



EXPLORE

Explore Career Ideas Workbook



Careers & Employability

Careers Planning Model

The explore stage of career planning involves evaluating your skills, researching career ideas and discovering occupations aligned to your strengths.

This booklet has been developed by Careers and Employability to help you explore ideas if you are feeling confused about your career options. It will help you explore your self-awareness including factors influencing career choice.



Want to know what you can do with your degree?
Visit: www.prospects.ac.uk/careers-advice/what-can-i-do-with-mydegree

Self Awareness

What is Self Awareness?

Conscious knowledge of one's own character, feelings, motives and desires.

Although not one of the easiest tasks, the process of identifying your strengths and weaknesses helps you to understand yourself better and identify your career needs. Whilst undertaking volunteering, paid work experience or your course modules, keep a reflective journal on how you felt taking part in different activities within the role. This can take time but will help you discover what you like, what you don't like and identify your strengths and weaknesses.

Things to Think About

1

Likes and Dislikes

What do you enjoy doing? What would make a job unbearable for you to do day after day? Think about everything from your favourite activities to how you like to interact with people.

2

Strengths and Weaknesses

What skills do you particularly excel in? Do people often comment on how organised or disorganised you are? If you identify weaknesses, it's worth thinking about what you could do to improve or make up for them - this will help you answer questions about your weaknesses in interviews.

3

Wants and Needs

Think about what would be simply 'nice to have' for a career and separate these areas from your needs. Addressing these areas will help you narrow or widen your search. Here are some areas you may want to consider:

- Location (Does it need to be close to where you live?)
- Salary (Do you need to earn a certain amount or will benefits make a difference?)
- Working hours (Do you have a maximum amount you can work every week?)
- Industry stability (How stable do you need your work role to be?)
- Company Values (Does the company need to follow an ethos eg. Green energy, importance of family time, etc?)



Explore Skills & Strengths

Thinking about your skills and strengths can help you to form a clearer picture for options and expand your career ideas.

During education and/or work experience what have you enjoyed the most and what have you learnt from this about your skills?

eg. From assignments I've learnt that I enjoy research and report writing. I haven't enjoyed giving presentations and public speaking.

Complete our Skills Assessment by visiting [CareerLinc](#) and selecting 'Skills' from the menu bar. Then list skills you have developed and any areas to improve.



Sign up to the Lincoln Award to start your Explore journey.
Visit www.uolcareers.co.uk/students-graduates/lincoln-award for more information



Wants and Needs

Knowing what your motivations and needs are will help you form an idea of what kind of work will keep you invested in your career long term.

What is important to you in your future career? Think about what motivates you: salary, work life balance, professional development etc.

What obstacles might you face? Think about: location, poor exam grades, family commitments etc.

eg. It's important that I have stability in my working life. I'm concerned that the industry I'm looking at can't provide this. I also know that I want to work within the East Midlands.



Concerned about career barriers? See our Equality and Diversity page:
www.uolcareers.co.uk/students-graduates/equality-diversity/



Expanding Career Ideas

To help you expand and explore career ideas, you'll need to consider your strengths, motivations, and interests.

[Prospects Planner Jobs Match](#) is an online questionnaire that asks about your interests, skills, motivations, and desires. It then matches your answers to strengths and provides job suggestions based on these strengths.

Complete the prospects.ac.uk/job-match/ and use this space to note down some thoughts:



Head to prospects.ac.uk/job-match/ to complete the questionnaire.

Occupational Research

Once you have an idea of the career you would like to achieve, it is time to start researching the different sectors you can go into, and develop a sense of understanding of what would be expected of you.

This additional research could help uncover career paths you may not have considered before! Look out for opportunities to build your network and gain experience to learn directly rather than simply relying on reading.

