

How to make the most of

THE CAREERS SERVICE





FIVE RINGS

Five Rings is a proprietary trading firm with offices in New York and London founded with a vision of combining strategy, innovation and technology to succeed in today's global markets.

We work in teams – Developers, Quants, Traders - continuously designing and optimizing.

www.fiverings.com



CONTENTS

Five ways in which you can get tailored careers support	4
Join our careers and employability support sessions	6
Develop employability skills on original programmes	8
Meet recruiters at our careers fairs	10
Get work experience with our internship programmes	12
Careers support for researchers	14
Alumni can access our services for life	16
About CareerConnect	18
Make the most of our resources	20
Connect with the Careers Service	22

The Careers Service at a glance



7 ANNUAL CAREERS FAIRS so you can explore your options and meet hundreds of employers



5,500 ONE-TO-ONE ADVICE APPOINTMENTS available with our careers advisers

CareerConnect

OVER 8,500 VACANCIES advertised on our website each year



More than **200 EVENTS** each year, run by employers and careers advisers



Application and interview skills **DEVELOPMENT, SUPPORT and FEEDBACK**



TRAINING PROGRAMMES including The Oxford Strategy Challenge, Insight into Strategy and Management, and more



FIVE WAYS in which you can get tailored careers support

The Careers Service offers Oxford University students, researchers and alumni impartial advice on any careers-related topic – including deciding what to do, applying for jobs or further study, and how to develop your skills.

Our specialist careers advisers have backgrounds in a wide range of sectors, from teaching to banking and from publishing to law. Here is how they can help you.

1 ONE-TO-ONE SUPPORT FROM OUR CAREERS ADVISERS

Our careers advisers offer objective, confidential careers guidance based on your individual needs.

To book an appointment, log-in to CareerConnect with your SSO and select 'Book', then 'Appointment'.

Once you select the type of appointment that's right for you, choose your appointment slot with a Careers Adviser according to special interest and preferred date and time.

This guidance can include:

- Feedback on CVs, cover letters and application forms.
- Discussing further study options.
- Advice on where to find specific sector information.
- Suggesting where to find work experience.
- Advice on interview preparation and techniques.
- Sharing relevant resources and services.

2 SPEAK TO A DISABILITY CAREERS ADVISER

If you have a disability or a long-term health condition, you may feel you need extra support or guidance when applying for work.

To discuss your situation, book a **'Health/Disability Long Careers Discussion'** with our dedicated disability careers advisers.

3 GET WORK EXPERIENCE THROUGH OUR INTERNSHIP OFFICE

We run a range of highly successful internship and mentoring programmes to support Oxford students in securing work experience opportunities.

Internships are available in a variety of sectors and take place remotely, or in person at the host employer's premises.

4 IMPROVE YOUR INTERVIEW TECHNIQUE

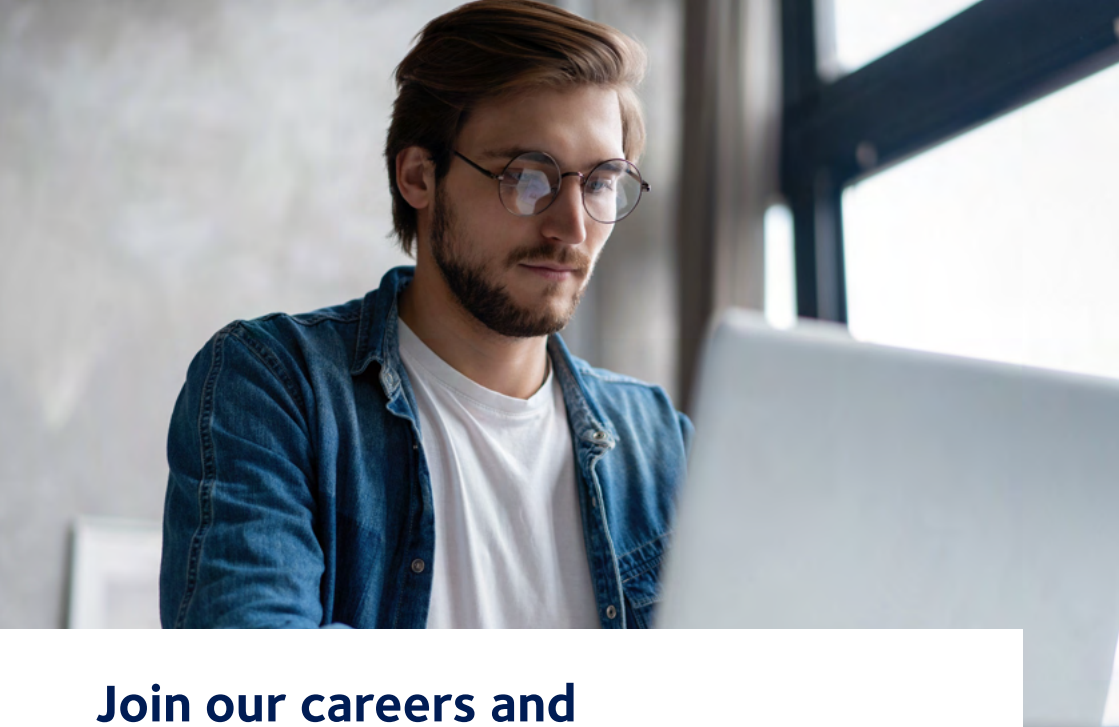
You can get interview practice by signing up for a **'Mock interview with an employer'**, **'Mock Interview with a Law Firm'**, or **'Pupillage Interviews'**.

