

# Your Career and Employability

Melanie Luhrmann and Ed McLean

Careers Executive (Department of Economics)  
and Careers Consultant (RHUL and The Careers Group)

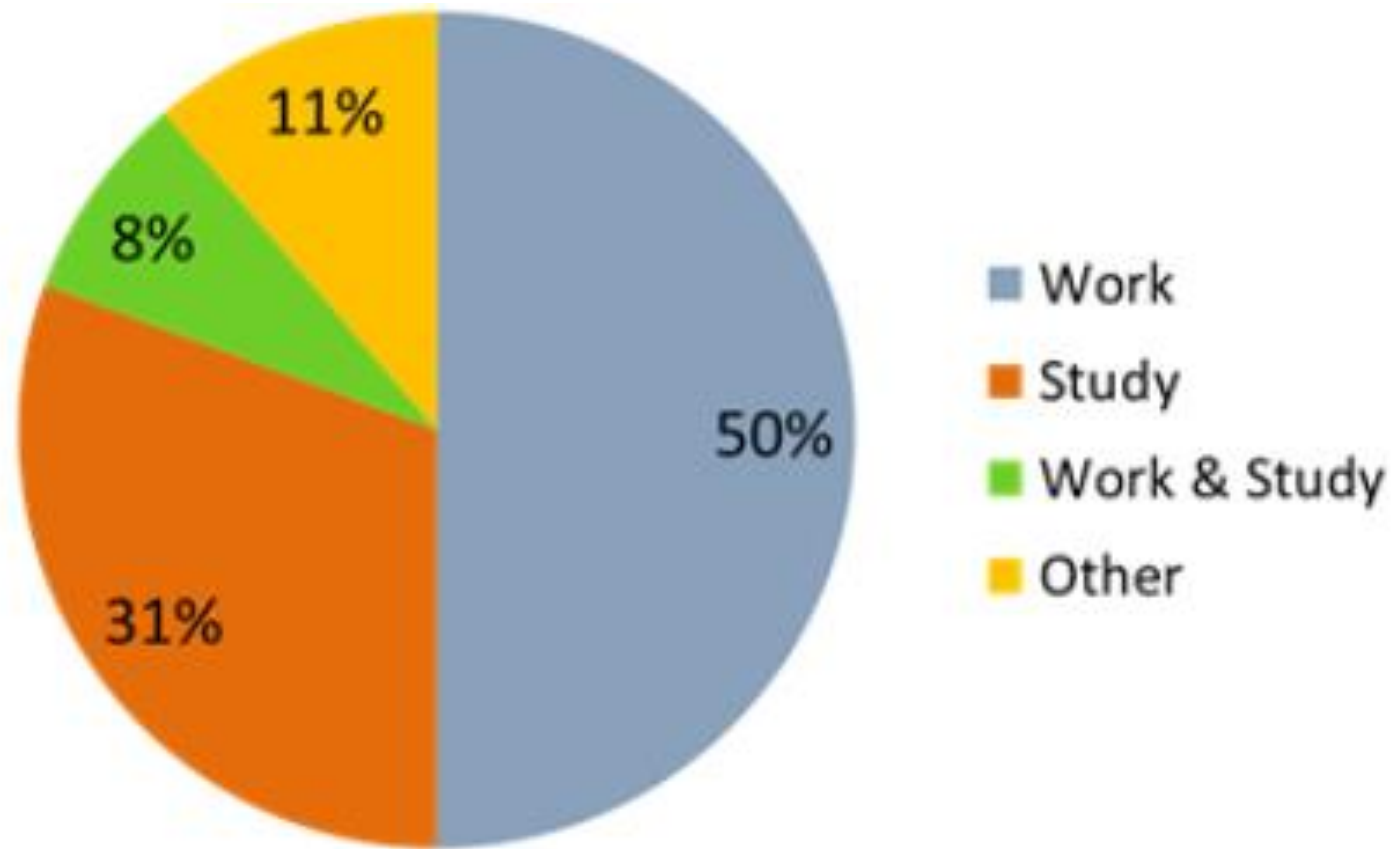


ROYAL  
HOLLOWAY  
UNIVERSITY  
OF LONDON

## Points of contact

- Careers Consultant, Ed McLean (The Careers Service)
  - Running workshops
  - Occasional one-to-one appointments
- Careers Executive, Melanie Luhrmann (Department of Economics)
  - New!
  - Closer collaboration in improving your employability skills, offering more information on jobs in economics, creating more contacts to employers and more job opportunities for you
  - Office hours: Tuesdays 3-4 and Wednesdays 3-4
  - Or: by appointment ([melanie.luhrmann@rhul.ac.uk](mailto:melanie.luhrmann@rhul.ac.uk))

