CS logo and strapline /CS Curve images

**Career Essentials**

**Interact, Watch, Explore**

**Semester Two 2023/24**

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**How to use this guide**

## What is Career Essentials?

Whether you are in first year or final year, focussed or unsure, the resources and support available to you in this Career Essentials guide will help you take small steps and actions to develop your employability and explore your career options during your time at university.

## Interact | Watch | Explore

Regardless of how busy you are, how you prefer to learn, or where you are in the world, we have options for you. You can interact with our live events and ask questions, watch our recorded resources (video guides are all under 20 minutes), and explore our online content or other services. Find what works for you!

## Career Compass

The Careers Compass is a tool which helps you to reflect on what you've done, explore what you could do, and chart progress along the way. It can help you to understand what you want from a career, identify options, develop experience, and make successful applications. Everything we offer is clearly linked to the Careers Compass so you can easily see what you want and plan your year ahead.

Career Essentials is organised using the segments of the Compass, where you can find details about what the sessions involve. For dates and to book, use the Semester Two Schedule.

## Careers Service Resources

Throughout this guide we’ll be directing you to our high-quality resources and services via three key platforms you’ll use throughout your time at university. The Careers Service website is always your first port of call, Careers Service Plus holds all our premium content exclusively available to our students, and all bookings, job search, and much more are available on MyCareerHub. Use your university log-in to seamlessly navigate across all the platforms.

[Careers Service website](https://www.ed.ac.uk/careers)

[Careers Service Plus](https://www.abintegro.com/u/zgl9s2wh)

[MyCareerHub](https://mycareerhub.ed.ac.uk/)

How the Careers Service can help you (webinar)

To make a start, find out what support is available from the Careers Service in this introductory webinar. Covering all aspects of your career development, from exploring career options to making job applications, we’ll show you how to access our subscription services, give you an overview of our online resources, and let you know how you can access personalised support.

[How the Careers Service can help you](https://media.ed.ac.uk/media/Guide%2Bto%2Bthe%2BCareers%2BService/1_7v5rb2ln/101102631)

# Understand yourself

If you want help to identify what’s important to you, what you enjoy and what you’re good at then this section is for you. Accessing our resources on this topic will help you find a more fulfilling career and make better applications.

## **In****teract**

(check Semester Two schedule page for dates of the following sessions)

**Graduating this year and not sure what to do?**

Get started with your career thinking. We’ll give an introduction to some of our tools and provide practical tips for thinking about your skills and strengths, exploring your options and starting to plan for your career after university.

### **Managing your career: how to move forward when things don’t go as planned**

Recognise how you cope with setbacks and learn about personal control. If you are anxious about making poor decisions in your career planning, or worried about applying unsuccessfully, we provide tips that will help you thrive.

**Worried about your career after university?**

An informal question and answer session for any final year student who may be worried about what comes next. In this discussion you can share your concerns with others in a similar position, ask questions, and get answers to help you move forward.

**Watch**

Top Tips - If you’d prefer to watch a quick video, the recordings below cover some similar topics.

[When you don’t know how to start thinking about your career](https://media.ed.ac.uk/media/Top%2BTips%2B-%2BWhen%2Byou%2Bdon%27t%2Bknow%2Bhow%2Bto%2Bstart%2Bthinking%2Babout%2Byour%2Bcareer/1_oo3hafmq/39694071)

[Why use the Careers Service toolkits](https://media.ed.ac.uk/media/Top%2BTips%2B-%2BWhy%2BUse%2Bthe%2BCareers%2BService%2BToolkits/1_91a5j3jk/39694071)

**Explore**

[Developing self-awareness](https://www.abintegro.com/u/r25mqaro) - To succeed it's vital that you understand yourself: the way you work, your strengths, weaknesses, tendencies, and preferences. These articles and videos will help you do just that.

[Career assessments](https://ed.careercentre.me/resources/careerassessments/) Take these short assessments to understand your strengths and reflect on your motivations, preferences, and values.

[Career decision making explained](https://www.abintegro.com/u/i84odww1) - Don’t know where to start or feel overwhelmed? Watch this short video for inspiration on how to get started with career decision making.