The session facilitators will give you a mock interview, followed by constructive feedback on your performance. Times are advertised in advance in the 'Appointment' tab on CareerConnect.

5 DEVELOP YOUR EMPLOYABILITY SKILLS

The Careers Service can help you identify and develop key employability skills. On our website, we provide suggestions of things you can do while at Oxford to prove and improve employability skills such as Business Awareness, Communication, Creativity, Initiative, Leadership, Planning, Self-Management, and Teamwork.

We also provide opportunities to develop them – including a range of skills programmes, workshops and internship opportunities.



Join our careers and employability support sessions

The Careers Service organises information sessions and workshops throughout the year in a wide variety of subjects to help students, researchers and alumni get up-to-date information and the right support for their chosen career paths.

www.careers.ox.ac.uk/term-planner

Application skills workshops

Each term, we hold regular talks and workshops to help you make successful applications and improve your interview technique.

Our application skills sessions cover issues such as: CVs, cover letters, assessment centres, cringe-free networking, and case-study interviews.



Further study workshops

A large percentage of graduating Oxford students go on to further study. Further study will not automatically get you a better job, but it can improve your chances if the employer requires the specialism you have developed.

The transferable skills gained from postgraduate study, carefully targeted and effectively marketed in an application, can greatly enhance job applications.

Our further study talks answer any questions you might have and cover issues on how to apply (including to universities in the USA or Europe), and how to find funding.

Sector-specific talks and events

We hold regular talks focusing on individual sectors, including:

- Accountancy and Financial Services
- Arts and Heritage
- Banking and Investment
- Consultancy
- Education
- Engineering
- Government and Public Services
- Law
- Management and Business
- Sustainability
- Tech and Information Technology
- ...and more

Events for particular groups of students

We also organise tailored talks, workshops and programmes each term for specific groups of students, including:

Students with disabilities

Masters' students

DPhil students

Research staff

International students



Events are promoted regularly in the weekly Careers Service newsletter and term planners, and a full list is available on **CareerConnect**, in the Events Calendar.



Develop employability skills on original programmes

The Careers Service offers opportunities for Oxford students and researchers to develop employability skills within and outside the University setting.

The Oxford Strategy Challenge

The Oxford Strategy Challenge is a short, team-based, experiential learning event. It is a chance for you to gain hands-on experience with local organisations.

On the programme, you have the opportunity to develop skills in working effectively as part of a remote team, managing a client relationship, collecting data under time pressure, reacting quickly to unexpected changes, and presenting your findings to a client.

www.careers.ox.ac.uk/osc

[I] was quite surprised by how much I managed to achieve in such a short time frame, from conceptualising the problem(s) to collecting significant amounts of data and synthesising all this for the final report and recommendations – it was incredibly valuable.

The programme was excellent. It gave us initiative, allowed us to think and manage for ourselves, and will be a really useful addition for my CV.

The Student Consultancy

The Student Consultancy is open to participants who have completed The Oxford Strategy Challenge, offering you the possibility to progress further.

The programme provides hands-on consultancy and strategy experience with client organisations over a period of 4–8 weeks. Projects can include understanding what customers value, a fundraising strategy for a charity, or ideas on how to promote their products and services to more people.

www.careers.ox.ac.uk/tsc

The Researcher Strategy Consultancy

The programme provides early career researchers (DPhil students, Research Assistants and Post-Docs) with an opportunity to develop employability skills that may be required for a transition into a career outside of academia.

