

October 2014

This newsletter contains information on events on and off campus, latest vacancies, competitions, information on new careers related publications, resources and websites, and general careers news.

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Career Planner – October 2014

Freshers and mid-terms: enjoy the first weeks of term and get involved with clubs and societies. If you're interested in finding part-time work to supplement your studies, local employers will have vacancies to fill to cope with term-time demand. Check high street windows for signs, local newspaper or register at the Kent Union JobShop.

Finalists: time to start attending company presentations and careers fairs on campus to talk to potential employers. If you are applying for popular areas such as accountancy, banking and business management, or looking to join a major firm, check the closing dates for graduate schemes as some close as early as December.

Check out the CES and employer [presentations and workshops](#) taking place during the Autumn term and sign up to attend at <http://kent.prospects.ac.uk>

CAREERS EVENTS

The Careers & Employability Service has arranged a packed programme of events for the Autumn Term. [Presentations and workshops](#) are taking place throughout the term both on the Canterbury and Medway campuses.

This month, The Medway Campus will be hosting an [Employability Fair](#) on 15th October where Students across all programmes and levels of study are invited to meet with the below organisations providing information on career options, volunteering, work experience, employability skills development, and postgraduate study options.

Next month, the University of Kent Careers Fair Employability Week takes place on both the Canterbury and Medway Campuses. From Monday 3rd – Friday 7th November a variety of employers, alumni, academic schools and professional services are contributing to an exciting week of events, talks and workshops.

We have three large fairs taking place on the Canterbury Campus during Employability Week. The [Careers Fair](#) (Tuesday) where you can meet employers and find out more about their graduate, placement year, summer internship, work experience, volunteering or research roles. Meet with schools, teaching alliances, professional bodies and education providers at the [Teaching Expo](#) (Wednesday) and find out about the opportunities they have to offer. Finally, the [Kent Opportunities Fair](#) (Thursday) will showcase many of the extra-curricular activities you can get involved with.

Check out our Preparing for the Careers Fair article on page

CANTERBURY CAMPUS

STARTING YOUR FINAL YEAR - What Should You Be Doing Now?

Wednesday 1st October 2014, KLT5, 1pm

Just finished your second year? Start planning NOW for your final year and you will give yourself the best possible chance in the job market. Did you know that many of the most popular graduate recruiters have closing dates during the autumn term for their 2015 graduate intake? This session will help you find out when and how to apply for jobs and courses in your final year and what else you need to do for a successful start to your career

CHOOSING A CAREER

Thursday 2nd October 2014, KLT5, 1pm

Uncertain what career you want to enter, or what is open to you? This talk will suggest how you can begin to make choices and describe some of the help available to you - computer programs, publications and general advice.

SKY LIVE TWITTER CHAT WITH UNIVERSITY OF KENT STUDENTS

Friday 3rd October 2014, Twitter, 2-3pm

Interested in a career with Sky? What would you ask [@skystartingout](#)? They're holding a live Twitter chat exclusively for University of Kent students using the hashtag: [#SkyGrads](#) Follow [@unikentemploy](#) for updates and join the conversation!

JET PROGRAMME - TEACHING ENGLISH IN JAPAN

Tuesday 7th October 2014, KLT5, 1pm

The Japan Exchange and Teaching Programme (JET), an official Japanese Government scheme, sends graduates to Japan to promote international understanding at a grass-roots level and to improve foreign language teaching in schools for a minimum of 12 months. To hear more about what life is like in Japan from a former JET participant, come along to our presentation and see our website at www.jet-uk.org

PRINCE ASSOCIATES: PERSONAL BRANDING WORKSHOP

Wednesday 8th October 2014, KLT5, 1pm (*approx. running time 90mins, however please allow up to 2hrs*)

43% of Employers find reasons not to hire a candidate after looking at their social media profiles! That's a scary fact right? WRONG! You can use this to your advantage, by building an amazing personal brand you can stand out from the rest and guarantee yourself that interview - or even better, get people approaching you about new and exciting opportunities. Personal branding is about your reputation both online and offline. It's about bringing who you are, what you do and how you do it to the world. It's your walking talking virtual business card that is ever evolving - your unique promise of value. What we will cover in the session:

What is Personal Branding? Why use it?