## RHUL Economics Employability Statistics



Congratulations!

88%

In graduate level work

# What Do Economics Graduates Do?

Which 3 jobs are NOT ones  
Economics graduates went on  
to do?

- Manager
- Assistant Auditor/Grad Scheme
- Loans Officer
- Data Analyst
- Police Constable
- Management Consultant, Financial Markets
- Financial Analyst
- Actuarial Analyst
- Analyst
- Trainee Commodities Trader
- Junior Recruitment Consultant
- Audit Associate
- Second Lieutenant
- Financial Analyst
- Divisional Merchandise Admin Assistant
- Communications Officer
- Estate Agent
- Admin and Finance Volunteer
- Assistant Economist
- Customer Service
- Quantitative Analyst
- Consultant
- Associate in Human Capital Tax
- Analyst
- Leather Manufacturing Assistant
- Managing Director
- Maths Teacher
- Software Financial Consultant
- Financial analyst
- Junior Consultant
- Business Analyst
- Investment Banking Analyst
- Clinical Analyst
- Customer Services Trainee
- Banking Intern
- Economic Expert
- Associate/Graduate Scheme
- Financial Analyst
- Accountant
- Accounts Lead/Operations Analyst
- Teaching Assistant
- Premium Banking Support
- Investment Analyst
- Statistics Administrator
- Assurance Analyst

# What Do Economics Graduates Do?

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- Assistant Economist
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- **Quantitative Analyst**
- Consultant
- Associate in Human Capital Tax
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- Leather Manufacturing Assistant
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- Premium Banking Support
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- **Statistics Administrator**
- Assurance Analyst

What makes you so employable?

Skills = Employability

# What is Employability?

“a person's capability for  
gaining and maintaining  
employment”



# Which skills are you gaining at university?

## From independent study

- Time management and organisation
- Working independently
- Prioritising your workload
- Researching
- Motivating yourself

## From lectures and seminars

- Verbal communication
- Persuading and arguing your case
- Identifying which information is relevant and recording and organising it
- Concentrating and listening
- Presenting

## From essays and assignments

- Identifying and using research
- Structuring arguments
- Identifying which information is pertinent (or not)
- Critical analysis of arguments
- Written communication
- Structuring documents

## From Group Work

- Delegating
- Understanding people and how they interact
- Leading a team
- Negotiating and having your voice heard
- Supporting other team members
- Managing timing in a group
- Understanding how you fit into a group

# Economics-related skills that employers love

**Communication** - presenting findings and explaining complex data, producing written technical and non-technical documents;

