-year PGCE courses with substantial teaching practice in schools, with student bursaries (dependent on subject and degree class) and tuition fee loans available to cover costs. For School Direct, you are based in a school and linked with a local university: places are funded in the same way as a PGCE but there is also a salaried option. Teach First is a two year programme addressing educational disadvantage by placing top-calibre and highly motivated graduates into paid employment in challenging schools: alongside being a practising teacher you have access to internships and personal development opportunities.

There is no formal requirement for a teaching qualification in the independent sector. Some independent schools offer on-the-job training, including HMC Teacher Training. Others recruit recent graduates through graduate assistant roles, particularly in boarding schools. CareerConnect and the Times Educational Supplement (TES) are good sources of vacancy listings for independent schools.

Teaching English as a Foreign Language (TEFL) and private tutoring are popular short-term occupations on leaving Oxford, but can also be longer-term careers. A degree from Oxford may be the only qualification needed for some teaching jobs, but experience is always helpful for applications, and a TEFL qualification may make it easier to find work abroad.

There are a few graduate training programmes in education policy and administration. The Ambitious Futures programme www.ambitiousfutures.co.uk offers a 15-month rotational programme at a number of universities, including Oxford, for graduates with the potential to reach senior positions in university administration and management. Imperial College also runs a graduate management and finance training scheme. Education policy could form part of the Civil Service Fast Stream or local government schemes such as the National Graduate Development Programme. The TES and the Guardian are key publications for opportunities in the Education sector.

MARIANNA HAY

Teach First

“Doing Teach First at the start of my career was one of the most important decisions I took. My time on the programme taught me to be resilient and to be professional. It opened my eyes to the educational inequalities we face in society and has given me the drive to spend my career doing what I can to address this.”

For Marianna’s full profile see p.73

EXTRA-CURRICULAR IDEAS

+ Observe teachers at work in local schools. Insight Into Teaching, (p.34) run by the Careers Service, offers three days in schools around the UK. The Teaching Agency runs formal schemes for shortage subjects (Maths, Physics, Chemistry, English, Geography and Modern Languages). Alternatively, approach schools directly to ask if you can observe lessons, or help in other ways.

+ Get international teaching experience in the summer vacation through The Internship Programme (p.39).

+ Volunteer your time with local children through organisations such as Jacari, KEEN or Oxford Hub’s Schools Plus programmes.

+ Develop pastoral skills by helping with Oxford University Scout & Guide Group, or volunteering with Sexpression Oxford to promote sexual health.

+ Offer mentoring for UNIQ Summer School participants, volunteer with Oxford University Admissions or work with Target Schools to promote access to university, or with OxFizz to give interview practice, mentoring, or to run summer camps.

MORE INFORMATION:

www.careers.ox.ac.uk/tefl
**GILLIAN MCCLOY**  
PGCE Secondary (Physics)  
at University of Oxford.

PGCE, Oriel College, 2017

**WHAT:** I will be taking up a teaching post in a state school in London from September 2017 following the completion of a 1 year PGCE. I knew I wanted to stay in Oxford for another year following my undergraduate degree and I had heard great things about the PGCE course from friends who had previously taken it. I had worked a little with the Department of Education during one of my modules and already knew some of the tutors well. On top of all that, I thought this course got the balance between department and placement just right and I knew it would suit me well!

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**HOW MY DEGREE HELPED:** Studying at Oxford was always a challenge, and usually quite intense but I felt it prepared me incredibly well for this year. I've learnt valuable skills of organisation and preparation but also how to relax well! I already knew the city and had lots of friends here who have been able to support me throughout my busy PGCE year. I also chose to stay at my college, Oriel, and it's so good to have college as a home away from home.

**THE BEST BITS:** My highlight is probably one of my last lessons with a class with zero motivation for science. I had spent ages planning a really fun revision lesson for them and was terrified they would just stare at me for the whole time but they got on board with all my games and had a really good time!

One pupil's comment made my day: "Is that the bell already?"

**TIPS FOR SUCCESS:** It is really important to be organised but you also need to be willing to adapt very quickly. Try new things, make mistakes and learn from them. Remember, every lesson is a new lesson!

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Ark Teacher Training gives the best graduates the chance to transform lives through education.

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Main locations: France and Singapore, with an option in the USA (campus exchange with Wharton)

About us: The INSEAD PhD is a 5-year full-time programme that is carefully designed to prepare you to be at the forefront of business research, as a professor of management. For the September 2018 intake, we are recruiting 16-18 of the brightest and most creative minds to join INSEAD’s premier doctoral degree. With the INSEAD PhD, you will:
- Receive full funding for 5 years (full 12 months) – tuition fee waiver, stipend, research and conference budget, and health insurance
- Be a part of an international PhD community, and work alongside renowned faculty members
- Secure top placements in leading business schools and universities worldwide
- Specialise in one of the eight areas of specialisations: Accounting, Decision Sciences, Entrepreneurship, Finance, Organisational Behaviour, Strategy, and Technology and Operations Management

Application advice: We welcome applications from senior undergraduates, new alumni with little or no work experience, or experienced professionals who are determined to pursue a global career as a management professor. A formal business education, Masters or research experience is not compulsory. Online application starts in September 2017. Minimum admissions requirement includes a valid GRE or GMAT test. Submission deadline: January 2, 2018. For more details, visit www.insead.edu/phd/admissions or email phd.info@insead.edu.

Oxford SU’s Target Schools
OXFORD

We work on inspiring young people from disadvantaged backgrounds to apply to Oxford, through shadowing schemes, training, and roadshows. By volunteering you will develop your interpersonal and communication skills. If you join the organising team for the shadowing scheme you will learn vast amounts about teamwork, project management, leadership, and financial management, in a context of making an exceptional difference to the lives of young people.

To get involved, please email target@oxfordsu.ox.ac.uk
TEACHING
YOUR FUTURE  THEIR FUTURE

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- English
- Geography
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- Science (Biology, Chemistry, Physics)

- Possible to gain 60 masters level credits
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www.education.ox.ac.uk/courses/pgce/
pgce.admissions@education.ox.ac.uk
01865 274020
ENERGY + ENVIRONMENT

From multinational oil companies to specialist technology firms, regulatory bodies to think tanks, national power generation companies to micro-generation schemes, conservation charities to mining corporations, carbon consultancies to commodities traders: the range of opportunities in this sector is immense.

Students consider a career in energy or the environment for a range of reasons. You may want to make a positive impact and have ethical reasons for considering roles in conservation, environmental consultancies, or energy companies. Large energy companies may also suit those looking for a truly international career, and those interested in large scale project management.

Environmental awareness is not limited to careers that are traditionally considered green. Existing businesses are changing — consider the development of hybrid and electric cars, or Marks and Spencer’s plan to become the world’s most sustainable retailer. A new breed of firms exploiting the drive from business to operate in a more environmentally sustainable way has emerged. Large energy companies, too, are diversifying their businesses in order to meet future energy demands, and ‘traditional’ utility companies are increasingly finding integrated approaches to providing electricity, generating power from a mix of sources.

Although recruitment into some areas of the energy industry are impacted by fluctuations in oil prices, on the whole opportunities abound for engineers and scientists. The sector also recruits graduates into roles in Finance, IT, HR and Marketing – sometimes in dedicated graduate schemes.

GETTING IN AND ENTRY POINTS

The diverse nature of this sector is reflected in the wide range of possible entry points. Graduate schemes offered by large energy companies and multidisciplinary consultancies tend to recruit students from any discipline, with closing dates towards the end of Michaelmas Term or early in Hilary Term. Highly technical or research roles may require a related Masters degree or DPhil.

The renewable energy and environmental industries are dominated by small or medium-sized organisations with only occasional vacancies, and may require relevant expertise (perhaps gained through a relevant postgraduate qualification). It’s important, therefore, that you network as much as possible and let your contacts know that you are available for work. If you’re willing to work on a short-term or voluntary basis for an organisation, you may be in a strong position should a paid vacancy arise.

Most large energy companies offer internship schemes. Especially in the environmental sector, relevant work experience is important. A wide range of sustainability organisations have formal (but unpaid) internship schemes (including Oxford Hub), but be proactive and make speculative applications through networking.

JENNA HOLDER
Renewable Energy Consultant, RINA Consulting

“Seek out varied and relevant extra-curricular activities. For me, the Oxford Energy Society taught me a lot about different facets of the energy sector and responsibilities within OUSU’s Environment and Ethics group were useful interview examples.”

EXTRA-CURRICULAR IDEAS

+ Take an active role in relevant student organisations such as the Nature Conservation Society, the Energy Society, or OUSU’s Environment and Ethics campaign.
+ Stand for election for your college JCR committee, many colleges have an Environment and Ethics rep.
+ Volunteer with charities such as the Oxford Conservation Volunteers, the British Trust for Conservation Volunteers, or with sustainability charities that work with Oxford Hub.
+ See relevant sectors of this Guide for ideas to develop skills for roles in Engineering, Finance and Marketing If you are interested in a graduate scheme with a large energy company, see ‘Employability Skills’ (pp.31-32) for ideas on how to develop leadership and organisational skills for project management.

MORE INFORMATION:
www.careers.ox.ac.uk/energy/environment
**MOSTYN BROWN**
Consultant
(low-carbon energy),
Pöyry Management Consulting

**WHAT:** No one knows what Europe’s energy landscape will look like in 2050, but Pöyry has developed a suite of models and expertise to provide insights for project developers and investors. At Pöyry I specialise in the UK renewable electricity sector and the EU Emissions Trading System (ETS), the world’s largest carbon market. Recent projects include helping a client develop a strategy to secure a subsidy in an upcoming competitive auction, and a multi-client study to work out how to reform the EU ETS to account for additional policies which tend to suppress the carbon price.

**WHY:** Climate change is the biggest challenge of our times and decarbonising the energy sector in a cost-effective manner is key to securing a path to net-zero emissions. Through my work I’m able to learn how European energy markets work, explore the costs of various low-carbon technologies, and investigate the latest disruptive business models that may revolutionise this space in the decades to come.

**FINDING A PATH:** I chose to do a DPhil in biological molecular motors at Oxford because I was fascinated by the subject area and wanted three more years of university lifestyle and sport. Three years turned into six thanks to a Post Doc, during which I spent a good deal of time reading about climate change and speaking to various people in the energy space. In 2012 I left academia to carry out field research in South Sudan for Azuri Technologies who provide pay-as-you-go solar panels for off-grid households, before taking the job at Pöyry.

**ADVICE:** It was a big transition from biological research to energy economics and I had to work hard to make it happen… I would call people who were in roles that I was interested in and ask to meet for a coffee to hear their advice on how to get into the sector. People will only help you if they think you’re worth the effort so i) be prepared - know what you want out of the meeting and have lots of questions lined up about their career/company, and ii) bring your own personality and thoughts along to build a connection with the person. Also, don’t be afraid of failure and embarrassment. In my experience, most undergrads leave Oxford without having learnt how to fail. Failure is liberating because when it happens, you realise the world doesn’t end and it means you can take career ‘risks’ that others are too scared to take. If you haven’t failed anything recently, it suggests your ambition isn’t high enough.

**DPhil Biochemistry,**
Merton College, 2009

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**MIRIAM GORDON**
Geologist, BP

**WHAT:** I have spent the last three years in BP’s Aberdeen office, planning and monitoring the drilling of new, multi-million pound wells in the North Sea. I’m responsible for various aspects of each well, from estimating the hydrocarbon volume of the associated target to making real-time changes to the well trajectory during drilling, if necessary. Although the job is mainly office-based, I’ve had the opportunity to go offshore to a rig to understand the drilling process.

**WHY:** The work is challenging and fast-paced, with real responsibility from the outset and the opportunity to contribute something tangible and valuable to the company. Taking ownership of my work and the supportive, team atmosphere has built my confidence as well as my technical skills. Working in a larger company allows you to experience a number of different roles throughout your career, and I am about to move from production to exploration to learn a new set of skills and further my professional development.

**USING MY DEGREE:** I’m pleased that I’ve been able to use my Earth Sciences degree in my job, though there was a steep learning curve when I first started as my degree wasn’t focused on petroleum geology. Nevertheless, being able to pick up new concepts on the job is more important than prior knowledge and colleagues are usually very happy to help: you just need the courage to ask!

**ADVICE:** Most recruitment into larger oil & gas companies is through internships in the summer before the final year of your degree. It’s important to have demonstrated prior engagement with the industry, or even particular companies, when applying for an internship. BP, for example, run Discovery Days or the opportunity to shadow an intern for first and second year students, and may also hold recruitment events in Oxford.

