

HOW TO MAKE THE MOST OF

THE CAREERS SERVICE

OUR USER GUIDE FOR OXFORD STUDENTS



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The Careers Service at a glance



**8 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 10,000
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 you 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's 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 click on 'Appointments', then 'Book Appointment'. You can then choose a Careers Adviser (according to special interest or sector), appointment type, 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 an appointment 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 with careers advisers by taking part in Interview workshops organised by the Careers Service or by booking a 1:1 appointment.

We also frequently hold sessions where you can practise interviewing with a real graduate recruiter. They will give you a mock interview, followed by constructive feedback on your performance. Times are advertised in advance through our weekly newsletter and in our Events database 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.



Develop skills and insights through our talks and workshops

The Careers Service organises workshops throughout the year in a wide variety of subjects to help students, researchers and alumni get the right support for their chosen career path. Workshops include:

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

Around 30% 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 US 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
- ▶ Advertising, Marketing and Communications
- ▶ Arts and Heritage
- ▶ Banking and Investment
- ▶ Consultancy
- ▶ Education
- ▶ Engineering
- ▶ Government and Public Services
- ▶ Law
- ▶ Management and Business
- ▶ 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:

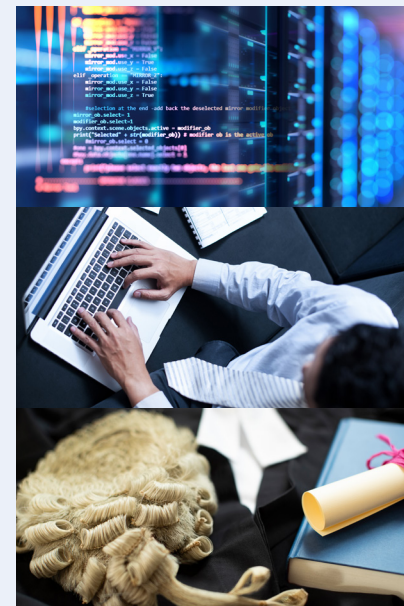
Students with disabilities

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.



Join our development programmes

The Careers Service offers opportunities for you to develop your employability skills within and outside the University setting. You can take part in programmes such as:

The Oxford Strategy Challenge

The Oxford Strategy Challenge offers Oxford University undergraduate and graduate students an alternative to our regular team-based client experience programmes: The Student Consultancy (TSC), Researcher Strategy Consultancy (RSC) and The Agency.

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

You'll work in a team on a project that's important to the organisation. The programme provides participants with real-world client work experience and development opportunities across eight key employment skills: team working, communication, initiative, creativity, planning, leadership, self-management and business awareness.

www.careers.ox.ac.uk/osc

The Student Consultancy

The Student Consultancy programme consists of learning and development activities that link University of Oxford students to local Oxfordshire businesses and community organisations.

Since the programme launched, nearly 2,000 students have taken on projects, helping over 250 local organisations. Each academic year will see close to 500 undergraduates and postgraduate students taking part.

Students from all disciplines and year levels participate in the programme and work in teams to address a strategic issue or business problem affecting an organisation.

www.careers.ox.ac.uk/tsc



Insight programmes

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

► **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 MEDICINE** provides an opportunity to spend a day with a hospital consultant in Oxford. If you are thinking about a career in medicine then spending time shadowing a doctor is extremely important, not only to help you decide whether a medical career is right for you, but also to enhance your UCAS application to medical school.

► **INSIGHT INTO PHARMA/BIOTECH** is aimed at science students who are interested in research within the pharma/biotech industry. It gives you the opportunity for a half day visit to a local biotech company.

► **INSIGHT INTO PUBLISHING** is a brand-new programme from the Careers Service that aims to give aspiring publishing professionals the chance to develop the necessary skills for a career in this competitive sector, popular with Oxford students.

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

Meet employers at our virtual 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 of whom will also be Oxford alumni) 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
- 📁 Finance Fair
- 📁 Management Consultancy Fair
- 📁 Careers in Computing Fair
- 📁 Science, Engineering and Technology Fair
- 📁 Law Fair
- 📁 Jobs for Mathematicians

HILARY TERM

- 📁 'OX' and Start-Ups Fair
- 📁 Careers Conference for Researchers

TRINITY TERM

- 📁 Summer Recruitment Event: Graduate Jobs and Internship Opportunities



Make the most of the 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 following their web-links. Having such information will help you to impress them when you visit their recruiter stand.

www.careers.ox.ac.uk/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

“
I'm not exaggerating to say that I enjoyed every minute of my internship. I wanted to gain experience in a startup - I felt that the dynamic environment would suit my skillset and personality, allow me to take on responsibility, and gain an insight into a broad range of functions. I had a wonderful time, learned a lot from very experienced professionals and, thus, made a big step towards my career ambitions.”