[Understand Yourself](https://www.ed.ac.uk/careers/students/undergraduates/understand-yourself)

[**Discover what’s out there**](https://media.ed.ac.uk/media/1_o9f26acg)

If you want to explore different sectors, and find out about different jobs, courses, and employers then this section is for you. It will help you to work out what’s a good fit for you, narrow down the options, and make decisions.

**Interact**

(check Semester Two schedule page for dates of the following sessions)

**Finding a graduate job**

Explore what the term 'graduate job' really means in practice, identify vacancy sources, find the ‘hidden’ job opportunities, and hear our tips on how to navigate the current graduate job market.

**Graduate entry to medicine**

Graduates of any degree discipline can study medicine as a second degree. If you are interested in a career in medicine, come along to find out about degree options, get admissions advice, and hear about life as a medical student from current students who entered as graduates.

**Thinking about a career in finance: Focus on banking and investment**

This session will give an introduction to careers in banking and Investment. What roles are there? What knowledge or skills or interests do you need? Where to find employers/vacancies?

**Thinking about a career in management consultancy?**

Get an overview of the role of a management consultant and the skills needed, hear about the different type of consultancies, and how to build relevant experience.

**Thinking about a career in tech & data?**
An introduction to the wide range of career options covered by a Career in Tech in Data to help you to think about what might suit your skills and interests. There are options for students from any discipline and recruiters are keen to engage with a wide range of students.

**Meet people working in Life Sciences**

Gain career insights, hear about new developments, ask questions and be inspired by this opportunity to meet a wide range of employers working in life sciences.

**Finding work as an employee in the Creative Industries**
We often hear that freelancing is common in the Creative Industries, but what if you are looking for the security of being an employee? Which areas of the Creative Industries are more likely to recruit paid employees? What kind of entry roles should you be looking for and where can you look for them? Come along to this session and we will give you some general hints and tips on how to get started.

**Careers in Culture and Heritage Q&A**
Careers Service Support for students interested in working in Culture and Heritage. Join this session to ask your questions about working in this sector.

**Considering further study?**

Aimed at penultimate / final year students. If you are thinking of moving onto further study after your undergraduate degree then come along to this session to hear from our experts. There will be plenty of opportunity to ask questions.

**Careers & coffee –** You have the chance for informal, face-to-face chats with employers on weekday lunchtimes – just drop by, have a chat, and you might be able to pick up a free coffee too! Keep an eye on our social media channels or search Careers & Coffee on MyCareerHub events to find out who’ll be on campus and where and when to find them.

**Watch**

[**How to meaningfully engage with employer events online**](https://media.ed.ac.uk/media/1_k10squ5b)**:** Employers are using online events to advertise their opportunities – learn how to find them, get the most out of them, and leave a professional impression on employers.

[**Researching jobs outside the UK**](https://media.ed.ac.uk/media/Researching%2Bjobs%2Boutside%2Bthe%2BUK/1_tea06npw)**:** Discover ways to explore the job market in countries beyond the UK. We introduce resources to help you navigate your research, whether you’re looking for a graduate job, an internship or you’re simply curious.

**Explore**

**Careers in Tech & Data**

During February we’re focusing on Tech & Data Careers for students of all disciplines. Search #EdTechDataCareers on socials and MyCareerHub to find vacancies, events and other content related to this theme. The Careers in Tech & Data Fair on 28th February is the highlight, offering the chance to meet with around 50 organisations recruiting for a variety of tech & data opportunities.

**Creative & Cultural Careers**

We're having a focus on Creative & Cultural Careers in March. Search #EdCreativeCareers on socials and MyCareerHub to find vacancies, events and other content related to this theme. You’ll find a range of events we’re hosting for you to provide inspiration and advice on a variety of creative and cultural career paths, as well as events hosted by industry partners that you are invited to attend.

[**Discovering career possibilities**](https://www.abintegro.com/u/ztl7cg2f) - Wondering what the best fit is for you in the future? Explore public versus private sector, the gig economy, SMEs, portfolio careers, and much more in these articles and videos.

[Discover what’s out there](https://www.ed.ac.uk/careers/students/undergraduates/discover-what-s-out-there)

[**Build experience**](https://media.ed.ac.uk/media/1_iz0urd1e)

If you want to think about the different ways you can build experience then this section is for you. As well as part-time work and internships the resources here will help you explore other options for building valuable experience to develop skills and networks and will count in future applications.

