CAREERS GUIDANCE ONLINE

Career planning resources
A few hours obtaining this award can transform your chances of getting a graduate job. The unemployment rate for students completing the award is half that for students not doing it: you learn all the skills needed to get a job or internship and thereby greatly increase your chances of getting a graduate job.

“I completed the award in my first year and got a placement with a top company due to the skills I gained on the award.”

“This is a brilliant module. I loved how varied it was with quizzes, video clips, animations and assignments. Before this module I was terrified about getting a career but now I really do feel prepared.”

“Thank you so much for the detailed and speedy feedback. I find it extraordinarily useful and having followed it, the CV now looks far better.”

“The amount of time put into this is astounding! I spoke to friends from other universities who said they wished they had something like this.”

“It would be mad to apply for a job or attend an interview without doing it.”

“It has made me feel a lot more confident when it comes to applications and interviews in the future and has also made me think about skills I have that I didn’t think I had before.”

“It was easy, quick and I learned a lot. Without realising, you have finished the course and have already put together a very good CV and covering letter.”

“It covered every aspect, such as how to apply for a job, how to write a good CV and cover letter, analysing your skills and showcasing them as well as making you think about the reason why we work. I was impressed with the amount of detailed information, links and quizzes which all proved extremely helpful and I learnt a lot that I didn’t know before, making me feel better prepared for the future.”

“It was fun!”

Enrol on Moodle by searching for DP2650: Careers Award. If you have problems enrolling, email bw@kent.ac.uk. To find out more see www.kent.ac.uk/ces/student/careers moodle.html
These hold information about resources offered by the Careers Service plus links to employers, professional bodies, and publications carrying job vacancies.

Pages include:

- Our vacancy database
  https://careers.kent.ac.uk/student/home.html
- Work experience
  www.kent.ac.uk/careers/vacwork.htm
- Placements page
  www.kent.ac.uk/careers/placements.htm
- Special Interest Groups: including international students, mature students, students with disabilities and ethnic minority students
  www.kent.ac.uk/ces/student/targetedinformation.html

Employability Skills
www.kent.ac.uk/careers/sk/skillsmenu.htm

Learn to analyse your skills, find out which jobs relate to these and how to develop key skills such as team working, leadership, presenting and time management whilst at university.

Choosing a career
www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm

- Timeline. Calendar of when you need to apply for jobs, courses and work experience during university
- Analyse your interests, values and personality type and relate these to jobs
- What can I do with my degree in...? Opportunities with your degree subject, including the destinations of past Kent graduates from your course
  www.kent.ac.uk/ces/student/degree

“At a networking dinner with law students and City lawyers in London, I was very impressed to hear that they were very familiar with the Kent Careers website, citing things like psychometric tests and sample interview questions as invaluable resources for their job hunting process.”

“Not a day goes by when we don’t use your website with our students. We consider your Careers website by far and away the best provided by any university in the UK.”
I want to work in…
www.kent.ac.uk/careers/workin.htm

Introductions to many careers

Regional
- Kent
- Another region of the UK
- Another country: work and study abroad

