

# LIFE AFTER BROOKES CAREERS GUIDE



# LIFE AFTER BROOKES

## CAREER GUIDE

<b>Message from Oxford Brookes Careers</b>	<b>3</b>
<b>Career Fog - finding your way through when uncertain of your direction</b>	<b>4 - 5</b>
<b>How to research occupations and sectors</b>	<b>6 - 7</b>
<b>Job Searching - for finalists and graduates</b>	<b>8 - 9</b>
<b>Networking - researching and finding jobs through talking to people</b>	<b>10 - 11</b>
<b>Social Media - building your online presence</b>	<b>12 - 13</b>
<b>Recruitment Agencies - when and how to use them</b>	<b>14 - 15</b>
<b>STAR - improve the way you describe your skills</b>	<b>16 - 17</b>
<b>Personal Statements - for employment applications</b>	<b>18 - 19</b>
<b>Interviews - the questions</b>	<b>20 - 21</b>
<b>Oxford Brookes Alumni</b>	<b>22 - 23</b>



# Message from Oxford Brookes Careers

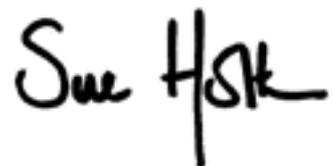
Many congratulations from Oxford Brookes Careers on reaching this stage of your studies, we hope your experience has been rewarding and that you have had the opportunity to learn new things about yourself.

With a lot to think about in your final year decisions about your career can seem like a distraction or something that will take up too much of your time. We understand that, and want to reassure that alongside final deadlines, exams and life in general it is possible to consider your life after Brookes without it becoming overwhelming.

This booklet and the events you will find advertised at this link [www.brookes.ac.uk/students/careers/news-and-events/](http://www.brookes.ac.uk/students/careers/news-and-events/) have been designed with you in mind. There are lots of quick fixes and short sessions that will get you up to speed and give you the confidence to start your journey. With our support you can target your actions and give yourself the best chance of emerging from your studies with a promising career within reach.

Do take look at the information we have put together in the following pages, come along to a session and use our Drop In service to find out more, we look forward to seeing you.

..... and remember you can still use Careers for 3 years after graduation free of charge!



## HEAD OF CAREERS

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# Career Fog

## *Finding your way through when uncertain of your direction*

### **Confused? Daunted? Perplexed? Don't know where to start?**

Is this how you feel about your future? If it is then you are not alone and it is entirely natural. Many people are unclear about the path they want to follow after university. Maybe you want to find a placement, or a full time graduate job, or change career; but you just don't know where to start. The question is what do you do about it? This Hot Tips sheet will give you some pointers that may help to lift the career fog.

### **Patience and Perseverance**

The first thing to say is that the solution to your career fog won't simply appear out of thin air. For many people this takes time, you will have to work at it and apply yourself to some of the techniques described below. A first goal might be to become more focussed (e.g. by choosing an industry, or job activities, or location). Think about what is important to you in a job and what will make you happy, rather than trying to identify a 'perfect' job title. Once you have done this you can set further goals. By keeping an open mind, and exploring ideas, you never know what opportunities will appear.

### **So where to start?**

A good beginning is to reflect on your own life experiences up to this point, for example:

- Your values – which are most important to you?
- Your degree subject – what topics did you enjoy?
- Your study skills – what were you good at: research, analysis, presentations, team work, etc?
- Work - part-time or full-time; what did you enjoy - your duties and your skills?
- Volunteering activities you may have done –

what did you gain.

- Clubs/societies – did you enjoy positions of responsibility such as president, treasurer or captain?
- Anything else - gap year, working for family, community groups, or hobbies such as web design?

Try not to be swayed by the “environment” in which you did these things. If you worked part-time during your studies then this may not be your future career choice. But if this involved meeting and talking to people and you enjoyed it, then you could explore job options that involve doing this in a different environment, e.g. consultancy, retail management, account management.

### **Where am I now?**

Once you have identified your list of life experiences then you may want to follow this process:

- For each experience start a 'mind map' or simply write a list, then .....
- Write down the activities and skills involved.
- Write down the pros and cons for each.
- Write a list of likes and dislikes for each.
- Identify patterns, i.e. positive repetitions of activities that you would like to do in future jobs.
- You can then use this to 'map' onto job details you see when you are job searching, the idea being that if a job contains a number of attributes on your list then it could well be a job that you can do and will enjoy doing.

To help understand yourself better and get more of an idea of your strengths, motivations, resilience and personality you can undertake a range of assessments using our on-line Resources centre. You will get a personalised written report for each assessment completed, which will help inform your Career thinking: <http://www.brookes.ac.uk/students/careers/>

*You may not be sure what career direction to take but that doesn't mean you should bury your head in the sand. This Hot Tips has some great suggestions for practical things you can do to make the transition to a meaningful career easier. Careers questionnaires such as Prospects Planner and Adult Directions are good starting points to help you understand your skills, abilities and interests, but you could follow this up with an appointment with a Careers Consultant to talk through some of the ideas that come up. Don't stress if you feel uncertainty awaits you – take action and then enjoy the journey of discovery and self-reflection.*



*Emma Louise Robinson  
Careers Consultant*

## **Do I want to use my degree?**

This may sound a strange question to ask yourself, but a large majority of employers who recruit graduates do not require a specific degree subject and so knowing this can open up a whole world of new options for you. For example graduates from non-vocational courses such as English and History often find jobs in marketing, consultancy, administration, HR and many others.

## **Careers Questionnaires**

These will help you to build a profile and generate a list of possible job options for you. The process is designed to get you thinking, to explore new & different options, and you will need to weigh up the suggestions in light of other factors important to you. Common tools are:

- Adult Directions > via Resources tab on [www.brookes.ac.uk/careers](http://www.brookes.ac.uk/careers) - very comprehensive
- Prospects [www.prospects.ac.uk](http://www.prospects.ac.uk) : (Jobs and Work Experience -> What jobs would suit me?)

## **Where do I want to be?**

Knowing what you are aiming for can also help. The acronym SPEEDCOP will encourage you to think about all the different aspects you might want in a future job.

- Surroundings – how do you see these, e.g. city or country, office-based or out and about?
- Prospects - do you want career progression or stability, do you want to specialise or have variety?
- Entry & training - what qualifications might be needed, would experience be required? Would training be offered?
- Effects – would you mind if the job impacted on your personal life, e.g. 9 to 5 or Xmas work?
- Description of work (duties) - what might you be doing i.e. what sort of activities would you want to do on a daily basis?

- Conditions – what benefits might you want your employer to offer, e.g do they offer a pension, how much annual leave might there be?
- Organisation – is it large, small, ethical, profit driven, charity, public sector?
- People – what would you want your colleagues to be like; professional, easy going, busy?