- Defining your USP, professional bio and killer statement that will secure job opportunities
- The multi-platform dilemma
- Thought Leadership and how to engage your audience
- Get people taking action for you

What will you take away from the session:

- A Personal Branding cheat sheet
- An effective USP, bio and statement to attract recruiters and employers
- A professional looking photograph for your brand

PLEASE NOTE: You will need to bring a laptop with you to this session

CIPFA: PUBLIC SECTOR OPPORTUNITIES - WHAT CAN CIPFA OFFER YOU? Thursday 9th October 2014, KLT5, 12pm

The job market is competitive and students need to make themselves attractive and unique to employers. During this session we will look at some of the ways you can enhance your employability and capability in finding a job, through social media, assertiveness, knowledge of the industry and interview techniques.

CIMA: Chartered Institute of Management Accountants

Tuesday 14th October 2014, KLT5, 1pm

CIMA are the only Management Accounting body in the UK, with links to more than 5000 major employers worldwide. With over 218,000 members and students operating in 177 countries, we're the world's leading professional body of management accountants. And with a presence in 99 of the global top 100 brands, we're helping people and businesses to succeed in every industry and sector right across the world. CIMA will be delivering a short presentation covering the following:

- What is Management Accounting?
- Employers and roles
- CIMA qualification
- Earning potential
- Study options
- Registration offer

CAREERS IN THE PUBLIC SECTOR

Wednesday 15th October 2014, KLT5, 1pm

The career opportunities within public administration are many and varied, including the Civil Service, Parliament, the intelligence services, local and regional government, the NHS, the emergency services and education. This presentation will give an overview of them and advise on how to get into this sector, both through graduate schemes such as the Civil Service Fast-Stream and through alternative routes.

GRADUATE OPPORTUNITIES IN THE NHS

Thursday 16th October 2014, KLT5, 1pm

Over 60 years of looking after Britain and still going strong. The NHS is going through an unprecedented period of change. The UK population is living longer, our services are needed as much as ever, and we have to achieve efficiency savings of £20 billion over the next few years. If you find a challenge like this exciting and think you have the skills we need, come along and find out more about our Graduate Scheme.

HOW TO PREPARE AN IMPRESSIVE CV

Tuesday 21st October 2014, KLT5, 1pm

CVs are useful tools for all kinds of job applications, but especially for speculative applications, for applying to smaller employers and for the creative and media sectors. What do employers look for on CVs and how can you make yours stand out from the crowd? A careers adviser's tips

SEO LONDON

Wednesday 22nd October 2014, KLT5, 1pm

Sponsors for Educational Opportunity (SEO) London is a not-for-profit organisation that every year provides hundreds of outstanding undergraduates from under-represented ethnic minority backgrounds the unique opportunity to gain exposure to some of the most prestigious graduate employers in the UK, including many of the very best firms in investment banking, management consulting, corporate law, professional services, technology, advertising, marketing and communications. Opportunities are available for students in every year of study, from internships to full time graduate roles. SEO London also provides undergraduates with extensive training, mentoring and networking, linking students not only to the firms that they work with but also to opportunities and experienced professionals throughout their industries of interest

MAKING APPLICATIONS

Wednesday 22nd October 2014, KLT5 3pm

Only a minority of job applicants ever reach the interview stage - everything depends on a good application. A careers adviser will outline what employers look for in candidates' application forms and help you to deal with competency-based and motivational questions on these forms

CIVIL SERVICE FAST STREAM ROADSHOW

Thursday 23rd October 2014 – To be confirmed

CCCU: APPLYING FOR TEACHER TRAINING

Tuesday 28th October 2014, KLT5, 1pm

The Director of Postgraduate Admissions at Canterbury Christ Church University will talk about applications for PGCE courses and what teacher training institutions look for when selecting students. There will be plenty of time for discussion and questions afterwards. If you're at all interested in teaching, don't miss this talk!