**Numeracy** - handling complex data and applying mathematical and statistical analysis methods to the data;

**Problem-solving** - extracting relevant information, drawing conclusions and making logical recommendations;

**Computing** - using specialised software to analyse data and present findings;

**Time management** - completing specific tasks within designated time frames;

**Analytical skills** - analysing research methods, data, conclusions and recommendations.

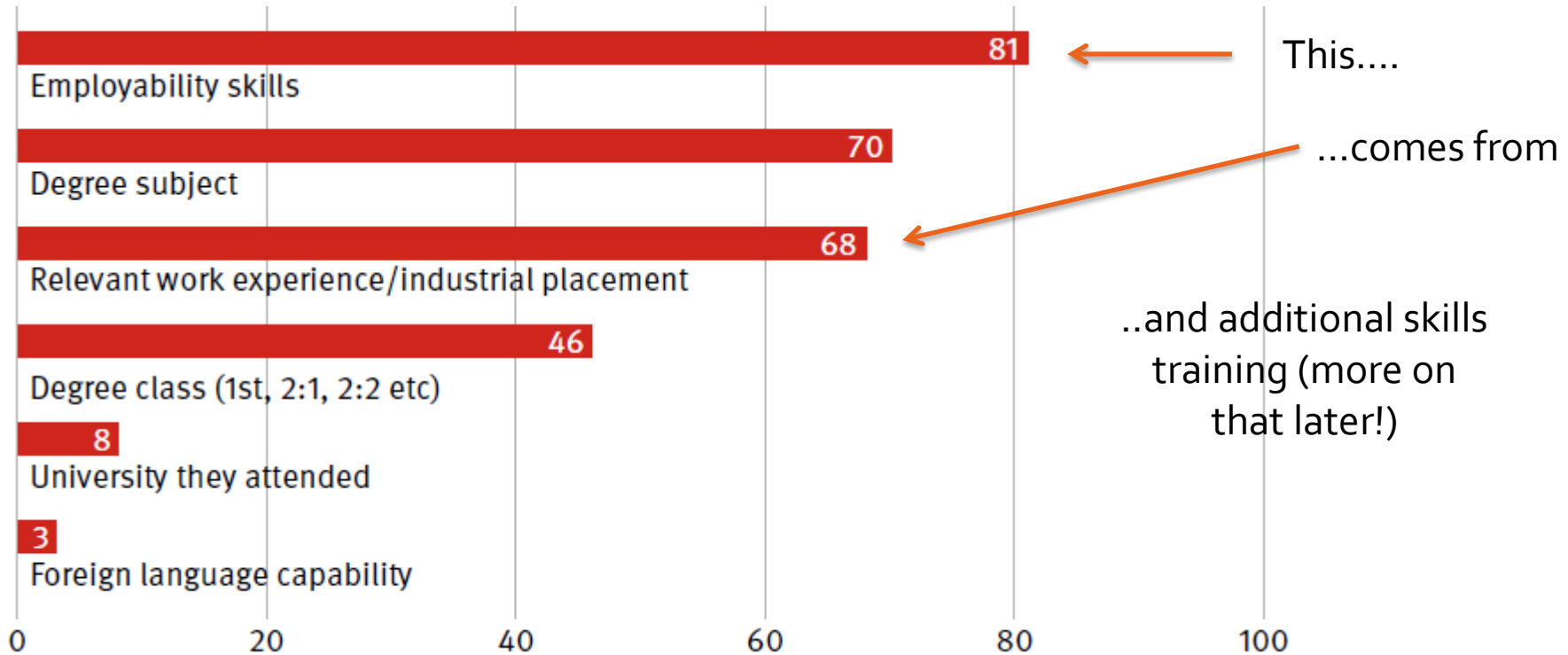
Source: [http://www.prospects.ac.uk/options\\_economics.htm](http://www.prospects.ac.uk/options_economics.htm)

# What do employers want?

What do you think? Rank these with  
“most desired by employers” at the top:

- University attended
- Degree subject
- Employability skills
- Foreign language capability
- Relevant work experience
- Degree class (1<sup>st</sup>, 2:2, etc)

## Most important factors considered when recruiting graduates (%)



Source: CBI, 2012

# Economics Careers Timeline: UG Year 2

## Get experience: Internships, work experience

- Read up on **work experience and internships**
- Learn about different career areas. Think over your options.
- Boost your skills in the applications process (CVs etc)
- Apply, apply, apply! Many internships are open now! Some close in December!

# Economics Careers Timeline: UG Year 3

**Get a job (or postgraduate study): Apply, apply, apply!**

- Read up on **graduate jobs/schemes**
- Learn about different career areas. Think over your options.
- Boost your skills in the applications process (CVs etc)
- Apply, apply, apply! Many grad schemes are open now! Some close in December!

# What should I be thinking about?

## Second year

Get experience: Internships, work experience

- Read up on **work experience and internships**
- Learn about different careers and industries. Think over your options.
- Boost your skills in the applications process (CVs etc)
- Apply, apply, apply! Many internships are open now! Some close in December!

## Third year

Get a job (or postgraduate study):  
Apply, apply, apply!