**Earth Sciences,**
St Anne’s, 2014
SCIENCE ENGINEERING & TECHNOLOGY FAIR

Saturday 28 October
Exhibitors from 11.00-15.00
Exam Schools

www.careers.ox.ac.uk/fairs

THE Oxford Careers Fair
The fair for all sectors!
Saturday 14 October
Exhibitors from 11.00-14.30
Exam Schools

www.careers.ox.ac.uk/fairs

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Exclusive internship placements in many different sectors, in the UK and around the world

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EXTRA-CURRICULAR IDEAS

- Join Oxford’s Engineering Society, Biomedical Engineering Society or OxFEST (for women).
- Join UKSEDS (UK Students for the Exploration and Development of Space).
- Volunteer with Engineers Without Borders during your vacations to build your skills and take part in development projects. A branch has recently been started at the University.
- Take part in an inter-university competition such as Formula Student (run by the Institution of Mechanical Engineers to find the best race car).
- Read, and write a guest post for Developing Engineers, a blog written by young engineers.
- Share your passion for engineering with schoolchildren to also showcase your enthusiasm to future employers. There are a number of outreach programmes organised by professional bodies and the UK government, such as STEMNET.
- Join a professional engineering body as a young member – or represent students on their board.
- Enter the Institution of Civil Engineers’ Communications Competition.

MORE INFORMATION:

www.careers.ox.ac.uk/engineering
JENNA HOLDER
Renewable Energy Consultant, RINA Consulting

DPhil Materials Science, St Anne’s College, 2014

WHAT: For the past three years I have worked within the renewable energy division of RINA Consulting (formerly OST Energy). I am their photovoltaic (PV) module specialist, which means I provide the company with up-to-date knowledge on PV modules on the market, undertake PV technology reviews and carry out fault analysis on existing PV plants. This may involve travelling abroad to module factories, attending exhibitions and workshops, meeting manufacturers and reviewing the latest scientific R&D. I’ve recently started work within the nascent field of energy storage, with a personal focus on how battery technologies can be integrated into electricity networks around the world.

My DPhil has supported me in this role twofold. Firstly, my research topics facilitate my understanding of a range of different technologies and how they can work together to form a complete system. Secondly, my analytical and report-writing skills help with most of my day-to-day tasks.

WHY: It’s an exciting time to be a renewable energy consultant: you’re in a perfect position to see how the global renewables market is evolving. I think the sector is suitable for anyone who has a strong desire to help the world reach its renewables potential or who shows interest in any part of electrical power production. It’s a wide-ranging field and there are openings for a variety of levels of experience/technical knowledge.

GETTING IN: Initially, I found it tough to work out what jobs to apply for. Visiting the Careers Service and seeking out similarly-minded people were really useful in helping me to understand possible career options. I searched for a range of jobs after completing my DPhil and found this one via LinkedIn, which also advertises many other similar job openings. It’s worth tracking down the many sector-specific recruitment consultants or job mailing lists.

Most importantly, be open to new job ideas! For any scientists/mathematicians/engineers looking to join the renewables sector, I recommend that you undertake a project (final year, masters, PhD) in a relevant area or, at least choose related course modules.

TOMAS PFISTER
Deep Learning Scientist, Apple

DPhil Engineering Science, Wolfson College, 2015

WHAT: I work on artificial intelligence in Apple’s Cupertino office. My research focuses on computer vision, using artificial intelligence (specifically ‘deep learning’) to help computers understand what they see. I spend the majority of my time doing scientific research in artificial intelligence and improving products with it.

WHY: I love this field because it’s so creative and has almost limitless potential to improve the world. Silicon Valley is an amazing place to do that. People genuinely think anything is possible.

Getting started: Ever since I was a child, I loved observing people and understanding their feelings and emotions. During my undergrad in Cambridge, I became curious about whether computers could do that too. This got me into artificial intelligence, which I then pursued for my DPhil at Oxford.

After my DPhil, I decided to shift into industry, as that’s where most progress in AI is now being made.

Top AI companies have many of the perks of academia: freedom to do long-term research into problems that matter the most, sharing your findings with the community through publishing, and teaching. However, such companies have many more resources, such as computational infrastructure and large amounts of data for training AI methods. They also have a higher social impact, for instance building amazing products which are used by everyone, like the iPhone.

TOP TIPS: Ask yourself what problem breaks your heart in this world and work on solving that. Passion and motivation will follow. Wherever you go, remember to actively help the people around you, listen, and love them. That’s what really matters.

Be humble of your achievements, including your degree as you did not achieve them alone.

Slow down and embrace your limits. The world never runs out of things to do, but you will run out of energy if you don’t rest.

Remember that anything is possible.

FINAL WORDS: If you’re interested in computer science and artificial intelligence, learn about deep learning!
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The UK health and social care sector employs over 3 million people, of whom over 1.7 million work for the National Health Service, and the rest for public sector employers (such as local authorities), the private sector or for voluntary organisations.

The actual array of roles in the sector is vast, ranging from doctors and NHS managers to social workers. The Allied Health Professions alone include art/music/drama therapists, dietitians, occupational therapists, paramedics, physiotherapists, prosthetists, orthoptists, radiographers, and speech and language therapists.

GETTING IN AND ENTRY POINTS

A significant number of Oxford graduates each year study medicine as a second degree. Four-year, ‘fast track’ medical degrees for graduates are offered at several UK universities, with some funding available. Applications for these courses are made through UCAS and close in October, and entry requirements vary: some only accept applicants with a degree in Life Sciences, others specify certain subjects at ‘A’ level instead. Most use admission tests as part of the application process. Alternatively, you could apply for a second, full degree in medicine through UCAS. These may have less stringent entry requirements, but also have much more limited funding.

An alternative option for scientists interested in a career in this sector is the NHS Scientist Training Programme (STP). Workplace-based and salaried, the scheme trains people to become specialists in various disciplines from microbiology to medical physics. Closing dates are normally late in Michaelmas or early in Hilary Term. Many of the Allied Health Professions (see above) can be entered by undertaking a two-year postgraduate qualification. Search through the NHS Careers website’s course finder to check entry requirements and available funding. A science degree is normally required, with some exceptions.

Social workers can qualify via either an undergraduate degree or a postgraduate qualification. There may be opportunities for trainees working in support roles to undertake approved training courses, and Frontline’s graduate programme (www.thefrontline.org.uk) offers a new route into children’s social work by providing a paid, work-based course in which participants simultaneously complete a Masters in social work. Likewise, Think Ahead (www.wethinkahead.org) have launched a similar course in adult mental health social work.

Students wishing to train as psychologists in the UK need first to obtain the Graduate Basis for Chartered Membership (GBC) from the British Psychology Society (BPS). This may be done either through an undergraduate degree in psychology or through a conversion course. Relevant work experience is then required before embarking on a Doctorate in Clinical Psychology (funded by the NHS), or a Doctorate or Qualification in Counselling Psychology (normally self-funded).

EXTRA-CURRICULAR IDEAS

Volunteer with local charities and community organisations to help the vulnerable or disadvantaged. Pastoral experience is useful for all roles in the sector. You could initially do voluntary work on a hospital ward through student-run community groups, or through Oxfordshire volunteering organisations.

Get involved in Oxford SU Mind Your Head campaign to promote mental health awareness.

Become a Student Peer Supporter, your Common Room’s welfare rep, or volunteer for Nightline.

Arrange some work-shadowing in a hospital or health centre if you are thinking about graduate entry medicine, or apply to our Insight into Medicine programme (p.34)

MORE INFORMATION:

www.careers.ox.ac.uk/public-health /social-work /medicine-as-a-second-degree
HEALTH + SOCIAL CARE

AMELIA COOK
Academic Foundation Doctor at King’s College Hospital

WHAT: I applied to graduate-entry medicine courses during my final year and was devastated when I was unsuccessful due to a low UKCAT score. I took a deep breath, had several helpful meetings at the Careers Service, and decided that I really wanted to be a doctor. I went on a course to improve my UKCAT, sat GAMSAT as backup, and did everything I could to enhance my application.

Having spent a year working as a healthcare assistant at Helen and Douglas House Hospice, I reapplied successfully, accepting a place at King’s – my first choice. I am now working as a Foundation Year 1 Doctor, and despite debt, political uncertainty and long hours, I love medicine and am very glad I am a doctor!

With hindsight, I am glad that I had a relaxed year between Oxford finals and an intense medical degree. The skills and knowledge that patients and staff taught me at the Hospice has been invaluable both as a medical student and as a doctor, and I had a time to achieve personal ambitions like running a marathon.

BA Human Sciences, Harris Manchester College, 2010

TOP TIPS: It’s a long, challenging course, so think about what will enable you to be happy. Research courses carefully – teaching styles, content and application requirements are very varied – and look at where and for how long you may go on placements.

HOW MY OXFORD EXPERIENCE HELPED: My Oxford experience has been invaluable. My human sciences background provided a fascinating context for medicine, such as being able to think about evolution when studying anatomy, which helped with the absorption of vast volumes of new knowledge. I’ve used skills from my first degree when conducting qualitative research into health needs of refugee children; and being able to manage a busy timetable and extra-curricular activities has helped me adjust to the learning style and multiple choice exams required for medicine.

ROB YATES
Frontline

WHAT: I am currently training to be a Children and Families’ Social Worker in a London Local Authority. The job is incredibly varied, physically and mentally gruelling, and constantly fascinating. I still struggle summarising what the role entails as every week is different, but broadly speaking it’s working collaboratively with families, young people, schools, and a range of professionals in order to safeguard children and to support parents facing a variety of pressures and difficulties. Every day brings a new challenge, a new question to be pondered, and new people to listen to. I think the most rewarding aspect of the job is the conversations you find yourself in the middle of – with mums and dads, toddlers, teenagers – and just how searching and sensitive these conversations can be. I can think of few other roles which allow you to work so confidentially with people.

WHY: After dipping my toe into the world of publishing, I realised that I didn’t want a day job revolving entirely around books, or an office-desk for that matter. I spent a couple of years working abroad for education charities, wine bars and anything else I could find along the way. Returning in 2015, I felt that I wanted to work closely with people and with the difficulties people face; hopefully helping others to bring about some form of positive change in their lives, however small or unquantifiable. A friend of mine had already started Frontline and it sounded ideal.

ADVICE: I’d done some teaching, but I think I could have benefited from having a bit more experience working directly with children and families before I started in a Local Authority. It would have been good to have done some work in residential homes or perhaps as a youth mentor. This would have given me a chance to start developing some of the more specific one-to-one skills that I’ve needed to develop on the job. I’ve really enjoyed the feeling of having jumped in at the deep end, but a bit of prior hands-on experience is never a bad thing! The Prince’s Trust are often on the lookout for volunteer mentors and there are a host of other charities and Local Authorities who need similar people, not to mention residential homes which regularly recruit staff.
It was the opportunity to be out on the frontline helping people that really sold Think Ahead to me.

Jack – training to be a mental health social worker on the Think Ahead graduate programme.

thinkahead.org

www.careers.ox.ac.uk/insight-into-medicine

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Saturday 28 October
Exhibitors from 11.00-15.00
Exam Schools

www.careers.ox.ac.uk/fairs
EXTRA-CURRICULAR IDEAS

Spend as much time as you can gaining international experience and knowledge. Spend a summer on the Careers Service’s Internship Programme working on a development project, building your language skills and getting to know a region (p.32). Also:

+ Write relevant articles for student newspapers, journals or blogs, to demonstrate that you can use research to inform and influence opinion.

+ Take a course at the Language Centre, or otherwise hone a second language.

+ Join societies concerned with development and microfinance, and undertake a mini-consultancy project.

+ Look for the Skoll World Forum activities and the fringe events (Marmalade/OxJam) in April each year.

MORE INFORMATION:

www.careers.ox.ac.uk
/international-development
/ international-law
/ international-organisations
**ANNA SIMPSON**  
Department for International Development

From my first year in Oxford I started considering the “what next?” career questions and just like everyone else had no clue what to do post-graduation. However, I knew I wanted to “do good” in whichever job I chose and identified that was the most important factor for me selecting graduate schemes.

Since graduating I have worked for Mind (the UK’s biggest mental health charity) in their Strategy team for 6 months via the Charityworks programme, then in February joined the Department for International Development via their graduate scheme, to look at how we work with partners in the commercial sector to ensure efficiency and value for money. In DFID I have had the opportunity to work alongside a range of colleagues including aid programme managers and commercial specialists working on different policy issues. Irrespective of their role, everyone in DFID arrives each morning motivated to help the poorest people in the world, beat extreme poverty and fulfil the Millennium Development Goals – so it has so far been a fantastic experience.

Having a humanities background didn’t exclude me from finding jobs in development. As well as skills acquired during your Oxford degree, relevant experience is massively valued, meaning students from all backgrounds can make competitive grad scheme applications. I accumulated this experience by becoming Pembroke college’s Gender Equality rep, hosting speakers on FGM and running anti-domestic violence campaigns in college. I also travelled to Bulgaria with a charity called OXAB, to do research and volunteer in some refugee camps, and in my final year established a non-profit organisation called OXPAND providing free education to displaced students and refugees. It is not just your Oxford degree, but the fantastic extra-curricular projects available to us which make graduates stand out in interview.