LUSYA MANUKYAN,
BA Biological Sciences.

Remote internship with Deep Planet.

The Micro-Internship Programme

The Micro-Internship Programme offers convenient, short-term work placements with organisations based across the UK and beyond. Placements last two to five 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. Host organisations provide interns with travel and lunch expenses.

www.careers.ox.ac.uk/micros

The Crankstart Programme

The Careers Service facilitates a comprehensive programme of support and funding to help Crankstart Scholars find work placements.

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 one of their vacations.

www.careers.ox.ac.uk/crankstart



Photo by Ali Anis.
Summer internship with Ambessa Play, Oxford



Mentoring Programmes

The Careers Service runs two mentoring programmes:

The Crankstart Careers Mentoring Programme, exclusively for Crankstart Scholars.

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

The Promentor Programme, which matches selected mentees with a number of alumni mentors over the duration of their undergraduate degree.

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

Both 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.



Alina Kunish
Summer internship with One Family People, Sierra Leone



Benefit from dedicated careers support

INFORMATION FOR ALUMNI

By registering for an account on CareerConnect, alumni can:

- Search the job vacancy board on our CareerConnect platform.
- Attend our careers fairs.
- 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. Available to book on CareerConnect.
- **ALUMNI @ THE FAIR** - dedicated talks that take place during our careers fairs.



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

www.careers.ox.ac.uk/services-just-for-alumni



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75

vacation scheme places per year in London

£50k

year-one trainee starting salary

45

offices across 31 countries

50

trainees recruited per year in London

£130k

salary on qualification

WHITE & CASE





INFORMATION 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 conversations and appointment sessions (via phone or Skype) 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: the annual Careers Conference for Researchers

Targeting those who are curious about career options beyond academia, the 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 maximise your profile.

Insights into academia

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

Strategy and skills workshops

The Careers Service offers practical workshops for researchers each term on subjects such as:

- ▶ Career management
- ▶ Academic progression
- ▶ Transitioning beyond academia
- ▶ Cringe-free networking
- ▶ LinkedIn strategy
- ▶ Communication skills
- ▶ CVs/cover letters
- ▶ Fellowship applications
- ▶ Interview technique
- ▶ Top tips from employers at our pre-careers fair 'Researchers @' sessions

Find out more on the Events Calendar on CareerConnect.



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

About

CareerConnect

CareerConnect is the password-protected part of The Careers Service website – just for Oxford students, alumni and current research staff. You can use it to search upcoming events, book appointments, and find jobs and internships.

www.careers.ox.ac.uk/careerconnect

Regularly check CareerConnect for:

Employer events

Hundreds of events organised by employers take place throughout the year in Oxford. 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 visit the Careers Service throughout the year, offering 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-on-one mock interviews with real employers. You'll get generic competency questions, feedback, and an opportunity to record the interview to review it.

Changes to the term planners

The printed term planners are up-to-date at the time of printing, but check online for changes, cancellations and new events as they get added regularly.

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<https://www.linkedin.com/company/eden-mccallum-llp/mycompany/>

Basic tools on CareerConnect

Search for opportunities

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

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

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

To search for opportunities, log into CareerConnect, click on "Opportunities" on the top bar, and then select "Search 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 "Advertising, Marketing & Communications" from the job function list, "Internships/Work Experience" for position type, and "England - West Midlands" from location.

Search for events

CareerConnect holds listings of career events in Oxford – and many more across in the UK and abroad. Click on "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.

**Travers Smith is defined
by its unique culture, deep
commercial insight and
outstanding client service.**

Above all else, we are a collaborative and inclusive firm where the most talented people – from all backgrounds – can thrive and enjoy working.



Connect with the Careers Service

Visit

OUR 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.
- Statistics on what recent graduates have done after leaving Oxford – including salary information.
- Application advice – including sample CVs and cover letters.
- Careers news page – with the latest events, opportunities and updates from the Careers Service.
- ... and much more.

Advice pages also list related job opportunities and upcoming events, and relevant, current posts from the Careers Service news page.

www.careers.ox.ac.uk



Meet us

IN PERSON (when we reopen)

The Careers Service building is based at 56 Banbury Road, Oxford. Here, we hold the majority of our events, workshops and advice sessions.

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



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Beat the markets



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