**Interact**

(check Semester Two schedule page for dates of the following sessions)

**Building experience: more than internships**

Employers value all different types of experience. Whether you are in first year or final year, find out what counts as work experience and the flexible ways you can gradually build experience at any stage.

**Finding part-time jobs**

Get the latest information and advice on what is happening with the part-time jobs market, tips for looking for work, and practical advice on making applications.

**Watch**

[**Top tips: Building experience:**](https://media.ed.ac.uk/media/Top%2BTipsA%2BBuilding%2BExperience/1_qu8qfulu)Don’t know where to start? Use our handy video guide for ideas on how to find experience that suits your career goals, is valuable to employers, and fits around your studies.

[**Finding part-time jobs while studying**](https://media.ed.ac.uk/media/Finding%2Ba%2Bpart-time%2Bjob/1_szzlk4ms)- Watch our short video to get the latest information and advice on what is happening with the part-time jobs market, tips for looking for work, and practical advice on making applications.

**Explore**

**Employ.ed -** Gain paid work experience through the Employ.ed Internship Programmes and work on exciting projects to develop your skills in a supportive environment. You will be supported to make the most of your internship and plan your next steps when you finish. Internships are advertised on the University’s student jobs portal and on MyCareerHub.

[Employ.ed internships](https://www.ed.ac.uk/careers/students/undergraduates/discover-what-s-out-there/find-jobs-while-student)

**Edinburgh Award -** Join a community of students working towards the Edinburgh Award, to enhance your employability, develop your self-awareness by reflecting on your progress, and learn how to articulate your experience to future employers. Find out what activities can be recognised using the Edinburgh Award hub, or if you’re working part-time job or doing an internship join the version run by the Careers Service: Edinburgh Award – Work Experience.

[Edinburgh Award Hub](https://www.ed.ac.uk/edinburgh-award/activities)

[Edinburgh Award Work Experience](https://www.ed.ac.uk/careers/students/undergraduates/build-experience/edinburgh-award)

[Options for building experience](https://www.abintegro.com/u/i6ds194e) - Use these resources to understand different ways to gain experience that you can add to your CV, talk about at interviews, and which will help you discover what you enjoy

[Build experience](https://www.ed.ac.uk/careers/students/undergraduates/build-experience)

[**Become professional**](https://media.ed.ac.uk/media/1_5kpss0s1)

If you are considering how to behave in professional environments, then this section is for you. Being professional includes being confident about email etiquette, building and extending networks, developing commercial awareness, and being aware of your digital presence. Whatever stage you’re at in your career there are always ways you can develop.

**Interact**

(check Semester Two schedule page for dates of the following sessions)

**Starting an internship or graduate job soon? Come and ask your questions**

For anyone starting a job soon who is not sure what to expect. Join this session to get some tips on how to make the best start, to share any concerns, and to ask your questions.

**Starting a job in a hybrid world**

Many graduates start work in a remote or hybrid role. This session will draw on graduate experiences, external and careers service research to share top tips for making a good impression, building a network, and managing your workload and mental health when you start a graduate job or internship.

**Getting the most out of LinkedIn: Masterclass**

Are you a LinkedIn beginner? Got a basic profile but aren't sure what to do next? If so, come along to this interactive in-person session. Bring along your own device.

**Employer sessions on professional skills**

MyCareerHub lists skills workshops run by individual employers giving insights into professional skills for success in the workplace. Find these by selecting “Become Professional” under Type of Event.

**Watch**

[Playlist: Become professional](https://media.ed.ac.uk/playlist/dedicated/39694071/1_ixer5csz/1_8t95jv26) - Watch our student intern interviewing alumni about different aspects of workplace behaviour to get tips on business appropriate communication, relationship management, commercial awareness, and more.

[Top Tips: Developing Commercial Awareness](https://media.ed.ac.uk/media/1_88g3yc42) - Learn what commercial awareness is and why it is important. Discover how to stand out from the competition.

**Explore**

[Essential behaviours](https://www.abintegro.com/u/vlrxg9id) - Finding out what behaviours are valued in the workplace will help you identify those you would like to develop further. You'll find articles on ethical decision-making, emotional intelligence, business writing, and more.