- Read up on **graduate jobs/schemes**
- Learn about different careers and industries. Think over your options.
- Boost your skills in the applications process (CVs etc)
- Apply, apply, apply! Many grad schemes are open now! Some close in December!

# Gain experience / Internships, placements and work experience

## Careers

Gain experience ▶

Internships, placements & work experience ▼

English placements

Media arts placements

Home > Careers > Gain experience > Internships, placements & work experience

## Internships, placements & work experience



### Why bother?

Research shows that graduates with work experience are more likely to be hired. Once they're in a job, they are more likely to be successful.

As if that wasn't enough, getting work experience is also a perfect opportunity to sample a job or an industry area to see if it suits you.

Finding out what is *not* right for you is just as valuable as discovering what is suitable; by the end of your work experience you will be more realistic and informed about future career choices.

You may discover which sort of activities you value, what sort of working environments are most comfortable for you, how you work in teams and how you respond to colleagues.

Find your course



### Did you know?

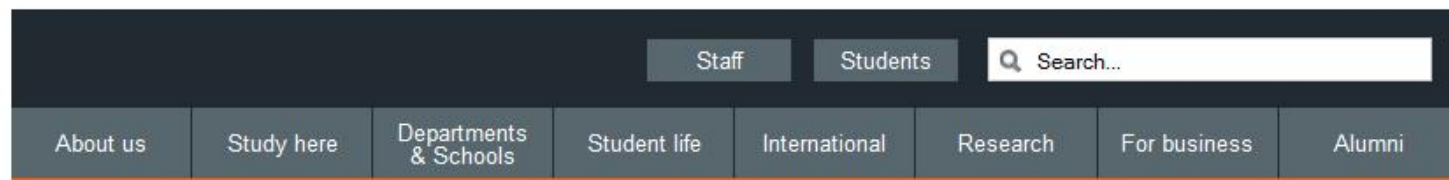


Roughly one third of graduate vacancies at major employers are filled by people who have done work experience with those companies while at university"

AGR 2013



# Explore your options > Graduate jobs: A quick guide



## Careers

Explore your options ▼

About you

Coming up with job ideas

Options with your subject

Graduate jobs: A quick guide

Further study

Home > Careers > Explore your options > Graduate jobs: A quick guide

## Graduate jobs: A quick guide



What would you like to do when your course ends? Most students aim for a graduate job, a graduate scheme or [further study](#).

Graduate schemes

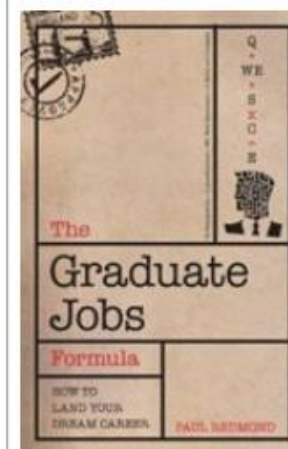
Graduate jobs

## What are graduate schemes?

Graduate schemes often advertised by many different names such as "Graduate Development

Find your course >

## Book



Available to read in the [careers centre](#)

# What should I be thinking about?

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# Themed Careers Weeks

Careers

Events

Event listings

Careers weeks

Fairs

MyCareers

How to prepare for a careers fair

Resources from past events

Home > Careers > Events > Careers weeks

## Careers weeks



Take your pick of a range of themed careers weeks, packed full of workshops, employer and alumni talks.

**Finance Week** 21 – 25 October 2013

**Science Week** 18 – 22 November 2013

**Passport Award Skills Week** 27 – 31 January 2014

**Not-For-Profit Week** 10 – 14 February 2014

**Marketing, PR & Event Management Week** 24 – 28 February 2014

**Creative Careers Week** 3 – 7 March 2014

Find your course



## Handbook



# Events



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Careers

Events

Event listings

Careers weeks

Fairs

MyCareers

How to prepare for a careers fair

Resources from past events

Home > Careers > Events > Event listings

Event listings



Find your course

Handbook



Careers Service Handbook  
2013/14  
Your Career. Our Job.