PRINCE ASSOCIATES: PERSONAL BRANDING WORKSHOP

Wednesday 29th October 2014, KLT5, 1pm

(approx. running time 90mins, however please allow up to 2 hrs)

43% of Employers find reasons not to hire a candidate after looking at their social media profiles! That's a scary fact right? WRONG! You can use this to your advantage, by building an amazing personal brand you can stand out from the rest and guarantee yourself that interview - or even better, get people approaching you about new and exciting opportunities. Personal branding is about your reputation both online and offline. It's about bringing who you are, what you do and how you do it to the world. It's your walking talking virtual business card that is ever evolving - your unique promise of value. We will cover:

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Please note: You will need to bring a laptop with you to this session

IESA, The Institut D'etudes Supérieures des Arts: A Career in the Art World Thursday 30th October 2014, KLT5, 1pm

Gain insights on into what it's like to work in the art market! This session will focus on the various career paths in the arts. It will take a look at the various institutions and roles in the art world, detailing the tasks and duties of gallerists and dealers, the roles of the auction houses, curators and critics in the art market today. The Academic Director will provide personal experiences of the art job market.

IESA is a French graduate institute. It teaches two MAs in London validated by the University of Warwick, one on the history and business of art and collecting, and the other on the contemporary art market.

Coming up in November & December on the Canterbury Campus

- FactSet: Telephone Skills
- Teach First
- RAF
- Smaller Earth
- ICAEW
- Pave Internships: Opportunities in India
- BUNAC: Working Abroad
- Vauxhall: Placement Programme
- Sales Talent Spotters
- FactSet: Presentation Skills

Plus a full programme of Careers & Employability presentations and workshops

MEDWAY CAMPUS

Book to attend by emailing medwaycareers@kent.ac.uk

APPLYING FOR TEACHER TRAINING

Wednesday 8th October 2014, [venue to be confirmed](#), 1-2pm

John Slater from Canterbury Christ Church University will explain the new process for applying for teacher training and give some tips on producing a good application.

Employability Fair

Wednesday 15th October 2014, Pilkington Building Open Space (PK011), 1-3pm

Meet organisations providing information on career options, volunteering, work experience, employability skills development, part-time jobs and postgraduate study. (PS free pizza!)

HOW TO SEARCH FOR GRADUATE JOBS, PLACEMENTS AND

INTERNSHIPS Tuesday 21st October 2014, [venue to be confirmed](#), 12-1pm

Not sure where to start with your job hunt? This workshop will introduce you to a range of different job searching methods including the use of vacancy websites, networking and social media.

OPPORTUNITIES WITH SEO LONDON

Wednesday 29th October 2014, [venue to be confirmed](#), 1-2pm

SEO London (www.seo-london.com) is a charity that aims to help students from under-represented ethnic minority backgrounds to secure places on internship and graduate programmes. Opportunities exist in investment banking, technology, corporate law, creative industries and advertising.

ORGANISED VISITS TO EMPLOYERS

FACTSET INSIGHT DAY

Friday 21st November 2014, London (Travel provided), 11-3pm

Visit FactSet at the Careers Fair (Stand 46) to book your place

FactSet would love to welcome Kent University Students to our London office for an insight into our business and more specifically our Consulting department.

Throughout the day, you will have the opportunity to meet with some of our Consultants, including Kent Alumni and find what they do a day-to-day basis. You will also gain a better understanding of what we do as a business, our clients and the recruitment process. Not forgetting a tour of our office, to get a better understanding of our working culture and of course, lunch.

FactSet is a leading provider of financial data and analytic applications for investment professionals and is currently hiring Graduate Consultants for a February, June and October 2015 start date. Find out more here www.factset.com/careers

Agenda for the day:

11:00am	Welcome, Introductions and agenda
11:10am	Trading game & Introduction to FactSet
12.30pm	LUNCH with Consultants
1.15pm	A day in the life of a Consultant
1.30pm	Demo of the FactSet platform
1.50pm	Recruitment Process & Tips
2.30pm	Office tour
3pm	Finish

OFF CAMPUS National Careers Events

The events listed below are organised by various employers, professional bodies and commercial organisations. Please check the websites for full details. For a list of Careers Fairs around the country visit [Prospects events](#)

ANGELA MORTIMER: LANGUAGE GRADUATE LUNCH

Friday 3rd October 2014, London EC4V 2AU, 12-2pm

During the lunch you will have the chance to:

- Discuss potential new opportunities
- Meet additional Angela Mortimer Consultants
- Introduce friends or colleagues who may also be looking for new prospects
- Share your experiences with other candidates