Securing graduate jobs in both a national charity and the Civil Service has taught me how rewarding it is to work for a cause you are fundamentally passionate about. For those debating whether to pick a job based on a passion (as opposed to perhaps something more ‘strategic’ or ‘traditional’), stick to your instincts. There are jobs out there which allow you to be challenged, travel, pay off the bills (and the overdraft!), keep your weekends - but most importantly keep “doing good”.

**MAIRA SEELEY**  
Projects Officer, UK Foreign and Commonwealth Office (Amman, Jordan)

WHAT: I currently manage projects for the UK Embassy in Amman, and previously worked in Jordan on peacebuilding and humanitarian programmes for Syrian and Jordanian youth, and in Tunisia on programme M&E. I will begin Princeton University’s Master in Public Affairs programme in fall 2017.

GETTING IN: Students interested in the humanitarian or development fields should focus on developing practical skills – especially languages – in addition to their degrees. Over the past few years, I’ve found that employers and recruiters show most interest in skills that weren’t part of my degrees. Internships can be a great option during the summer, but make sure that they leave you with specific Transferable skills.

LANGUAGES: Learning a language to a professional level can be key, especially if it’s an uncommon one such as Arabic, Farsi, or Swahili. French is useful and actually required for some jobs. I never anticipated just how important Arabic would be for my career, but it’s proven essential. Consider language learning programmes: you can make a lot of progress through language exchanges with other students and friends (plus it’s fun). If it fits your budget, intensive summer courses are a great option but by no means the only route to proficiency. The Oxford University Language Centre is a valuable resource and its courses are inexpensive.

Also, consider ways to intern, travel, or work in the country or regions where the language is spoken, and really commit to learning as much as you can – some colleges and departments have travel grants that may help finance this.

OTHHR KEY SKILLS: Oxford offers great opportunities to gain voluntary or practical experience and further skills. Think carefully about your career path and do some research on what concrete skills are in demand, and try to make time for these on top of your coursework.

Training and experience in working with vulnerable people and minors; creating social media campaigns; web design; mastering Excel (beyond the basics); using Geographic Information Systems; and completing data analysis with widely-used software packages such as SPSS, Nvivo and STATA; are all useful if you are interested in working in the non-profit or humanitarian sectors.
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The UK legal sector is undergoing a considerable amount of change driven by the impact of factors such as the Legal Services Act, the increasingly international nature of legal work, waves of government cuts, artificial intelligence tools and substantial reviews of legal education and training. With an agreed timetable for Brexit, this all means that today’s lawyers face exciting and challenging opportunities in their work. As such, whilst many Oxford graduates still follow the traditional routes to qualification, these changes are likely to create even more varied career opportunities in the longer term.

**SOLICITORS**

At present, the majority (74%) of the UK’s 118,000 practising solicitors work in private practice law firms, which are owned and managed by the partners. These firms vary enormously in size and specialisation. There tends to be a division between firms that serve the needs of commerce (such as corporate matters and commercial litigation) and those that deal with clients with personal legal dilemmas (such as family issues or criminal matters). The remaining 26% of solicitors work outside private practice partnerships, and their number is growing. After gaining their qualification, and often after building some experience, many solicitors move away from private practice into a variety of governmental, business or not-for-profit organisations as in-house lawyers or advisers, both within the UK and internationally.

**GETTING IN AND ENTRY POINTS**

Currently there are three steps required to achieve the professional qualification needed to practise as a solicitor. Firstly, the academic stage, which is satisfied by completing a Qualifying Law Degree (i.e. the BA in Jurisprudence) or, for non-law students, the Graduate Diploma in Law (GDL) or the Senior Status Law Degree. Secondly, the vocational stage which is completed through the Legal Practice Course (LPC); required for both law and non-law graduates. Finally, there is the practical stage, a “period of recognised training” usually known as the Training Contract.

There are approximately 5,000 training contracts available each year, and well over 90% of them lie within the private practice sector. The remaining positions are to be found in the Government Legal Service, local government, legal departments in industry, and, occasionally, the Crown Prosecution Service. Once this phase is completed, you are entitled to practise as a solicitor. Short periods of paid work experience are available at law firms during the Christmas, Easter and Summer holidays, as well as opportunities to attend ‘Open Days’. These are an ideal way to check if this is the right career for you.

In April 2017, the Solicitors Regulation Authority announced a new, centralised exam, the Solicitors Qualifying Exam (SQE) which is to be taken by all intending solicitors. The likely introduction date for this is 2020 with a substantial period of transition to give those who have already embarked on law degrees, GDLs, LPCs and Training Contracts the chance to complete their training under the old system. It will remain a requirement to hold a degree (law or non law) and also to complete 2 years of work experience, although this may become more flexible than the current system. You are advised to keep up to date with developments and how they might affect you.

**BARRISTERS**

There are approximately 12,000 barristers at the independent (or self-employed) Bar, practising in 339 sets of chambers across England and Wales. A further 3,000 work in an employed capacity for numerous organisations, including the Government Legal Service and the Crown Prosecution Service, as well as in commerce and industry.

There is much discussion in the legal press about the future of the self-employed Bar, stemming from the increasing pressures on public funding and its allocation, the increase in solicitors’ rights of audience, and government reforms in the way that legal services will be provided (including the Legal Services Act). However, barristers continue to provide essential and effective services, often attracting headline cases from both the UK and beyond. Barristers practise in a wide variety of legal areas – some well known, such as family, criminal and property, and others less so, such as intellectual property and international border disputes.

There can be considerable differences in the nature and lifestyle of a barrister’s work, and some almost never appear in court. Family or criminal barristers may appear in court most days, whilst barristers specialising in commercial work may spend the majority of their time drafting pleadings and opinions. However, advocacy remains a vital skill for the barrister, and it is one of the most distinctive elements of this role.

**GETTING IN AND ENTRY POINTS**

The first step to qualification as a barrister is to pass a Qualifying Law Degree (such as the BA in Jurisprudence) or, for non-law students, either the Graduate Diploma in Law (GDL) or Senior Status Law Degree. The second, vocational stage is satisfied by passing the Bar Professional Training Course (BPTC). Prior to getting on this course you must also have joined one of the four Inns of Court and passed the Bar Course Aptitude Test.
On successful completion of the BPTC you are ‘Called to the Bar’ by your Inn and able to use the title of ‘barrister’, but you may not practise as one until you have completed your pupillage year. The majority of pupillages are undertaken within chambers, and are divided into two parts (‘sixes’): the non-practising six months, during which pupils shadow a supervisor, followed by six months of practice, when pupils undertake advocacy and other legal services. After this final stage of pupillage, a barrister can either apply for a permanent position as a tenant within chambers, or seek a role at the employed Bar or elsewhere. At every stage of qualification, competition for places is intense. Approximately one in five students who apply for the BPTC will successfully complete through to pupillage. Careful assessment of your skills, motivations and academic credentials, combined with detailed research on the role, will help you to decide whether this is the right option for you. Many chambers offer a few days of work shadowing, in the form of a mini-pupillage, which can be extremely valuable.

The Bar Standards Board have also completed a full review of education and training and their plans are set out in their “Future Bar Training” proposals. The major change is likely to be that from 2018 there will be alternative ways in which you can complete the BPTC which should reduce both financial and personal risk. You will still need to complete all the steps to qualification as current although not all possible changes have been finalised yet.

**EXTRA-CURRICULAR IDEAS**

- Join relevant student societies, such as the Oxford Law Society, the Bar Society, or Oxford Lawyers Without Borders which run useful skill sessions, dinners and other social events with law firms and chambers that visit Oxford.
- Get involved with mooting competitions if a law student, or join a debating society if a non-law student.
- Volunteer with a not-for-profit organisation that helps individuals, such as the Citizens Advice Bureau or Asylum Welcome.
- If you are a law student, put your skills to use with the Oxford Legal Assistance or Pro Bono Publico programmes – both run by the Law Faculty.
- Prove your commercial awareness. All law firms are businesses and most have businesses as clients. Get involved in one of the Careers Service programmes such as The Student Consultancy (p.33) or Insight into Business (p.34) or find another way, such as an internship to prove your commercial skills.

**MORE INFORMATION:**

[www.careers.ox.ac.uk/barristers](http://www.careers.ox.ac.uk/barristers)
[www.careers.ox.ac.uk/solicitors](http://www.careers.ox.ac.uk/solicitors)
[www.careers.ox.ac.uk/international-law](http://www.careers.ox.ac.uk/international-law)
**HANNAH WRIGHT**  
Pupil Barrister, Government Legal Department

BA Jurisprudence, Hertford College, 2012

WHAT: I've been lucky to enjoy an extremely broad training within the Government Legal Department; I've helped to create new legislation, provided legal advice to government ministers, and worked on litigation involving the Ministry of Justice. This has required me to delve into numerous fields of law: human rights, defamation, EU, personal injury, and contract law to name but a few! As well as being varied, the work is frequently high profile; it is very rewarding and exciting to see something you've been working on in the headlines.

EARLY CAREER: After graduating, I worked in a variety of roles, including as a tour guide and in a business role which required frequent visits to prisons; all of these provided me with useful insights and skills. However, the most valuable preparation for my pupillage was my work with a legal charity, providing representation for claimants in the social security and employment tribunals. This offered considerably more responsibility and advocacy experience than would normally be possible before qualifying.

WHY: My interest in a legal career was solidified when answering problem questions for tutorials at Oxford. I enjoyed the combination of intellectual and practical thought processes, and found it satisfying to build an argument for my interpretation of the law. Given my interest in politics and current affairs, a career as a government lawyer offered me a unique and stimulating mixture of all these elements.

WHAT: I work as an in-house solicitor at Cancer Research UK. It is a really inspirational place to be. I get to work with people across all levels and disciplines, and I learn something new every day. I really enjoy how fast paced it is and I see the outcomes of the legal advice you give. It is really about issue spotting and coming up with practical solutions.

WHY: When I started the law conversion course, I had no idea how many different opportunities there were in law, from areas you can specialise in to companies you can work for. As an in-house lawyer, you can really immerse yourself in understanding the business that you work for and its needs and you get to see the outcomes of the legal advice you give. I really enjoy how fast paced it is and I learn something new every day.

CAREER PATH: After investigating a number of careers during my final year at Oxford, I chose law as I felt I could potentially practice it anywhere in the country, or even the world, and because there are many different areas within the discipline to choose from. After doing the GDL and LPC I did a training contract at Dentons. I qualified into the Technology, Media and Telecoms department and worked on some very interesting deals, mainly specialising in Intellectual Property and Data Protection. At two years qualified, I started to think about moving in-house as a career option as I wanted to see how a business worked and play a part in that.

I spotted a role at the wine retailer, Direct Wines and decided to go for it and I have not looked back. I was at Direct Wines for almost three years when the role came up at Cancer Research UK, I felt that it was an opportunity that I could not let pass by.

ADVICE: If you're interested in a career in law, try to get as much work experience as you can. Vacation schemes, pupillages or volunteering at free legal advice centres are great to help demonstrate your interest at interviews. The Law Fair and other events that law firms run at Oxford are also great opportunities to meet people and to find out more about their careers and the different paths you can take.

**ALEXANDRA COOPER**  
Senior Solicitor, Cancer Research UK

Modern Languages (French and Spanish), Wadham College, 2006

WHAT: I work as an in-house solicitor at Cancer Research UK. It is a really inspirational place to be. I get to work with people across all levels of the organisation who are passionate about helping to achieve the charity’s goal of beating cancer sooner. The work here is varied and includes a wide range of general commercial matters from advising on branding or a marketing campaign to putting a contract in place with a corporate partner - and it's really about issue spotting and coming up with practical solutions.

WHY: When I started the law conversion course, I had no idea how many different opportunities there were in law, and to be able to conduct advocacy, and spend six months of your training on secondment to a barristers' chambers. This further broadens your training and provides an interesting contrast to life at the employed bar.

ADVICE: The first few rounds of recruitment for the Government Legal Service consist of online assessments in the form of aptitude tests. You can find free example tests online so I would recommend plenty of practice in advance! If you make it through to the assessment day, you will have to complete a written exercise followed by a competency-based interview. The exercise is completed in a very limited time frame, even by Oxford exam standards, so I used a clear structure separated out by headings, and was strict with time to make sure I could cover everything.

ADVICE: If you're interested in a career in law, try to get as much work experience as you can. Vacation schemes, pupillages or volunteering at free legal advice centres are great to help demonstrate your interest at interviews. The Law Fair and other events that law firms run at Oxford are also great opportunities to meet people and to find out more about their careers and the different paths you can take.
STEPHANIE WOOD
Barrister, One Essex Court

BA Jurisprudence & BCL, Merton College, 2013

WHAT: I am a tenant of 2 years’ call at a commercial set of chambers. I have a broad commercial practice and in the time since I obtained tenancy I have worked on (amongst other things): a mis-selling claim over investments in complex financial products; a dispute between partners of a limited partnership; a claim brought by commercial agents in the food industry; and a jurisdiction challenge in a dispute over the ownership of shores.

