

ASK us about...

# Job Prospects



## How can we help?

There are a range of resources and services that are available online and in Student Services, which can help you explore your career options further. These include:

### CASCAiD

Careers and Job Prospects have a subscription to the online CASCAiD Careers/Guidance software. For login and password details, go to our iCity pages and click on "Know your Career Options".

### Prospects Planner

This is a detailed career guidance system designed for graduates and undergraduates, and identifies job ideas that match your interests, skills and motivations. It is available at [www.prospects.ac.uk](http://www.prospects.ac.uk).

[www.keirsy.com](http://www.keirsy.com)

US Government site giving introduction to personality questionnaires and practice on the Keirse Personality Instrument

[www.jobhuntersbible.com](http://www.jobhuntersbible.com)

Web version of the book "What Colour is Your Parachute" and has links to information on a variety of personality and aptitude tests.

[www.windmillsonline.co.uk/  
interactive](http://www.windmillsonline.co.uk/interactive)

Web version of the book "The Art of Building Windmills" with exercises and tactics to help you identify who you are, where you are and how to take action

## Occupational Information

Information on a wide range of career areas is available in the Student Services library at City North Campus; selected information is available at Gosta Green, City Centre and Edgbaston sites. There are also useful Occupational Profiles available at [www.prospects.ac.uk](http://www.prospects.ac.uk).

## Workbooks on Self-Assessment

Available on reference:

- **What Colour is Your Parachute?**
- **Build Your Own Rainbow**
- **Art of Building Windmills**

You can see a Careers Consultant for further assistance. Details of drop-in times can be found on our iCity pages.

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# I don't know what I want to do

## "I don't know what I want to do!"

The good news is that you are not alone, and this is actually a common thought; most people think about changing their jobs or careers at some stage in their lives. However, you must remember that there is a big difference between thinking and doing - people who think about changing but fail to act end up staying where they are but people that take action move on in life!

## Need more help? Just ASK!

Call in for initial advice at a Help Zone "Drop In" in Student Services, who will refer you to a career specialist if required:-

- City North Campus, First Floor Baker Building
- City Centre Campus, Gosta Green, Room G27
- City South Campus, Second Floor Seacole Building
- Millennium Point: Ask at Reception

Telephone **0121 3315588** or visit our web pages for dates and times of Drop Ins and services at other sites.

### Careers and Job Prospects websites:

- <https://icity.bcu.ac.uk/careers>
- [www.bcu.ac.uk/alumni/careers](http://www.bcu.ac.uk/alumni/careers)

Online e-guidance service: - [www.bcu.ac.uk/askus](http://www.bcu.ac.uk/askus)

### Social Media:

- Facebook: [BCUemploymentzone](https://www.facebook.com/BCUemploymentzone)
- Twitter: [@employmentzone](https://twitter.com/employmentzone)

View our full range of leaflets online:  
<https://icity.bcu.ac.uk/careers> >> Quick Link >> Handouts

## Firstly: think about you:

Concentrate on your likes and dislikes throughout your educational years. Have you got some ideas about careers? This may involve thinking about your skills, interests, motivation and also the job satisfaction you seek, your circumstances, your values etc.

## Think about the opportunities:

You need to look at the range of opportunities: the job options; the vacancy situation; the labour market; the training routes and costs.

## The match:

You then need to make a match between yourself and the opportunities.

## Action:

The next step is to decide upon some realistic action points to help you move towards your goals. These could include gaining some work experience, making contact with key employers, updating your CV or speaking to a Careers Consultant.

## Review:

The things you want now may not be the same in 5 years time. Your circumstances and the skills and interests you have now are likely to change. This is why career decision making and career management are important and on-going. The process you are going through now may be repeated several times over the course of your life, so you will need to review where you are, what you want and where you are going.

**ASK**

ADVICE SUPPORT KNOWLEDGE  
Student Services

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

**ASK**

ADVICE SUPPORT KNOWLEDGE  
Student Services

## What sort of person are you?

A good starting point is looking at the skills you have - or looking forward to the ones you wish to develop. See our **"Making Yourself Employable"** leaflet for further ideas.

From this you can ask yourself a range of questions about yourself and the way you do things:

- What are you like at leading and motivating others or are you better at working as part of a team.
- In which aspects of communication skills do you have strengths? It could include presentations, listening, interviewing, training, persuading, writing and so on?
- What are you like at organising things? What experience do you have of this?
- Are you creative, and in what way?
- Do you like being active or having a lot of different things to do, or do you prefer concentrating on one thing at a time, being based in one place at a time?
- How do you go about solving problems?
- Are you good with detail or the 'big picture'?
- How do you manage your time in completing tasks?

**Did you know that 60% of graduate jobs don't specify subjects of study? Employers are recruiting using other criteria, like skills, qualities and work experience!**

## How to develop your skills?

Building up a picture of the skills you have acquired from your academic study, from work experience and your other activities, should give some indication of the sort of person you are: your interests, the things you are good at and your personal strengths. See the **"Making Yourself Employable"** leaflet to help you with this self-audit. You now need to think about what you want from a future career and how the different options available fit in with your criteria.

Some people are attached to an area of employment because of its image or the end product (e.g. "I want to work in the public sector/the media/the transport industry"). For others, attraction lies in the extent to which a job will satisfy some broad personal interest (e.g. "I would like to travel, work with people, have a lot of responsibility").

Thinking through the implications of your interests for your career choice will help you decide on your career criteria and what you mean by it. Try looking at the statements on the opposite page and work out what they mean to you. They will help you to be more specific in your criteria.

## Making the match - you and work

When you have started to think about yourself, consider the other side of the equation: the range of choices open to you. Your career decision will involve matching your skills, aptitudes and interests to the available options, finding out more about them, and then looking for vacancies or opportunities.

### I want an interesting job

You can start to work out what you mean by 'interesting' by defining tasks that give you satisfaction and then trying to link these to career areas.

### I want a job that relates to my studies

Looking at what previous students from your course have done could give you some idea. Destinations information is available on the Careers and Job Prospects pages on iCity, in Student Services at City North Campus, and upon request at other campuses.

### I want to travel

Do you mean you want a job based overseas, a job with the possibility of short periods abroad, or with UK travel regionally or locally? For useful links and information on working abroad, visit the Prospects website: [www.prospects.ac.uk](http://www.prospects.ac.uk) or view the resources available in Student Services at City North Campus, and upon request at other campuses.

### I want a job to give me qualifications

Are you seeking some kind of professional identity, a licence to practice, or simply some useful experience that will enable you to get a second job? In some areas e.g. medicine, law and accountancy you may need that professional qualification – but not all.

## Putting Things into Practice

Getting work experience or shadowing someone is a good way of 'trying out' a job role before you commit yourself. Take a look at the resources in Student Services for information on vacancies, job search strategies, application forms, CV preparation and interview techniques. Careers Consultants are also available if you wish to discuss your ideas.

Don't forget, the things you want now may change over time; career planning is an on-going process and involves reviewing and reflecting upon your experiences and reassessing your options so you continue to develop and achieve your goals.