

GET OFF TO A FLYING START

YOUR GUIDE TO
CAREERS AND
EMPLOYABILITY
AT CARDIFF
BUSINESS SCHOOL



We take your employability seriously and want you to do the same! Your time at university is a great opportunity to not only excel in your academic work but also to develop a whole host of skills which will make you sought after by the top employers.

The future is yours. Own it!

Facts and figures

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Recruiters have confirmed that 32% of this year’s entry-level positions are expected to be filled by graduates who have already worked for their organisations, either through paid internships, industrial placements or vacation work.

(High Fliers January 2016).

The most generous salaries in 2016 are those on offer from the investment banks (median of £47,000), law firms (median of £41,000), banking & finance companies (median of £36,000) and oil and energy companies (median £32,500).

(High Fliers January 2016).

According to The Independent, “leading employers value work experience among graduates rather than the grades”

The Independent (2015)

Get off to a flying start!

Employability is defined by the University as “A set of skills, knowledge and personal attributes that make an individual more likely to secure and be successful in their chosen occupations to the benefit of themselves, the workforce, the community and the economy”.

Here at Cardiff Business School we are here to support you with every aspect of your career and are committed to making you employable. This is a great time for you to work with us as the graduate recruitment market is buoyant!

Recent research carried out by High Fliers (The Graduate Market Report 2016) has highlighted that up to a third of new graduates are now recruited directly through employers’ work experience programmes so it is important to start thinking about your career sooner rather than later and what you need to do to ensure that you have the skills to succeed.

Whether you have a clear idea regarding what you’d like to do upon graduation or no idea at all, we are here to help, guide, and support you through your journey. This booklet is designed to brief you on the basics of career planning and the application process, and direct you to the wealth of support and guidance available here at the School and the University more widely.

Remember, it is never too early to start planning for your future employability so grasp the opportunities available and get off to a flying start!

Dr Sue Bartlett

Director of Employability and Skills





Career Planning

This is often the toughest part of your career journey. Even if you do not know which career is right for you at the moment, you can still begin to plan. Try and think about your development more generally, so:

What would you like to achieve within the next three years?

What are your aspirations and aims?

What can you do to try and achieve them?

Many of you will end up in jobs that don't yet exist so do not worry too much if you can't yet pinpoint where you want to be or what you want to do. Speak to our Careers Advisor, Jane McElroy (contact details on back page), who is trained to advise you on career choices, and/or access the university intranet which has plenty of helpful material on starting your career journey. Just log in to the intranet and search for Careers and Employability.

Remember, Motivation Comes From Action, so if you are struggling with a decision you may need to gather more information about your options and do some research regarding potential career pathways.

Facts and figures

98% of placement students surveyed in 2015/6 would highly recommend placements to other Cardiff Business School students.

based on BOS feedback from placement students

90% of interns progress onto graduate schemes within the big 4 accounting firms.

www.big4accountingfirms.org/finance-and-accounting-internships

“70% of our interns are usually offered a permanent job on the graduate programme with no extra assessments”

Lloyds Banking Group Talent (2015)

Getting Practical Experience

If you are keen to get some practical experience (most employers will expect this) the Business School can help you arrange the following:

Insights

Short periods of unpaid work experience suitable for undergraduate students set up around your university timetable. Suitable for all years.

Summer Internships

Short-term, often paid, periods of work experience, usually for undergraduates. These are frequently used by employers for recruiting graduates so are a great way to secure a graduate job before commencing your final year. Although typically aimed at second year students, more and more employers are offering internships to first years too!

Professional Placement Year

All the Business School's degree programmes offer a 'with Professional Placement Year' option. These are extended periods of paid employment (typically 30 weeks or more) that take place in the third year of a four-year degree programme.

International Placements

Do you like the idea of working abroad? If so, the University's Global Opportunities team can help you find a summer or year-long internship with a global employer.

Volunteering

Volunteering is a good way to meet new people, have fun and make a difference in your local community. Cardiff Volunteering offers a wide variety of different and exciting projects to choose from which you can fit around University study. To find out more, visit the Centre for Skills, Enterprise and Volunteering at the Students Union or look online at www.cardiffstudents.com/jobs-skills/volunteering

You can also search the range of online job boards for vacancies (see page 14).