Life at the junior end of the commercial bar provides many opportunities to work on the most complex and valuable disputes as part of a large team of barristers, but I also often work on my own on smaller cases, where I get to be on my feet in court.

WHY: I couldn’t recommend my job highly enough. It demands critical and sometimes creative thinking. It is varied and I feel like I am constantly learning. Appearing in court can be scary but is genuinely exciting, and the feeling of having persuaded a judge to agree with your arguments is incredibly satisfying. Furthermore, I am self-employed, which means from a very early stage I have had a level of autonomy and responsibility that I don’t think is easily found in other professions.

TOP TIPS: Securing a pupillage at the commercial bar is a highly competitive process. Before embarking on that process, ensure that you make your CV as attractive to chambers as possible. From my experience, a record of academic excellence is crucial, so first focus on obtaining the very best results at university that you can.

Chambers are also looking for candidates who will make skilful advocates; so mooting, debating and public speaking experience will also be important. On top of that, mini-pupilages demonstrate a commitment to this career path and will give you knowledge and experiences to draw on when answering common application questions, such as why you want to be a barrister.

Finally, pupillage interviews can be gruelling. At commercial chambers, they will almost inevitably require you to analyse and discuss tough legal (and sometimes non-legal) problems with a panel of barristers. In my view, your tutorials are the best possible preparation for this. They are opportunities to present and justify your views to an expert in that field. So, make the most of them to develop and hone your skills of analysis and advocacy, and interviews will be that bit less daunting.

ALEX HAWLEY
Associate, Commercial Dispute Resolution, Penningtons Manches LLP

BA English Literature, Trinity College, 2010

Following involvement in student politics I moved straight to London after my finals to work in think-tanks and intern for a member of the shadow cabinet. However, I realised that my interests lay more with law than politics, and looked into converting to become a solicitor. After completing four months’ work experience for a small law firm in East London to make absolutely sure it was what I wanted to do, I returned to Oxford in 2012 to complete a GDL at the Oxford Institute of Legal Practice. Between completing the GDL and LPC I gained a training contract with Penningtons Manches LLP, who very kindly covered my tuition fees for the LPC and provided a maintenance grant for the year.

In the two years that followed; one spent completing the LPC and one spent between Trinity’s Admissions Office and South-East Asia, the question I was asked most frequently was whether I had any tips for gaining a Training Contract. The approach that worked for me was to apply early, a month before the closing date at least, and to only apply to firms which I genuinely wanted to work for, with tailored applications. I do confess to a few early applications which were an exercise in Ctrl-C and Ctrl-V; I didn’t get an interview from any of them.

I started work at Penningtons in September 2014, and completed seats in the Commercial Dispute Resolution, Corporate, and Employment departments, as well as a six-month secondment to a client. My cohort of trainees were fairly evenly split between law graduates and convertees, and I personally do not regret completing an English degree first. Although, despite some lecturers’ protestations, I was never faced with the original text of Beowulf at gunpoint, it was quickly apparent that skills learned during my degree were directly relevant. I qualified into the Commercial Dispute Resolution department in September 2016, and still on a daily basis need to read and assimilate large quantities of information quickly and accurately, and draw arguments from the disparate evidence at hand. Being a litigator, I spend the majority of my time writing letters, which have to be persuasive, conscious of their audience and adherent to the conventions of the “genre”. Three years of the tutorial system has also made me unafraid to enter into debate and challenge ideas out loud, whether on the phone to the other side’s solicitor, or discussing case strategy with more senior colleagues.
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Training Contracts - 40 p.a.
Vacation Schemes run throughout the year, with approx. 20 places per scheme in Winter, Spring & Summer
First Year Insight scheme for first year law students and penultimate year non-law students.

Open days / open evenings held in the London office

Graduates sought: Required 2:1 degree or above; UCAS points – 340 (or the equivalent)

Visa sponsorship: Yes

Graduate salary: £40,000 (1st year), £45,000 (2nd year), £70,000 (qualified)

Application advice: Online application
Please check the website for closing dates
We recruit on a rolling basis, so please do apply early

www.clydeco.com

Main locations: 48 International Offices across six continents

About us: Clyde & Co is a leading, sector-focused global law firm with 400 partners, 2000 legal professionals and 3600 staff in over 40 offices across six continents. Its core global sectors position it at the heart of global trade and commerce: insurance, trade & commodities, energy, transport and infrastructure. With a strong emerging markets focus, the firm has achieved compound average annual revenue growth of 12% over the last five years, making it one of the fastest growing law firms in the world with ambitious plans for further growth.

Graduates sought: 2.1 or other minimum UCAS points or A Level 340

Opportunities available: Training contracts in London & Manchester. The training contract consists of 4x6 month seats. No compulsory seat. Opportunities to second to our clients, our international offices & our Guilford office. MENA training contracts. 4x6 month seats between Dubai and Abu Dhabi. Hong Kong training contracts. International secondments to UK offices.

Visa sponsorship: Yes

Graduate salary: £36,000 (London) £25,000 (Manchester) AED204,000 (MENA)

Vacation work:
- Clyde & Co Bright Futures Programme
- Spring Vacation Scheme 2018
- 2 x London Summer Vacation Schemes
- Various Open Days throughout 2018

Manchester: Summer Vacation Scheme

Annual vacancies: 45-50

Application advice: Applications open on 1st October 2017
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cms.law

Your World First

www.jonesdaylondon.com

Main locations: London, Continental Europe, Asia, USA, Latin America, Middle East, Asia Pacific.

About us: Jones Day is a truly global law firm. Our London office, with 200 lawyers, is the third largest in the network of 43 offices across 18 jurisdictions. Our strengths in London reflect the firm’s rich heritage in M&A and its vast, cross-border, transactional and disputes experience. Our “One Firm Worldwide” structure and unique, non-rotational training contract set us apart from our peers.

Opportunities available: 72 two-week placements in winter, spring and summer to recruit approximately 20 trainees for September 2020. Our placements operate like mini training contracts. We recruit almost exclusively from our schemes.

Graduates sought: All disciplines accepted. Successful candidates have strong analytical ability, are committed to a legal career, want to work on global deals, are proactive, self-disciplined, good at juggling priorities, and want to become future partners, not just qualify with us.

Graduate salary: Start at £47,000; after 12 months: £54,000; on qualification: £100,000.

Application advice: Apply early and online for a placement from 1 September. Placements are open to final year students, graduates, postgraduates and career changers. Placements are also open to penultimate year students undertaking a qualifying law degree. Final deadlines are: 27 October 2017 (winter); 15 December 2017 (spring); 10 January 2018 (summer).

www.orrick.com

Main locations: 26 offices located throughout North America, Europe and Asia.

About us: Orrick is a leading global law firm which specialises in serving companies in the technology, energy and financial sectors. Much of Orrick’s client work involves cross-border transactions which have increased substantially as the firm’s network of global offices has grown. The six four-month seat structure of our training contract allows you to experience a wide range of specialist practice groups. As part of a small intake, you will have responsibility from day one, and will be a vital member of the team in every seat.

Opportunities available: Open Days and Training Contracts – apply online.

Graduates sought: Those who are looking for a high level of responsibility from day one, who set their standards high, have a strong work ethic and are a bright, talented graduate of any discipline. Applicants should have at least 3 A level passes at grades A and B and a 2:1 degree.

Graduate salary: £40,000 (2017)

Annual vacancies: 4-6 training contracts

Application advice: 29 June 2018

Director of Administration

Halina Kasprowska

Orrick, Herrington & Sutcliffe (UK) LLP

107 Cheapside, London EC2V 6DN

Tel 020 7862 4600

https://www.orrick.com/careers/london/graduate-recruitment
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To learn more about how our key differences not only make a world of difference to our clients, but also to our lawyers and their careers, visit slaughterandmay.com/careers
**Penningtons Manches**

**Main locations:** London, Basingstoke, Cambridge, Guildford, Oxford, Reading and San Francisco.

**About us:** Penningtons Manches LLP is a leading UK law firm providing legal advice tailored to businesses and individuals. We offer a broad range of advice including dispute resolution, corporate, commercial/IP/IT, real estate, employment, private client and family. We also have some niche practice areas such as professional regulation, immigration and clinical negligence. We have a broad international focus supported by well-established links with law firms across the world. Penningtons Manches is a member of Multilaw and the European Law Group, networks with representatives in over 70 countries, and many of our lawyers play leading roles in various international bodies. Our clients range from private individuals, owner managed businesses and start-ups to multi-national corporations, public companies, professional partnerships, banks and financial institutions. Our culture and close relationships with our clients are vital assets and we are determined to maintain these as we expand.

**Opportunities available:** 12-14 trainees across London, Basingstoke, Cambridge, Guildford and Oxford.

**Graduates sought:** Minimum 2:1 from any discipline.

**Graduate salary:** £34,000 (2017 London salary)

**Vacation work:** We offer 40 x 1 week vacation placements in London, Basingstoke/Reading, Cambridge, Guildford and Oxford during July.

**Application advice:** Apply via our website: www.penningtons.co.uk/careers/trainee-lawyers/

**Email:** traineepost@penningtons.co.uk

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**Slaughter and May**

**About us:** Slaughter and May is one of the most prestigious law firms in the world. We advise on high-profile and often landmark international transactions. Our excellent and varied client list ranges from governments to entrepreneurs, from retailers to entertainment companies and from conglomerates to Premier League football clubs.

**Opportunities available:** During the two-year training contract, trainees turn their hand to a broad range of work, taking an active role in four, five or six legal groups while sharing an office with a partner or experienced associate. All trainees spend at least two six-month seats in our market leading corporate, commercial and financing groups. Our overseas offices and close working relationships with market leading law firms in other jurisdictions mean there are opportunities for trainees to apply for a secondment in their second year.

**Graduates sought:** Good A levels and high 2.1 marks at degree level. Our trainees come from a range of universities – it is the quality of the candidate, not the university, that is important to us.

**Graduate salary:** First year: £43,000. Second year: £48,000. Post qualification: £78,000.

**Vacation work:** We offer open days, workshops and work experience schemes to enable you to gain an insight into life as a City lawyer.

**Annual vacancies:** 80-85 training contracts.

**Application advice:** Applications can be made via our online system, which can be accessed from our website.

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**Quadrant Chambers**

Quadrant Chambers is a leading set of commercial barristers, described by The Legal 500, 2015 as "Top of the Premier League" and, according to Chambers UK, 2017 "Its members are highly acclaimed for their impressive advocacy and exceptional client service".

We act as advocates in courts, arbitrations and inquiries, and provide specialist legal advice to clients from around the world, and from a wide range of commercial areas.

Chambers’ work covers a broad range of international commercial disputes including shipping, aviation, banking and finance, energy, insurance & reinsurance, shipbuilding, commodities & international trade, general commercial litigation & international arbitration. In many of these areas we are the market leaders.

Although we are based in London, our work has a firmly international flavour, and many of our barristers are qualified to practise in other jurisdictions [New York, California, Germany, Hong Kong, the BVI, South Africa, Australia].

We are a friendly, modern and forward-thinking chambers, and this shapes our approach to pupillage. We believe that turning our pupils into successful commercial practitioners is essential to both their and our success over the long term, so we invest time and effort to give them the best possible training and support.

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Please send a copy of your CV (including a full classification and percentage breakdown of all academic results) and a covering letter to: traineesolicitors@sullcrom.com. We will be accepting applications for the 2018 summer vacation scheme from 1st November 2017 through 12th January 2018, and applications for our 2020 trainee intake from 1st May 2018 through 13th July 2018.
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www.careers.ox.ac.uk/fairs

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Exhibitors from 11.00-14.30
Exam Schools

www.careers.ox.ac.uk/fairs

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MEDIA + JOURNALISM

Despite the media’s reputation as a difficult career area to enter, significant numbers of Oxford graduates find ways into this sector every year – entering journalism (news, magazine, broadcast and online), TV, radio, film, and media management.

Journalists, broadcasters and directors form the public face of the sector, but there are many other roles. Researcher roles are relatively common entry points for Oxford graduates: these involve fact checking content and finding people to appear in programmes. A large proportion of people employed in the sector are freelancers, with many more employed on short-term contracts, and so flexibility and a willingness to be proactive are definite assets. The impact of digital media is redefining both journalism and broadcast content, and having an awareness of multimedia platforms and tools is now crucial for graduates seeking to enter this sector.

Many are attracted to the sector for its ‘creative’ element, but there is increasing demand for graduates in the management side – such as in IT, sales, licensing, marketing, legal, financial, business development and consultancy.

GETTING IN AND ENTRY POINTS

Experience, including work experience, is extremely important in the media sector. Most people need to start in a basic entry level position, often as an intern or (in the broadcast media) a ‘runner’ for example in a TV or film company. For industry insights, see www.creativeskillset.org.

