

Careers Guide for Professional Services Staff

Your Professional Services role can be very influential in supporting students' career questions. Insightful questioning alongside timely signposting to the right resources (via the links below,) can really help motivate students to take action.

Three questions to prompt students during a one-to one conversation (relevant to all year groups)

Some employers target their work experience opportunities at first or second years; encourage students to start early!

1. What activities have you been involved with outside your degree?

Encourage attendance to career and employer events plus participation in extracurricular activities:

- Find part time work, internships and all careers events on CareerConnect: careerconnect.manchester.ac.uk
- Volunteer Hub: find-volunteering.manchester.ac.uk
- Peer/PASS Mentoring: peersupport.manchester.ac.uk
- Develop transferable skills through new activities: careers.manchester.ac.uk/findjobs/skills/

2. What career paths have you explored so far?

Do students enjoy working alone or collaboratively? Do they prefer to learn through reading and research, or through doing? Encourage students to be their own 'Careers Researcher.' This can take time, careful reflection and a mixture of;

- Starting to research career options via: prospects.ac.uk and careers.manchester.ac.uk/whichcareer/
- Accumulating experience and having a go (see section 1)
- Talking to people! Meet alumni and employers at careers events and create a LinkedIn profile: careers.manchester.ac.uk/applicationsinterviews/linkedin

3. Have you used the Careers Service yet?

Please encourage students to think about what stage they are at in exploring, preparing or applying for jobs. Students can rate their career readiness in CareerConnect, which can allow for relevant messages to be shared through the year. If students are feeling unsure about what to do, feel overwhelmed by options, or have questions about career paths, please refer them to book a Careers guidance meeting. We provide impartial, objective, and expert advice. We can help with every step of the recruitment process with our resources listed below:

- **Get in touch:** students can visit us in the Atrium, 1st Floor University Place, attend our Humanities Careers Drop-ins (see CareerConnect under Events), use the 'questions' button on CareerConnect, and our [live web chat](#)
- **CareerConnect** is where students can book Careers meetings and Getting Started appointments (including appointments for students with a disability or health concern), applications advice and interview simulations. Students can also search for vacancies and book onto events: careerconnect.manchester.ac.uk
- **Pathways** are an in depth, interactive learning journey for students. They can choose different options in order to access support and digital tools for help with CVs, applications, interviews, psychometric tests, assessment centres, and postgrad study careers.manchester.ac.uk/services/ondemand/pathways/
- Advice for **international students** and working in the UK after graduation, plus our new International Pathway: careers.manchester.ac.uk/international
- Resources and advice for **postgraduate students**, taught and research: careers.manchester.ac.uk/postgraduates/
- **Equality and diversity** and your future career: careers.manchester.ac.uk/findjobs/equality

Additional pointers for final years

- For referencing enquiries: careers.manchester.ac.uk/applicationsinterviews/faqs/references/
- Graduate schemes require high quality applications from September, with most organisations having rolling deadlines (i.e. they close when full). These schemes are highly competitive with approximately 10-12% of graduates undertaking them (can also apply for these after graduation). Many get their first graduate role with a small to medium sized business, or larger organisations without a formal graduate scheme, applying in semester two.
- Students interested in further study need to research postgraduate study options from semester one and be mindful of deadlines for some courses: careers.manchester.ac.uk/study/postgraduatestudyandfunding. The Manchester Master's Bursary aims to widen access to postgraduate study and students can find out about applying here: manchester.ac.uk/study/masters/funding/uk-eu-student-advice/masters-bursary.