## **Success = Action**

Not doing anything will not clear your career fog. Often the only way to find inspiration and motivation is to do something. The following are essential in order to find your way through the career fog:

- Reflect & research.
- Experience – find work experience, internships, volunteer or work shadowing.
- Network – speak to friends and family about their jobs and ask for contacts.
- Open mind – keep your mind, eyes and ears open to opportunities that might present themselves.
- Explore – make an effort to search out options that might suit you.
- Do something – even small steps can boost your motivation

## *Summary*

*There's often no quick solution, career exploration and clearing the fog takes time and application. If you are not a reflective person, or you are finding the whole process very difficult, then our Career Consultants can help you through this process. So get in touch*

# How to research occupations and sectors

## Research skills – are you using them?

Research skills are part of what defines you as a graduate - at Brookes, Research Literacy is defined as one of the 5 core Graduate Attributes. But how practiced are you at applying your research skills beyond your degree study to the important question “what you will do with your future?” Lack of research often underlies the problems we encounter in moving forward with our career, eg:

- Difficulty making decisions because we lack crucial pieces of information that will help us choose
- Finding out too late about key entry requirements or things we should have done
- Making ill-informed choices which we later regret or narrowing our options and opportunities
- Failing to convince of our job awareness and motivation at application or interview
- Lack of confidence about what we can do and the world of work in general

Be reassured! If you don't know where to start, are overwhelmed by Google search results or have so far been relying only on anecdotal information or doom and gloom headlines – there are lots of good resources out there and information is power. And exploration can be fun – so what are you waiting for?

## What am I looking for?

The acronym SPEEDCOP will help you to interrogate information about careers and make sure you're not forming only a partial picture of what's involved.

- Surroundings – where will you be based? e.g. city or country, office-based or out and about?
- Prospects – is there future career progression or stability, could you specialise or diversify?
- Entry & training - what qualifications might be needed, would experience be required? Would training be offered?

- Effects – would you mind if the job impacted on your personal life, e.g. 9 to 5 or Xmas work?
- Description of work (duties) - what would you be doing on a daily basis?
- Conditions – what benefits might be offered by an employer e.g pension, annual leave entitlement
- Organisation – is it large, small, ethical, profit driven, charity, public sector?
- People – who would you be working with; what is their work culture – formal, informal, hierarchical, easy going, competitive, busy, creative?

## Online Occupational and Sector Information

- [www.prospects.ac.uk](http://www.prospects.ac.uk) – detailed information about a range of graduate occupations and sectors
- <http://targetjobs.co.uk> – occupational information and practical sector salary and application advice
- [www.insidecareers.co.uk](http://www.insidecareers.co.uk) – although not comprehensive, good for some of the larger graduate sectors
- <http://nationalcareersservice.direct.gov.uk> – information on over 750 occupations, including non-graduate
- [www.totalprofessions.com](http://www.totalprofessions.com) – Links to the websites of over 300 different professional bodies as well as a range of useful sector summaries
- [www.sscalliance.org](http://www.sscalliance.org) – individual Sector Skills Councils have excellent careers websites e.g. media, retail
- [www.brookes.ac.uk/careers](http://www.brookes.ac.uk/careers) COMING SOON! Comprehensive web-based information package including Adult Directions (career profiling tool linked to database of over 770 occupations)

## Videos and Case-studies

Listening to real people talking about the day-to-

*Research! You have to do this during your studies - but it is easy to forget to take the same approach when exploring your career possibilities. Just like a great researcher, you need to find reliable sources of information on which to base your decisions – and you need to reflect upon and ask lots of questions about everything you discover! This article explores why effective research is so important when it comes to career planning - and what questions you can ask yourself when you embark on finding out more. There are also some tips on useful resources to get you started.*



*Pete Smilie  
Careers Consultant*

day realities of their jobs and offering insider advice can be invaluable. The following are particularly useful:

[www.careerplayer.com](http://www.careerplayer.com)  
<http://icould.com>  
[www.careersbox.co.uk](http://www.careersbox.co.uk)

### **Vacancies**

Some of the best information about jobs – what they involve, how many there are, what employers look for, pay and prospects – comes from real vacancies, even if you're not in a position to apply for them at the moment

### **Wider sector and national press**

Just reading the news and staying alert to current affairs can give you useful information about the changing demands and realities of different job sectors and occupations.

[www.bbc.co.uk/new](http://www.bbc.co.uk/new) - see the specific sections (Business, Health, Education etc) to keep up-to-date with your areas of interest  
[www.ft.com](http://www.ft.com)

Professional Press – Brookes library and the Central Library in town subscribe to a large number of sector-specific periodicals (e.g. TES for teaching, Estates Gazette for property) or use Prospects and other occupational profiles to find links to relevant sector journals on-line

### **The horse's mouth/people in the know**

Some of the best information comes from talking to people directly – and there is the added bonus that contacting people to gain information has been shown to increase opportunities for getting a foot in the door– meeting to talk with someone may lead to work shadowing offers or to work experience. Make sure you have found out as much as you can online and from other sources first.

### **Networking**

We all have more contacts than we think (family, friends, family of friends, friends of colleagues etc); the difficulty is often in asking for help or acting on existing offers. In reality, most people are flattered that we are interested in the work they do and are more than happy to help. Make a network map of everyone you know – you may be surprised how many sectors and roles they encompass.

### **Speculative approaches**

You could also try to arrange an 'Information Interview' or workplace visit by contacting someone you don't know speculatively. This is a chance for you to ask questions, learn about career paths, or ask for specific advice. Research your target beforehand to find out as much as you can about what they do and the employer they work for. Ring or e-mail and explain who you are and what you are asking for – be polite and make it easier for them to say to yes by asking for 15 minutes of their time, at a time to suit them. For support in approaching this the right way, speak to Careers.

### **LinkedIn**

LinkedIn is a huge social media website for professional networking (currently 225 million users worldwide). You can use it to build your own online network, but also to conduct research into occupations, companies and the careers paths of individuals and alumni (<http://www.linkedin.com/college/alumni> ). A short introductory video explaining how students and recent graduates can use LinkedIn effectively can be found online at: <http://university.linkedin.com/node/42> . This is just one of the wide range of presentations, videos and handouts within the LinkedIn Career Services Resource Center at: <http://university.linkedin.com/career-services/resources>.

# Job Searching

## For finalists and graduates

### Introduction

The prospect of finding a job after you finish your course is quite daunting. When do I start? Which websites do I use? When are the deadlines? What are all questions that job hunters ask us, and are all easy to answer? This sheet will provide you with a comprehensive overview of what you need to do to make the job hunting process easy and less stressful.