Places to start your research:



Websites to visit:

www.uolcareers.co.uk/events

www.targetjobs.co.uk/employer-hubs
www.prospects.ac.uk/employer-profiles

Skills Map

This exercise is designed to help you:

Reflect on your current skills and strengths

Increase your awareness of different career routes

Plan your next steps to develop the skills required

Step One: Complete the Skills Assessment by visiting [CareerLinc](#) and selecting 'Skills' from the menu bar. Then complete the [Prospects Job Match activity](#).

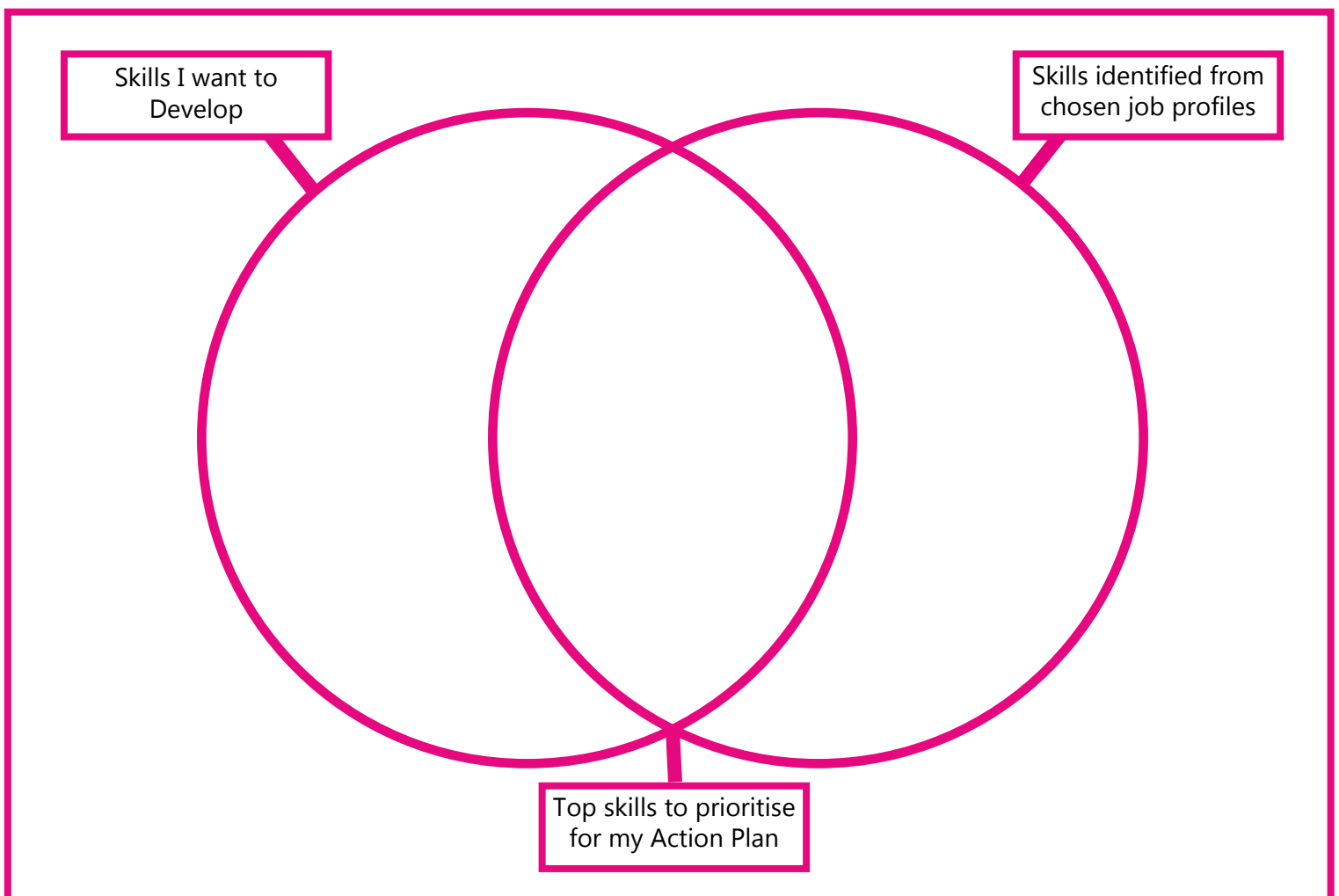
Step Two: Reflect on your results

From the Skills Assessment what skills do you want to develop?