Tips from the professionals

Planning your career, developing your skills, and applying for jobs takes time, effort and commitment. It is not unusual to feel overwhelmed at the thought of engaging with your employability. However, some simple planning can make a huge difference to your productivity and give you that much needed space to think about your future. **Aimee Bateman, Founder & CEO at Careercake.com** offers the following advice:

1. Spend one hour each Sunday evening looking at your week ahead. Visualise each day and fine tune plans accordingly, whether that be reviewing travel routes or rearranging activities/meetings so your week is more streamlined. A few minor tweaks can make the working week much more efficient.
2. Writing a daily to-do list each evening for the following day, but limit it to just five key tasks. This will help you prioritise and avoid filling your day with non-essential tasks. It will help you to focus and remove unnecessary distractions.
3. Say no to three things that you would normally say yes to this week – these need to be three things that did not directly impact your 5 key tasks we mentioned above. Saying no is hard for many of us but be confident, explain your reasoning and you will reap the benefits.



Aimee Bateman, Founder & CEO

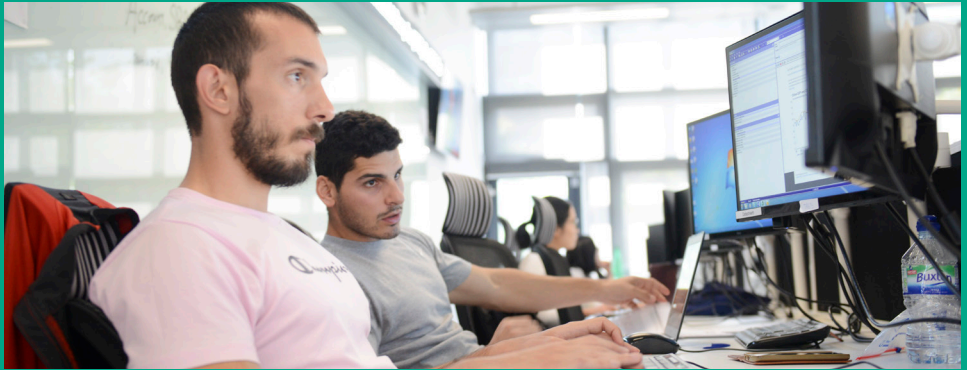
careercake.com

Did you know that all Business School students have free access to **Careercake.com**?

The Application Process

Most graduate jobs, placements, and internships adopt a multi-stage approach to recruitment:

1. A CV, covering letter and application form
2. Psychometric testing
3. Assessment centre
4. Interview



Your CV

CVs are often your first chance to make a good impression. A focused, well presented CV will grab the reader's attention and make them want to find out more about you.



Application Forms

These vary between employer but they are your chance to evidence how and why you are the person for the job! Application forms can take hours to complete but they are worth spending time and effort on if this is the job you want; recruiters are skilled at telling the difference between a well-thought out and time-laden application, and one which is a quick cut and paste effort from something you prepared previously.



Psychometric Testing

This is a recruitment technique used by many organisations, and often a stumbling block for the unprepared! You may be asked to complete online tests in numerical, verbal and logical reasoning, and complete a work personality questionnaire to see how well you'll fit into the organization.

The good news is that if you practice them, they aren't too difficult. And the even better news is that you can practice them for free by registering with Graduates First using your Cardiff email address (make sure you use **cf.ac.uk** NOT Cardiff.ac.uk): portal.graduatesfirst.com/cp/cf/Login.aspx



Assessment Centres

Most large graduate employers use assessment centres as a fundamental element of their recruitment process. An assessment centre is a detailed examination of your suitability for a job, carried out over half a day to two days. Typical activities include: e-tray exercises; presentations; role play and group exercises; and, business case studies. We can help you prepare for these through our mock assessment centres which we run throughout the academic year.



Interviews

Interviews are an opportunity for employers to find out more about you, and for you to find out more about them. If you have been invited to an interview then your application so far has been effective. Not all interviews will be successful, but each experience will be useful in helping you prepare for future applications.

Although there is nothing like the real thing, our careers advisors are trained to undertake mock interviews so we can work with you to ensure you perform at your very best in the real thing.

How we can support you in the application process

The School has a wide variety of resources to help you along the way to success:

Career Guidance Consultations

Jane McElroy, our Careers Advisor, can give you specialised advice and guidance. You can contact her for any careers advice by emailing **McElroyJK@cardiff.ac.uk**

Career Workshops

During the first semester of this coming academic year our in-house careers and employability team will be running a series of workshops covering the key areas of career planning and how to make a successful job application.

