

ASK us about...

## Job Prospects



### Finding work in the recession: need more help?

#### Just ASK!

- Visit the Help Zone at Student Services:
  - City North Campus (Perry Barr), First Floor Baker Building
  - Gosta Green, room G27
  - Edgbaston Campus, Second Floor Seacole Building
- Dates and times of drop-ins are available on our website [www.bcu.ac.uk/student-services/see-us](http://www.bcu.ac.uk/student-services/see-us), along with details of how you can contact us.
- You can access useful links and information at [www.bcu.ac.uk/student-services/careers](http://www.bcu.ac.uk/student-services/careers), or telephone **0121 331 5588** for help and advice.

#### Student Services Career Zone, October 2009

View our full range of leaflets online: [www.bcu.ac.uk/student-services/careers/handouts.html](http://www.bcu.ac.uk/student-services/careers/handouts.html)

## Finding work in the recession

### First of all...

Don't believe everything you read in the press, some jobs have been lost and some companies are taking on fewer staff but there are still opportunities out there. Finding a job will be more competitive so you need to make sure your application is the best you can make it and that you research all the options available to you.

### How can we help?

You can come and get expert help from a Careers Consultant. We run sessions at City North Campus, Gosta Green, Edgbaston and Millennium Point. Please see our website for details of times and how to book an appointment: [www.bcu.ac.uk/student-services/see-us](http://www.bcu.ac.uk/student-services/see-us).

We can help you with job searching, writing your CV, completing application forms, helping you prepare for interview or assessment centres and discussing the other options open to you at the end of your course. There are resources on central Moodle which can also help with career planning, look at Central PDP (Personal Development Planning) and there are links to online psychometric tests which you can complete: [www.moodle.bcu.ac.uk](http://www.moodle.bcu.ac.uk).

Student Services can advise you about finding part-time vacancies whilst you are still studying. We also have a Student Services vacancy site where you can look at the online vacancies database for full-time, part-time and vacation work: [www.bcu.ac.uk/student-services/vacancies](http://www.bcu.ac.uk/student-services/vacancies).

Birmingham City University  
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T: 0121 331 5588  
[www.bcu.ac.uk/student-services](http://www.bcu.ac.uk/student-services)



## Have you thought about the other options open to you?

- **Voluntary work**

All employers value any voluntary work you have done even if it's not directly related to the sector in which you want to work. They understand that you will have developed transferable skills e.g. teamwork, organisational proficiency, enhanced communication etc. which will benefit any organisation in which you eventually work. Contact the Students' Union for details on a range of voluntary opportunities.

- **Gap year**

This could be to travel, take part in a community project or experience working overseas in a variety of short term jobs.

- **Apply for a KTP**

KTP stands for Knowledge Transfer Partnership. To find out more look at the KTP website: [www.ktponline.org.uk/graduates/graduates.aspx](http://www.ktponline.org.uk/graduates/graduates.aspx).

- **Consider further study**

This could be a Postgraduate course, a professional qualification in an area of interest to you or maybe a part-time course to enhance your employability skills.

- **Apply for a work placement**

You can do this during or after your course. The university has links with Graduate Advantage who offer a variety of short and longer term placement opportunities across a wide range of job sectors: [www.graduateadvantage.co.uk](http://www.graduateadvantage.co.uk)

- **Consider setting up your own business**

There is a section on self-employment on the central Moodle website and you can also get more information from organisations such as Shell Livewire: [www.shell-livewire.org.uk](http://www.shell-livewire.org.uk), and the Prince's Trust: [www.princes-trust.org.uk](http://www.princes-trust.org.uk).

## Making yourself employable: How can you help yourself?

- Identify what you have to offer a potential employer, focus on your strengths and skills. If you are worried that you have skills gaps then develop an action plan to work on them. Use the Academic Skills Centres to help develop your key skills
- Take part in networking events and use any contacts you may have made through previous part-time work, work placements, mentoring schemes, family/friends to find out about vacancies in the job sector in which you would like to work
- Attend employer presentations which are held on campus at various times throughout the year, see the Student Services website for more details: [www.bcu.ac.uk/student-services/events](http://www.bcu.ac.uk/student-services/events)
- Careers Recruitment Fairs are held twice a year in Baker Hall. Employers representing a wide range of careers are in attendance for you to talk to and many of them will have immediate vacancies. Keep an eye on the Student Services Events page above for details of when the next event will take place, and for details of the employers attending.
- Attend National Recruitment Exhibitions, these are held at the NEC at various times of the year. Specialist fairs are held for Engineering, Property and Construction. Details of recruitment fairs across the country can be found on the Graduate Prospects website: [www.prospects.ac.uk](http://www.prospects.ac.uk).
- Look for likely employers in specialist graduate publications which are kept in the resource area of Student Services, First Floor Baker Building. These are free for you to take away and include directories of graduate recruiters as well as targeted career specific publications. A "First Move" Directory of small and medium sized companies within the West Midlands is also available
- Don't be afraid to make speculative applications. Research the company and the job role you want to apply for to ensure you have targeted your CV to include the skills the employer is asking for and send it off, what have you got to lose apart from the price of a stamp?