Select at least 3.

From the Job Match activity, identify some key job roles that are of interest to you. Which skills would you need to develop for these roles?

Add these results into the diagram below.



Step Three: Reflect on your Job Match results

Please write below your reflection on the Job Match activity

There are no right or wrong answers for this section. There is no maximum word count, but most people write about 250 words. You may want to consider the following in your reflection:

Job roles of interest to you

Job roles that surprised you

Job roles you had never heard of before

Job roles of interest that you had never previously considered

Step Four: Skills Action Plan

Fill in the table on the next page with the skills you want to develop and how you plan to do this. Below is an example. If you need further support on activities you could complete, [click here](#).


Skill	Activity
Teamwork	In my part time job - supporting team members by helping new staff settle into their roles, checking to see if additional support is needed, being flexible with the allocation of shifts
Commercial	Research employers and industries on LinkedIN, read news and business articles on BBC News.



Your Skills Action Plan

Fill in the table below:

Skill	Activity



How Can We Help?

You may wish to meet with an adviser to help you explore career ideas. See the list below for more ways in which your Careers & Employability service can help you.

Careers Guidance

Careers Clinic

Skills Development

Career Ideas Webinar

Lincoln Award

Occupational Research

Other (If yes, please state)

To book an appointment, see our appointment booking tool on our website: uolcareers.co.uk
Or pop in to see us in person - we're on the ground floor of the library.

Useful Resources

Use these resources and add your own to assist you on your career journey

www.uolcareers.co.uk
www.prospects.ac.uk
www.targetcareers.co.uk

www.milkround.com
<https://icould.com/buzz-quiz>



Get support from your Careers & Employability Service

What we offer

- **Careers Clinic**
Our Skills Advisers are available to support you with all aspects of job search or the recruitment process for any role; part-time, placement, work experience or graduate. Careers Clinic runs Monday-Friday 1pm - 4pm.
- **Careers Guidance**
Our Careers & Employability Advisers offer 1:1 appointments to support you exploring your Career options and planning.
- **Career Events**
We have daily events running to provide information and support your development; some are run by our expert Adviser team and others by employers. All events are advertised here; www.uolcareers.co.uk/events
- **Lincoln Award**
Our employability award is designed to support you in developing and learning how to demonstrate your employability skills. At the end of the award you get the chance to put your learning to the test in our Assessment Centre Experience! Each one is partnered with an employer and students find the opportunity to practise and the feedback they receive invaluable. Full details can be seen here; www.uolcareers.co.uk/lincolnaward
- **Vacancies**
CareerLinc is our online portal where all vacancies are advertised; part- time, placement, work experience and graduate roles. All students are already set up on the system so simply use your University log-in to get started! <https://careers.lincoln.ac.uk>
- **Campus Jobs**
Our Student Employment Agency which advertises all jobs for the University on campus; from admin to retail, one off roles to ongoing part-time jobs, find out more here; <https://uolcareers.co.uk/students-graduates/jobs-employment-options/campus-jobs/>
- **Online Resources**
We have our own Careers & Employability online learning pathways on LinkedIn Learning. We also provide many other online Career Resources. More information can be seen here; <https://uolcareers.co.uk/students-graduates/online-resources-and-learning/>

WHAT WE OFFER



The Lincoln Award



Careers Clinic



Careers + Employability Workshops



Careers Guidance



International



Campus Jobs



Graduate Jobs



CareerLinc



Careers Information

The Careers Centre is open
09:00 - 16:30, Monday - Friday

Telephone: 01522 837828
Email: careers@lincoln.ac.uk
www.uolcareers.co.uk