Careercake

A dynamic, informative and inspiring platform of online careers support. Register for free at **careercake.com**

Psychometric Testing

Register with Graduates First (**portal.graduatesfirst.com/cp/cf/Login.aspx**) and practice. Remember, you need to use your Cardiff University email address in the format **yourname@cf.ac.uk**



Career Central

The University's online careers platform. Get advice and guidance on all aspects of employability from searching for placements to starting your own business. You can book onto employability training courses and find out about upcoming careers fairs. You can also search for graduate and casual jobs on the Jobs Board!

Mock Assessment Centres

Staff in the School are trained to deliver mock Assessment Centres. Preparation is key to your success in an assessment centre so check your email regularly to find out when you can sign up and learn how to excel.

Wider University Opportunities

Global Opportunities Centre

The GOC can help you work, study, or volunteer in countries across the globe. There are bursaries available too to help with travel costs. To find out more search the Student Intranet using 'Spend Time Abroad'.

The Cardiff Award

The Award is a structured programme that develops your employability skills. It is open to first, second and penultimate year students. To find out more search the Student Intranet using 'Cardiff Award'.

Skills Development Service

Run in conjunction with the Students' Union the Skills Development Service (SDS) provides a range of courses aimed at building your confidence, improving your transferable skills and increasing your employability potential. Find out more here: www.cardiffstudents.com/jobs-skills/skills-development-service

Cardiff University Enterprise

If you are considering self-employment, freelancing or starting your own business, you can access support and advice through the Cardiff University Enterprise team. Search the Student Intranet using "Enterprise and Start-Up" to find out more.

Languages For All

Languages for All gives you the chance to improve your language skills alongside your studies. There are a variety of study options which means you can learn in a way that suits you, be that weekly, intensively or independently. Whether you're a complete beginner or wanting to improve your current language skills, all abilities are catered for, and the courses are free! Find out more by searching for 'Languages for All' on the Student Intranet.

Welsh For All

Welsh for All is a free programme which offers you the opportunity to improve your Welsh language skills while studying. Email: cymraegibawb@caerdydd.ac.uk for more information.

Go Wales

The Go Wales Achieve Through Experience programme helps students who, because of their circumstances or needs, find it difficult to access work experience. To find out more, and to check your eligibility, go to www.gowales.co.uk/students.html

Jobs Boards

www.ratemyplacement.co.uk

www.placement-uk.com

www.targetjobs.co.uk

jobs.theguardian.com

www.insidecareers.co.uk

www.studentjob.co.uk

www.e4s.co.uk

www.simplymarketingjobs.co.uk

www.prospects.ac.uk

cardiff.targetconnect.net

www.graduate-jobs.com

LinkedIn – jobs boards

www.allaboutfinancecareers.com

www.milkround.com

[www.gov.uk/government/organisations/
civil-service/about/recruitment](http://www.gov.uk/government/organisations/civil-service/about/recruitment)

Employer Top Tips

- ALWAYS prepare for an interview: research the company and use the STAR method when answering questions.

Situation

Describe a situation or problem that you have encountered

Task

Describe the task that the situation required and why it was important

Action

Describe the action(s) you took, obstacles that you had to overcome

Results

Highlight outcomes achieved and how success was measured

- Gain a knowledge of global issues and the wider economy.
- Have an understanding of the industry or organisation you are applying to.
- Think of your projects and extra-curricular activities and how you've gained employability skills from these.
- Make sure you make a good impression and dress to impress!
- Work experience is important but it is not what you do, it's what you learn from it which matters most

Facts and figures

“A recent AGCAS survey observed an increase in graduate opportunities in:

- accounting, banking and finance
- business consulting and management
- marketing, advertising and PR”

www.agcas.org.uk

Without work experience, 52% of graduate employers rate your chances of receiving a job offer as ‘not very likely’ irrespective of your academic achievements.

High Fliers, January 2016

Who we are and where to find us:



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✉ carbsplacements@cardiff.ac.uk



Follow us on Twitter:

@BusPlacementCU / @CardiffCareers

Book an appointment: cardiff.targetconnect.net/students/appointments.html

You can also visit the University's Careers and Employment Centre at
50 Park Place, Cathays, CF10 3AT