

Student
Services

Careers



BEYOND GRADUATION: YOUR NEXT STEPS

Congratulations!

All your hard work has paid off and now you have graduated!

You might be wondering what your next steps are after university. Whether you are considering employment, further study or taking a break, the UWS Careers Service can help you!

You can access the UWS Careers Service for up to five years after you graduate. We have a dedicated Careers Website for Alumni where you will find a range of resources to support your career development. You can also book appointments with a Careers Adviser (on-campus or online) and you can continue to attend our careers events.

Visit uws.ac.uk/careers
to register your alumni account!

(To access any links in this guide, you will need to have your account set up.)



USEFUL TIPS TO
HELP YOU MOVE
FORWARD...

JOB SEARCHING

- Looking for a job can be a frustrating and time-consuming experience. There are many things you need to consider: what type of company would you like to work for? Would you like to work in the private, public or voluntary sector? Would you like to work for a large corporation or a SME (Small & Medium Sized Enterprise)?
- There are a variety of platforms you can use to maximise your job search including the UWS Careers Service vacancies website, online search engines, company websites and social media such as LinkedIn. A discussion with a Careers Adviser can help you to individualise your job search strategy.
- Networking is a powerful tool when looking for jobs. This could be attending careers fairs and employer networking events (online or in-person), or via social media such as LinkedIn to search for roles and connect with employers. Joining your professional membership body is another great way to source roles and stay up to date with your sector.



MAKING APPLICATIONS

The key thing to remember when completing applications is you need to tailor each application to the role and demonstrate how your skills and experience meet the requirements.

First steps:

- Collate all relevant information for your education and work experience – dates, company/institution name, qualification titles, job titles and responsibilities etc.
- Take time to reflect on your skills, both transferable and degree specific. How can you evidence these skills in applications and at interview?

Tailor each application:

- Use the job description and person specification to understand the skills and experience required for the role and then tailor your application to the role to demonstrate you fit these requirements.
- Research the organisation: Where are they based? How many people do they employ? What do they do? Use this information to tailor your application more specifically to the organisation.

YOUR CV

You should keep an up-to-date CV available that can then be tailored for each role, or used to assist with completing application forms.

Our top 5 tips for your CV:

- It should be no longer than 2 A4 pages.
- Use clear headings, short paragraphs and bullet points.
- Ensure key information such as qualifications and work experience can be easily picked out.
- Use a standard font that is easy to read, such as a sans-serif font.
- Check for spelling and grammar mistakes.

We have resources in the [Make Applications](#) section of our website to help with this and you can have your CV reviewed by a Careers Adviser.



TAKE TIME TO
REFLECT ON
YOUR SKILLS

INTERVIEWS

- Make sure you know where and when your interview is taking place and what it will involve – will it be a group interview, online or in-person, or will you complete a task as part of your interview?
- Research the organisation and role by re-reading the job description, person specification and researching the company online.
- Familiarise yourself with the STARR technique and review the job description and person specification to help you prepare your answers. Visit our [**Preparing for Interviews and Assessment Centres**](#) web page for more on this.
- Use our [**Interview360 resource**](#) to practice answering interview questions. You can also book a mock interview with a Careers Adviser to let you have a trial run and receive feedback and advice.

