



Careers & Employability Service

Handbook 2017/18



Your Careers & Employability Service





Ground floor, Emily Wilding Davison Building


Find out more

 @RHCareers

 Royal Holloway Careers & Employability Service

 moodle.royalholloway.ac.uk

 careers@royalholloway.ac.uk

 royalholloway.ac.uk/careers

Opening hours

Term-time: 10am - 6pm

During vacation: 10am - 5.30pm

Contents

It's never too early to start planning your perfect career. Whether you're looking for part-time work while you study, need help narrowing down your career choice or want advice on applying for graduate jobs or further study programmes, the Careers & Employability Service is here to help.

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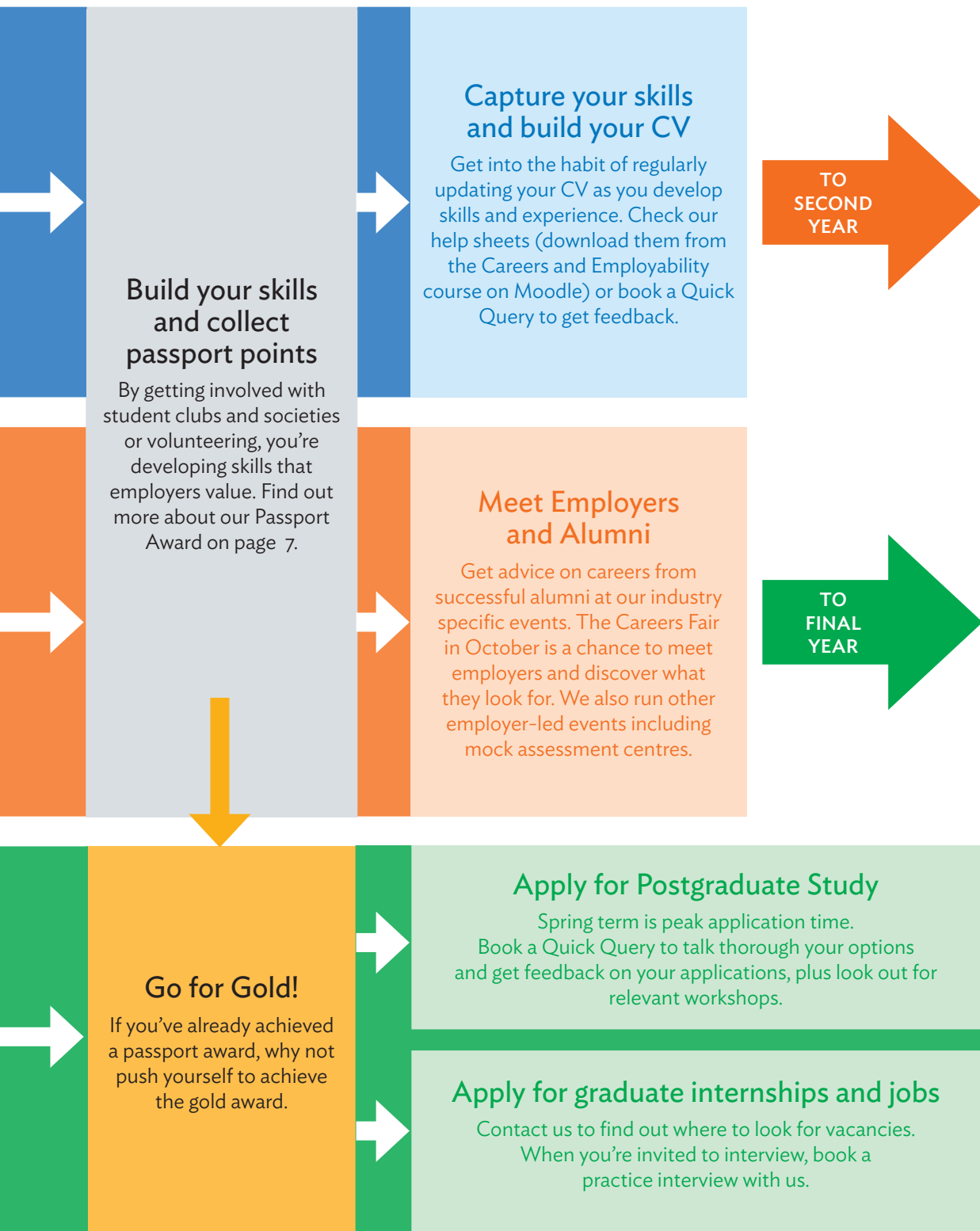
If you require any special assistance (including induction loops or large print materials) please contact the Careers Service to discuss arrangements.

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Compiled by Royal Holloway Careers and Employability, August 2017.

Your undergraduate career plan: from fresher to finalist





Placements

Micro-placements

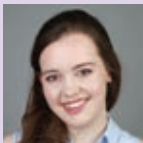
Every year, the Careers & Employability Service delivers an award-winning micro-placements scheme to second year students across 12 academic departments.

Micro-placements are short-term work experience opportunities taking place mostly during the summer. In the past, we've placed students within a broad range of industries including publishing, financial services, creative industries, biotechnology, charities, education, heritage, music and many more!