Please RSVP to Sarah-Jayne.Murphy@am.international.co.uk 0207 2877788

NATIONAL GRADUATE RECRUITMENT EXHIBITION

Friday 10th October 2014, Olympia, London, 11am-5pm

Saturday 11th October 2014, Olympia, London, 11am-4pm

More than just a jobs fair:

- CV Clinic
- Advice Clinic
- Mock Assessment Centre
- Presentations & workshops
- GradJobs High Flyers' Club
- Postgraduate Zone

Register now www.gradjobs.co.uk

THE ENGINEERING, SCIENCE & TECHNOLOGY FAIR

Wednesday 15th October 2014, Manchester Central Convention Centre,

10:30am-4pm Looking for a graduate job or industry experience in engineering, science or technology? Then come and find out about the vacancies, internships and placements available from a range of employers. The fair is free and open to students and graduates from all institutions. www.manchester.ac.uk/EngineeringFair #ESTFair2014

THE BUSINESS, FINANCE & MANAGEMENT FAIR

Thursday 16th October 2014, Manchester Central Convention Centre, 10:30am-

4pm Looking for a graduate job or industry experience in business, finance or management? Then come and find out about the vacancies, internships and placements available from a range of employers. The fair is free and open to students and graduates from all institutions. www.manchester.ac.uk/BusinessFair #BFMFair2014

DIVERSITY CAREERS SHOW '14

Friday 17th October 2014, The Business Design Centre, Islington, London,

10:30am-5pm

Free entry. Free advice. Free vocational workshops. Square Peg Media welcomes you to the UK's biggest Diversity Careers event open to all walks of life & all strands of diversity. This highly engaging day is packed with career development activities and is a fantastic opportunity to meet face-to-face with top employers who openly embrace diversity in their recruitment and sign ethos and will be offering practical advice on all aspects of careers. Register at www.diversitycareersshow.com/

LANGUAGE SHOW LIVE

Friday 17th – Sunday 19th October 2014, Olympia London

Language Show Live returns to Olympia London this 17-19 October bringing you 130 exhibitors, a refreshed and exciting seminar programme for language teachers and professionals, career ideas and opportunities, cultural performances and so much more [Find out what's on this year](#)

GRADUATE RETAIL CAREERS FAIR 2014

Wednesday 22nd October 2014, The Rosebowl, Leeds Beckett University, Leeds, 10:30am-2:30pm

There is something for everyone at the Graduate Retail Fair

- Graduate Programmes
- Internships
- Industrial Placements
- Employer Clinics
- Travel Subsidy

www.retailgraduatefair.co.uk Twitter@GradRetFair

GETTING INVESTMENT BANKING

Thursday 23rd October 2014, London (travel expenses reimbursed)

Opening up opportunities for students with disabilities and health conditions. Find out more and apply www.gettinginvestmentbanking.com

CAREERS AT THE BAR PRESENTATION AND RECEPTION

Thursday 23rd October 2014, Inner Temple Hall, London, 5:30pm

Panel discussion followed by drinks reception. Chaired by The Rt Hon Lord Justice Moore-Bick, Lord Justice of Appeal and Master Reader, Inner Temple. Free to attend. www.innertemple.org.uk

FindAPhD Live!

Tuesday 28th October 2014, Oxford Town Hall

FindAPhD LIVE! is completely free to attend and will give you the chance to meet the people that matter: University representatives, funding bodies, doctoral training centres, current PhD students, careers advisors, and of course, the FindAPhD team! www.FindAMasters.com/Fairs

THE GRADUATE ENGINEER SHOW

Wednesday 29th October 2014, Derby DE24 8JE, 11am-4pm

THE POSTGRADUATE STUDY FAIR from The Careers Group

Wednesday 29th October 2014, Senate House, University of London, 11:30am-5pm Need another degree?