### Q: Are graduate schemes my only choice?

It is true to say that for many graduates their first thoughts when looking for a job turn to the graduate schemes, i.e. the graduate training schemes offered by large international companies. And these jobs are generally known as “graduate jobs”, however there are other options. It is quite common for some industries to take graduates into jobs that don’t require a degree e.g. marketing assistant, arts administrator and runner (media). So it could be argued that these are not graduate jobs but many graduates do start long and successful careers in these roles and at these levels. Another factor to consider is the size of an employer. Large international companies make up less than 1% of the total number of businesses in the UK; the remainder are small and medium sized companies (SMEs). These companies also recruit graduates and are often where the majority of university leavers start their careers, but, on account of their size, the number of graduates recruited by each company is low.

### Q: Where do I find jobs?

The training scheme jobs are easy to find because they are advertised in directories such as The Times Top 100, Guardian 300 and Prospects Directory. They also advertise their jobs on a variety of websites (see over page) and attend

careers fairs similar to the ones held at Brookes throughout the academic year. The “non-training scheme” jobs can be more challenging to find because the smaller companies don’t advertise in the same way. They will advertise in local press e.g. The Oxford Times, or on general job websites (see below). The challenge here is that these websites advertise all types of jobs and at all levels, so you need to be selective about the key words you use to search for jobs. A good start is to search by “graduate”, but also try “assistant”, “associate”, “executive”, or “trainee”. Sending speculative applications is another method. To do this use a business directory like the Yellow Pages, identify companies that you might like to work for, research them, and then write to them with a CV asking for a meeting to discuss possible employment options. Two good tips: 1) try and find

out the name of a person to write to (phone them up if necessary) and 2) follow up with a phone call 2 weeks after you’ve sent your letter and CV.

### *Careers Job Shop:*

*Access Graduate Schemes and Graduate Jobs - [careers.brookes.ac.uk](http://careers.brookes.ac.uk).*

### General Graduate Recruitment:

- Prospects – [www.prospects.ac.uk](http://www.prospects.ac.uk)
- TARGETjobs - [www.targetjobs.co.uk](http://www.targetjobs.co.uk)
- StudentLadder - [www.studentladder.co.uk](http://www.studentladder.co.uk)
- GuardianJobs – [jobs.theguardian.com](http://jobs.theguardian.com)
- Graduate Recruitment Bureau - [www.grb.uk.com](http://www.grb.uk.com)
- Graduate-jobs - [www.graduate-jobs.com](http://www.graduate-jobs.com)
- Milkround - [www.milkround.com](http://www.milkround.com)
- Jobstoday - [www.jobstoday.co.uk](http://www.jobstoday.co.uk)
- Fish4Jobs - [www.fish4jobs.co.uk](http://www.fish4jobs.co.uk)

Whether you are looking to join a large or a small company, local employer or international firm, in any sector this guide will get you started. You will often need to take a creative multi-strategy approach to your job search, which goes beyond the allure of Internet job sites. This may also include networking, speculative applications and possibly using recruitment agencies, not to mention LinkedIn. Remember, successful job searching is about flexibility of approach and attitude – if it's not working for you reflect on just why and then change your approach. If this all sounds a bit daunting, don't worry! We can advise you on the best strategy for your own personal circumstances.



John Kirwan  
Careers Consultant

## When should I start looking and applying for jobs?

Some graduate recruiters recruit up to 3 years after graduation. Smaller companies recruit all year round

October	November	December	January	February
Graduate schemes open				
First deadlines		First telephone or video interviews		
			First face to face interviews	
Small and medium firms recruit at any point throughout the year (i.e. when they need new staff)				
March	April	May	June	July
First assessment centres start				
Final interviews		First job offers		
				Start job
Small and medium firms recruit at any point throughout the year (i.e. when they need new staff)				

- Finance & Law - [www.graddiary.com/](http://www.graddiary.com/)
- Digital, Media & Marketing - [www.weareaspire.com](http://www.weareaspire.com)
- Engineering & Technology - [www.gradcracker.com/](http://www.gradcracker.com/)
- AllaboutCareers – [www.allaboutcareers.com](http://www.allaboutcareers.com)

### Employment in Oxfordshire:

- Oxford City Council - [www.oxford.gov.uk/info/20014/jobs](http://www.oxford.gov.uk/info/20014/jobs)
- Oxford times - [www.oxfordtimes.co.uk/jobs](http://www.oxfordtimes.co.uk/jobs)
- DailyInfo - [www.dailyinfo.co.uk/jobs](http://www.dailyinfo.co.uk/jobs)

### Recruitment Agencies:

- Database of Specialist Recruitment Agencies - [www.rec.uk.com](http://www.rec.uk.com)
- Recruitment Agencies and job sites directory - [www.agencycentral.co.uk](http://www.agencycentral.co.uk)
- Publishing Jobs - [www.inspiredselection.com](http://www.inspiredselection.com)
- Science & Engineering Recruitment Agency -

[www.srg.co.uk](http://www.srg.co.uk)

- Wide range of Graduate opportunities - [www.reed.co.uk](http://www.reed.co.uk)

A range of sector specific recruitment agencies can be found on the Careers website:

[www.brookes.ac.uk/students/careers/students-and-graduates/getting-started/recruitment-agencies/](http://www.brookes.ac.uk/students/careers/students-and-graduates/getting-started/recruitment-agencies/)

### International job searching:

- If you would like to start researching international job opportunities, please go to <https://goo.gl/nq1vwt> and look in the 'Working Globally' section
- GradlinkUK - [www.gradlinkuk.com/](http://www.gradlinkuk.com/)
- GraduateJobs in Europe - [graduatejobsineurope.com](http://graduatejobsineurope.com)
- EuroJobs - [www.eurojobs.com/](http://www.eurojobs.com/)
- Monster - [www.monster.com](http://www.monster.com)

# Networking

## Researching and finding jobs through talking to people

### Introduction

Networking – sounds awful doesn't it? But believe it or not it is something that we all do more often than we realise. Have you ever been on a train, at a party or on a gap year where you've talked to someone that you've never met before? During the conversation did you talk about what your parents do for a living, where your brother or sister worked, or even where you have worked before? If yes then you have been involved in a form of networking. OK, you were engaged in a conversation rather than using a preconceived networking strategy. But that's the only difference, a strategy. So networking, at its core, is simply about talking to people but it is also an important part of any job hunting strategy.

