

What should students be doing from their first to their final year?

Students should be encouraged to start thinking about their career plans as early as possible.

These suggestions provide rough guidelines but many are interchangeable between years.

For suggestions of actions to take suitable to the year the student is in, encourage them to visit: www.manchester.ac.uk/careers/whichcareer/idontknow/to-do-this-year/

Year 1

1. Explore any current career interests and ideas.
2. Develop skills and boost CV through work experience and part time jobs and/or get involved with activities (volunteering, societies) outside their course.
3. Explore internships open to first years (especially if interested in a finance career) www.manchester.ac.uk/careers/findjobs/workwhilestudy/internships/springinternships/
4. Work experience doesn't have to be called an internship to be of value. Not all sectors offer them. Explore other types of work experience at www.manchester.ac.uk/careers/findjobs/workwhilestudy/
5. First year grades are important when making applications for opportunities in second year and for some graduate jobs.

Year 2/Penultimate Year

1. Register for vacancy and event email updates from the Careers website www.manchester.ac.uk/careerslink
2. Consider applying to the Manchester Gold careers mentoring programme.
3. Get feedback on CVs and applications from the Careers Service www.manchester.ac.uk/careers/services/applicationsadvice
4. Apply from October for a summer internship/work experience. Speak to the Careers Service about how to find work experience in the career/sector they want to explore.
5. Attend the employer presentations during the autumn & researching graduate opportunities and internships.
6. Consider taking the Career Management Skills module running in Semester Two if eligible (BAEcon and BASS second years only).
7. Realise that graduate schemes open to applications early. Some as early as June before their final year commences.

Important Points

1. **A degree is not enough! Remind students to apply for work experience (eg part time jobs, internships, etc), voluntary work and/or be active in university societies.**
2. **Motivate students to start thinking about career plans and making applications from Year One onwards.**
3. **Many students fail to get a job or internship because their application form is not good enough. Encourage students to use the Careers Service.**
4. **Students don't have to have made a career choice or even have a specific query before they talk to the Careers Service. Reassure them that we hear 'I don't know what I want to do...' on a regular basis and know how to help!**

Final Year

1. Research and applying for graduate schemes - making quality applications from September.
2. Consider all vacancy types, not just graduate training programmes, eg opportunities with SMEs, using recruitment agencies and direct entry positions.
3. Look at the Manchester Graduate Programme if are planning to stay in Manchester after graduation.
4. Attend employer presentations, talks & careers fairs to find out information & help with decision making about careers.
5. Book a guidance appointment with the Careers Service if feeling confused or want help exploring options.
6. Research postgraduate study options and funding in Semester One, and be mindful of deadlines for some courses (e.g. PGCE and Law).

Careers FAQs

School of Social Sciences

A guide for staff supporting undergraduate students

What services do we offer students?

Careers Website Comprehensive resource on exploring options, employability skills, finding jobs and further study
www.manchester.ac.uk/careers

Online vacancies Thousands of graduate jobs, internships and placements advertised annually on *CareersLink*
www.manchester.ac.uk/careerslink

Work Experience Placements and internships for students and graduates. We also offer some bursaries (check terms).
www.manchester.ac.uk/careers/workexperience

One-to-One Appointments:

- **Career Guidance** to discuss options, career ideas (or lack of ideas), where to start and career planning
- **Applications Advice** for feedback on CV, cover letter and application form, and any brief queries
- **Interview Simulation** - a practice session for students about to have a job interview

Appointments require pre-booking

www.manchester.ac.uk/careers/services

Social Media Latest news on *Careers blog*, School-specific **Facebook** groups and **Twitter**
www.manchester.ac.uk/careers/services/socialmedia

Employer Events, Careers Fairs, Workshops & Talks
www.manchester.ac.uk/careers/events

Mentoring Manchester Gold pairs students with alumni and employers for expert advice and insights
www.manchester.ac.uk/careers/manchestergold

Volunteering Hundreds of opportunities advertised
www.manchester.ac.uk/volunteers

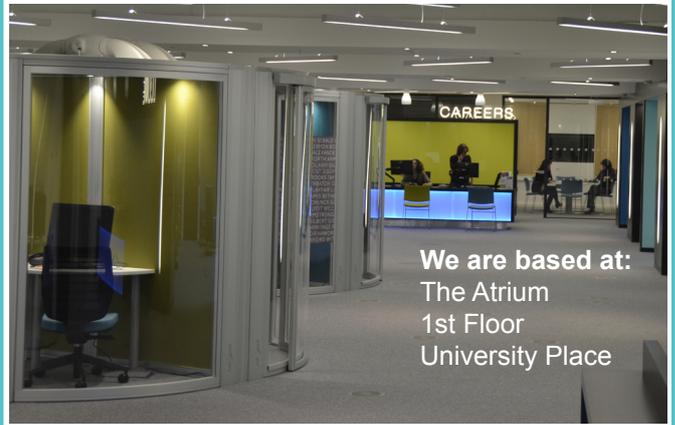
What graduates do with a Social Sciences degree?

Type of job: Trainee Accountant, Trainee Area Manager, Graduate Management Scheme, Case Officer, Assistant Merchandiser, Global Markets Analyst, Trainee Marketing Executive, Housing On Call Advisor, Environmental Business Advisor, Strategy Consultant, Assurance Associate, Teacher, Analyst, PR Account Executive, Recruitment Consultant.

Employer: Next, Deutsche Bank, PricewaterhouseCoopers, Groundwork UK, a city council, Teach First, IBM, Google, Arcadia Group, Adidas, Aldi, Information Commissioners Office, MMU, Parliament UK, Shelter.

PG Study: Masters in Human Rights, PGCE (Secondary), MSc Economics, GDL.

Where can you find us?



School Liaison Careers Contacts

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Paul Gratrick

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Other useful web resources

Graduate careers sites (vacancies, career options, sector profiles, postgrad study and more)

www.prospects.ac.uk

<http://targetjobs.co.uk>

www.insidecareers.co.uk

Work experience, internships & placements

www.manchester.ac.uk/careers/workexperience

www.step.org.uk

www.studentladder.co.uk

<http://graduatetalentpool.direct.gov.uk>

Sector information

www.manchester.ac.uk/careers/whichcareer