Also, it’s important to establish and cultivate professional contacts because you will often need to find (or create) your own openings by contacting individuals and organisations directly. See our advice on ‘Networking’ (pp.18-20) and speculative approaches, and take steps to develop and cultivate your contacts – in time you can unearth some great opportunities.

As well as making speculative enquiries to build up your experience, it’s worth knowing about the other ways into the industry:

+ Look for advertised runner/researcher roles: free sites include The Unit List, Talent Manager or the Facebook group ‘People who work in TV – Runners’.
+ Explore media graduate training schemes, such as the BBC Production Talent Pool (leading to the Production Trainee Scheme) and Channel 4’s graduate programme, as well as occasional schemes with independent television companies.

There are also postgraduate courses which include substantial work experience, including Masters programmes, the NCTJ for journalism or the NFTS for people with some film and television experience. It is important to do your research and weigh the costs and benefits for your own situation: some people recommend them as a way to gain contacts and experience, but others don’t consider them as necessary.

EXTRA-CURRICULAR IDEAS

Plan ahead to get an edge on the competition after graduation by accumulating experience whilst at Oxford.

+ For graduate careers in journalism, you will need to build a portfolio of samples of your writing, and a good record of relevant work experience.
+ Take every opportunity to contribute to student media: student newspapers, Oxide Radio etc. Write; get editorial experience; take and select pictures; do lay-out work.
+ Write a blog and/or produce video or comment pieces for other websites on topics of interest. Build a website/blog to showcase your portfolio.
+ Become active on social media: develop essential skills and build your network.
+ Join relevant student societies, such as the Media Society or the Oxford Broadcasting Association (OBA).
+ Shoot your own documentary, or video footage of a stage play.
+ Create advertising copy/film to promote something you’re involved in.
+ Offer your work and help to different kinds of media outlet: free, national, specialist. You are almost certainly an expert in something, so find a magazine for people with similar interests.
+ Join relevant unions (eg, BECTU or NUJ) and access the benefits, events and networking opportunities.

MORE INFORMATION:

www.careers.ox.ac.uk/journalism
/music-radio
/tv

EMILY DRING

Independent Film & Video Producer, emilyeverdee.com

“I used to worry I’d never find a career that satisfied the two sides of my brain, I discovered producing requires the perfect balancing of the two – applying the instincts of a manager or businessperson to an artistic medium.”

Emily Dring

Independent Film & Video Producer, emilyeverdee.com

“I used to worry I’d never find a career that satisfied the two sides of my brain, I discovered producing requires the perfect balancing of the two – applying the instincts of a manager or businessperson to an artistic medium.”

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OLIVIER HOLMEY
Journalist,
Euromoney Magazine

WHAT: I report on finance in the Middle East and Africa for a monthly magazine called Euromoney. I travel to those regions regularly and write both long features and shorter news pieces.

WHY: I love to write, and get to do it for a living!

Writing for a monthly publication means I have the time to thoroughly research my pieces, and talk to a multitude of sources for each one. Covering money in Africa and the Middle East is especially interesting as it is a great way of delving into politics, social struggles and matters of corruption. If I work hard, and get lucky, I can find things out that are of genuine interest to business people, shareholders and the general public.

I read Egyptology and Ancient Near Eastern Studies, so I’m happy my work still relates to the places I have been interested in since my university days.

ADVICE: Print journalism is a notoriously difficult line of work to get into. If you don’t have a clear preference in terms of specialisation, and are open to a challenge, I would recommend considering business journalism. It is one of the few areas of journalism that still hires in high numbers, and pays its writers decently. If you would like to do investigative work, business writing is particularly good: remember “follow the money”, the investigative mantra from All the Presidents’ Men.

TOP TIPS: I would recommend you acquire some basic skills in journalism before applying for your first job. I say that because fewer and fewer papers have trainee schemes. The most straightforward way of acquiring those skills is by writing for a student paper. It will teach you how to interview, take notes, meet deadlines and write concise copy.

BA Oriental Studies,
University College, 2010

EMILY DRING
Independent Film & Video Producer – emilyeverdee.com

WHAT: I’m an independent producer, working in creative and physical producing for short film and video. Since January 2017, I’ve been at the National Film & Television School (NFTS) on the MA Producing course, with the support of a BAFTA and Warner Bros. Creative Talent ‘Prince William Scholarship’. Outside school, I’m developing my feature film development slate and producing freelance for music videos.

FIRST STEPS: My first opportunity was a paid summer internship as a production assistant with ITN Productions, after I emailed them looking for experience. I then began producing student films with the Oxford University Film Foundation during my final year of studying French at St. Hilda’s College - I was hooked! Producing is a complex role, but I threw myself in, asked loads of questions, and improved with each project.

AFTER OXFORD: The year after graduation, I worked as a Communications Officer while producing shorts on evenings and weekends. These included a dark comedy called ‘Visitors’ and a 2-minute micro-short for Channel 4 First Acts called ‘Surfing’. That year, I applied for the NFTS and, after a challenging application process, was offered a place for 2017.

WHY: I used to worry I’d never find a career that satisfied the two sides of my brain: the creative part (I was into music and film) and the organisational urge to ‘be on top of everything’. I then discovered that producing requires the perfect balancing of the two – applying the instincts of a manager or businessperson to an artistic medium.

TOP TIPS: Start now, work hard, and always be nice! Talk to those in positions of knowledge, try out a range of roles, and if you can’t find film projects, create them yourself. Chat to the president of the OUFF and attend their workshops. Finally, although the film industry can seem difficult to tap into, tenacity, honesty and confidence go a long way.

BA French,
St Hilda’s College, 2015
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www.bangscience.org
editor@bangscience.org

CHERWELL is both Oxford's oldest continuing, and only independent, student newspaper, as well as a growing multimedia organisation.

With the opportunity to hone skills ranging from traditional copy-editing and investigative reporting to graphic design and video production, being involved with Cherwell can be the perfect preparation for the modern workplace.

If you're interested in collating data, using the freedom of information act to uncover a story or conducting challenging interviews with famous names, there is no better organisation to be involved in.

Beyond the journalism, Cherwell's business team deals with the logistics and financial issues pertaining to running a newspaper. This team spends its time finding and negotiating with national and international advertisers, and as such can provide an incredibly useful insight into, and a unique gateway to, the most successful businesses of today.

www.cherwell.org
editor@cherwell.org

ESTABLISHED in 1892, The ISIS is the longest-running independent student magazine in the UK. Our ranks have included the likes of Evelyn Waugh, Sylvia Plath, Boris Johnson, David Dimbleby, Hilaire Belloc, and of course Mostyn Turtle Piggott, our delightfully eccentric founder.

Now, we run events and a website, while producing a termly magazine. There you'll find the best of student journalism and design, carefully assembled by the ISIS team.

With the opportunity to participate in anything from sub-editing to marketing or graphic design, if you're looking to get involved with journalism, publishing or the media in the future, The ISIS is a great place to start.

www.isismagazine.org.uk
editor@isismagazine.org.uk

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oxfordstudent.com

For other student opportunities, visit:
oxfoedsu.org
There are currently almost half a million people in the UK Civil Service, working in 250+ departments, services, agencies and regulatory bodies, all of which recruit graduates. Local government is an even bigger employer in the UK, with 1.2 million staff in over 350 local authorities.

Civil servants are officially apolitical, informing and implementing policies of elected representatives. Some Oxford graduates also work for these elected representatives directly as advisers, researchers and assistants, which is often an effective way of entering politics. You could even stand as an MP yourself, following in the footsteps of the youngest MP of modern times who was elected at only 20 years old. Working in national policy and government offers variety, new challenges, and opportunities to do something that has a big impact on the public.

Think Tanks are more concerned with policy than politics, but are sometimes aligned with a particular position on the political spectrum. They seek to influence public policy and debate through the media, and through direct contact with politicians and organisations. For more about Think Tanks, see the ‘International Policy & Development’ section on p.110; this information is applicable to national Think Tanks too.

**GETTING IN AND ENTRY POINTS**

The Civil Service primarily recruits graduates through its ‘Fast Streams’ – there are fifteen ‘streams’ ranging from Generalist, Diplomatic Service, Houses of Parliament, Science and Engineering, to Government Communication Services and Government Economic Service. Other agencies have separate recruitment schemes, namely the Security Service (MI5), Government Legal Service, Treasury Office, and GCHQ. Deadline dates vary, but are mainly in early Michaelmas Term. By becoming a Fast Streamer, you will usually work in more than one government department and in more than one part of the UK. Opportunities for secondment into the private sector, charities, Europe or other public sector organisations are also available.

Individual, graduate-level vacancies in different departments may be advertised on the Civil Service’s website as they arise. Other routes in include temping and short-term project roles. Internships are not generally offered, apart from the Early Diversity Internship Programme and Summer Diversity Internship Programme (deadline likely to be January 2018).

Local government also has a two-year graduate scheme: The National Graduate Development Programme (NGDP), run by the Local Government Association. The programme aims to provide local government with high calibre managers, training graduates through a series of placements within councils. Options include policy and strategy posts, customer facing roles, and finance and operational positions. Since 2002, over 800 graduates have completed the programme, and many now hold influential managerial and policy roles. Direct entry positions can be found on council websites.

The website www.w4MP.org is the primary jobs board for positions with MPs, political parties and campaigning organisations. Internships may well be offered (and are worth a speculative application), though they tend to be London-based and unpaid.

**EXTRA-CURRICULAR IDEAS**

- Stand for your JCR/MCR committee or the Oxford SU executive – or get involved in Oxford SU’s campaigns.
- Enter debate competitions in societies or the Oxford Union to sharpen your communication skills.
- Get involved with your local political party or student society branches. There are also several politics-related student societies, such as the PPE Society and the International Relations Society.
- Join The Student Consultancy (p.33): Oxford City Council is a frequent client.
- Get involved with student societies and volunteering through OxHub.

**MORE INFORMATION:**

[www.careers.ox.ac.uk/government][1] /think-tanks
GERVASE POULDEN
Civil Servant at the Department for Business, Energy and Industrial Strategy

WHAT: I work on the government’s energy efficiency policy for homeowners, which basically means I help people to insulate their homes. As with much policy work, the role involves agreeing an approach with ministers, speaking to industry, economists, think tanks and homeowners themselves to understand the problem; and designing policy solutions like regulation, financial incentives and government communication campaigns. I started this role following three years on the civil service fast stream during which time I worked in a number of roles on European negotiations, speechwriting, and managing a job centre.

WHY: I’ve found a role where I know my work is helping to tackle climate change and ensure people have enough money to heat their homes, which really motivates me. The work is also intellectually stimulating and there’s lots of opportunity for creativity. Finally, when I speak to friends in other industries and professions, I am reminded of how rare it is to work in an organisation with such an open, tolerant and supportive culture as the civil service.

SHIFTING FOCUS: I am currently doing a part-time masters in Behavioural Economics, a real shift from an undergraduate in History! It took me a few years of work to find out what really interested me. I started in journalism, then worked on European policy (got out at the right time) then finally discovered that it was understanding the psychology of how people make decisions, and using that to design better policy that really interested me. It’s great to work for an employer that has supported me every step of the way along that journey.

ADVICE: Don’t expect to know your career path at 21. Get your foot in the door at an organisation that’s going to give you variety and invest in your development, then forge your own path once you find out what you really enjoy. If you don’t know what you want to do, make choices that will open up options rather than steering you down one single path.

BA in Modern History, Lady Margaret Hall, 2011

REENA DAVIES
LEADER Programme Officer, Winchester City Council

WHAT: My role is to help small businesses and farmers access European funding in order for them to develop and grow. The Fieldfare LEADER programme works closely with local people and public sector organisations to implement a programme of activities that aims to improve economic growth and quality of life within the local rural communities. I provide advice, training and individual support for the programme.

WHY: In essence, making a difference has always motivated my career choices. My current job entails working closely with individuals to enable access to finance that will make a real difference to developing their business and future livelihood. It is incredibly rewarding to assist someone in the entire journey of applying for funding, from a simple project idea to delivering it on the ground.

EARLY CAREER: A job with a social purpose was always my aim for life after Jesus. I became a Project Manager on the NGDP for Sheffield City Council, leading a range of projects immediately whilst also achieving a postgraduate qualification at Warwick Business School. Some of the ways I was able to affect change early on in my career were by creating a website for service users, helping people find jobs and developing local community initiatives. This high level experience enabled me to go on to work for a public-private regeneration partnership in London, where I gained valuable experience of European funded economic development and transportation projects.

ADVICE: After working in London for a number of years and getting married (to a fellow Jesus College Historian) we decided to embark on a new adventure in New Zealand. Taking a career break to travel and start a family was not a barrier to returning to work in local government. A few years later I was able to use my previous experience and many transferable skills to return to the public sector. There are a wide range of opportunities within councils, so try different roles until you find the one that suits you!

BA Modern History, Jesus College, 2000
Publishing is a commercial industry like any other, and offers roles across a full spectrum of business roles. The industry divides into three main fields: TRADE PUBLISHING: fiction and non-fiction books that you can buy on the high street; ACADEMIC texts and journals; and EDUCATIONAL PUBLISHING such as school textbooks and English Language Teaching materials.