### Networking

There are many jobs that are not advertised and often these go to people who have found out about them through networking. It's an old and trusted tool that has been proven to be successful over many years. After all, LinkedIn have made a successful business out of it. Quite often it is who you know, and who knows you, that helps you to network your way into a job. A useful definition of networking might be: "the ability to find and, crucially, use contacts for help and advice in relation to your future career". The main thing to remember here is that networking isn't about getting a job, it's about getting the contact details of people who may be able to help you in the process of finding a job. Here are a few benefits of networking:

### Networking – the benefits

#### Information, e.g:

- You may be able to do some work experience and shadowing

*Once you've got the contacts you can work out how best to approach them, and that's your strategy!*

- You can find out what a job involves and if you will like it
- You can identify jobs, vacancies, opportunities and openings
- If you are in a company, you may identify internal vacancies

#### Advice, e.g:

- You can find out how people got their jobs
- You can find out how to make yourself employable
- You can get advice on how to job hunt
- You could get someone to give you advice on improving your CV

#### Help, e.g:

- People may be able to give you other contacts to extend your network
- People may know of jobs you can apply to

### Networking – what do I need to do to network?

Networking requires a strategy, rather than a random series of interactions, and it also requires subtlety as being too upfront and asking a contact or company for a job might put them off. Good networkers will proactively go to events such as careers fairs to identify suitable contacts, will speak to friends and family to see if they know anyone of interest or will keep alert to possible useful contacts when talking to someone. So networking is about looking for a "way in" to an organization simply by

*Networking is an unfamiliar concept for many graduates but increasingly being used by employers as a means of recruitment. Many opportunities are not advertised using traditional methods, therefore building your own network of contacts can enable you to share and exchange information, while developing your potential career prospects.*

*Hot Tips on Networking provides you with useful suggestions on how to develop your own network of contacts to develop your knowledge and understanding of the labour market and create opportunities to enhance your job search. It also highlights some useful strategies on how to get started*

using a contact name you may have picked up somewhere else. More direct networking might include approaching a company and asking for a meeting to discuss opportunities such as work shadowing or experience. But however you do it, you need a strategy.

## **Networking – the options**

When considering options do think about what you want to achieve, how you are going to achieve this, and what medium you will use:

- **Opportunistic:** being alert to finding contacts even when you are not looking for them such as when speaking to someone at a party, on a train or at a bus stop.
- **Social media:** Facebook, LinkedIn, or YouTube have become very important networking tools.
- **Friends and family:** make a point of speaking to friends and family and finding out what jobs they do, where they work and then contact them to see if they can help or if they have any useful contacts.
- **Organisations:** do contact organizations directly, but you'll need to find someone who might be interested such as a manager or someone in human resources.
- **Careers fairs:** a great opportunity as staff are there promoting their company to potential employees. Here you can speak to employers' representatives and collect their details.
- **Conferences:** attending specialist events and speaking to delegates is also a good way to develop contacts. This may be particularly useful for people wanting to enter the academic, medical or pharmaceutical industries as many employees attend conferences.
- **Job adverts:** if a company is advertising jobs then they may be willing to take on some extra help, so it is a good opportunity to see if you could get some work experience or a short term contract.

## **Social Media**

Using these mediums is free, fast and your reach is enormous.

- **LinkedIn:** this is used mainly for business networking and so is a great way to make contact with people in business areas in which you might be interested. More and more job adverts are appearing on LinkedIn, but to get the most out of it then you need to sign up to a group. For example the group "WEXO: work experience, internships and jobs" is a forum that has been set up especially for those people offering, or looking for, work experience.
- **Facebook:** this is mainly a social space, but could be used for informal networking. E.g you could ask if anyone has a contact in the particular industry you are interested in.
- **YouTube:** the use of Video CVs is something that people are catching on to this type of medium, but in a similar way a networking video could be created where you explain what you are looking for and what you can offer.

## **Networking - strategy**

Imagine your ultimate career ambition is to work in a marketing agency, here's an example of a possible strategy (this list is by no means exhaustive):

- **Friends and family** speak to them to see if they have any contacts in marketing
- **LinkedIn** see if there are any marketing groups you could join, post a message about yourself and what you want to achieve
- **Facebook** send a message to your friends to see if they know anyone in marketing
- **University** talk to lecturers and fellow students to see if they know of anyone in marketing
- **Careers Fairs** visit careers fairs where there are marketing companies exhibiting

# Social Media

## Building your online presence

It's time to build a professional presence online. Social media has become a huge part of most people's lives over the last few years and the way you use it can have more of an impact on your career and professional life than you might think. Employers are becoming more and more aware of the ease of researching a person using social media sites such as Facebook, Twitter and LinkedIn. Recent figures suggest: 92% of recruiters are using social media for their own recruitment, 48% of employers will google candidates, 44% will look for a Facebook page and 27% will check Twitter feeds. This suggests that you will need to create a positive profile, possibly across several social media platforms.



### LinkedIn

It is now essential for students to have a good LinkedIn profile. You can use LinkedIn to connect and communicate with alumni and other professionals with whom you might share aspirations, to search for jobs, research career paths, exchange information, inspiration and ideas and most of all; to promote yourself to potential employers. Please see LinkedIn for UK Students: Your Career Starts here, [www.linkedin.com/edu/oxford-brookes-university-12621](http://www.linkedin.com/edu/oxford-brookes-university-12621) and <https://uk.linkedin.com/>

#### Top Tips:

- 1. Complete your profile! Include a professional photo. This will generate 40% more interest.
- 2. Make it visual – attach professional photos only, links to websites, publications or pdfs, in order to maintain attention.
- 3. When you are confident with your LinkedIn page, you can include the URL in your CV (especially useful in sectors like the Creative Industries).
- 4. Make your headline short and use relevant key words (120 characters, roughly). Note: key words in your profile section are very important as search engines trawl LinkedIn profiles for key words



### Twitter

Twitter is about sharing and keeping up to date with what is currently trending in; humour, fashion, news stories, styles, policies, ideas, job sectors, events and social movements. Twitter is very popular in terms of professional networking and particularly within the Healthcare profession.

- See @BrookesCareers

#### Top Tips:

- 1. Protecting your Tweets: Privacy and Content > Protect my Tweets. If selected, only those you approve will receive your tweets.
- 1. Defining your purpose on Twitter: Do you want to tweet to friends, colleagues, other professionals in your field of interest or all of the above?
- 2. If using hashtags "#": Remember that the primary purpose is to share/take part in a larger conversation. With this in mind, try to be interactive, relevant, don't be rude and don't be afraid to reply to tweets.
- 3. Tweet regularly and be topical. 1 to 3 tweets a day is considered optimal.
- 4. Only follow people in which you have a genuine interest. Following those simply so that they might follow you back will result in you looking unprofessional. Also try to maintain a balance between the numbers you're "following" and your number of "followers". This gives the impression that you are both interested and interesting.

*Social Media is now used extensively by employers for recruitment. There is an expectation that graduates have a professional LinkedIn profile which can offer many benefits, including the opportunity for you to develop links with alumni and other professionals. It is important to thoroughly research organisations you are interested in and this is where social media can be an invaluable tool.*

*Hot Tips Social Media – building your online presence provides you with some useful tips on how to ensure that your on-line presence represents the best version of you and ensure that it enhances rather than hinders your job search.*



*Marija Murthwaite  
Careers Consultant*



## **Facebook**

may be many people's favourite place to post holiday pictures, make jokes with our friends, complain about a bad day, boast about a good one and sometimes to talk about work. What you really need to consider is what kind of online image you are creating for yourself (in terms of your future career) and who you would like this information to be shared with (possible future employers?). It is essential to avoid negative content.