- Meeting with up to 100 UK and international postgraduate course providers
- Free presentation programme
- Advice on choosing your course, funding and more
- Free to attend for anyone considering postgraduate study

www.gradsintocareers.co.uk/postgrad www.facebook.com/TheCareersGroupEvents

APPLY NOW

CIVIL SERVICE FAST STREAM APPLICATION TIMETABLE

<u>Graduate Programme</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>Status</u>
<u>Analytical Fast Stream Round 2 (GES,GSS,GORS)</u>	16/02/2015	07/04/2015	Closed
<u>Government Communication Service Fast Stream</u>	01/09/2014	03/11/2014	Open
<u>Generalist Fast Stream</u>	01/09/2014	03/11/2014	Open
<u>European Fast Stream</u>	01/09/2014	03/11/2014	Open
<u>HR Fast Stream</u>	01/09/2014	03/11/2014	Open
<u>Digital and Technology</u>	01/09/2014	03/11/2014	Open
<u>Northern Ireland Fast Stream</u>	01/09/2014	03/11/2014	Open
<u>Summer Diversity Internship Programme</u>	13/10/2014	05/01/2015	Closed
<u>Early Diversity Internship Programme</u>	13/10/2014	17/11/2014	Closed

COMPETITIONS

REXUS/ BEXUS

Fly your scientific or technological experiment on sounding rockets or stratospheric balloons. The REXUS sounding rocket has an apogee altitude between 75 - 90 km where up to 120 s of reduced gravity can be obtained. The BEXUS balloon has a flight altitude 25 - 30 km with a flight duration of 2 - 5 hours.

Call for proposals is open!

Deadline for proposals: 13th of October 2014

[http://www.esa.int/Education/Rocket Balloon Experiments for University Students](http://www.esa.int/Education/Rocket_Balloon_Experiments_for_University_Students)

<http://www.rexusbexus.net>

DROP YOUR THESIS!

The European Space Agency (ESA) is proud to announce the seventh edition of the Drop Your Thesis! programme. Through this programme, a team of university students will be given the opportunity to carry out their experiment in microgravity using the ZARM Drop Tower in Bremen, Germany. This facility with a height of 146 meter is one of the tallest and best known drop tower in Europe and can provide up to 9.3 seconds of 10⁻⁶ g. Drop Your Thesis! calls for students to design and develop a scientific or technological experiment that requires microgravity. The selected team will be given the opportunity to perform a 2 week campaign with the drop tower, resulting in 5 launch opportunities during the 2015 campaign, which will take place in October-November. The details of this programme can be found on the ESA

Education Office website at [http://www.esa.int/Education/About Drop Your Thesis](http://www.esa.int/Education/About_Drop_Your_Thesis)

[http://www.esa.int/Education/Applications requested for Drop Your Thesis! 2015](http://www.esa.int/Education/Applications_requested_for_Drop_Your_Thesis!_2015)

Instructions on how to apply are available at

[http://www.esa.int/Education/How to apply2](http://www.esa.int/Education/How_to_apply2)

For any further information, please do not hesitate to contact us by e-mail at

dropyourthesis@esa.int **Deadline for experiment proposals is 7th December 2014**

SPIN YOUR THESIS!

Perform scientific or technological research in hypergravity at the Large Diameter Centrifuge (LDC) at ESTEC, the Netherlands. The hypergravity levels that can be achieved by the LDC range from 1 to 20 g. Call for proposals is open!

http://www.esa.int/Education/Spin_Your_Thesis!_programme

Deadline for proposals: 7th of December 2014

FUNDING & AWARDS OPPORTUNITIES

BKEW: UNIVERSITY OF KENT WORK EXPERIENCE BURSARY SCHEME

If you have secured some unpaid work experience, you could be entitled to a bursary (BKEW) from the Careers & Employability Service. Details of how to apply and T&Cs at <http://www.kent.ac.uk/employability/working/students/bursary-and-expenses.html>

UNIVERSITY OF KENT SCHOOL OF ARTS STUDENT PROJECTS FUND

The Student Projects Fund has been established to support students develop their personal and professional skills by offering bursaries to assist individual and groups projects and activities which cannot get off the ground without financial support.

The School of Arts invites applications for project funding on an annual basis.

