

# Start your Career Journey

Research your Options

Self- Awareness

Develop your Employability

Occupational Research



# STEP 1

  
**Careers &  
Employability**  
University of Lincoln





# Start your Career Journey

This booklet has been developed by Careers & Employability to help you plan for your future. It will help you to review your skill set, analyse available opportunities and seek support. This booklet is best used alongside the Step One Career Planning Booklet, which you can collect by visiting the Careers & Employability Centre on campus or download from our website:

[www.uolcareers.co.uk](http://www.uolcareers.co.uk)

## In this guide:

- Research Options
- Self Awareness
- Develop Employability
- Occupational Research

# Research your Options

While you may have chosen your degree subject with a specific occupation in mind, all degrees can lead you to a broad spectrum of opportunities. Researching the options available is a great place to start thinking about your own career. You can start a career directly through a standard application process, but it is also worth thinking about your options immediately after graduation that will help you achieve your career aspirations. Such options include:

- Further Study
- Graduate Programmes/Schemes
- Internships
- Work Experience
- Travel Abroad
- **International Options**
  - Work internationally
  - Return to your home country to work or take up further study

## Finding what suits you

**Prospects** is a website used by careers services across the UK which offers students and graduates advice and career information for free. As well as offering insights into what kind of jobs are available in various sectors, they also have quizzes that can give you some ideas to start exploring options with your degree. You may disagree or be confused by the results - simply think of them as a place to start your research rather than a guide for life.

Visit [www.prospects.ac.uk/planner](http://www.prospects.ac.uk/planner) to start your research - and remember you can visit our Careers & Employability Centre to speak with an adviser if you need help exploring your results and options.

# 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?)

# Develop your Employability

## Give yourself the best chance

Your University course is enabling you to develop skills and knowledge right now, but it's worth remembering that you may at times be competing with others from your course or similar courses. Being successful in your career path will often mean that you need to gain experience and additional skills to give yourself an edge over your competition.

## Ways to Develop your Employability



### Part-Time or Summer Work

Gain experience to develop your skills whilst earning money. Remember that the skills you learn can be transferable to many areas.



### Work Experience/Work Shadowing

Ask a company who offers the kind of roles you are aiming for if they would be able to give you experience in their workplace.



### Volunteering

Develop your skills while assisting charity, youth or similar organisations. Ensure you have a look at the opportunities advertised through the **Student Union**:  
[www.lincolnsu.com/volunteering/list](http://www.lincolnsu.com/volunteering/list)



### Extra-curricular activities

Get involved in University clubs or society groups outside of your study



### University Course

Take on extra projects, speak to your lecturers about opportunities they may know about to develop your skills



### Home Life

Develop your skills through a hobby, work on a project, assist your friends and family in ways that relate to your degree and career path



### The Lincoln Award

Develop your Employability skills and gain recognition for your achievements whilst learning how to demonstrate your employability skills:  
[www.uolcareers.co.uk/lincoln-award](http://www.uolcareers.co.uk/lincoln-award)

# 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:

LinkedIn

Careers Clinic

Alumni Events

Careers Events

Work Experience

Company websites

Vacancy Listings-CareerLinc

Alumni Profiles

Careers Adviser

Other Employer Profiles

Personal Tutors

Careers Fairs

### Websites to visit:

[www.uolcareers.co.uk/events](http://www.uolcareers.co.uk/events)  
[www.uolcareers.co.uk/fyf](http://www.uolcareers.co.uk/fyf)

[www.targetjobs.co.uk/employer-hubs](http://www.targetjobs.co.uk/employer-hubs)  
[www.prospects.ac.uk/employer-profiles](http://www.prospects.ac.uk/employer-profiles)



# Notes

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# Notes

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## Next steps

Complete the Step One Exercise booklet if you haven't already, and move onto our Step Two booklet - you can collect this from the Careers & Employability Centre or from our website [www.uolcareers.co.uk](http://www.uolcareers.co.uk). From there, start by developing your career strategy. We have a range of advice booklets to help you through the rest of the Step Two exercises too.

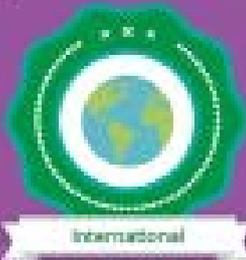
## Get support from your Careers & Employability Service

### 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 1-4 pm and is a drop-in session.
- **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](http://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](http://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. Full details can be found here; <https://uolcareers.co.uk/students-graduates/onlinelearning/>. We also provide many other online Career Tools. More information can be seen here; <https://uolcareers.co.uk/students-graduates/career-tools/>



# WHAT WE OFFER



International



Careers Information



CareerLink



Careers Clinic



Careers Jobs



The Lincoln Award



Graduate Jobs



Group Advice Sessions



Careers Guidance

The Careers & Employability Centre is open  
09:00 - 16:30, Mon - Fri

Telephone: 01522 837828

Email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

Web: [www.uolcareers.co.uk](http://www.uolcareers.co.uk)