Event listings

How to book

About our events

Part-time Job Fair 02/10/2013 11:30:00 - Students' Union Hall  
Location: - Students' Union Hall

A range of on-campus, local, and London-based employers offering part-time, temporary and seasonal work





# Finance Week

21- 25 Oct

Alumni, industry speakers,  
workshops and networking:

- Investment Banking
- Management Consulting
- Accounting
- Risk and Insurance
- Regulation and Compliance
- IT
- Law

Brought to you by  
The Careers Service

Part of  
**the CareersGroup**  
University of London



View the list of Finance Week events:

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



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# Business, Finance & Technology Fair

30<sup>th</sup> October

11am – 3pm | Picture Gallery



Our biggest graduate careers fair of the year.

Brought to you by  
The Careers Service

Part of  
**the CareersGroup**  
University of London



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



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OF LONDON

# What should I be thinking about?

## Penultimate year

Get experience: Internships, work experience

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- Learn about different careers and industries. Think over your options.
- **Boost your skills in the applications process (CVs etc)**
- Apply, apply, apply! Many internships are open now! Some close in December!

## Final Year

Get a job (or postgraduate study):  
Apply, apply, apply!

- Read up on **graduate jobs/schemes**
- Learn about different careers and industries. Think over your options.
- **Boost your skills in the applications process (CVs etc)**
- Apply, apply, apply! Many grad schemes are open now! Some close in December!

[Staff](#)[Students](#)[About us](#)[Study here](#)[Departments  
& Schools](#)[Student life](#)[International](#)[Research](#)[For business](#)[Alumni](#)[Careers](#)[Apply for jobs](#)[CVs](#)[Covering letters](#)[Application forms](#)[Psychometric tests](#)[Interviews](#)[Assessment centres](#)[Home](#) > [Careers](#) > [Apply for jobs](#) > [Interviews](#)

## Interviews



### What is an interview?

In an interview the employer will ask you questions in an attempt to assess your suitability for the role. Interviews can be face-to-face, on the phone or over Skype and similar services.

If an employer has asked you to attend an interview they already think that you might be able to do the job.

### Tips

[Before](#)[At the interview](#)[After](#)[Find your course](#)**DVD**

Sit in at the careers centre to watch a DVD of real students interviewed by real companies, with tips and feedback. [Contact us](#).



## Lunchtime workshops (1pm – 2pm)



Subjects this term:

- LinkedIn
- Job hunting
- CVs
- Personal Statements for PG study
- Social Media
- Application forms
- Making the most of your final year
- Covering letters
- Make your Christmas count!
- Choosing a Masters course

Just turn up!

# What should I be thinking about?

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# The largest graduate job site in the UK: Job Online

  
**GO****JobOnline****HOME****JOBONLINE****INTERNATIONAL  
JOBONLINE****EVENTS****Prospective Postgraduates****Meet Employers****Previous Events****ADVICE AND RESOURCES****Internship Information****Free Resources****Advice for Students****Advice for Recent Graduates****Advice for Professionals**[Home](#) > [JobOnline](#)

## JobOnline: Find Graduate Jobs, Schemes and Internships

Search our database of current vacancies for full-time, part-time, graduate programmes and internship opportunities. Alternatively you can [view all vacancies](#).

**Search graduate jobs, schemes and internships****GO**[Advanced search options](#)**Browse graduate jobs by sector:**[Academic Research](#) (108)[Law Enforcement](#) (5)[Animal & Plant Resources](#) (27)[Legal](#) (134)[Arts & Heritage](#) (98)[Leisure & Recreation](#) (58)[Business & Administration](#) (208)[Logistics](#) (12)[Charities & NGOs](#) (196)[Material Science](#) (13)

### Student/Graduate Login

Username: Password: ☐ Remember me**Login**[Forgot your password?](#)[Employer Login](#)> [Jobs - Statements and Policies](#) <

### JobAlert

If you haven't signed up to JobAlert yet [sign up now](#) to receive the latest vacancies, events and career updates directly to your inbox.