Occupational
- Accountancy
- Actuarial Work
- Advertising
- An Airline
- Alternatives: time out, working for yourself, voluntary work
- Animal Care
- Archaeology
- Architecture
- The Armed Forces
- Art and Design
- Banking
- Bioinformatics
- Biology
- Biotechnology
- Business
- Business Intelligence
- Careers Guidance
- A Charity
- .... with Children
- The City
- Clinical Research
- Computer Games
- Computing
- Computing without a computing degree
- Computing for Women
- Counselling
- Creative Careers
- Crime
- Defence
- A Developing Country
- Digital Marketing
- The Diplomatic Service
- Drama and Theatre
- Economics
- Electronics and Computer Systems
- Emergency Services
- Energy: Oil, Nuclear and Alternative
- Careers with a degree in English
- Epidemiology
- Environment and Biodiversity
- Events Management
- Fashion
- Finance
- Fine Art
- Food & Drink Industry
- Forensic Computing
- Forensic Science
- Healthcare
- The Heritage Sector
- Hospitality
- Human Resources (Personnel Management)
- Human Rights
- Careers with a Humanities degree
- Hypnotherapy
- Immunology
- Information and Research
- Intelligence (National Security)
- Interpreting and Translating
- Insurance
- International Development
- An International Organisation
- Investment and Wealth Management
- Journalism and Writing
- Language Careers
- Law
- Librarianship & Archives
- Linguistics
- Management
- Management Consultancy
- Manufacturing and Production
- Marketing and Market Research
- Mathematics
- The Media
- Medical Laboratories
- Medical Sales
- Medicine (doctor)
- The Motor Industry
- Multimedia
- Music and Music Technology
- Nursing and Medical Therapies
- Operational Research
- Outdoor and Active Careers
- Patent Work (including Trade Marks)
- Pharmacy
- Pharmacology
- Physics, Astronomy and Space
- Politics
- Probation and Prison Services
- Property, Construction and Housing
- Psychology
- Public Relations
- The Public Sector
- Publishing
- Purchasing & Supply Chain
- A Recruitment Agency
- Refugees and Migrant Help
- Regulatory Affairs
- Reproductive Medicine
- Research
- Retailing
- Risk Management
- Science
- Science Administration
- Science Recruitment Agencies
- Scientific Research
- Science and Technical Writing
- Secretarial Work
- Self-Employment
- Selling
- A Small Business
- Social Research
- Social Work
- Something Else!
- Sport and Leisure
- Teaching
- Teaching English Abroad (TEFL)
- Toxicology
- Trading Standards
- Translating and Interpreting
- Transport and Logistics
- Travel and Tourism (plus ecotourism)
- A University
- Voluntary Work
- Youth and Community Work
CAREERS AND EMPLOYABILITY SERVICE

Applications, interviews and aptitude tests
www.kent.ac.uk/careers/applicn.htm

- Example CVs, covering letters and application forms
- Competency questions: how to tackle those questions which start “Describe a situation...” or “Give an example of...”
- Practice Interviews for popular career areas
- Answers to 150 interview questions
- Practice Aptitude tests: numerical, diagrammatic and verbal tests; www.kent.ac.uk/careers/psychotests.htm
- Assessment centres: what they involve, practise typical exercises and get tips on how to perform well
- And more: telephone interviews, interview dress, referees, job offers.

Prospects
www.prospects.ac.uk

- Prospects Planner: program to help you choose a career, relating your values and interests to hundreds of graduate careers to suggest those appropriate for you; www.prospects.ac.uk/planner
- Job vacancies and employers
- Careers information. Profiles on 600 graduate occupations at www.prospects.ac.uk/job-profiles
- Database of 15,000 postgraduate courses and research opportunities.

Postgraduate study
www.kent.ac.uk/careers/postgradmenu.htm

- Finding postgraduate study
- How to apply, including writing personal statements
- Information for current postgraduates and contract researchers.

Careers and Employability Service locations and opening hours

Canterbury
We are in the driveway to Keynes College and are open 10.30-17.00 Mondays and 09.00-17.00 Tuesday to Friday in both term time and vacation. You can consult an adviser for quick queries from 10.30-12.30 and 14.00-16.00 weekdays without booking an appointment.

Medway
We are based in the Careers Resources Room (G0-06, Gillingham Building). You are welcome to browse the resources between 09.00-21.00, during term-time (09.00-17.00 in vacations. An adviser is available to help with quick queries 14.00-15.00 Monday to Friday during term time. You can also book an appointment with a Careers Adviser (term time and vacations) by emailing medwaycareers@kent.ac.uk

You can find maps of the locations at www.kent.ac.uk/ces/contact

The CES supports Kent students for up to 3 years after they have graduated.