429 STUDENTS INVOLVED
IN MICRO-PLACEMENTS
SCHEME IN 2016/17



Case study:



Alana
Graduated in Music 2016

"Make sure to use the Careers & Employability Service during your time at Royal Holloway, they can make all the difference in getting your dream placement, or even your first job!"

During her course Alana completed a placement with Aurora Orchestra, a chamber orchestra launched in 2004 which has collaborated with the BBC, Guardian, Southbank Centre and the Royal College of Music. Since graduating she now works with them full-time as an Orchestra Assistant.

How did you hear about the placement?

I found out about the placement through an email from the music department, and I wanted to apply because it was in the area of music I was interested in (orchestral administration) and was also a paid opportunity.

What's the thing you enjoy most about your placement?

I loved learning new skills, particularly in areas I had had not much experience in, but also having the opportunity to see if this was the area I wanted to start a career in. My most standout memory is in my first weeks of working with Aurora, being backstage at the Royal Albert Hall for our concert with Björk and getting a high five from the lady herself – not something I'm going to forget in a hurry!

What have you learned/or what was different than you expected about it?

I learned about the sheer amount that needs to be done before a concert can run smoothly, and the level of detail that is required to make a concert not just a standard concert, but something you remember.

How did the Careers & Employability Service help you?

They gave me feedback on my application, and previously had looked over my CV for similar jobs. They were incredibly supportive over the application process and gave me good feedback on my written application.

What would your advice to other students considering doing a placement be?

Do it! It's a wonderful opportunity to see what it's like out in the workforce, and can give you an insight, before starting a job, so you can discover if it is what you really want to do. And if you're lucky like me, you'll get a job at the end of it!

The Royal Holloway Passport Award

The Passport Award rewards you for getting involved in campus life, helps you develop skills that employers are looking for and teaches you how to pitch those skills to employers.

Taking part in the Passport Award is simple and as a student you're automatically enrolled in the award! For every passport affiliated activity you do, from singing in a choir to undertaking a placement, you'll earn points. In 2016/17 160 students received the Passport Gold Award which recognises substantial commitment over a period of time – you need 200 points to receive the Gold Award and 100 for the regular award.

For more information, including all the activities you can collect points for, visit royalholloway.ac.uk/Passport

According to the Association of Graduate Recruiters, 2016, two of the top factors for businesses considering recruiting are 'attitude and aptitude for work' (87%) and 'relevant work experience/ industrial placement' (67%).

Student testimonies:

"It's a great way to get involved with different areas"

Joanna Tindall, Geography student

"I'm a fan of Passport, it's a unique part of Royal Holloway."

Miriam Groomsbridge, Mathematics student

WHAT DO YOU HAVE TO OFFER?



Events

Workshops

We run a range of workshops throughout the academic year that are designed to help you with your career choice, applications, work experience and more. Usually, our workshops focus on one particular topic and they're a great place to start if you are unsure of what to do. In the past, our workshops have covered a wide variety of areas such as LinkedIn profiles, networking skills and writing CVs and applications.

Fairs

Our fairs are a great way to find work opportunities whilst you're studying or looking to secure a graduate position. They provide you with a chance to meet employers and talk to recruiters to find out more about the best steps for you to take. This academic year sees the return of the **Careers Fair** and with over 1000 students attending in 2016/17 you can't miss it!

Sector focused events

We also run events, such as the Teaching Fair, that are focused on different industries and sectors. These range from finance and environmental sciences, to film making and not for profit careers. We welcome back alumni and other professionals for these events and they're an opportunity to learn the real challenges faced in industries, network and to take the first steps towards your future career.

Our section in the Emily Wilding Davison Building has a dedicated space for employers in residence, designed for employer drop-ins and interactions making it easy for you to find out more about employers face-to-face.

252 CAREERS EVENTS
FOR STUDENTS
LAST YEAR




Out on campus

We offer support and guidance from a variety of locations on campus. Each term we run CV Surgeries and LinkedIn sessions. These include quick one-on-one guidance sessions, the opportunity to have a free professional LinkedIn profile picture taken, profile checking and expert advice on how to improve your digital brand.

Visit royalholloway.ac.uk/careers/events to find out more information on our events taking place.

We also regularly post event details across our social media channels.

Stay up to date with us on social media!

 Royal Holloway Careers & Employability Service

 @RHCareers



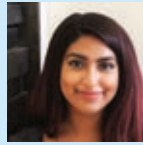
One-to-one Support

Whether you have a clear idea of your future career or need advice on choosing the right path, our Careers Consultants are here to help. Book a 20 minute appointment and whatever stage you're at they can help you narrow down your options and work out the best way forward. Services include:

- Initial career planning,
- CV & application advice,
- Finding part-time work, internships or placements,
- Improving your skills and employability,
- Meeting employers and networking,
- Interview practice and tips on answering difficult questions.

Remember, even if you have no idea what you want to do after your course, you can work with us to start developing your skills today, and unlock a wider range of opportunities in the future.