<http://www.kent.ac.uk/arts/studentpages/student-news.html>

INNER TEMPLE PEGASUS ACCESS SCHEME

The Inner Temple runs the Pegasus Access and Support Scheme to help ensure that all students have the opportunity to undertake a mini-pupillage. University students from under-represented backgrounds in the profession are invited to apply and if successful will be placed with one of the participating Chambers. Applications are currently open for the autumn round, and will **close on 10th October 2014**. For more information please visit www.pegasus.me

FULBRIGHT SCHOLARSHIPS 2015-16: FOR UK CITIZENS TO STUDY IN THE USA

The only organisation that offers scholarships for academic work in any subject, at any accredited US university. Our awards offer scholars the opportunity to have a transformative cultural and academic experience and provide unparalleled support both during and after their Fulbright year. In addition, we also offer subject-specific awards in partnership with prestigious UK and US institutions in fields such as public affairs, journalism, law, finance and information science. For more information: Visit the [Fulbright Awards](http://www.fulbright.org.uk) page of our website (www.fulbright.org.uk)

Application Deadline: 1st November 2014

INNER TEMPLE SCHOLARSHIPS

This year, the Inner Temple is expecting to make awards to a total of £1,575,000 for all scholarships, the highest amount ever of any Inn. Please note that the deadline for scholarship applications for the 2015-16 Bar Professional Training Course (BPTC) is **7th November 2014**. Deadlines for scholarships for the law “conversion course” (CPE/GDL) is **1st May 2015**.

BRIGHTSIDE START-UP LOANS

Are you aged 18-30 with a business idea? As a partner in the government-backed Start-Up Loans scheme Brightside is offering an experienced business mentor to help develop your business ideas, and a loan of around £2,500 to get things off the ground. To find out more or apply for a loan visit the Brightside Start-Up Loans website <https://brightsidestartuploans.org/> If you have any questions email startuploans@thebrightsidetrust.org

OTHER ITEMS OF NOTE

TRAVEL WRITERS

Exploring this Rock is an online guide to help you travel this planet. They are currently recruiting for travel writers to help on the site www.exploringthisrock.com Payment is per article. Contact Andy at exploringthisrock@gmail.com

GET YOUR WORK PUBLISHED - GradMag

Grad Mag (<http://www.graduatemag.co.uk>) wants to hear from university students and graduates who want to get their work published in the magazine and on the website. In each edition Grad Mag features a number of articles produced by grads. It is hard to get your CV or application noticed, having actual published work to show can make a massive difference. If you are interested in writing for Grad Mag (or one of our other publications Loud - www.loudmag.co.uk Study International www.studyinternationalmag.com), simply drop us an email and we can provide you with guidelines and a deadline. We are happy to assign articles and would love to hear from you if you have strong ideas about the kind of content we should feature. Email Jude jude@studentandgraduate.com

GET YOUR WORK PUBLISHED – The University Paper

The national student newspaper 'The University Paper' is looking for driven and enthusiastic student journalists to join their monthly student newspaper from August 2014. They are offering various job roles in journalism and photography and are also looking for sub-editors to join their editorial team here in Kent. All positions can be easily accomplished during any type of studies. Journalists can drop in and out of writing for the paper as and when they may have a lot of coursework on. If you have any interest or experience in journalism, writing, photography or would like more information on the editorial roles please email Sarah Boast sb825@kent.ac.uk with a short covering letter as to why you would like this opportunity and why you would excel at it, along with your C.V. and a portfolio of all work.

DESIGN A BUSINESS CARD

123 Print are offering design students the opportunity to submit business card designs to the company's new featured range, as many as they like. If your design is chosen by the design team you will receive £10 per design chosen. As well as selling your designs, you will also gain experience in real-world designing and build up their portfolio. You will also receive useful feedback on their designs from the in-house design experts. www.123print.co.uk/design-a-business-card

GET EMPLOYED WITH TALENT CUPBOARD

Be the candidate that stands out! Talent Cupboard is offering you first access to their brand new CV builder to help ease your job hunt. There are tools to help you with:

- Creating your own digital CV – making it easier for employers to find you
- Perfecting your cover letters
- Tips on preparing for interviews
- How to increase your skills and employability

[Take a look](#) and show employers why they should choose you.

VISIBLE WOMEN CONNECTS (VW Connects) is a new social network and e-mentoring platform to help young women advance in their careers by connecting them with mentors in male dominated industries. Become a mentee to gain invaluable support and insight. Join the network, get connected, #VWConnects To get involved, visit vwconnects.com or email hello@vwconnects.com

Focus On...Preparing for the Careers Fair

Should I go to the Careers Fair?

Well the short answer is YES. Need persuading? The idea of a Careers Fair is to unite qualified job applicants with prospective employers. It is a superb opportunity for networking and to gather information about potential career possibilities.