- See [www.facebook.com/oxfordbrookescareers](http://www.facebook.com/oxfordbrookescareers)

### **Top Tips:**

- 1. To only allow your friends to see your entire profile select: Settings > Privacy > Who can see my stuff? > and select "Friends" from the drop down list.
- 2. Check what your friends "friends" can see also using the same method. You can customize each post in order to share only with those you want to.
- 3. Bear in mind that your cover photos, your current profile picture, and your name are always visible to the public.
- 4. Be aware that if you have your current workplace listed on your profile, it may be wise to stipulate that "opinions expressed here are my personal views only and not those of [insert company name here]".
- 5. "Like" organisations and public figures in your field or that interest you



## **Blogging (video or written)**

- [problogger.net](http://problogger.net), [www.youtube.com](http://www.youtube.com)
- Blogs have been around longer than Facebook, Twitter and LinkedIn, but are still a popular form of online expression and social media.

## **There are 5 main types of blogs:**

- 1. Essay: An essay blog is a story or anecdotal piece of writing often about daily life. Here is an example: [www.younghouselove.com/](http://www.younghouselove.com/) You may want to pursue this kind of blog in order to express yourself artistically as a writer, comedian, photographer etc.
  - 2. Review: Usually a review of products, art/music/film or services such as The Creative Review: [www.creativereview.co.uk/cr-blog](http://www.creativereview.co.uk/cr-blog)
  - 3. Expert: Blogs that focus on a specific subject matter. Usually educational or drawing on experience and written by people in that field. They often have multiple contributors, such as the Geology Society blog: [blog.geolsoc.org.uk/](http://blog.geolsoc.org.uk/)
  - 4. Opinion/Editorial: Such as this blog on Education: [www.edutopia.org/](http://www.edutopia.org/)
  - 5. Video Blog: Video blogs can be any of the above types, expressed in video form. [seoroi.com/seo-roi-quality/professional-video-blog/](http://seoroi.com/seo-roi-quality/professional-video-blog/)
- Final points when considering your public profile...
  - [www.careers.utoronto.ca/content/engage-employers-online](http://www.careers.utoronto.ca/content/engage-employers-online)
  - [jobsearch.about.com/od/networking/a/socialnetworking.htm](http://jobsearch.about.com/od/networking/a/socialnetworking.htm)
  - Consider the Oxford Brookes Social Media guidelines for staff:
  - [www.brookes.ac.uk/services/hr/handbook/terms\\_conditions/social\\_media\\_guidelines.html](http://www.brookes.ac.uk/services/hr/handbook/terms_conditions/social_media_guidelines.html)



# Recruitment Agencies

## *When and how to use them*

Recruitment agencies can provide an additional means of job searching, complementing applying for advertised vacancies, or making speculative applications. However, their usefulness to you may depend on your particular level of experience and skills, as well as the particular sector that you want to enter.

### **What are recruitment agencies and what do they charge?**

A recruitment agency provides services to both employers and job seekers. They make profits by successfully placing job seekers into specific jobs and charging the employers (not you, the job seeker) a fee for doing so. They also place temporary staff in to organisations, charging employers an hourly rate with the worker (you) being paid by the agency rather than the by the employer. UK recruitment agencies can't charge you a fee for finding, or trying to find, you work, but may charge for additional services. The situation regarding charging may differ from country to country. So always check before committing yourself.

### **What types of recruitment agency are there?**

There are a huge number of recruitment agencies – the Recruitment and Employment Confederation (REC) is the representative body for the recruitment and staffing industry in the UK, it has over 8,000 corporate members, who are required to abide by the REC Code of Professional Practice. REC estimates that there are around 18,000 recruitment agencies operating in the UK, known variously as recruitment companies, recruitment consultancies, and search and selection companies. The clients they serve and the role that they play varies considerably. Agencies can be High Street-based and deal with a wide range of opportunities. There are also more specialist agencies that focus on a

particular area or sector e.g. Engineering, or where a skills set required by a client company is very specific, such as in IT. There are also a number of large recruitment companies, often based in large cities, which deal with everything from entry level, through graduate, to senior executive roles. To track down the right sort of agency for you, have a look at:

- [www.agencycentral.co.uk](http://www.agencycentral.co.uk): details of a wide range of recruitment agencies by sector and job sites.
- [www.rec.uk.com](http://www.rec.uk.com): Recruitment and Employment Confederation (REC).
- [www.jobfit.co.uk](http://www.jobfit.co.uk): comprehensive collection of UK employment agencies.
- [www.graduate-jobs.com/Graduate\\_Recruitment\\_Agency](http://www.graduate-jobs.com/Graduate_Recruitment_Agency): list of further recruitment agencies.
- [www.brookes.ac.uk/students/careers/students-and-graduates/getting-started/recruitment-agencies](http://www.brookes.ac.uk/students/careers/students-and-graduates/getting-started/recruitment-agencies): list of sector specific recruitment agencies.

### **Why do employers use recruitment agencies?**

Employers will use recruitment agencies for a whole host of reasons: a last-minute opportunity, the need to avoid putting their name in the press, a low company profile in the UK or a lack of sector knowledge, or they may want to contract out their recruitment activity because they do not have the staff time to manage it themselves. Many organisations do not rely on agencies to fill their graduate vacancies unless: they are completely handing over the management of their graduate recruitment to them, the occupational sector is agency- dominated, they have a small number of highly-specialist roles available or they need to fill vacancies quickly before the imminent start of a project.

*Recruitment agencies can give you an additional means of job searching and potentially do some of the some hard work for you - actively marketing you to relevant companies and helping prepare you for interview. Established agencies will also have the lowdown on regional markets and be able to pass that knowledge onto you. Not all recruitment agencies are equal though! Our Hot Tips will help you assess the pros and cons of using them as part of your own job search strategy, guide you to resources to find the most reputable agencies in your sector and give you our top tips for getting the most out of them.*



*Jo Moyle  
Careers Consultant*

## **When might you consider using an agency?**

There are a number of reasons why you might want to use an agency. You may find yourself looking for a job in a sector that relies heavily on recruitment agencies. You may find yourself looking for a job late in the year, close to typical start dates for graduate schemes. You may simply want to try out a particular sector for a shorter period of time before committing to a career, or want some short-term work to raise money to go travelling, for instance. Organisations you are interested in may use a recruitment agency for their recruitment rather than advertising directly.