The Researcher Strategy Consultancy enables participants to build on skills that typically develop through designing, planning and conducting complex research projects. Whatever their career plans, participants can benefit significantly from the programme.

www.careers.ox.ac.uk/trsc

Insight programmes

Our Insight programmes help with the transition from student to employee by developing your knowledge of business, pharma/biotech, publishing, and more.

► **INSIGHT INTO STRATEGY AND MANAGEMENT** is designed to demystify business and increase understanding of professional life to help students become ready for employment. At the end of this six-session programme, you will be able to demonstrate a broad understanding of the principles of business strategy, finance and management to prospective employers.

► **INSIGHT INTO PHARMA/BIOTECH** is an online session in which a panel of scientists from a local pharma/biotech company talk about their work both in R&D and science roles outside the lab. It typically takes place in Michaelmas term and is particularly aimed at science students who are interested in research within the pharma/biotech industry.

► **INSIGHT INTO PUBLISHING** is a skills programme for students from any degree background who are interested in a career in publishing. The programme is designed to demystify publishing and increase understanding of professional life to help you become ready to get a job in the sector.

www.careers.ox.ac.uk/insight-programmes



Meet recruiters at our careers fairs

The Careers Service fairs provide you with the chance to meet recruiters and learn about the vacancies and opportunities available. At most of our fairs, you can attend a variety of talks or presentations focused on specific issues, and get careers advice from our expert careers advisers.

At our career fairs you can meet:

- **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.
- **RECENT ALUMNI** working in areas you might be interested in, people who were in your shoes not so long ago.

MICHAELMAS TERM

- ▶ Oxford University Careers Fair: The fair for all sectors
- ▶ Finance and Management Consultancy Fair
- ▶ Science, Engineering and Technology Fair
- ▶ Careers in Computing Fair
- ▶ Law Fair
- ▶ Jobs for Mathematicians

HILARY TERM

- ▶ Careers Conference for Researchers

TRINITY TERM

- ▶ Summer Graduate and Internship Fair

www.careers.ox.ac.uk/fairs

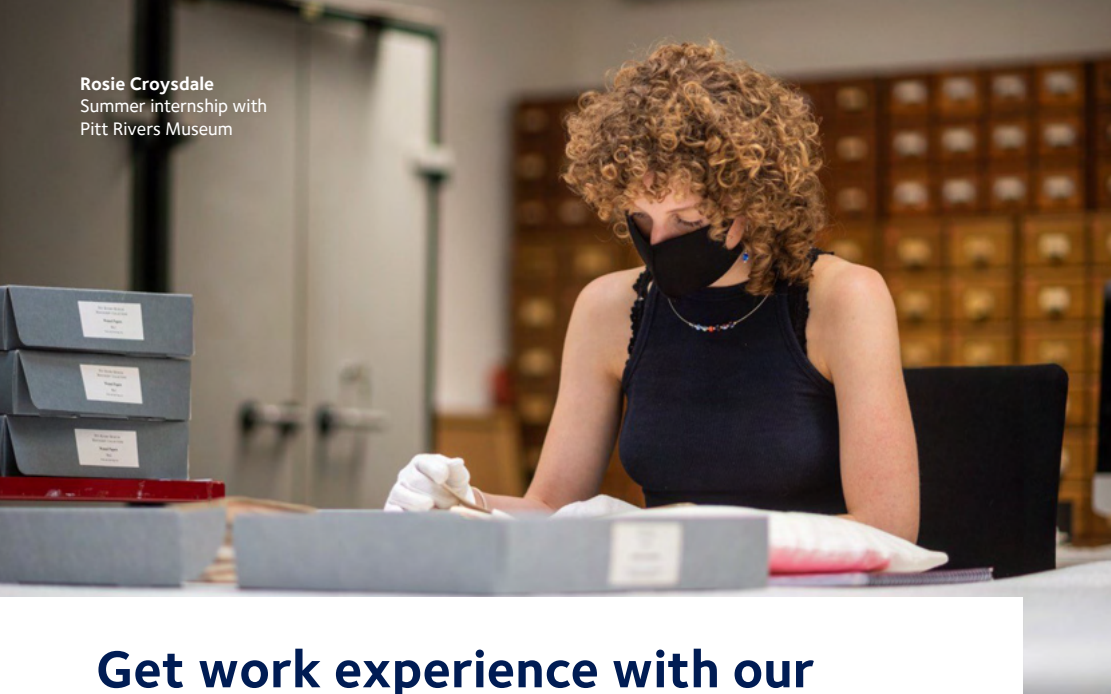
Make the most of the careers fairs

Prior to attending a fair, inform yourself about the employers attending by downloading and reading the fair booklet.