How to prepare for a Careers Fair

To take full advantage of the opportunities on offer please make sure you are well prepared. Last year we asked Employers for their Careers Fair pet hates to help you avoid potential pitfalls

- 1. Identify your target** - The Careers and Employability Service are very pleased to be hosting 110 employers for this year's [Careers Fair](#) Take a look at the exhibitor list on the website or collect an Employability Week Programme of Events (available from the Careers & Employability Service building or a distributor on campus) and identify the key employers you wish to speak to.
Employer pet hate: People who aren't interested in talking to them, just seeing what freebies are available. Don't be distracted; time is limited. Are you going to apply to a company just because they gave you a free pen?
- 2. Keep an open mind** – Don't just focus on the big name companies, smaller companies have just as good opportunities. Don't just go on face value either; it may be an Accounting & Finance company but they will also have departments for IT, Human Resources, Marketing, etc. We have asked each employer to specify the type of roles they offer and the subjects they are recruiting from and added this to the programme.
Employer pet hate: A biased view of what a company does. Yes they may be known for IT, but they will also have Finance, HR, Sales, Marketing and possibly Legal departments
- 3. Research** - Keep an eye on the news and follow any particular company you are interested in. Have they made any acquisitions lately or won any business-related awards? Visit their websites to find out how and when they recruit and what they look for in successful candidates. Time with recruiters at the fair may be short so prior research means that you can quickly get beyond the basics.
Employer pet hate: "So, what do you do?" Each company have provided a short paragraph about themselves for the programme and expect you to have at least read that. Got a smartphone? Look them up briefly before you approach the stand.
- 4. CV** – Prepare and take copies of an up-to-date CV with you to leave with recruiters if they request it. Carry them un-creased in a portfolio if you can. The Careers & Employability Service runs daily drop-in sessions for [CV feedback](#) and advice so take advantage of this in the run up.

Focus On...Preparing for the Careers Fair (cont.)

5. **The Elevator Test** – Prepare your 30 second verbal CV before you get there. Rehearse your answer to “How can I help you?” which is probably the first thing an exhibitor will say to you. Imagine you are in an elevator and you only have until it reaches the ground to make your introduction. ***This does not mean talk really fast*** but clearly and succinctly talk about what you are studying, the grade you aim to achieve and what sector you are interested in. Talk about your transferable skills and any extra-curricular activities which highlight your employability

“Hello I’m Joe Smith. I’ve just entered the final year of my Psychology degree for which I’m predicted a 2:1. I’ve got a strong interest in retail management as I’ve had several part-time retail jobs and would be interested to find out more about opportunities with [company name]”

Employer pet hate: “Meh, just looking” Mumbling, shrugging, no eye contact.

5. **Dress to impress** – Your clothes need to reflect the impression you are trying to leave with the recruiter. You may be saying all the right things but ripped jeans and muddy boots are saying exactly the opposite. Make sure you are clean and presentable (you don’t need a suit!) and if you know what sector you are interested in tailor your dress code accordingly.

Employer pet hates: chewing gum and having headphones on (“Are you listening to music or what I’m saying?”)

6. **Ask questions** – Have some questions in mind to ask the recruiter. Show you are interested in the company and the opportunities they are offering. What is the work like; what kind of entry-level jobs are available; what qualities do they look for. How did the person you are speaking to join the company, what is their experience of the graduate recruitment process and do they have any suggestions on how to prepare for a career in their organisation

Employer pet hate: It stands repeating, “So, what do you do?” was the biggest pet hate

7. **Follow up** – Take a notepad and write down the names and contact details of people you meet and any useful information you have learned. Once you have left the stand make a note of your impressions of the organisation. Take business cards when they are offered and any company leaflets. Follow up any leads by simply thanking them for their time and saying how much you enjoyed meeting them, ask to be kept informed of future opportunities. Following up a contact with a polite, brief reminder of yourself helps you to stand out from the hundreds of people they may have spoken to during the day.

For more helpful tips check out

- Start [planning your career](#)
- Find out [what employers want](#) from a graduate

Medway students - [book your place](#) on a free shuttle bus to attend the fair!