## **Top tips for getting the most out of a recruitment agency:**

- **Be polite and build a good rapport with the recruitment agent** – agencies will typically work harder for candidates that they get on with – it's human nature. Keep in regular contact, don't give them an excuse to forget you.
- **Research & shop around** – not all agencies will be right for you, so go and talk to two or three before deciding whom to go with. As a guide, look for agencies who are members of the Recruitment and Employment Confederation (REC) and who appear to have an honest and professional attitude. Look for those agencies/consultancies that can show that they have a detailed understanding of their specialist market area, so that they do not put you forward for inappropriate roles. Bring your passport otherwise they will not be able to register you (all students).
- **Know the rules** – make sure you understand what a recruitment agency can and cannot do for you, within the law and the basis for any fees. Look at the 'Using a recruitment agency' section of

the Gov.UK website for current advice on the law: [www.gov.uk/agency-workers-your-rights](http://www.gov.uk/agency-workers-your-rights). The REC also provides best practice guidelines ([www.rec.uk.com](http://www.rec.uk.com)).

- **Explain clearly and carefully what you want** – if you take time at the start, it can reduce misunderstandings and wasted effort, and ensure you get notified of the job opportunities that interest you. It is important to be clear about the type of job you want, if you are vague they will be less able to help you.
- **Don't underestimate the power of a recruitment agent** – in some cases they will not only be putting your CV forward, but they will be making initial pre-selection decisions for the company and even running assessment centres.
- **Respond to leads quickly** – if they contact you with an opportunity, respond without delay. Agencies work to tight deadlines, often because the employers they work for ask for help at the last minute.
- **Keep an eye on the results** – if your requirements are reasonable and the market is also reasonably buoyant, then you should hear about potential opportunities within a few days. If you don't hear anything, then get back to them and politely ask why, encouraging them to be honest with you. If you keep in contact, they won't forget you – but don't become a thorn in their side.
- **Keep in control** – make it clear that you want to make decisions about who sees your CV. Some less-professional agencies may flood the market with your CV, and if you are also applying to other companies without the help of the agency, then employers could have two or more of your applications on their desk at once. This may not create a good impression.

# STAR

## *Improve the way you describe your skills*

### **Introduction**

How many times have you sat down to write your CV skills section and then given up? How many times has an application asked “Tell me about when you worked in a team?” and you’ve thought “I don’t know how to answer this”? Well in both these cases it’s because most people find it very difficult to write about their skills. But having made an attempt, the one common mistake is to provide a long description of “where” they did the skill and not much else. A good answer, and what employers are looking for, is a brief mention of “where” you did the skill, then loads of detail about “how” you actually do the skill.

The STAR technique is an acronym that provides a structured way of describing a skill. It is versatile enough to be used on CVs, on application forms and even in interviews. Indeed, some employers actually suggest you use the technique when providing guidance on how to complete their application forms.

### **STAR Technique**

STAR forces you to break down the description of a skill into manageable chunks. First it gets you to describe the Situation where you used the skill, then it requires you to mention the Task that you were using the skill for, then it gets you to provide information on the Action you took when using the skill, and finally it asks you to describe the Result of the action. The following gives you a more detailed description of how to use the technique.

### **Situation**

The first thing you have to do is to find a context or an environment (i.e. a situation) that allows you to answer the question or describe your skill. Basically you are giving an example and this could be from part-time or full-time work, university, gap

year, voluntary work, personal experience, Duke of Edinburgh Award, President of the Chess Club, or anywhere/thing that allows you to provide enough detail to impress the reader. This is the start of your answer and it should be short, sharp and succinct.

### **Examples:**

- (The following “skills” examples continue under each part of STAR):
- Leadership: “When at university...”
- Communication: “Whilst on my Gap year in...”
- Problem Solving: “A good example of problem solving is when I worked in customer services”

### **Task**

The next thing you should talk about is what you had to do, and this should link to the question you are being asked on the application form, or the skill required by the job. Again this can be fairly brief.

### **Examples**

- “...I was president of the Student Union, one of my tasks was to lead the team organising the May Ball.”
- “...when my passport was stolen. In order to get a replacement I had to find different ways of communicating with the local police as they didn’t speak English.”
- “One of my tasks was to deal with customer problems, a specific example was helping a customer who had lost their receipt.”

### **Action**

This is the really important bit. For some employers the context (the S&T) is not so important, what really impresses them is “how” you performed the skill. This is because they think that you will be able

*One of the most difficult things to do when making applications is to describe examples of where and how you have demonstrated your skills.*

*The STAR technique, which stands for Situation, Task, Action, Result is a structured way in which you can describe your skills in a clear and succinct way. Hot Tips STAR – Improve the way you describe your skills provides you with a comprehensive overview with some clear examples that should put you on the right track. After reading the Hot Tips, the next step is to think of your own examples.*



*Alison Bird  
Careers Consultant*

to apply the same process to different situations and tasks in future job roles. So make sure you provide lots of detail, this means that this section will be longer than the others. In order to do this you will need to not only to select a good example, but also to reflect back on it, do this by breaking it down step by step. Remember to tell them what you did (so use “I” rather than “we”), especially when explaining how you work in a team (don’t explain what the team did here, but you can for S&T).

### **Examples:**

- “As team leader I first had to recruit the team members, I then had to brief them as to their responsibilities, I then had to co-ordinate them in terms of their tasks, and finally I had to motivate them to achieve high standards.”
- “I did this in a variety of ways e.g. drawing pictures, using key words from my phrase book, speaking slowly, using hand gestures, and asking a local who could speak a little bit of English to interpret.”
- “When dealing with problems I always listen very carefully to the customer, I then summarise their problem and repeat it back to them to ensure I’ve not misunderstood, I then... etc”

### **Result**

So you’ve explained where you did the skill, what you had to use the skill for, and how you used the skill, finally you have to explain what the result was of having used the skill. This can be a positive or negative result, but if it is the latter remember to explain what you learnt or what you would do differently. Again you can be brief and to the point, usually one line will do.

### **Examples:**

- “Although I put a lot of effort into ensuring I

recruited the right staff, they did ask me a lot of questions which meant I had less time for my other tasks. In hindsight I would put some time aside for regular team meetings.”

- “By using different methods of communication I eventually got the police to write a report which I could then forward onto the Embassy. In future I will make sure my family have a photocopy of it, I will keep it in a safer place and keep a record of my passport number.”
- “Because I stayed calm and listened to the customer, they always felt that I was doing the best for them, on one occasion a customer returned to say thank you for helping to solve their problem.”

### **Conclusion**

So as you can see, putting all these elements together produces a detailed story which allows the reader to build a picture in their mind’s eye of your capabilities. It should enable them to see your potential to do the job and apply the skill in lots of different situations. By being explicit and detailed, the reader does not need to be a mind reader!

### *Summary*

*Use the STAR technique as a structure to present your skills:*

*S = Situation*

*T = Task*

*A = Action*

*R = Result*

# Personal Statements

## For employment applications

### What is it?

Many application forms include a large blank space for you to “sell yourself” in terms of your suitability for the job. Instructions vary and it is important that you follow them carefully. However, a typical example of what you may be asked to write is: “In this space, please give your reasons for applying for this job and additional information showing how you meet the person specification, including relevant skills and experience.”