If you are a current student from a [college](#)

# International Job Online



GO

International

HOME

JOBONLINE

INTERNATIONAL JOBONLINE

EVENTS

Prospective Postgraduates

Meet Employers

Previous Events

ADVICE AND RESOURCES

Internship Information

Free Resources

Advice for Students

Advice for Recent Graduates

[Home](#) > [International JobOnline](#)

[Want to advertise?](#)

## FIND INTERNATIONAL JOBS, GRADUATE PROGRAMMES AND INTERNSHIPS

Keyword(s): e.g. human, resources

Search by country:

Clear all

**search**

More search tips

Job sector:

- |  |   |
|--|---|
| <input type="checkbox"/> Administration (40)                       | <input type="checkbox"/> Journalism (4)                           |
| <input type="checkbox"/> Advertising, Promotion and Marketing (29) | <input type="checkbox"/> Law Enforcement and Protection (5)       |
| <input type="checkbox"/> Animal & Plant Resources (4)              | <input type="checkbox"/> Legal Services (11)                      |
| <input type="checkbox"/> Buying, Selling & Retailing (7)           | <input type="checkbox"/> Leisure and Recreation Services (9)      |
| <input type="checkbox"/> Consultancy (34)                          | <input type="checkbox"/> Manufacturing & Processing (2)           |
| <input type="checkbox"/> Creative Arts, Design & Crafts (1)        | <input type="checkbox"/> Multilateral Organisation (4)            |
| <input type="checkbox"/> Economics (10)                            | <input type="checkbox"/> NGOs and Charities (33)                  |
| <input type="checkbox"/> Education (41)                            | <input type="checkbox"/> Physical Resources & the Environment (8) |
| <input type="checkbox"/> Employment and Labour (9)                 | <input type="checkbox"/> Property & Construction (1)              |
| <input type="checkbox"/> Engineering (26)                          | <input type="checkbox"/> Public Sector (2)                        |

## One-to-one advice

15 mins. Confidential. People ask us....

- Is my **CV/app/cover letter** OK?
- What to think about before I **change course**?
- I don't know **what job to do**!
- I don't know **where to start**!
- How to **decide between options**?
- I have a **career problem**!

**You have to book!**

Visit the careers service (Horton building)

Call the careers service 01784 443 073





# Economics specific information on the website

Careers

Explore your options ▶

Options with your subject ▼

Biological sciences

Classics and philosophy

Computer Science

Criminology & sociology

Drama and theatre studies

Earth sciences

Economics

English


Geography

History

Information Security

Home > Careers > Explore your options > Options with your subject > Economics

Economics



What do Economics graduates do?

Learning about what Economics graduates have gone on to do can be a great way of coming up with ideas for your own career.

Of Economics graduates in full time work, 88% were in graduate level work six months after graduation.

Jobs: Which jobs do they do? ✓

Employers: Who do they work for? ✓



Our new programme for  
employability skills for Economists



# What is new this year?

From your code of conduct:

“The Department aims to support your future and career ambitions. We run a tailor-made course programme for Economics students jointly with the university careers service to help you enhance your application and interview skills and regularly hold careers events with distinguished speakers. We also have a dedicated academic to provide you with careers advice. ”

→ Specific jointly designed and tailor-made program by department and careers centre for you

→ Starts now!



# What is new this year?

## Economics Career Skills Certificate

For the successful completion of two courses:

1: Basic skills

2: Advanced skills

## Economics@Work

A series of talks about jobs in economics with practitioner insights, case studies, careers advice and discussions

## Individual support

Timely and targeted individual support and careers advice for students searching for work experience, internships and jobs

# Economics Career Skills Certificate (UG)

## Basic skills:

application and CV writing  
(& checking)

**Oct 8 Tuesday 10:00-12:00**

**Oct 10 Thursday 9:00-11:00**  
(Management Auditorium)

## Advanced skills:

interview skills (& mock  
interviews)

Spring term:

**Jan 21 Tuesday 15:00-18:00**

**Jan 25 Friday 14:00-17:00**  
(locations tba)

- You are expected to participate as part of enhancing your employment skills
- Signup here:  
<http://www.rhul.ac.uk/economics/yourfuturecareer/economicscareerskillscertificateform.aspx>
- You will learn very useful skills for your job applications and job interviews
- You will receive a certificate after successful completion
- Certificate serves as a first demonstration of skill in your CV
- The skills gained from completing the certificate will increase your chances of getting a job or internship.