LATEST VACANCIES

Keep an eye on our online vacancy database

<http://www.kent.ac.uk/careers/jobs/index.htm> which is updated almost daily throughout the year with new vacancies. You can register to search the database for specific vacancies and to be emailed when new vacancies of relevant interest to you are added.

We now have an automatic Twitter feed of all the vacancies that are posted on the Vacancy Database, which can be accessed at <https://twitter.com/unikentces>

NEW JOB SEEKING ARTICLES & RESOURCES

New publications now available to collect from the CES building

- TARGETJobs City & Finance 2015
- TARGETJobs Engineering 2015
- TARGETJobs IT & Technology 2015
- TARGETJobs Property 2015
- TARGETJobs Work Experience Law 2015
- The Inner Temple Guide to Becoming a Barrister (reference copy only)
- INSIDE CAREERS Chartered Patent Attorneys 2014/15
- INSIDE CAREERS Actuaries 2014/15
- INSIDE CAREERS The Tax Profession 2014/15
- INSIDE CAREERS Chartered Accountancy 2014/15
- The Times Top 100 Graduate Employers 2014/15
- Prospects Employer Directory 2014/15
- Prospects Postgraduate Directory 2014/15

Useful sites & articles

- <http://www.thebigchoice.com>
- **LinkedIn Learning Webinars** To help you get started using your account or to learn more about LinkedIn features and functionalities, LinkedIn offer free online presentations (in English only)
http://help.linkedin.com/app/answers/detail/a_id/530
- **8 Tools To Visualize Your Resume And Get Noticed By Employers**
<http://www.skilledup.com/blog/visualize-resume-get-noticed-by-employers/>
- **Using Social Media To Find Work**
http://www.linkedin.com/groupItem?view=&srctype=discussedNews&gid=2115428&item=5844424963230048256&type=member&trk=eml-anet_dig-b_pd-ttl-cn&fromEmail=&ut=2EYi7wYjXcpS81
- **AllAboutCareers** information on career sectors
<http://www.allaboutcareers.com/careers> and vacancies

Careers Library

Please feel free to browse our Careers Library resources for directories, employer information, careers network contacts and publications to assist you with both making career choices and the application process.

Drop-ins & Appointments at the Careers & Employability Service

Canterbury Campus

Drop-in

The Careers & Employability Service runs drop-in sessions Monday-Friday (term and vacation) between **10:30am-12:30pm** and **2:00-4:00pm** for quick queries (i.e. about 10 - 15 mins) and CV/application checks.

You do not need to book an appointment for this.



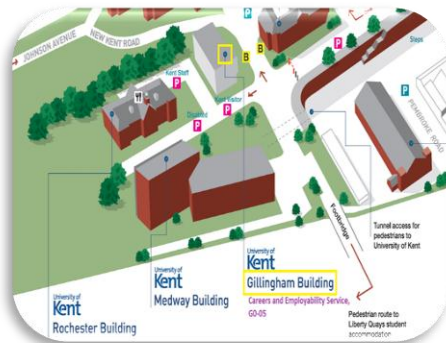
Booking an appointment

If you want a longer meeting (up to an hour) with a careers advisor please pop in or telephone the office on 01227 823299 to book an appointment. Let us know your degree subject and we will ensure you see an advisor with the relevant expertise.

Medway Campus

The Careers Resources Room (G0-05, Gillingham Building) is open from **9.00am–5.00pm**, Monday–Friday, but during term-time you can also access the room until 9.00pm (contact Estates in the Medway Building if the room is locked).

You can browse the books and leaflets, pick up a graduate directory and use the computers to work on CVs, job applications and company research.



Drop-in

Not available during the vacation period.

However, you can book an appointment or receive CV feedback via email (see below)

Booking an appointment

Book a confidential and impartial career guidance interview (40 minutes) – email medwaycareers@kent.ac.uk to arrange an appointment.

Both offices are closed on public holidays and when the whole University shuts down over the Christmas period

Any advice or information contained in this newsletter is supplied in good faith and is accurate to the best of our knowledge and belief. However, the Careers & Employability Service (CES) has no responsibility or liability with respect to any loss or damage that may arise from the advice or information or the use of it. This newsletter contains links to websites that are not under the control of the CES or the University of Kent. The CES has no control over and will accept no responsibility or liability for the material on other websites.

The next newsletter will be available on 1st November 2014