Manage Your Career

Want to use your time at University to become more employable but don’t know where to start?

First things first – think about what types of jobs interest you. Consider if you would prefer to carry on studying instead. And also think about what skills you already have and would like to develop.

What jobs are out there?
Browse the Prospects website to find out more about different types of jobs. Read case studies of how people got into their roles.  
http://www.prospects.ac.uk/types_of_jobs.htm

What can I do with my degree?
Not sure what graduates with your degree go on to do? Browse real case studies written by Sheffield graduates.  

What about further study?
If you are thinking about a vocational course e.g. nursing, studying for a Master’s degree or a PhD, visit the Further Study web pages:  
https://www.sheffield.ac.uk/careers/explore/study

What do you love?
Windmills is an online programme that helps you picture what kind of life and work you want. Its aim is to equip you with the skills you need to realise your potential.  
http://www.windmillsonline.co.uk/

Now things are a bit clearer in your mind, try this simple career management process:

Get Involved → Record Evidence → Articulate it!

Step 1: Get Involved
The Students' Union’s employability website is split into six sections, each linked to a wealth of inspiring and interesting opportunities to use and develop your skills further – and make friends – and have fun!  
http://sheffieldsu.com/employability

- Use your Careers Service
For careers advice, jobs, placements, work experience, meeting employers, finding e-mentors and improving your CV and application forms.
• Get Involved
With 4,000 leadership positions, 3,500 community volunteering opportunities and much more, the Students’ Union can support you with and accredit thousands of opportunities through your HEAR (Higher Education Achievement Record) – see Step 2 below.

• Find Jobs, Work Experience and Placements
For casual work, placements, graduate jobs, work experience, e-mentoring and jobs in the Students’ Union.

If you feel like you need more work experience, try a single bitesize (3-4 hours) taster with a University or Students’ Union department: http://www.sheffield.ac.uk/careers/skills/tasteofwork

• Take Some Training
Improve your study and academic skills at the 301 Student Skills Development Centre, take a MOOC (Massive Open Online Course), learn a language or enrol in a Give it a Go course.

• Be an Entrepreneur
Make your ideas happen with University of Sheffield Enterprise (USE), the Sheffield Entrepreneurs society or the social enterprise group Enactus.

• Go Global
Don't forget the value employers place on speaking languages! Discover how to gain global awareness through studying, working, teaching or volunteering abroad.

For all the above and more…. http://sheffieldsu.com/employability

Careers Management Skills Module (CAS 201)
CAS 201 is a 20 credit module, which is open to all level 2 undergraduate students whose course permits the choice of a free elective module. http://www.sheffield.ac.uk/careers/students/cms

Step 2: Record Evidence
Reflection Log
There is a Reflection Log on our employability website which you can use to record all the training you have done and the skills you are gaining. You may be able to use it to gain feedback from your manager. There is a copy in this pack (p. 6-8) and it is available to download: http://sheffieldsu.com/employability

HEAR (Higher Education Achievement Report)
The University has issued all undergraduates registered in 2012 or later with an electronic nationally-recognised record of all your academic and extra-curricular achievements. Over 200 activities, awards and prizes can be recorded in your HEAR. http://su.sheffield.ac.uk/get-involved/hear-higher-education-achievement-report

Academic Skills Certificate
Provides an opportunity for you to gain recognition for and reflect on attending academic skills workshops. https://www.sheffield.ac.uk/ssid/301/asc
Sheffield Graduate Award
This prestigious programme recognises valuable skills and experience gained at University outside of your degree course.
http://www.sheffield.ac.uk/thesheffieldgraduateaward

Step 3: Articulate it!
Once you have discovered what your skills and strengths are, participated in lots of activities and recorded them in your log, you will be able to reflect on what you have learnt. This reflection can be used as the basis for creating CVs, writing application forms and preparing interview questions.

Careers Service
The CVs, Covering Letters and Interviews section of the Careers Service website tells you all you need to know about written applications and personal statements, interviews, psychometric tests, assessment centres and social media – WOW!
http://www.sheffield.ac.uk/careers/students/gettingajob

To book an appointment with a careers adviser, call the Information Team:
0114 222 0910

Get Friendly with Employers...
Finally, don't forget to find out as much as you can about jobs and industries. If you are given an opportunity to visit a workplace or meet an employer do it! Look out for the Careers Service Ask an Expert sessions in Semester 2.

Fancy an e-mentor in your chosen field? Sign up at:
http://www.sheffield.ac.uk/careers/explore/ementoring

Whenever you get a chance, ask people how they got their job, what it is like and what tips they would give you.

“Working at Sheffield Students' Union is the most valuable and amazing experience I have gained at University. As an international student, I didn't experience any difficulties when applying for a job as the SU welcomes all students. The experience and skills I gained from working in the SU have definitely boosted my employability, as I can now confidently go into an interview and tell the interviewer how much amazing stuff I have done.”
International Student and former Marketing Student Staff Member, 2015