# Economics@Work

Series of talks...

...about jobs in economics with

practitioner insights

case studies

careers advice and

Q&A

- Gives you ideas which jobs you could pursue after graduating
- Explains what they entail
- How to get there
- Acts as decision-help in your job choice
- **Gives you access to future employers**



## What can I do with an Economics degree?

Recent graduates from the Department of Economics return to Royal Holloway to talk you about their careers since graduating.

Including Q&A session following the speaker presentations

[watch the website for time and location of this event]



## Individual support & more information

- We offer individual support and advice in your job search
- visit the office hours of the careers executive
- Scheduled careers appointments with the careers consultant Ed McLean (these will be emailed nearer the time). Access to daily (Mon – Thu) appointments and workshops in the careers centre.
- Find a lot of information on job opportunities on our new website:  
<http://www.rhul.ac.uk/economics/yourfuturecareer/careerssupport.aspx>

## Individual support & more information (3yr UG & PG)

- Specific careers advice meetings for economics students who graduate soon:
- One-to-one careers advice from Ed, soon after the Certificate
- Advice on your CV and application materials
- Preparing your job search and knowing the deadlines
- Job search strategies
- Do a mock interview
- Specific details will be emailed shortly

# Building contacts to alumni and employers

We are working on building collaborations with employers and alumni to

- Facilitate your search for work experience and internships
- Give you more access to employers
- If you have ideas or suggestions...
- If you have done an internship or work experience with an employer that you would recommend.....
- please let us know!
- [Melanie.luhrmann@rhul.ac.uk](mailto:Melanie.luhrmann@rhul.ac.uk) or [ed.mclean@rhul.ac.uk](mailto:ed.mclean@rhul.ac.uk)

# What do you need to do to benefit from these services?

- Sign up for the Economics Career Skills Certificate!
- Look at the website and browse for
  - ....opportunities to participate in university societies
  - ....opportunities to volunteer
  - ....jobs on or off campus to gain work experience
  - ....internships
- Come to the Economics@Work talks, ask questions and talk to the invited employers
- Contact us if you have questions or need advice



## What is the Universities Business Challenge?

- UK's leading Undergraduate Competition for Enhancing Student Employability & Enterprise Skills"
- Opportunity for you to improve your knowledge of the business world, put theory into practice and develop your team working, leadership and employability skills
- Work as a board of directors of realistic, simulated companies
- make all the critical business decisions that affect the company's business
- UBC simulations range from manufacturing to service businesses

Disclaimer: The department is not organising this event, so it can take no responsibility for it. The department supports students wishing to take part in this event, so we finance the team participation fee for one team that will be selected by the careers executive jointly with the careers consultant.

## UBC: Why enter?



**UBC**  
UNIVERSITIES BUSINESS CHALLENGE  
WORLDWIDE



- Develop workplace skills employers are looking for
- Build your profile and add something significant to your CV
- You will be presented with a certificate of participation which can be added to your co-curricular record as evidence of employability skills development
- Opportunity to meet leading graduate employers
- Tops three teams win cash prizes – 1st prize: £1000

## UBC: Who can enter?



- Open to 2nd and 3rd year undergraduate students, from any faculty
- UBC increasingly attracts participants across faculties and disciplines from leading universities
- Students can participate in teams of up to five members

# When does the UBC take place? What time commitment is required?

- 3 rounds: last week in October to last week in March 2014
- **Round 1**- runs for 6 weeks
- Two hours a week for the first two; One hour per week thereafter
- **Round 2** Semi-Finals:
  - Approximately 25% of teams go through to the Round 2 one-day live semi-finals
  - February to March at regional venues throughout the UK
  - hosted by UBC's Employer Partners
- **Round 3** Grand Final:
  - The top 10 teams go through to Round 3
  - run live over one day in the third week of March
  - hosted by the lead Employer Partner



**UBC**  
UNIVERSITIES BUSINESS CHALLENGE  
**WORLDWIDE**



## UBC: How to apply?



You can apply on the Economics webpage at the following link

- <http://www.rhul.ac.uk/economics/yourfuturecareer/ubcapplicationform.aspx>
- **Deadline: 1 October!**