[Critical thinking](https://www.abintegro.com/u/yl0l03lz) - An essential skill at university and highly sought after by employers, understand what it is and how to develop it.

[Effective participation in meetings](https://www.abintegro.com/u/12ld1rg0) - Prepare for the workplace and improve your performance in tutorials and groups with these tips.

[Become professional](https://www.ed.ac.uk/careers/students/undergraduates/become-professional)​

[**Make it happen**](https://media.ed.ac.uk/media/1_zqbcwk91)

If you want to maximise your chances of success in applications, then this section is for you. It contains tips for success in all aspects of recruitment and selection processes (also for further study) including CVs, cover letters, aptitude tests, interviews, and more. It will help you to improve your applications and perform well at interview.

**Interact**

(check Semester Two schedule page for dates of the following sessions)

**CV Masterclass**

In this session we will talk you through what a professional CV looks like, share some templates you could use, discuss useful phrases to describe your experience, and give you practical support to help you leave the Masterclass with a first draft of a winning CV.

**Focus on Creative CVs**

This is for anyone looking for a role within creative industries. Understand the differences between creative and traditional CVs, learn how to structure your creative CV and get tips on how to make a creative CV work for you.

**Employer sessions on recruitment practices**

MyCareerHub lists sessions run by individual employers giving tips on their application processes and insights into what they look for in applications, interviews and assessment centres. Find these by selecting “Make it Happen” under Type of Event.

**Why wasn’t my application successful?**

Applied for a job or internship and didn't reach interview stage but not sure why? This session will cover some common CV and application errors which employers tell us puts your application straight on the 'no' pile, so that you can be successful next time.

**Top Tips**

In these short top tips sessions, you’ll gain insights into how to succeed at each stage of the recruitment and selection process and we’ll highlight our recommended resources and support:

**CVs:** Learn how to structure your first CV, how to tailor to the job advert, and select what to include.

**Cover Letters:** Explore how to convince employers you’re the right candidate for the job, show your interest in the company, and get handy tips on how to create a strong opening and positive conclusion.

**Job Applications:** Find out how to answer commonly asked questions and to structure your answers for maximum impact.

**Assessment Centres:** Demystify assessment centres and learn how to prepare, gain tips on how to successfully perform in individual and group activities.

**Interviews:** Interviews can feel daunting, whether in person on online. Learn how to prepare for any possibility.

**Psychometric Tests:** Understand the value of psychometric tests during recruitment, why employers use them, and the resources are available to help you practise.

**Watch**

[Tops Tips: playlist](https://media.ed.ac.uk/playlist/dedicated/101102631/1_6c1sbzd1/1_jo8ug86t) - If you’d prefer to watch a quick video, our Top Tips sessions are also available as video guides.

**Explore**

[Personal profiles](https://www.abintegro.com/u/l9twhf1u) - Quick tips on how to create a personal profile on your CV, and what to avoid.

[Using the STAR technique](https://www.abintegro.com/u/j8jwawas) - Find out how STAR can help you effectively answer interview questions.

[Asking questions during interviews](https://www.abintegro.com/u/lo2lttk6) - Learn why active questioning is important and equip yourself with the best questions to ask.

[Make it happen](https://www.ed.ac.uk/careers/students/undergraduates/make-it-happen)​

**Semester Two Schedule**

To view details and book your place search for the session in the events section of MyCareerhub -

[Events booking](https://www.hub.ed.ac.uk/s/mycareerhub/events)

All our sessions run over lunchtime with a 1310 start unless otherwise stated. Please check MyCareerhub for exact timings and location (online or in-person).