This is a critical part of your application – it may well be the deciding factor in shortlisting you for interview. This is where you need to convince the employer that you have the right motivations, enough experience, the potential, and the skills required to be successful in the job. As personal statements usually occur as part of applications for advertised vacancies, you should have information about what the employer is looking for - usually in a person specification, but clues may also be found in the advert, job description or on enquiry to the employer. It is essential that you are explicit in providing concrete examples of evidence against the stated criteria for the job. Many employers, especially in the public sector, use a shortlisting grid to tick off or score each criterion and then compare candidates' scores, so the more closely you match their requirements, the more chance you have of getting to interview.

### Basic rules

- Usually around one side of A4 in length (unless specified otherwise)
- Adhere to any stated word limits – this is a deliberate ploy by the employer to see if you can write succinctly and clearly
- Structure and paragraph your writing i.e. it should not be solid text
- Sometimes sub-headings can be used (e.g, use section headings from the person specification

to structure the personal statement) but as a general rule avoid bullets and write in full sentences

### 1. Preparing to write your personal statement:

Writing a good personal statement may take much longer than you think, especially if the list of essential and desirable criteria is long (not uncommon with employers such as the NHS). Employers are looking to see how seriously you take the job application as this is a strong indication of your motivation.

- Make sure you fully understand the nature of the role by reading through all the particulars
- Conduct some employer research so you can demonstrate your interest in the organisation - this may include using websites or phoning for more information if invited or even arranging an informal visit where offered.
- Identify and bullet-point your best pieces of evidence for each skill, experience or personal quality on the person specification. Employers are looking for concrete, recent and relevant examples – relevant work experience is always useful, but persuasive examples can also come from voluntary extra-curricular, academic, gap year or sporting experience - as long as you can show their relevance to the job you are applying for.
- At this point, you need to be honest with yourself – do you meet the criteria sufficiently to make a credible application? If so, you're ready to start writing!

### 2. Writing out your personal statement

Unless there are any specific instructions about structuring your statement, you will need to find the most efficient way of grouping your own particular examples into paragraphs. A useful structure is:

*When asked to complete application forms, it is likely that you will be faced with a space where you are required to provide supporting evidence to demonstrate how your knowledge, skills and experience meet requirements. The personal statement is scrutinised when shortlisting for interview, so it is important to get this right, but it is not always obvious what an employer expects.*

*This provides an overview of what to include as well as how to make your application stand out, by making sure you have a good structure, relevant content and how to provide evidence that is interesting to read. If you find this process difficult, remember we are here to advise you with this tricky process.*

- Opening Section – Start with a strong opening paragraph to grab the reader’s attention – often why you are interested in the job, with evidence of strong employer research. Are there particular elements of the job – its duties or clients that offer specific rewards or that you have done before and especially enjoyed?
- Middle Section – This is the main substance of your statement, where you outline your key relevant experience and give all your evidence against each of the essential and desirable criteria.
- End Section – Finish by tying together the various issues / strengths you’ve raised and reiterate your interest and suitability for the job.

It’s best to avoid structuring your content too much along the lines of a biographical narrative – “I first became interested in business when I was 14 and after my A levels decided to undertake a business degree’. Too much scope for waffle! Address the key criteria in the order given in the specifications.

## **The language of personal statements**

Think of the large numbers of application forms a recruiter for a job has to read. To stand out you need to write in a way that is engaging, positive and purposeful.

- Use good active language and try to describe your experience in terms of relevant, quantifiable achievements where possible (See Hot Tips: Action Words for help with this)
- Choose strong positive language – and never draw attention to perceived negative aspects of your application e.g. “Although I have no direct experience in...”
- Get the tone right – it’s a ‘personal’ statement so should convey your enthusiasm and personality without sounding too chatty; conversely, avoid an overly formal, wordy style full of ‘Moreover’, ‘Notwithstanding’ and ‘Furthermore’....
- Avoid subjective, unsubstantiated claims “I feel

I have excellent communication skills” “I believe I am hardworking and reliable” – back up your claims with concrete evidence

- 
- Make your points clearly and succinctly – tell them what you’ve got and where you got it
- e.g. “I developed excellent communication skills in my role on the Service Desk at [company] resolving often complex customer complaints ...”

## **Useful sentence starters**

Try to vary your sentences so they don’t all begin ‘I have... I can... I am’. Here are some examples:

- “Whilst working as a [job title] at [company], I gained valuable experience in [relevant activity]
- My [x,y,z] skills have been developed through [specific experience]
- In my role at ... I
- ‘My ability to .... is demonstrated by my experience whilst working as [ ] where I was required to/regularly
- During my time at / as ...I successfully [created / implemented / generated / designed ...ie. specific achievement], demonstrating my strength at [ ]

## **3. Before sending your personal statement**

- Proofread – get someone to proof read the statement, spelling mistakes will be the first thing that discounts you from an interview.
- Advice –Careers are able to act as the “recruiter” i.e. we will cross-reference your statement with the job details and provide you with an objective critique that might include improvements. We can not proof read your statement for spelling or grammar errors.
- Keep a copy – you will need to remind yourself of what you have written if called for an interview

# Interviews

## The questions

### Introduction

Generally the interview comprises two parts, one where you are asked questions which forms the bulk of the interview, the other, a much smaller part and at the end of the interview, where you have a chance to either ask your own questions or say a bit more about yourself. For both it is essential that you prepare and practise answering the questions before the interview. The tips and common questions below give you an indication as to what to expect, they are not exhaustive but do use them to practise your answers.

**Part-time job interviews** - can be quite informal and may not even feel like an interview. But don't be fooled, they are still assessing you and your ability to do the job. So the questions will generally be around your previous experience, your skills and your personality – think about how these will be useful in the job.

**Graduate job / internship interviews** - Employers realise that many people don't always have relevant experience and so the questions will be assessing your skills or "competencies" as employers like to call them. These will relate to the skills they are looking for and are displayed on their website. If you do have some sort of experience then they will ask you questions about this. If it's not related then they will be assessing if you can transfer the skills you used into the job you have applied for. Make sure you know which skills they are looking for.

**MBA interviews** – these will be challenging and you may be put under pressure. Generally they want to know what the MBA has done for you and what it can do for the company. Depending upon the job requirements, they may also focus on your ability to think strategically, using case studies to assess your business knowledge and analytical abilities.