**PREPARATION
IS KEY WHEN
ATTENDING AN
INTERVIEW**

**MAKE A GOOD
IMPRESSION!**



EXPLORE YOUR OPTIONS

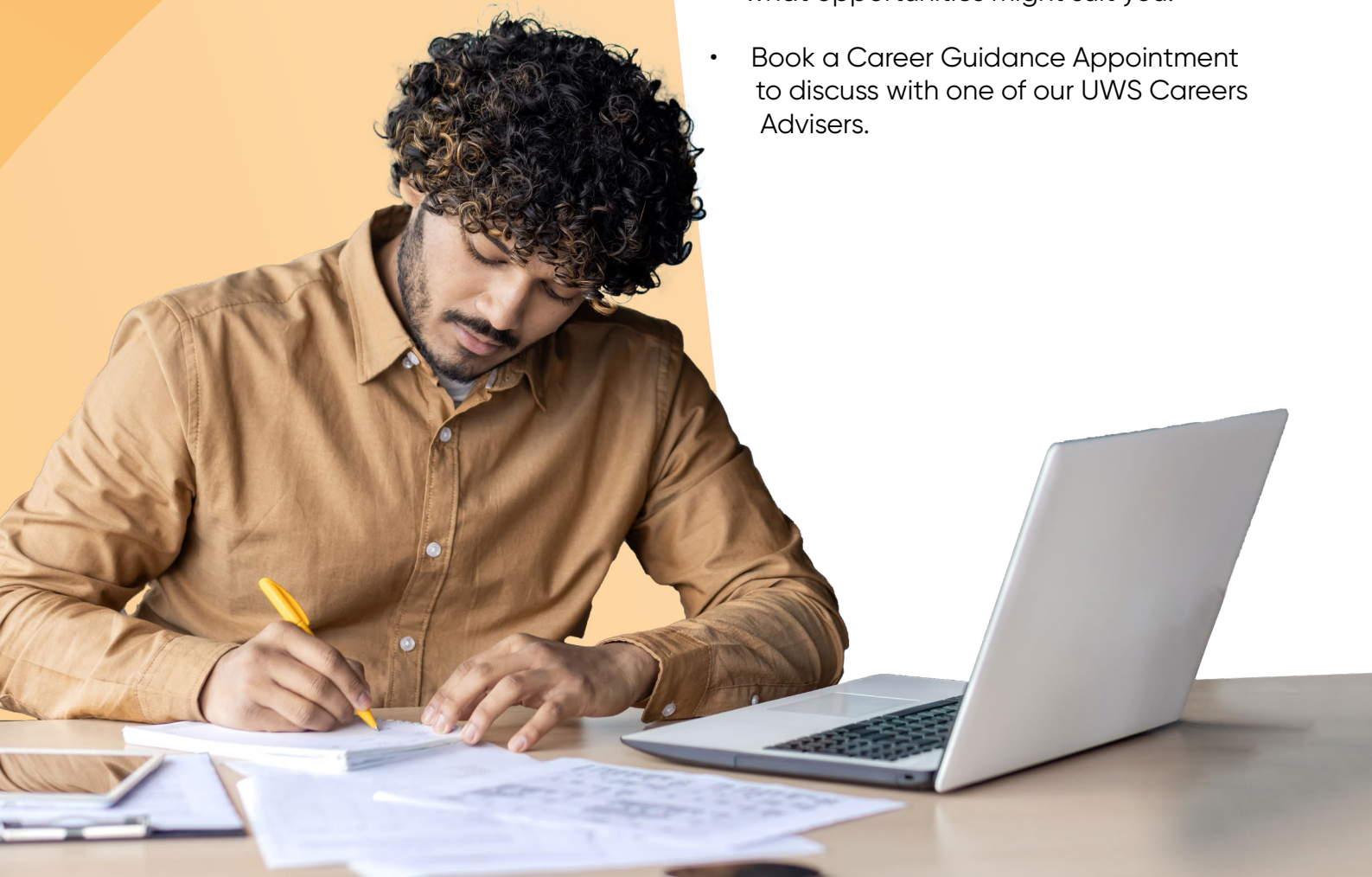
Not everyone graduates with a clear career plan and that's okay. This could be a great time to explore what is right for you!

There are things you can do to help you narrow down your choices and take your next steps. Keep in mind that you'll probably be suited to more than one career and most people will change career direction more than once in their working life.

Practical steps to take:

- Get to know yourself – use the [Career Assessments](#) on the Careers Service website to help you uncover your motivations, skills and strengths.
- Research various types of jobs, organisations and sectors to consider what opportunities might suit you.
- Book a Career Guidance Appointment to discuss with one of our UWS Careers Advisers.

**REMEMBER
TO REGISTER
YOUR ALUMNI
ACCOUNT**



GRADUATE OUTCOMES SURVEY

Finally, we'd like to take this opportunity to raise awareness of the Graduate Outcomes Survey.

You will be asked to complete this important survey 15 months after you graduate. It seeks to understand more about career paths and experiences after leaving Higher Education and is key to helping the university improve experiences of future students. Find out more about the survey by scanning the QR code.



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