There are over 8,000 publishing companies in the UK, with the three largest companies (Penguin Random House, Hachette Livre, HarperCollins) taking around half of total UK sales. Other large employers include Pan Macmillan, Pearson Education, OUP, Bloomsbury, Simon & Schuster and John Wiley & Sons, with many other smaller independent publishers.

The Publishers Association website (www.publishers.org.uk) provides lots of information on the industry, roles, and careers. Generally, the processes of publishing are divided into editorial, design and production, marketing, distribution, contracts and rights, and administration.

Specific job functions range from Commissioning Editor to Editorial or Publishing Assistant, from Copy Editor to Marketing and Sales Officer, and from Rights Manager to Web Developer as the rapid growth of online and digital publishing drives change across the industry.

There are also literary agencies, which act as intermediaries between trade publishers and writers. Normally working in small firms, agents have to be a ‘jack of all trades’: editing books with authors, convincing publishers to buy them, and dealing with contracts and media enquiries.

GETTING IN AND ENTRY POINTS

A few publishers run formal graduate schemes, including Cambridge University Press and HarperCollins. Most, however, recruit graduates for specific jobs such as marketing, and the majority of people in publishing start in administrative positions and work their way upwards. One common entry role is to work as an Editorial Assistant; this role may involve many duties, including preparing scripts for handover to publishing services, chasing readers’ reports for new book proposals, drawing up and sending out author contracts, as well as doing market research and commissioning book proposals in consultation with their editor.

For any job, a demonstrated interest in the sector is extremely important, and having relevant work experience can be a real advantage. A few large players, such as Penguin and Oxford University Press, offer formal internship schemes, but outside of these, you can make speculative approaches to seek work experience, and of course, finding work in a bookshop will give you useful insights into the market.

CareerConnect is a useful source of vacancies for jobs and work experience in the sector. Key external job sites include The Bookseller, Oxford Brookes’ list of publishing jobs and internships (they run an MA in Publishing), and the Independent Publishers Guild (IPG) job board. Many firms, particularly smaller publishing companies and literary agencies, do not formally advertise vacancies, which means you need to get in touch speculatively to enquire.

EXTRA-CURRICULAR IDEAS

+ Join the Society of Young Publishers. Run by young professionals in the sector, it holds regular networking nights in Oxford.
+ Demonstrate interest by joining other related student societies, such as the Society of Bibliophiles.
+ Gain experience by working for a student publication, eg, the Oxford Student, Cherwell, Isis, Bang! and so on. Many offer experience in editorial and technical roles.
+ Attend the London Book Fair in April: a huge exhibition aimed at the publishing industry, it is a great way to learn more about the sector and build your network.
+ Offer to help in your department or College, for example, to support the production of conference materials and reports, internal documents or promotional material.

MORE INFORMATION:

www.careers.ox.ac.uk/publishing
PUBLISHING

LIZA THOMPSON
Publisher,
Bloomsbury Publishing

Theology,
Regent's Park College,
2004

WHAT: I commission and edit non-fiction books with a particular focus on Philosophy. I edit everything from quite high-level academic books to short, accessible pop titles, and work directly with authors to come up with ideas for new books, hone the text, decide on the cover, and write the blurb.

WHY: It's such a cliché but I genuinely love reading and also enjoy books as objects, so I wanted to be a part of the process of making them happen. I also really enjoyed my course at Oxford and wanted my job to be a continuation of the kinds of dialogues and exposure to ideas I had at university. I like that my job is academic adjacent without being academia itself! I am constantly learning new things and engaging with different ideas and kinds of writing.

TOP SKILLS: You have to be both a details person and a big picture person. An important part of the job is working closely and intensively on a text but you also need to be able to step back from your books list, strategise, and be alert to trends and industry shifts.

I studied an Mst in Global and Imperial History at Oxford University without knowing what I wanted to do with it. People often asked me whether I wanted to be a teacher and, just as often, I shrugged off these suggestions by saying I had little interest in education. That turned out to be a lie. I wasn't so much fascinated by teaching as I was by the educational process.

When I graduated, I applied for a range of jobs. One of those was as Project Controller in the Primary and Secondary Department at OUP. The inner workings of education fascinated me, so having the opportunity to budget and deal with photo and artwork assets of textbooks seemed perfect. I was hired for a three-month period based on my own interest in education (part of my bachelor's was focused on education in society) and knowledge of copyright (I also have a Film Production degree from Vancouver Film School). After that short stint at OUP, I successfully applied for the job of Media Researcher at Pearson, which involved budgeting and creating/researching photo, video and audio assets for online educational projects. I stayed there for two and a half years and now work as a Freelance Media Producer for educational publishers and cultural institutions.

Looking back on my short career, I think my own odd and unexpected route shows that there are multiple ways into publishing. I don't really believe in long internships or manically focusing on one specific job so, when applying, I tried to focus on factors within jobs which I would find of interest and which fitted my profile. 'Media' and 'Education' are still two important keywords for me when searching. Unsurprisingly, having both a History and Film Production degree is a useful combination for what I do, but I believe Oxford University has instilled me with discipline, critical thinking and strong confidence. These sound like horrible buzzwords but time and again I notice how important it has been to scrutinise poor ideas and illogical decisions in order to do your job well. Even if it is merely putting ‘pictures in textbooks’.

EWOUT BUCKENS
Freelance Media Producer

Mst in Global and Imperial History,
Wolfson College, 2013

From quite high-level academic books to short, accessible pop titles, and work directly with authors to come up with ideas for new books, hone the text, decide on the cover, and write the blurb. relationships with authors and meeting new writers; it would be a difficult role for a wallflower.

ADVICE: This is definitely an industry where an employer will expect you to have some kind of relevant experience, so participating in internship schemes and/or approaching publishers about work experience is crucial. One thing I did which was useful for supporting myself throughout this work experience stage was finding out the temping agencies that publishing houses normally use. I managed to get six months of temping work at Blackwell's in Oxford, which was similar to an internship.

When applying for a job, make sure to familiarise yourself not just with the publishing company itself but with the particular list you would be working on. Keep abreast of the latest news in the industry by following blogs and reading The Bookseller or similar publications.

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OSPL
Oxford Student Publications Ltd

What is OSPL? What do you do?
The only independent student-run publishing house in the country, OSPL is responsible for running the business, finance, and legal aspects of Oxford’s biggest student publications: Cherwell, The Isis, Bang!, Industry, and Keep off the Grass.

Who works at OSPL?
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OSPL itself is run by a board of directors, many of whom have specific roles (Chairman, Finance Director etc.). The directors manage various sub teams, including business teams and finance teams.
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www.careers.ox.ac.uk/careerconnect

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EXTRA-CURRICULAR IDEAS

+ Run a mini-business that has to turn a profit, such as a theatrical production or a college ball.
+ Get involved with the OxCo-op, which makes ethical food accessible for the Oxford community, or similar local organisations such as Cultivate.
+ Join The Student Consultancy (p.33) for an insight into the challenges faced by real businesses, and for the opportunity to help solve problems faced by local firms.
+ Sign up for Insight into Business, to learn core elements of strategy, marketing and management and learn how to build a profit and loss account.
+ Volunteer in a charity shop for customer service experience.

MORE INFORMATION:

www.careers.ox.ac.uk/retail
KIMBERLEE ROBERTSON
Commercial Insight, John Lewis

For someone who loves to shop and is a self-confessed retail obsessive, I couldn’t think of a more enjoyable way to apply the research and analytical skills I developed during my degree. The role also provides me with a platform to demonstrate my strategic thinking and business planning abilities, which I have acquired over the course of my career so far. The John Lewis Partnership is a fantastic place to work. We all share the responsibilities, and rewards, for being co-owners and the brand has a strong sense of heritage and tradition, which I am very proud to be a part of.

WHY: Like many History graduates, I didn’t have a single career path in mind as I left Oxford. Retail appealed to me because of the breadth of roles available and the ability to lead a team early on. I wasn’t disappointed. Through working for two major retailers in my career so far, I have been fortunate enough to experience a huge breadth in roles and responsibilities. I have had 8 different jobs in as many years! From managing a team on the shop floor to being a Beauty products buyer, I have found the possibilities in retail to be truly limitless. The best part about my career so far has been being able to work with a diverse range of people, colleagues, customers and suppliers from all around the globe. I have even had the opportunity to travel as far as South Korea to share knowledge and ideas with other teams.

ADVICE: Joining a graduate scheme (I joined the Tesco scheme in 2009), is a great way to access a variety of experiences, especially if you like to learn on the job, but it isn’t the only way to progress in retail. To get on in this sector, you need to be flexible and resilient; I have often found opportunities come to those who are willing to throw themselves into the deep end. But above all, you must have a passion for working and collaborating with others.

BA History, Jesus College, 2009

WHAT: Currently I decide how much space John Lewis allocates in our shops to different departments and services, to ensure the best commercial outcome, now and in the future.

NILUKA KAVANAGH
Marketing at Jack Wills

English Literature and Language, Somerville College, 2016

WHAT: I currently work in the Marketing department of British retailer Jack Wills. More specifically, I’m part of the ‘Content & Social Media’ team. This means on a day-to-day basis I write copy for our social media channels and articles for the handbook (the Jack Wills blog).

I also help out with marketing activations for upcoming promotions, as well as conducting competitor analysis to track our performance against other retailers. This data is key to ensuring we meet our KPI’s on social and maintain a strong digital presence in the industry.

Retailers are becoming more and more attuned to the power of social media and it is very exciting to be involved in this ever-changing industry!

WHY: I have always been interested in PR & Marketing, especially within the retail industry (I have my own fashion blog, so clothes are a real passion). Now more than ever, the digital age means that retailers have to create more innovative marketing strategies. A plain paper advert will no longer cut it. This makes my job even more interesting.

HOW MY OXFORD EXPERIENCE HELPED ME: My English degree gave me strong written skills which I have found incredibly useful since leaving. Whilst at Oxford, I also joined Cherwell, the Oxford ADSOC society, the Oxford Media society & the Oxford Guild Business society, all of which gave me excellent team-work and time-management skills, plus lots to talk about in interviews!

ADVICE: I cannot count the number of careers service appointments I had! Even if you are not sure what to do then seeing an advisor can give you new ideas and valuable resources. Also, networking is key. I got in contact with my alumni development office to see if they knew anyone who worked in marketing or retail – which they did! Never be afraid to ask.

TOP TIP: Don’t let rejection set you back. For every 50 no’s, there will be 1 yes. You just have to keep persevering.
Science and technology span diverse disciplines and so too does the range of opportunities in the science sector. Roles for hands-on scientists exist in manufacturing, energy, medicine, pharmaceuticals & biotechnology, environment, defence, aerospace, transport, electronics, space technology, fast moving consumer goods (FMCG), and many more areas.

The sector also needs science literate graduates who can use their knowledge in other ways: eg, making scientific ideas a commercially viable reality, or communicating research to investors or the general public.

You may primarily be driven by your subject interest, but you should also consider the environment that would most suit you. Working in a small start-up technology company is likely to give a very different experience from joining a large graduate scheme with an established employer, for example.

GETTING IN AND ENTRY POINTS

The first step for many scientists wanting to pursue a career in science is a PhD (DPhil in Oxford). Don’t be put off if a PhD is not for you at this stage; many organisations offer science roles that do not require a PhD.

In general, only major companies have graduate schemes. The earliest deadlines are before Christmas, but many recruit on a rolling basis. Gaining employment with well-known firms can be highly competitive (particularly in the pharmaceutical sector) and relevant industry experience is always useful.

Many large firms offer internships to penultimate year students. More opportunities exist with smaller, less well-known companies, which usually recruit for specific vacancies – either directly or through specialist recruitment agencies. Small scientific companies are often clustered on Science Parks. Check their websites for vacancies, register with relevant recruitment agencies, and apply speculatively as well. Speculative applications to these companies may also be a good source of work experience.

The availability of work in government agencies and independent research institutes varies according to subject. DSTL (Defence Science and Technology Laboratory) runs a graduate scheme across most scientific disciplines. DESG (Defence Engineering and Science Group) is focused mainly on physical scientists and engineers. Independently funded research institutes – such as those operated by Cancer Research UK and the Wellcome Trust – are more common in life science disciplines. Other options include government – or charity – funded research institutes, hospitals, and university research.

EXTRA-CURRICULAR IDEAS

- Join subject-based student societies, and others such as the Scientific Society, OxFEST (for women) or the Energy Society.
- Volunteer to do outreach work with the MPLS Division’s School Liaison Officer, or Science Oxford.
- Seek a summer research assistant position at your department or through your tutors’ contacts.
- Write for Bang!, Oxford’s science magazine.