**Law interviews** - When being interviewed for a law-related position, many of the questions are those that you would expect to be asked in any other job interview. However, we do know that candidates can be put on the spot with questions they feel are unrelated or seem ridiculous. But there is usually a reason behind it, and quite often it's to assess your ability to think under pressure, to reason, to present a persuasive argument and to defend it. So there is not always a right or wrong answer, it is simply your opinion. See 'Ten tips on impressing at a law interview' on All About Careers - <http://bit.ly/2sPWT0R>

**Tips for "experienced hire" interviews (jobs that require a number of years of experience)** - these interviews will assess how your previous experience will be useful for the job. So the trick here is to persuade the interviewer that your experience will help you to do the duties of the job you are applying for. To do this, map the "new" job duties onto duties from your existing or previous job(s).

### Questions you will probably be asked at all job interviews

- Why did you apply to us?
- What interests you about this position?  
Where did you hear about the position?
- What do you have to offer this company?

### You might also be asked:

- How much do you know about our organisation?
- What recent developments in our company (or industry) have you found interesting?

### Questions relating to your career aspirations or needs

- How would your friends describe you?
- Where do you see yourself in 2/3

*You will face an interview at some stage of the employment process. Although interviews can be daunting, you can improve your performance by undertaking research about the employer, the job role and thorough preparation and practice.*

*Anticipating questions you may be asked is not always easy but this helpful guide gives examples of commonly asked questions as well as the different question types you are likely to encounter. The best preparation is to carefully read the job description and person specification, anticipate possible questions, practice your answers and getting constructive feedback. We can offer advice and guidance including 1:1 mock interview practice if required.*

- What are you looking for from your career?
- Why are you interested in moving to this company/this sector?
- Why did you seek to obtain your professional qualifications/degree?
- What other companies/organisations have you applied to?
- What support would you need to be effective in this role?
- What you have been doing since university

### **Competency-based questions**

- Be ready to give evidence to show you have the competencies the employer is seeking...
- Give me an example of when you have had to work to an important deadline...
- Tell me about a time you have taken initiative
- Give me an example of when you have worked effectively as part of a team...
- You mentioned 'communication/project management/handling responsibility etc... Give me an example...
- What are your strengths in terms of persuading people?
- Give me an example of how you would demonstrate that skill?

### **Strength-based questions**

- What is a successful day for you?
- What do you consider to be your main achievement to date?
- What are your strengths OR What would you enjoy most? OR What motivates you?
- How do you need to develop yourself? [If you're asked about what your "weaknesses" are, think about this as an opportunity for development – seek to move on to show how you are already working on this.]

*We can help you practice and give further advice at our centre. Use our online tutorial and interview simulator at [www.brookes.ac.uk/careers](http://www.brookes.ac.uk/careers) - click on 'Resources' and login to access the resources.*

### **You may be asked about your studies during Graduate interviews**

- How are your studies related to this position/vacancy?
- Why did you choose your particular degree and university?
- What did you most/least like about your course? What was your weakest/strongest subject?
- Tell me about your project work/dissertation?
- Besides your degree, what else do you feel you have gained from university?
- Whilst at university, did you work/become involved in student life?
- What positions of responsibility did you hold?

### **More unusual questions**

- If you were an animal what would you be?
- How do you keep up to date with our industry?
- Tell me about a current news story and what issues it raises for how we operate
- Also be ready to ask the interviewer some questions that show your interest and motivation
- You could ask the following (if the answers are not already evident from research!)
- What are the initial priorities of the position? How will success be judged in the first six months?
- How might there be scope for me to develop my career and take on new responsibilities here?
- How do you see the company developing over the next few years?

# Oxford Brookes Alumni

## Oxford Brookes alumni provide career support for you through the Recent Graduates' Network

It is an exciting time in your life as you complete your course at Oxford Brookes and take your next steps. The Recent Graduates' Network has been designed to provide support to help as you shape your future. You can benefit from careers guidance, skills development and expanding your networks to give you that extra boost of confidence when going onto further study or work.



## Enhance Your Career

Come to one of our career-focussed workshops and professional networking events, for an opportunity to develop your skills and increase your connections. Remember you can access careers services and the job vacancy portal for up to three years after you graduate.

93.2% of our students are employed and/in further study within 6 months of leaving Oxford Brookes (HESA 2017)

[www.brookes.ac.uk/studying-at-brookes/why-brookes/stats-and-rankings/](http://www.brookes.ac.uk/studying-at-brookes/why-brookes/stats-and-rankings/)

## Find a mentor

Join **Brookes Connections**, an easy-to-use, online portal, where you can connect with other professional alumni and network with our industry professionals from around the globe.

The **Brookes Connections Recent Graduate Programme** is only offered to graduates up to three years out. You can continue to e-network with alumni, or become a mentor after this time.

## What will you get out of it?

- A contact and/or reference in your industry for life
- Advice and encouragement about enhancing your career from an experienced professional
- Increased social and academic confidence, and assistance easing into the workplace

- Support, insights, and connections to prepare you for your chosen career and enhance your career prospects
- Once you have become an experienced and professional alumnus, you could train and mentor students, as well as develop your skills and enhance your CV. When you are ready, activate your mentor profile on the platform and start mentoring current Brookes students and recent graduates!

There are also other subject-related professional and vocational mentoring available to you after you graduate such as the Oxford Brookes Enterprise or Council of Hospitality Management schemes.

## Access Benefits

As an alumnus, you can also enjoy a variety of alumni discounts and services. Benefits include; 10% discount on PG courses, discounts on Brookes library, Brookes Sport memberships and invitations to topical lectures and special interest events. There is also an array of digital resources available from ebooks, Radar resources and open access to journals. To

find out more visit [www.brookesalumni.co.uk/alumni-benefits](http://www.brookesalumni.co.uk/alumni-benefits)

## Support Brookes

Make a difference to a current student by offering careers advice or participating as a guest speaker on a module or share your experience at one of our recruitment events, such as an Open Day or Applicant Day.

## Join Alumni Networks

Stay connected by following us on our social networks (Facebook LinkedIn, Twitter) and meet like-minded alumni by joining our UK and international alumni Chapters and groups.

*It's great to read how the University I graduated from is maintaining the network of its Alumni. I miss Oxford Brookes University and I am proud I have been part of its society.*  
*Fatme Feyzichaush*

## Stay in Touch

*Keep up to date with University and alumni news and events. You will receive a quarterly e-newsletter as well as the annual emagazine Observe, view last year's edition at [www.observemagazine.org](http://www.observemagazine.org)*

*Remember to keep us informed of your latest contact details and share your good news!*

[www.brookesalumni.co.uk/recentgraduates](http://www.brookesalumni.co.uk/recentgraduates)

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# **Good Luck 2018 Graduates and please keep in touch!**

**Did you know that as a Brookes graduate you can continue to use the services offered by Careers for up to 3 years after graduating?**

**Maybe you're looking to change job or direction?  
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**If you can't visit us in person, no problem, we can arrange a phone, Skype or Google Hangout consultation for you, or you can access our e-guidance support.**

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