|  |  |
| --- | --- |
| **Session** | **Date** |
| Finding part-time jobs | Wednesday 17 January  |
| Graduating this year and not sure what to do? | Thursday 18 January |
| CV Masterclass (Kings Buildings) | Wednesday 24 January 1300-1430 |
| Top tips: Cover letters | Thursday 25 January |
| Thinking about a career in finance: Focus on banking and investment | Tuesday 30 January |
| CV Masterclass (Main Library) | Wednesday 31 January 1300 - 1430 |
| Getting the most out of LinkedIn (Kings Buildings) | Friday 2 February 1300 - 1430 |
| Top tips: Assessment Centres | Tuesday 6 February |
| Building experience: more than internships | Wednesday 7 February |
| Changing career: Make your experience count | Thursday 8 February |
| Getting the most out of LinkedIn (Main Library) | Wednesday 14 February 1300-1430 |
| Considering further study? | Thursday 15 February  |
| Thinking about a career in Tech & Data? | Monday 26 February |
| Graduating this year and not sure what to do? | Tuesday 27 February |
| Careers in Tech and Data Fair | Wednesday 28 February 1230-1600 |
| Top tips: CVs | Monday 4 March |
| Thinking about a career in management consultancy? | Tuesday 5 March |
| Meet people working in Life Sciences (Nucleus, Kings Buildings) | Thursday 7 March 1800 - 2000 |
| Finding work as an employee in the Creative Industries | Wednesday 13 March |
| Careers in Culture & Heritage – Q & A | Thursday 14 March |
| Bouncing Back: How to move forward when things don’t go as planned | Tuesday 19 March |
| Graduate entry to medicine | Wednesday 20 March 1430 - 1600 |
| Focus on creative CVs | Friday 22 March |
| Starting a job in a hybrid world | Monday 25 March |
| Top Tips: Psychometric Tests | Tuesday 26 March |
| Worried about your career after university? Informal Q&A | Wednesday 27 March |
| Why wasn’t my application successful? | Wednesday 10 April |
| Top tips: Cover Letters | Monday 27 May |
| Finding graduate jobs | Tuesday 28 May |
| Graduate Jobs Fair | Wednesday 29 May |
| Top tips: CVs | Wednesday 29 May |
| Top tips: Job applications | Thursday 30 May |
| Top tips: Interviews | Monday 3 June |
| Why wasn't my application successful? | Tuesday 4 June |
| Starting an internship or graduate job soon? Come and ask your questions | Wednesday 5 June  |
| Building experience: more than internships  | Thursday 6 June |

**Please note:** All events and dates are subject to change so please check MyCareerhub for up-to-date information.

**What’s on offer for postgraduate students?**

As well as being able to access all of the support outlined so far, we provide specific opportunities for taught and research postgraduate students.

**Taught postgraduate students**

Whether you’re moving into further study straight from your first degree, returning to study or looking to progress in your current career, our programme for new taught postgraduate students will help.

**Interact**

(check Semester Two schedule page for dates of the following sessions)

Our **Masters Careers** **2023-24** programme covers all the career essentials, including making effective use of the careers service and employability support, marketing your postgraduate qualification, career planning & decision making, networking & building your professional profile, and understanding & navigating the job market.

Sessions are delivered early evening (UK time) and complemented by resources and clear action points to help you move forward, take action and realise your career ambitions.

Search for **Masters Careers** on MyCareerHub to sign up for your chosen sessions from January 2024.

[MyCareerhub events](https://www.hub.ed.ac.uk/s/mycareerhub/events)

**Watch**

**Masters Career Programme 2023-24:** Each live session is supported by a short on demand online video summarizing the action points and the information, key resources, events, activity and support available. Look out for these appearing in our **Masters Careers** **2023-24** video playlist.

[Masters Career Programme 2023-24](https://media.ed.ac.uk/playlist/dedicated/101102631/1_hh06widh/1_8tuzqjq9)

**Explore**

[Engaging in career conversations](https://www.abintegro.com/u/9zjgkjlu) - If you are in work and looking to develop your career then having career conversations is important. Find advice on how to approach the right person to talk to about your career, how to structure the conversation and how to get the results you’re looking for.

[Understanding career management](https://www.abintegro.com/u/db2n764w) - Career management is a skill that is expected of all professionals. Find out why this is important and what steps you need to take to manage your career effectively.

**Postgraduate research students**

Whether you are considering a career within or beyond academia, we provide support to help you to explore career options and navigate your career.

**Interact**

(check Semester Two schedule page for dates of the following sessions)

Our live online and in person sessions cover all aspects of career planning. Come along to ask questions and share your experiences with other PhD students. Topics include identifying what’s important in your career, exploring career options, marketing yourself through CVs, applications and interviews, and developing an academic career.