MORE INFORMATION:

www.careers.ox.ac.uk
/pharma
/science-alternatives
/science-research-development
**JAMES EGLETON**  
Trainee Patent Attorney, J A Kemp

WHAT: The patent attorney profession combines law with a technical understanding of the basic science underlying new inventions. I work with a range of clients, from small start-ups to universities and large corporations, to secure patent protection in various jurisdictions worldwide for the inventions that they have created. I specialise in the chemistry and pharmaceutical fields, but the profession is open to anyone with an undergraduate degree in science: from mechanical engineering or electronics right through to biotechnology or plant science.

WHY: My job allows me to work in a business-orientated office environment whilst still having a strong connection to basic science. I particularly love the variety of work that the profession offers – no two days are the same! One day, I might be drafting a new patent application for a start-up biotech client; another I may have to formulate arguments to overcome objections raised by a patent Examiner against an application relating to polymer chemistry; and on a few occasions, I have had the opportunity to assist a partner at a hearing before the European Patent Office. These hearings take place in either Munich or The Hague when one of our clients is involved in a dispute with a third party over the validity of a recently granted European patent. Another huge positive for me is that I have been able to take on responsibility for certain aspects of very interesting projects, often working alongside senior partners from early on in my career.

ADVICE: If you are interested in becoming a patent attorney, my advice would be to find out as much about the profession as you can. Attend careers fairs, read the excellent Inside Careers guide to patent attorneys, and sign up for the informative open days that are offered by some firms. There are also very limited opportunities for internships and work experience. Beyond that, however, just give it a go and apply! Some firms have structured graduate recruitment schemes, but many welcome prospective applications. The biggest challenge to be aware of when joining the profession is that the qualifying exams are tough and require a lot of hard work; however, the rewards that the profession offers are worth it.

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**REBECCA HOLTUM**  
Future Leader Programme (R&D), Unilever

WHAT: I have now worked for Unilever for 2 years, and the world of fast moving consumer goods (FMCG) is quite unique. I get to work on truly global projects for some well-known and well-loved brands, and I am already getting to see the impact that my work has on the evolution of our products and consumers. If you want an experience like mine, and still want the opportunity to learn and gain real breadth from the world of business, then you should seriously consider FMCG.

CHOOSING A DIRECTION: Are you a scientist and want to get out of the lab? Are you not sure what you want to do or whether or not you want to specialise, or narrow down your career?

I considered exactly the same questions when I was in my final year at St Hugh’s. If you were to look at the type of jobs or graduate schemes that I applied for, you would probably conclude that I was directionless and open to anything and everything. To a degree, I still am open to anything: I’m on my sixth role since leaving Oxford, and have had experience in Research Formulation, Marketing, Packaging, as well as Legislation and Policy from my short time in the civil service fast stream. I am starting to realise that being a generalist is OK, and that having a scientific background gives you a great perspective in the world of business – and even better in fast moving consumer goods.

GETTING IN: During my assessment centre for the Unilever Future Leader’s Programme, I wasn’t asked a single scientific question. What Unilever’s recruiters look for are the soft skills, the leadership experience; the fact that I had a scientific degree from Oxford was the only scientific credentials I needed. My advice, therefore, is to remember that any and all experience is worth pursuing and will be valuable to you not only during recruitment, but when you land your first roles too.
HAVE YOU THOUGHT ABOUT...

A CAREER AS A PATENT ATTORNEY?

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You will leave the lab environment yet remain at the cutting edge of science and technology, applying your knowledge and skill in a commercial context. Your role will be to help to protect intellectual property assets and grow businesses.

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Exam Schools
START-UPS, SPIN-OUTS + ENTREPRENEURSHIP

Becoming an entrepreneur is a popular aspiration for an increasing number of students, as is establishing or working for a start-up or spin-out.

The priority when it comes to career search is to get round pegs in round holes, and nowhere is this more true than in start-ups and spin-outs. The adventurous risk seekers who will thrive in this activity are relentless in understanding how business works: they are not just commercially aware but business savvy.

We talked to serial entrepreneur and alumnus, Oliver Bridge (PPE, 2007, Lincoln). He started BiggerFeet.com at the age of fifteen and sold it to his brother before coming to Oxford. This e-tail business, for people with big feet, peaked at £20,000/year sales and resulted in Oliver becoming Lloyds TSB’s Teen Entrepreneur of the Year in 2005. In 2009, whilst still at Oxford, he built GenderChecker.com, the world’s largest database of names and genders (over 100,000) with over a million search results to date. Three years after leaving Oxford, he started Cornerstone.co.uk, purveyor of superior shaving products with a subscription delivery service. Sales are now impressive at more than £5 million per year, but still less than a 1% share of the enormous £650 million UK male grooming product market.

CAREERS SERVICE: Oliver, congratulations on your success as an entrepreneur to date. Can everyone be an entrepreneur?

OLIVER BRIDGE: Everyone can try: not everyone will be successful and not everyone will enjoy it. If someone were planning to be an employee at a start-up, I would advise caution if they are looking for training: there is often not the time nor the money for training and development in start-ups. If they want to be the founder of a start-up like me, I would advise against it if they are looking for salary, benefits, security, stability, or work/life balance. If they are looking for a stimulating environment with freedom, responsibility, and flexibility, then founding a start-up has all of those. Yes, an entrepreneur may be able to take an hour in the gym during the day, but he or she will be working two or three hours later in the evening. The variety is amazing: developing products, working with contract manufacturers, meeting with investors, resolving legal issues, motivating staff – but the sheer volume of work is not for everyone. You never really switch off.

CS: What would you say to someone planning to start their own company straight after graduation?

OB: Don’t do it. Oxford is fabulous, but being thrown into the real world afterwards is humbling. There is so much that we don’t know as undergraduates about how the business world works: how to communicate with people in a professional environment or get things done quickly and effectively with all sorts of commercial constraints. Much better to learn these things as an employee whilst someone else is paying you!

CS: We noted on your LinkedIn profile that immediately after graduation you spent over a year at a marketing innovation consultancy, then more than two years in private equity and venture capital. To us, this looks like smart preparation for starting Cornerstone. 90% of businesses fail in the first three years, and here you are still going strong. How much did that real world experience inform Cornerstone’s success?

OB: Massively, you cannot learn marketing and branding academically. Working with marketing giants like Unilever and Reckitt Benckiser at Happen was critical to getting my branding and marketing strategy right, but also product development and project management skills.
My background in venture capital was incredibly helpful as I was able to put together a credible business plan to raise £160,000 from a group of angel investors in September 2013. But more than those two factors are the people skills, the emotional intelligence piece that I gained most from my three years’ post-graduate professional experience. I have to liaise with so many different kinds of people. Lastly, the network that I built up over that time has been invaluable.

CS: We noted that you were active in Oxford Entrepreneurs (http://oxfordentrepreneurs.co.uk/) while you were in Oxford. What did you get out of that?

OB: Oxford Entrepreneurs is a business in its own right. Raising money to spend on events and similar gave us an immediate appreciation for profit and loss. Again, the networking was also important in being able to find potential investors.

CS: Thank you Oliver, and congratulations again on your entrepreneurial success.

WORKING FOR YOURSELF

You will need to decide whether you want to operate as a sole trader, Limited Liability Partnership, or Private Limited Company. The advantage of being a sole trader is that you do not have to publish your accounts so you keep your privacy; but you are responsible for any losses that your business makes, which means that your home and possessions could be at risk. Having said that, if your business is a consultancy, your professional indemnity insurance could cost as little as £150 per year. As a limited company you are personally protected from the business debt but you have to publish your accounts at Companies House. Once your sales pass £70,000-£85,000 per year, you will need to register for and charge VAT to your customers, payable to HMRC. As a self-employed person, you will have flexibility and independence, but in addition to delivering your service, you will need to do business development (sales) to obtain new customers. This is why many people choose to go freelance later in life when they already have a network of contacts that acts as a readily available customer base. In this respect you will need to consider how you market yourself, your business name, website, brand equity, competitive edge, etc.

MORE INFORMATION:

START-UPS

Oxford Entrepreneurs
http://oxfordentrepreneurs.co.uk/

Enterprising Oxford
http://www.eship.ox.ac.uk/

SBS Entrepreneurship Centre
www.sbs.ox.ac.uk/faculty-research/entrepreneurship

Panacea Innovation (Oxford Biotech)
http://panacea-innovation.com/

SPIN-OUTS

Oxford University Innovation
https://innovation.ox.ac.uk/

Oxford Sciences Innovation
www.oxfordsciencesinnovation.com/

The Catapult Program
https://catapult.org.uk/

Begbroke Science Park
http://www.begbroke.ox.ac.uk/

Harwell Campus
http://harwellcampus.com/
After leaving Oxford I joined International Market Management (IMM), a London based VC start-up specialising in advising, acquiring, and launching international brands in India. I could have started out at one of the ‘bigger firms’ where I had done a number of summer internships; these firms would have prepared me for a secure career in the financial sector. However, I wanted something more challenging, international, and more hands-on so that I might learn as much as possible in the early stages of my career; in particular the art of management. I wanted to be on the frontline of an enterprising business, working alongside others with a similar entrepreneurial spirit at a time when I had no reason not to take the risk. I was fortunate enough to join the firm at a critical point, and was exposed to every facet of setting up and running a business: establishing entities in London, pitching for franchises, executing the firm’s first capital raise, and negotiating franchise agreements. The clear benefit of any start-up is that it is small, so you cover many different areas of the business and you learn by ‘doing’. Start-ups are often not places for those yearning for structured training. This was fast-paced and diverse: firefighting throughout the day was the norm and you had to adapt and react quickly.

Working in a start-up can also mean more flexibility and a removal of bureaucracy, which can strangle creativity. This does mean that one takes on more responsibility, has more opportunity to express oneself, and has direct access to the founders and high-level executives. However, it also can mean working long hours/weekends, unstructured holidays, and making impromptu decisions.

Starting out in a start-up is a risk that I have loved; but it is a risk. You miss out on ordered/recognised training and qualifications, but if you’re hardnosed, adaptable, up for a challenge and open minded, the training and ‘front line’ experience you receive can be unrivalled.
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Work in teams to solve a real business problem for firms, start-ups and charities

www.careers.ox.ac.uk/tsc
Beyond the industry sectors listed on the previous pages, there are many more opportunities – some of them are quite niche, and some are in rapidly expanding fields at the edge of current knowledge and practice. Don’t feel restricted by the range of graduate jobs that normally get promoted, and think creatively about what would best suit you.

Each year substantial numbers of graduates enter these alternative career fields and others pursue their own personal vision in areas they are passionate about, for example, in the Creative and Performing Arts; the Armed Forces; Religion (particularly from Oxford’s Permanent Private Halls); Tourism; Sports and Leisure; HR; Libraries; and Translation...

**OTHER OPTIONS**

The selection of career profiles included here gives you a taster of a few of the options drawn from the worlds of patent law, fin-tech, prison services and development.

If you are aiming for a route less travelled you may need to think more widely and be more creative in how you source information, find contacts and build and develop your network. If you are interested in a career that doesn’t get much exposure around Oxford, The Careers Service is very happy to help: Careers Advisers will be happy to work with you on a 1-to-1 basis to provide support and ideas to help you move forwards.

Even within the core sectors covered on previous pages there are unusual individual roles. For example, if you are passionately interested in the world of online gaming but don’t fancy a technical or coding type role, leading UK companies also employ historical researchers, writers and story-tellers, artists, technical support for live motion capture, as well as the full range of business managers such as sales and marketing, HR and finance functions.

**FINDING OUT MORE**

+ There are a number of strategies you can follow to find out more about any role or industry. In some ways, the more niche your specific interests are the more focused you can be. 
+ There are some 400 different job profiles covered by www.prospects.ac.uk for roles as diverse as Glass Blower/Designer; Toxicologist; Youth Worker; Patent Attorney; Hydrologist; Animator and Company Secretary. Each profile offers links to, professional bodies, sources for vacancies and suggested courses and professional development.
+ Identify the professional body or society for your field of interest.

+ Professional bodies frequently also publish an industry magazine (often with vacancies), and run industry or sector awards which you can use to find leading practitioners.
+ Examine vacancies to understand the common requirements such as key skills, qualifications and experience sought, as well as industry norms and terms (jargon).
+ Find websites for your niche, eg: Working for an MP website: www.w4mp.org; Space Internships Network (SpIN) via the Catapult Programme: www.catapult.org.uk; For animators: www.cartoon-media.be
+ Use social networks to the full – follow bloggers and experts on Twitter and across the web. Ask to join specialist groups on Facebook and LinkedIn and see who’s part of the conversation and who the opinion leaders are.
+ Make yourself visible online: start your own blog or website; showcase your portfolio; make sure your LinkedIn page reflects your goals and relevant experience; comment in discussions and ask for advice and make contacts.
+ Specialist recruitment agencies can be another route to finding out information about particular sectors and sourcing vacancies.

