

# CAREERS

## **Academic Adviser FAQs for the Faculty of Humanities**

Your role as an academic advisor can be very influential in supporting students at this challenging time when the typical ways they may gain work experience, get advice and explore options may be very different. Some students have had to miss out on planned opportunities such as placements, others are considering further study rather than graduate jobs, and some are just feeling very uncertain about where to get started with 'what next?'

This FAQ sheet aims to assist you in these conversations, by helping you signpost students to Careers Service support and wider resources. This advice is not specific to a particular subject or year group, but instead aims to help address the key themes of queries and concerns arising at this time with accessible and practical information and advice.

If you have any questions please do not hesitate to get in touch with your School's lead Careers Consultant and refer students onto us as necessary. If you find students are coming to you with queries not covered here, please do let us know so that we can amend and update our resources accordingly. We will be circulating updated documents for your use with students ahead of the new academic year.

### **Is the Careers Service open?**

Yes, we may not be on campus in person but we are still offering our usual information and guidance appointments. Visit <http://www.careers.manchester.ac.uk/services/guidance/> to find out what's on offer and how to book.

### **Can I get help with CVs and applications?**

This section of our website is a great 'getting started' resource for all types of applications, including further study and LinkedIn profiles -

<http://www.careers.manchester.ac.uk/applicationsinterviews/>

If you'd like help with an application before you send it off, you can access our Applications Advice service - <http://www.careers.manchester.ac.uk/services/emailadvice/>

### **Are recruiters still offering opportunities for jobs and work experience?**

While there are still many opportunities on Careerslink, recruitment in some sectors will be more affected by Covid19 than others, and we would recommend using

<https://www.careers.manchester.ac.uk/whichcareer/> which links to industry sites or making an appointment with us to discuss your own circumstances.

<http://www.careers.manchester.ac.uk/careerslink/>

### **What else can I do to develop my employability online/from home?**

We are also maintaining a list of insights and advice on other opportunities to develop skills and experience and even 'meet' and chat with employers online.

<http://www.careers.manchester.ac.uk/aboutus/news/opportunities/>

<http://www.careers.manchester.ac.uk/aboutus/news/onlinetrainingresources/>

<http://www.careers.manchester.ac.uk/aboutus/news/lunchtimelive/>

**The Careers Service**

**<https://www.careers.manchester.ac.uk/>**

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## **I wasn't planning further study, should I consider this now?**

Some students are considering further study in order to 'ride out' this period of uncertainty and likely recession. Read information on further study <https://www.careers.manchester.ac.uk/study/> and book a guidance appointment to discuss all aspects of this decision.

## **What should I do if my plans have changed?**

Students have queries related to uncertain situations such as a placement or job no longer being available, or plans for travel not being an option. We have a range of online workshops and articles designed to help with these queries. Workshops are delivered live, so students can ask questions. Recordings are then made available to download later. As ever, we are always happy to have a guidance chat with these students too.

<http://www.careers.manchester.ac.uk/aboutus/news/faqs/>

<http://www.careers.manchester.ac.uk/aboutus/news/onlineworkshops/>

## **I've got a question you haven't answered**

AAs can refer students to the Careers Service via the above links, where their query will either be answered or they will be booked an appointment with the most appropriate colleague to support them.

AAs are also very welcome to contact the lead Careers Consultant for your School, if you have any particular queries about our support and services, or want to discuss more specifically a query or concern a student may have raised with you.

**SALC – Louise Sethi** [louise.sethi@manchester.ac.uk](mailto:louise.sethi@manchester.ac.uk)

**AMBS – Scott Foley** [scott.foley@manchester.ac.uk](mailto:scott.foley@manchester.ac.uk)

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**SEED – Helen Buzdugan** [helen.buzdugan@manchester.ac.uk](mailto:helen.buzdugan@manchester.ac.uk)

Please note that some School leads are part-time and, in current circumstances, may not always be able to provide an instant response. If your query is more urgent, please contact the Careers Service direct via <https://www.careers.manchester.ac.uk/services/talktous/>