Case study:



Sarisha Kumar

Drama and Theatre Studies (2016)
Production and Marketing
Coordinator at Poet in the City

“During my internship at Poet in the City they advertised a new permanent job role which I decided to apply for. Staff from the Careers & Employability Service supported me throughout the application process, through email and over the phone since I'd already graduated, which really helped me submit a great application - and go on to be offered the job.

I'd had no idea what I wanted to do when I left Royal Holloway and almost by chance I'm doing a job that I absolutely love and can't imagine myself doing anything else. I'm really excited to see where my career heads next. I'd definitely recommend doing a placement and trying as many new things as possible, even if it's to find out what path you don't want to go down. You never know who you might meet or what you might find out about yourself on the way.”



Part-time work

During your time at Royal Holloway, you may wish to find part-time work. Getting a part-time job can be a great way to earn extra cash - plus it's great experience for your CV and will help you stand out to future employers!

Please note that the maximum time you should spend in part-time work during term time is **20 hours per week**.

Jobs on campus

Many of our students are employed on campus in a wide variety of roles, working in departments such as the Library or the International Office. The Students' Union alone employs more than 250 students in a range of roles from bar and catering through to graphic designers and social media coordinators. Working as a Student Ambassador supporting events such as Open Days is another great opportunity.

Jobs off campus

If working off campus is for you then you need to get yourself to the Part-time Jobs Fair! Each term we host many local employers at our fair and they often hire our students on the spot.

To find out when our fairs take place and to get support in applying for jobs, visit royalholloway.ac.uk/careers/findjobs



Looking for the perfect part-time role?

Join our student ambassador team

Being a Student Ambassador means having a flexible part-time job that fits around your studies, and allows you to meet students from different departments and year groups.

Student Ambassadors provide advice and guidance to prospective students about Royal Holloway and university life in general. You'll assist with a wide range of external-facing on-campus events along with exhibitions and school visits off-campus. You'll become a specialist in delivering student recruitment activities, and build valuable skills which will boost your employability.

Work is available throughout the year and will include weekend and evening shifts, meaning you can choose what work you do. Roles include giving tours of campus, assisting with major events such as open days and Graduation, supporting school visits both on and off-campus and engaging with students and potential students online.

Interested? Keep an eye on the website, Campus Life social media and the student newsletter for details of when our next intake opens.



Specialist Support for PhD and Masters Students

The Careers & Employability Service is not just here for undergraduates, we're here to support Masters and PhD students, too. Whether you're just starting out or are an experienced professional, we have the resources and people to help you manage and develop your career.

Your options after your course

We'll help you consider all your academic and non-academic options. Masters students should look out for our summer workshops, designed to help you market your enhanced knowledge to employers. PhD students can attend our Researcher Development Programme for practical help in making decisions and navigating the job market.

Manage your career

Many postgrads find it helpful to discuss their career plans with one of our experienced Careers Consultants. These one-to-one discussions can help you clarify your abilities, weigh up your options and make decisions about your future. (See page 10 for details).

Market yourself

Our Application Advisers are available daily to give expert feedback on CVs, cover letters, application forms and LinkedIn profiles. Have an interview coming up? Arrange a trial run by booking a practice interview session (see page 10 for details). For PhD students our Researcher Development Programme will help you put together excellent applications (book through Moodle).

Meet employers

Throughout the year we run careers events specifically designed to put you in touch with recruiters. You'll have plenty of opportunities to find out about different industries, ask questions about vacancies and network with representatives from hundreds of companies. See our events listings at www.royalholloway.ac.uk/careers/events

Find vacancies

For our latest listings of permanent and part-time jobs, internships and placements, visit royalholloway.ac.uk/careers/findjobs



Online Resources

CareersPortal – Make an appointment or booking

Want to make an appointment to talk over your options, get help with a career-related challenge or get your CV/application checked?

Or, perhaps you'd like to find an upcoming event and workshop to help you boost your employability?

Book your appointment or reserve your place at an event with just a few clicks on the careers portal.

Visit careersportal.royalholloway.ac.uk/home

Moodle

Learn how to with the Careers & Employability courses on Moodle, a one-stop-shop for careers help sheets, videos and interactive eLearning.

Whether you are creating your CV, writing a cover letter, or preparing for an interview or attending an assessment centre you'll find the best careers information and resources on Moodle.

You'll also find practice recruitment tests, video interview facilities and extensive information about careers around the globe.

Look for the "Careers & Employability" course under "My Courses".

CareersTagged – Research careers

CareersTagged brings together the knowledge of career professionals from across The Careers Group, University of London, to help you learn about your options. Regardless of which career path you're interested in, CareersTagged will provide you with links to the best resources, job sites and directories in that sector.

Visit careerstagged.co.uk

Find jobs and internships

Our comprehensive jobs board, specifically designed for graduates and current students has over 2000 jobs advertised throughout the year. Use it to find graduate jobs, internships, placements and part-time work.

Visit royalholloway.ac.uk/careers/findjobs



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Where to find us

Opening hours

Term-time: 10am - 6pm

During vacation: 10am - 5:30pm