Each one is available on our careers fair page one week before the fair. Read about the opportunities available, and find out more about the companies of interest by visiting their websites. Having such information will help you to impress them when you visit their recruiter stand.

www.careers.ox.ac.uk/making-the-most-of-careers-fairs





Get work experience with our internship programmes

Available only to Oxford University students, our internship programmes are designed to help you build skills during the vacation periods.

The Summer Internship Programme

The Summer Internship Programme offers hundreds of summer internship opportunities in a wide variety of sectors, and often come with funding support or travel scholarships. There are opportunities suitable for students of all levels of experience and of all years of study, from first-year undergraduates to final-year DPhils.

The internships are advertised from January each year, with application deadlines from February onwards.

www.careers.ox.ac.uk/sip

“
The internship has given me a lot of insight into working in industry, which is what I aspire to do after graduation. The particular sector of space industry turns out to be a very exciting one and it has certainly sparked my interest. [...] I was given a lot of freedom in the work on my project, which was important for me to develop organisational skills because I had to make sure that I would deliver a finished product in the end of the internship and plan my work accordingly.

KLAUS KIENDLHOFFER, MPhys Physics
Internship with Archangel Aerospace

The Micro-Internship Programme

Micro-internships are an excellent way to fit valuable work experience around your studies. They are available every term, and are open to all matriculated students.

The Micro-Internship Programme offers voluntary, short-term learning and development opportunities that take place in the vacation periods. Host organisations provide interns with travel and lunch expenses.

www.careers.ox.ac.uk/micros

The Crankstart Programme

Crankstart Scholars are encouraged to gain work experience during their time at Oxford, and funding and support are available to help them do so. Scholars can receive advice and guidance through the programme at any time with a view to undertaking a work placement in their vacations.

www.careers.ox.ac.uk/crankstart



Mentoring Programmes

Our two mentoring programmes handpick experienced professionals to suit the mentee's area(s) of career interest and encourage collaboration to explore aspects of a profession that may be of interest:

► **The Crankstart Careers Mentoring Programme** is exclusively available to Crankstart Scholars.

www.careers.ox.ac.uk/crankstart-mentoring

► **The Promentor Programme** is open to first year students on bursaries, and it matches mentees with a number of alumni mentors over the duration of their undergraduate degree.

www.careers.ox.ac.uk/promentor-programme

www.careers.ox.ac.uk/internships



Photo by Peter Baker
Summer internship with Ambessa Play



Photo by Taras Bains
Summer internship with the International Whaling Commission



Careers support for researchers

The Careers Service offers tailored support to researchers at all stages of their career, whether they are exploring their options, looking to boost their employability, or polishing an application.

Conversations and appointments

One-to-one appointment sessions are available year-round and can cover anything from exploring your options, looking to boost your employability, polishing an application, getting feedback on your CV, practice interviews and more. You can book an appointment with one of our dedicated Careers Advisers for researchers via CareerConnect.

Looking beyond academia: Careers Conference for Researchers

Targeting those who are curious about career options beyond academia, our annual conference includes speakers with PhD/postdoc experience now working in a range of roles, a networking lunch with employers who are interested in recruiting people with research training, and skills workshops to help you optimise your profile.

Insight into academia

We also offer lunchtime sessions exploring the evolving realities of academic progression.

Strategy and skills workshops

We run practical workshops each term on subjects such as:

- Career management
- Academic progression
- Transitioning beyond academia
- Cringe-free networking
- LinkedIn strategy
- CVs/cover letters
- Fellowship applications
- Interview technique
- Tips on engaging with employers at pre-fair 'Researchers @' sessions.

Find out more on the Events Calendar on CareerConnect.

www.careers.ox.ac.uk/researchers

www.careers.ox.ac.uk/researchers



Researcher events schedule

Check out our events web planner for events and programmes at Oxford. The page contains bespoke events for researchers and sessions from our wider programme that will appeal to a researcher audience.

www.careers.ox.ac.uk/researcher-events



Alumni can access our services FOR LIFE

Continued access to CareerConnect

By logging into CareerConnect, alumni can:

- Search the job vacancy board.
- Attend our careers fairs, as well as our practical workshops and information sessions.
- Book an appointment with a careers adviser for tailored advice and support.
- Sign up to a monthly Alumni Careers Service newsletter.