**GETTING IN AND ENTRY POINTS**

As for all positions, understanding the industry, the organisation and role and making a targeted approach underpins any successful application. To do this, you will probably want to talk to someone who is actually in the career of interest to you, particularly if relevant information is hard to find. They will be in the best position to give you information on the day-to-day life in the role, as well as challenges, opportunities for career development, and lots more. See the networking section on pp.18-20 for ideas of how to make and maintain contacts. There will normally be somebody doing the job you are interested in – and the less common it is the more likely they will be willing to share their experiences and enthusiasm with you.

**MORE INFORMATION:**

www.careers.ox.ac.uk/other-sectors
/armed-forces-uniformed-services
/creative-arts
/human-resources
/library-information-work
/management
/translating-interpreting
SERGEY KRAVCHENKO
Software Engineer at Ocado Technology

MSc Computer Science, St. Catherine’s College, 2015

WHAT: I work on a range of existing live systems, which drive Ocado’s highly automated customer fulfilment centres and support its unique end-to-end online shopping solution. We continuously improve the stability and maintainability of our systems by fixing bugs, refactoring, and incorporating new technologies, as well as develop new features to increase the throughput of our warehouses by utilising our resources more efficiently to support business needs.

WHY: Ocado is highly focused on learning opportunities, and welcomes change and experimentation with open hands. For instance, in my team we have ‘launch time’, allowing you to dedicate 10% of your time to self-development (reading; podcasts; personal projects) if it’s work-related and brings value to your daily duties. Ocado Technology also runs a learning Academy, which organises weekly seminars by external speakers.

GETTING IN: Apply early, because peace of mind is priceless. I started my application at the beginning of Hilary and had the offer on the table by the end of it. Trust me, there is nothing like going into finals knowing that there is a fantastic position waiting for you at the end of your studies.

Do keep an eye on the deadlines, even for a firm like Ocado that is constantly growing and where recruitment for technical roles is almost always ongoing.

EARLY CAREER: Initially you will spend a few weeks working on the induction project, developing smaller scale (but still important) systems. This introduces you to the types of problems you will be solving on a daily basis and the frameworks and technologies we use. There’s other training covering compliance, the business and operations, and the learning curve can be quite steep. I found it enlightening to learn about Ocado’s business model in such a competitive market as grocery retail, and it’s fun to step into a personal shopper’s shoes and interact with the very systems we develop.

Maria Donovan
Recruitment Director, Unlocked Graduates

Modern Languages (French & German), Jesus College, 2008

If I had been asked in my final year of university, where I thought I would be in ten years’ time, I would have had no clue what to say and b) not guessed that my career would have involved teaching French to Emirati children, doing interviews with a film crew in Wandsworth prison and owning even more stash than I did when I was a student.

Teach First was my springboard into professional life. I learned more from my students than I ever managed to teach them.

It is oft said that those who can’t, teach. Well, I say that if you can stand in front of a classroom of thirty 13 year-olds and get them excited about the French subjunctive, you can do anything. At the end of two years I felt invincible so, after a stint of travelling, I realised I wanted to persuade others to do the same. I had a gift for speaking frankly about my experiences, whilst inspiring others to get involved.

After some time at Teach First, I moved into start-ups that were looking to bring new talent into Cinderella public services. I worked at Think Ahead, the scheme for mental health social work, and I’m now at Unlocked Graduates, where we aim to change society’s perception of life in prison, as well as tackling the damage and cost of prisoner reoffending by recruiting top graduates to be prison officers.

Working for a start-up organisation is exciting, challenging, incredibly rewarding and unpredictable – I’ve worked with actors to create role plays about prison life, moved offices six times in three years, taken responsibility for budgets and created competency frameworks for organisations from scratch.

Pursuing a public sector graduate scheme is an amazing way to make a difference to people’s lives while building skills that make you employable in most sectors. I wasn’t made to be a teacher, but the experience with Teach First is something that I will always treasure. And if you want a particularly rewarding role, the prison system needs great people who are up for a two-year challenge!
MAIN CHALLENGES: Studying Graduate Entry Medicine generally requires a greater amount of discipline and independence than undergraduate degrees do. The first year of the course is a time to catch up on all the medical science that undergraduate courses typically cover over the course of two introductory years. The amount of material to get through can be intimidating especially for graduates from backgrounds other than biomedical science.

ADVICE: Many people feel drawn to Medicine for the job stability, financial security and clear career progression it offers. However, I would urge anyone against choosing Medicine for these reasons only. It is a long and challenging degree, and it commonly takes another decade after finishing medical school to attain full qualifications in a speciality of your choice.

WHAT: After finishing my first degree in Experimental Psychology, I began studying Medicine as a second degree on a Graduate Entry course in Oxford. A four-year, accelerated course allows previous science graduates to attain a full qualification equivalent to a standard five or six-year undergraduate medical degree in a shorter, more focused period of time.

WHY: I found the academic side of Psychology incredibly interesting, but I struggled to imagine myself in either of the two career paths most commonly chosen by Psychology graduates: Clinical Psychology or academic DPhil. Always more interested in the neuroscientific aspect of Psychology, I wanted to continue my career in a field that allows me to combine biomedical research with a more practical, hands-on everyday job. Additionally, I was drawn to the unique range of career opportunities Medicine offers, including research, teaching, global health and policy among others, with the ability to shift the primary focus of one’s career multiple times along its course.

SKILLS AND EXPERIENCE: One of the main concerns of prospective applicants is the amount of work experience required for successful application. Having only made the decision to apply a couple months before the deadline, I did not have a great portfolio of medical experience. Luckily a single two-week shadowing placement in the hospital combined with previous charity projects I had done sufficed. Generally, more important than spending vast amounts of time getting experience is the ability to derive interesting insights from it. However, specific requirements vary greatly between different courses.

SOPHIA CHENG
Frontline graduate programme

WHAT: I started training to become a social worker, focused primarily on children and families, in July last year. Following a six-week Summer Institute, I joined a team within Children Services at a local authority last September, where I am completing a 200-day placement. I have also completed 30 days within an Adults setting. Alongside my placement, I am studying for my Master’s degree.

WHY: For me, this was a welcome career change; I’d worked for nearly four years in the banking and finance sector before joining Frontline. Whilst I did enjoy my degree, I have actually always wanted to be in a role that involved working directly with vulnerable young people. Social workers are afforded unique opportunities to have truly positive impacts on the lives of young people and their families, and this makes the role both exciting and fulfilling. If you want a role that doesn’t confine you to a desk and computer, and that is people-facing, challenging, and rewarding, social work is definitely for you and Frontline is a great route into it. Being able to learn on the job and manage your own caseload means that you can apply what you learn and build up your skills quickly.

TOP TIPS: For anyone thinking of going into social work (or any role that involves working with vulnerable people), I would suggest doing some voluntary work. I volunteered in residential care homes, hospitals, and schools, and I was also fortunate enough to be able to do some shadowing days within Children Services in a local authority. These have all helped me in my current role as they provided me with some good insight into what the role of a social worker involved. It’s also important to have a genuine respect for different people, cultures, and life stories, and I would say that this is the basis of good social work. Finally, I would say that, in thinking about what career you want to embark upon – follow your heart, do what you feel is right for you, and do something that you believe will make you happy!
**Nick Thomas-Peter**

Winton Group. We are a data science and global investment management company, and we aim to grow the assets we oversee for our investors. My work is extremely varied; it is part data analysis, part risk management, part software development, and part speaking with current and potential investors to help them understand what we do.

**Getting Started:** At Oxford I completed a first degree in physics, followed up with my DPhil. The analytical skills I developed are critical to what I do now, although the topic is completely different. As an undergraduate I also had two important internships, with IBM and The MathWorks, which helped me learn how to develop software, and I joined Winton after I submitted my thesis.

**Why:** Like many other people, working in finance wasn’t my aim when I began studying physics. As I approached the end of my Doctorate, however, I decided to look beyond academia and try working for a company. I found that investment management was an area where I could continue to do quantitative and analytical work, with plenty of opportunity to work with smart people and to learn about a new area that affects us all.

**Advice:** There is no single route to working in investment management and the skills you need will depend on the type of manager you want to work for. Winton is founded on the idea of applying scientific method to financial markets and we value scientific and analytical training alongside technical skills more highly than a detailed knowledge of finance. We also look for people who are intellectually honest, so defend your ideas but leave room for other people to help you improve them.

**Top Tip:** Finally, practical inclinations are helpful – a good solution delivered now might be better than the perfect solution delivered later.

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**Rebecca Hewstone**

Senior Private Secretary to the Secretary of State for Education

Further Education, Apprenticeships and Skills, which are excitingly all quite big priorities in the current world! It’s a really exciting role where you get to see how decision making happens at the centre of government and at the highest levels of the department.

**Why:** I love working for the Department because I think Education is fundamentally important, and this is what really motivates me. I have a great deal of ownership and responsibility in my role, and I am constantly learning new skills and being stretched. This element of challenge is really important to me.

**Early Career:** I took a year out and worked in my college’s admissions team, and then as a Research Assistant. After travelling for a few months, I joined the Civil Service Fast Stream in September 2013. I’ve worked in a huge range of roles: developing a legislative fix to tackle a crime that exploited pensioners; developing emergency plans for possible fuel strikes; managing a Job Centre; and secondments to the UK Green Investment Bank to consider the profitability of recycling, and the European Commission in Brussels.

**Advice:** If you are interested in working in the civil service, it is worth persevering with the Civil Service Fast Stream, and to keep an eye out for any external recruitment exercises – they are rare, but they do happen and allow you to jump straight into a role in government. Also, be patient - you will learn valuable skills as soon as you start and even if you don’t go straight into your preferred departments you will be able to apply later as positions are advertised internally.

**Top Tips:** Use the Careers Service advice on preparing for the Fast Stream Assessment Centre, and speak to anyone you can who has been through the process to help you prepare. Be ready to apply more than once – many people are successful on their 2nd or 3rd attempts!
We bill ourselves as the ‘one-stop-shop’ for destinations – we’re trying to help students go from exploring their interests to making successful applications, whether that’s to university, an apprenticeship, or Further Education. We also help teachers to manage the guidance process – from planning what they want to deliver, to recording what they’ve delivered, and then analyzing their students’ destinations to work out if they’ve done a good job!

We’ve been operational for 4 years and the wonderful thing is that we keep growing both in terms of users (about 20% of UK secondary schools), and in terms of what we deliver. We are just about to finish a search tool for US universities – this fits into our new mission to make it easy for students to find the best undergraduate programme for them, anywhere in the world.

WHY: Unifrog span out of my time running a charity called The Access Project which helps disadvantaged young people win places at top universities by providing them with one-to-one tuition delivered by volunteer graduates. And The Access Project span out of my time doing Teach First in London.

I only became interested in social justice when I started teaching. Now I want to devote my working life to helping to level the playing field regarding young people’s access to opportunities. We have a long way to go but lots of great work is being done. Get involved!

TOP TIPS: I believe the best way to get anything done is to be really clear what problems you are trying to solve. Doing Teach First I came across lots of problems – it was important to pick some and go after them relentlessly!

Another thing I’m convinced by is that the best way to see if an intervention might work is just to try it. Being a classroom teacher was handy because I had a wonderful laboratory in which to try out solutions.

WHAT: My job is to lead fundraising initiatives across the Mathematical, Physical and Life Sciences Division at Oxford University. I lead a team working with individual philanthropists (including Oxford alumni), charitable Trusts and Foundations, and Corporations to secure multi-million pound charitable support for projects across the science departments – ranging from fundraising for new laboratory buildings to postgraduate scholarships, and securing endowment for key professorships. I focus on developing positive and meaningful relationships with our many donors and supporters, supporting senior academics with their important relationships, and ensuring our fundraising activities address strategic priorities for the division and the university.

WHY: I love working in development because it is a great privilege to work with exciting philanthropists. I enjoy working in an incredibly stimulating academic environment with inspirational researchers. I have great variety in my role – one day I could be in London meeting with successful alumni talking about the future of the Mathematical Institute, the next writing a funding proposal for a foundation on agricultural related research in Plant Sciences.

ADVICE: If you are considering a career in development or fundraising, my advice would be to focus on your interests and passions. To be successful you need great people skills and emotional intelligence, the ability to assimilate information quickly and communicate effectively, great time management and effective at prioritisation. Above all you need to have a genuine passion for the cause you are fundraising for.

TOP TIPS: The Higher Education development sector is always on the lookout for talent – this is an emerging profession, and one with great opportunities for career development. Networking and engaging with cold contacts is a key part of the role – be proactive and explore informal conversations. If you are interested in a career move, evaluate your transferable skills even if you do not have direct face-to-face fundraising experience.
As a graduate, begin your career as a Swire Management Trainee and find yourself on assignment in any one of our divisions ranging from aviation, property, beverages, trading & industry and marine services. Joining the programme requires a high degree of mobility - across departments, companies and geographies (Hong Kong, Mainland China, Asia Pacific to name a few). The programme offers you the opportunity to tackle unexpected challenges in unfamiliar surroundings, gain exposure to an extraordinary range of business areas, and build a long-term but highly diverse career in general management.

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