Search for **PhD Careers** on MyCareerhub to view and sign up for sessions - [MyCareerhub events](https://www.hub.ed.ac.uk/s/mycareerhub/events)

**Watch**

Uncertain about what you could do at the end of a PhD? Listen to career stories of other PhD graduates to get inspiration. Videos of our annual **PhD Horizons: Career insights for PhD students** event are available to view. You’ll hear from speakers working in policy, life sciences, government and third sector research, creative industries, professional roles in higher education, and much more. Dip in to any that interest you.

[PhD Horizons information and recordings](https://www.ed.ac.uk/careers/students/postgraduates/phd-students/discover-what-s-out-there/phd-horizons)

**Explore**

[Employ.ed for PhDs](https://www.ed.ac.uk/careers/students/postgraduates/phd-students/build-experience/employed-for-phds) - Gain experience, develop skills, extend your network beyond your department, and earn money. Employ.ed advertises short-term, part-time internships across the University open to PhD students only.

[Coping with challenges and change](https://www.abintegro.com/u/82mtey44) – Use these resources to help you reflect on your response to challenges, overcoming imposter syndrome, and managing workload; useful for working in a research environment and beyond.

[Information and advice for postgraduate students](https://www.ed.ac.uk/careers/students/postgraduates)

**Connecting with employers**

If you want to gain insights into individual employers' graduate roles or recruitment practices, develop workplace skills, or find out what it’s like to work in different industry sectors, we advertise many events where you can hear from employers and ask questions. As well as the **Careers in Tech & Data, Creative & Cultural Careers** and **Careers and Coffee** events described in the Discover what’s out there section, individual employers will be running their own events in Semester Two to connect with you. We add these to MyCareerhub throughout semester so browse our employer events regularly to see what interests you. Look out for our Graduate Jobs Fair in June where you’ll be able to connect with employers actively recruiting for roles starting in 2024.

[Events on MyCareerhub](https://www.hub.ed.ac.uk/s/mycareerhub/events)

**Graduating in 2024? Our support doesn’t stop when you leave the University.**

If you are graduating this summer and are not sure what’s next, then now is the time to make use of the Careers Service. Our team are on hand to support you regardless of what stage you are at with your career thinking.

You can also continue to use all of our services as a recent graduate. The Careers Service offers a comprehensive package of graduate support, including newsletters, toolkits, Graduate Coaching appointments and access to everything we offer to current students.

There are still opportunities to connect with employers who are actively recruiting graduating students throughout semester 2. And look out for information about the Graduate Jobs Fair which will take place on Wednesday 29 May.

[Graduates](https://www.ed.ac.uk/careers/graduates)

Hear from previous graduates by tuning in to the Multi Story Edinburgh podcast.

[Multi Story Edinburgh, the podcast](https://www.ed.ac.uk/alumni/new-graduates/multi-story-podcast)

**Connect with us**

Whether you want to keep up-to-date with the latest careers news, have a quick question, or would like to discuss your career, we have a variety of ways you can connect with us. Do what works for you!

**Follow us**

To keep up-to-date with the latest careers and recruitment news and information follow us on social media.

**Speak to us**

**Got a careers question?** Ask us on [MyCareerHub](https://www.hub.ed.ac.uk/s/mycareerhub/questions/) 24-7 and we’ll get back to you as soon as we can. Or our student team are usually online between 10am-4pm (Mon – Fri) for an instant response via our **Ask a student** [LiveChat](http://www.ed.ac.uk/careers)

**Want to talk things through?** Speak to one of our Careers Information Advisers at our drop in, on campus and online. Get help with a range of topics such as finding part-time work, internships or graduate jobs, CV support, or researching job sectors. No need to book – check our schedule to find a time that suits you - [Drop-in schedule](https://www.hub.ed.ac.uk/students/infopages/detail/64)

**Need an in-depth discussion?** [Book an- appointment](https://www.hub.ed.ac.uk/s/mycareerhub/appointments/app/?workGroupIds=124&siteId=4) to speak to a Careers Consultant, appointments are available online and on campus.

**Find us**

We have two locations on campus: Main Library Building, George Square and the Nucleus, King’s Buildings. Drop in during opening hours and one of our team will be able to direct you to the right support

[Location and opening hours](https://www.ed.ac.uk/careers/about-us/how-to-contact-us-and-where-to-find-us)