Tailored events for alumni

The Careers Service also organises a number of tailored events:

- ▶ **KICK START YOUR CAREER** – a bespoke workshop for unemployed, under-employed or unfulfilled alumni.
- ▶ **ALUMNI @ THE FAIR** – dedicated talks that take place during the Oxford University careers fairs.



Read more about careers support for alumni on our website or email alumni@careers.ox.ac.uk for more information.

Alumni considering a career change

Many of our alumni reconsider their career path after a few years (or decades!) in a particular sector.

Our Alumni Careers Adviser specialises in offering advice on career change, and is available for one-to-one meetings, available to book in CareerConnect.

Professionals wanting to 'give back'

One of our most valuable services is connecting students with alumni, so that they can learn more about a sector, role, or career path.

We're always eager to engage with professionals, and students find it useful to hear from people at different stages of their career.



▶ TAKE PART IN A PANEL TALK

We frequently hold panel sessions for current students, where alumni discuss their profession and career path. We are always looking for volunteers to share their experiences. If you would like to help, please get in touch with the Careers Adviser responsible for the relevant sector.

▶ HOST AN INTERN

The Internship Programme offers Oxford University students access to a number of global summer internships, many of which are provided by Oxford alumni. We are always looking for more internships, and would like to hear from any alumni who would like to participate in the programme. Whatever your organisation's area of work, if you can define a distinct project that will allow an intern to get an insight into your company, doing real work that is of benefit to the organisation, then we would love to hear from you.

▶ MENTOR A STUDENT

Our widening participation careers mentoring programmes match scholars interested in a particular sector/area of work with an industry professional.

▶ PROVIDE A CAREER PROFILE

We frequently look for alumni to provide profiles for our publications – for example the Oxford Guide to Careers.

www.careers.ox.ac.uk/alumni

About CareerConnect

CareerConnect is a password-protected Careers Service platform available to Oxford University students, alumni, and current research staff. You can use it to search upcoming events, book appointments, and find jobs and internships.

oxford.targetconnect.net

Check CareerConnect regularly for:

Employer events

Hundreds of events organised by employers take place in person and online throughout the year. These include talks, coffee mornings and drinks receptions: log-on to CareerConnect each week to see what's coming up!

Recruiter in residence

Different firms offer one-to-one sessions where you can get informal advice and information about applications.

Practice interviews

If you have an interview coming up, we host regular one-to-one mock interviews with experienced professionals and recruiters. You will get generic competency questions, feedback, and an opportunity to record the interview to review it.

Changes to the term planner

The online term planner at www.careers.ox.ac.uk/term-planner is up-to-date at the time of publishing, but check CareerConnect for changes, cancellations and new events as they get added regularly.

What to look for on CareerConnect

Search for opportunities

CareerConnect's vacancies database has, on average, over 1000 opportunities advertised at any one time, including:

- Full-time jobs after graduation
- Part-time jobs
- Work experience and internships.

All opportunities are posted by employers who are looking to recruit Oxford students or graduates.

To search for opportunities, log into CareerConnect, click on 'Search' on the top bar, and then select 'Opportunities'. You will then be able to browse through the entire list, search by keyword for specific jobs, or filter the opportunities by:

- Sector
- Location
- Opportunity type
- ...and much more.

For example, if you are specifically looking for a marketing internship near Birmingham, you can select:

- 'Internships/Work Experience' from Opportunity Type,
- 'Advertising, Marketing & Communications' from the Occupational Areas list, and
- 'England - West Midlands' from Locations.

Search for events

CareerConnect holds listings of career events in Oxford - and many more in the UK and abroad.

Click on 'Search' in the top bar and then 'Events', and choose to browse events happening on a week-by-week basis, or filter a list of events by type or sector.

Clicking on any event will bring up further details, including instructions on how to book where necessary.



Save your searches

If you are filtering the database for several specific criteria, you can click 'Save this search' and go back to it later to see whether any matching jobs or events have been posted since you last logged in.

You can retrieve searches by clicking on 'Saved searches' at the top of the 'Search events' page.

Save jobs you're interested in

If you want to bookmark specific jobs that interest you, click on 'Actions' and 'Save' on the job page. You can then find these at a later date under the 'Opportunities' menu.



Make the most of our resources

Visit our open-access website

The Careers Service website contains a wealth of advice and information, including:

- ▶ Detailed information on career opportunities in over 50 sectors.
- ▶ Guidance on deciding what career is right for you.
- ▶ Application advice, including sample CVs and cover letters.
- ▶ Interviewing tips, as well as information on psychometric tests and assessment centres.

▶ Information to help you decide if further study is for you, and find out about possible further study options.

... and much more.

Advice pages also list related job opportunities and upcoming events, and relevant Careers Service news.

www.careers.ox.ac.uk



Visit the **News** page regularly for the latest opportunities, events, and updates from the Careers Service:

www.careers.ox.ac.uk/news

Read the *Oxford Guide to Careers*

This key resource for University of Oxford students and alumni contains information on employment sectors, and tips on how to develop career ideas, build employability skills, and plan your next steps.

Read the Guide for tips on how to get into a variety of sectors, advice on how to build applications that stand out, find out how to improve employability skills, and more, from careers advisers, top recruiters and Oxford alumni.

www.careers.ox.ac.uk/guide



Use our web-based app: **Career Weaver**



Developed by the Careers Service, Career Weaver is a web-based app to help you identify and articulate your strongest work preferences, motivations, skills and strengths.

The exercises in Career Weaver provide a structured approach, a vocabulary and a variety of working methods to help you explore, name and describe your personal work-related drivers. The exercises are grouped in three areas: what you love, what you are good at, and why you do it.

www.careers.ox.ac.uk/career-weaver

Access **GoinGlobal**



The Careers Service subscribes to GoinGlobal on behalf of Oxford University students and researchers so they can access it for free.

GoinGlobal is a market leader in providing location-specific career and lifestyle resources to more than 800 organisations around the world, including multinational corporations, libraries, relocation companies, academic institutions, and professional associations.

www.careers.ox.ac.uk/access-goingglobal

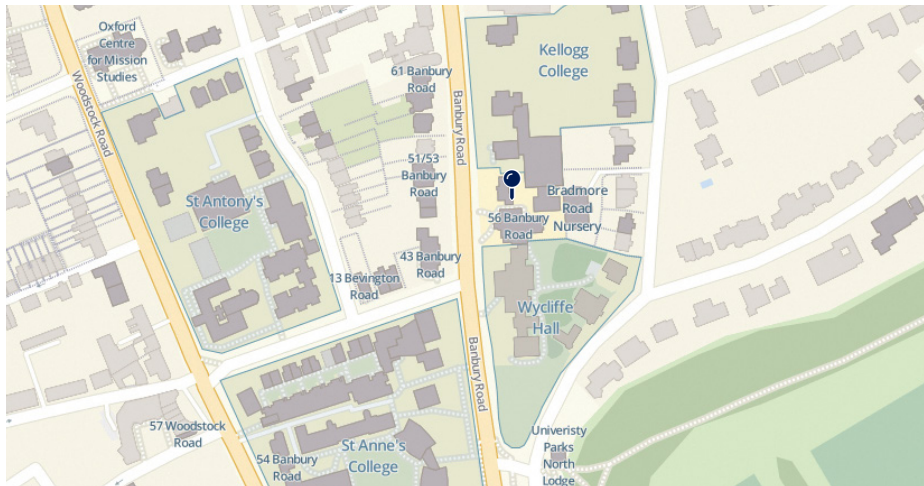
Connect with the Careers Service

Contact us

If you have any queries that are not answered by this booklet or our website, you can get in touch by emailing us on hello@careers.ox.ac.uk

Meet us in person

The Careers Service building is based at **56 Banbury Road, OX2 6PA**. This is where we hold the majority of our events, workshops and advice sessions.



Follow us on social media

[f OxfordCareers](#) | [@ OxfordCareers](#) | [t OxfordCareers](#)
[in Oxford-Careers](#) | [v OxfordCareersService](#)

GENERAL IMAGE CREDITS

John Cairns Photography, Stuart Cox Photography, Ian Wallman, and Oxford University Images. We also acknowledge Shutterstock for images.



**University of Oxford
Careers Service**

56 Banbury Road, OX2 6PA

Opening hours:
09:00-17:00 Monday-Friday

Contact us:
+44 (0)1865 274646
hello@careers.ox.ac.uk

www.careers.ox.ac.uk





PROTOTYPE THE FUTURE WITH US



**Cloud
Computing**



**Data
Engineering**



**Data
Science**



**Digital
Experience**



**Digital
Transformation**



Ecommerce



**Intelligent
Process
Automation**



IT Security



**Machine
Learning**



**Risk
Management**



**Strategy &
Architecture**



UX / UI



careers.reply.com



@Reply_UK



@replyulabs



@ReplyUlabs



Reply