

Career Planning Booklet Step Three



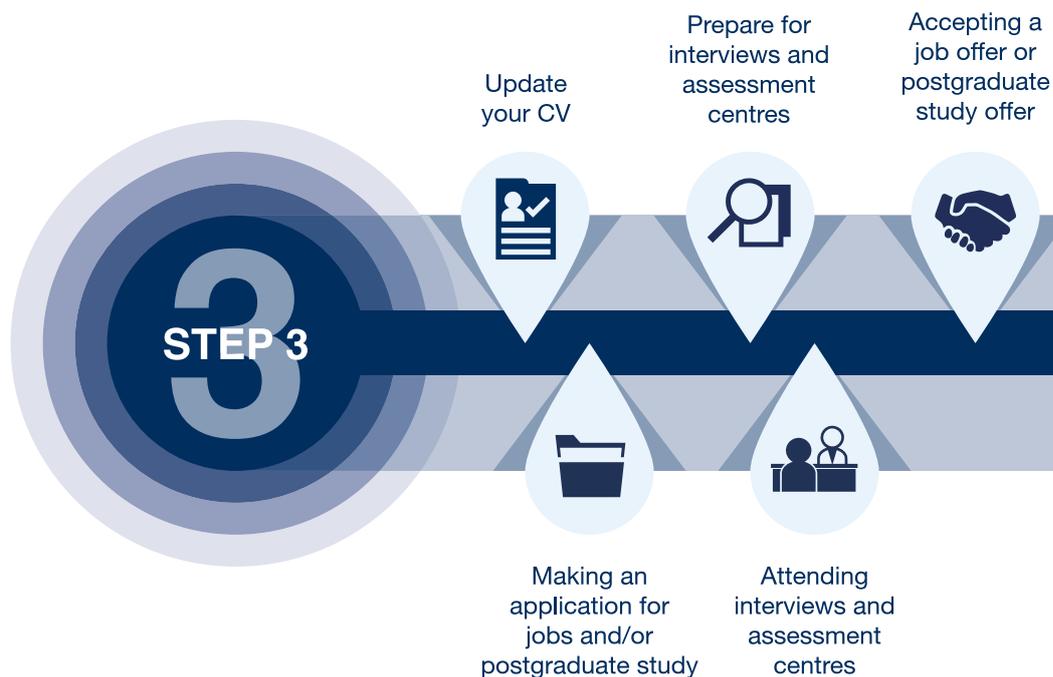
Careers & Employability

Careers Planning Timeline

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 opportunities available to you and seek support.

Use this booklet to record your current thinking and career planning progress. You may also find it useful to reflect upon these questions with a Careers Adviser.

Use the Step Three timeline below to see how much you have done, and what to do next, following on from what you have already done in the Step One and Step Two booklets.





Step Three

Update Your CV

By now you should have some experience under your belt and sought feedback on your CV. Before applying for work, placement or further study for after your graduation, it's worth taking some time to update it again.

Have your strengths changed or become more focused since you first put your CV together? Write down what key features of yourself you would like to emphasise

Write down a list of experiences you can draw from to add to your CV



If you need to have a reference alongside you while creating your CV, be sure to look at the UoL resource on the Careers website: www.uolcareers.co.uk/help-and-advice/writing-a-cv



Step Three

Making an Application

Many employers use Application Forms to filter applicants, and getting into postgraduate study requires an application. Much of this is information you would put into a CV, reformatted. Others ask questions. Here are some sample questions - find a job posting you like and try to answer these with it in mind:

Why do you want to be here?

Describe a time you have positively contributed to a team, and the result of your contribution

Describe a time you failed to complete a project on time



Read more about common application questions and what is being looked for on Prospects:
<https://www.prospects.ac.uk/careers-advice/applying-for-jobs/example-questions-and-answers>



Step Three



Interviews and Assessment Centres

Building upon your experience from previous interviews, it is time to prepare for further interviews as well as interview alternatives - such as assessment centres

What has been a weak point in your previous interviews? How can you improve?

Practice various tests at www.assessmentday.co.uk

What areas are you failing in? What steps will you take to improve?



Read more about interviews and assessment centres on the Careers website:
<http://uolcareers.co.uk/help-and-advice/interviews-assessment-centres/>



Step Three

Accepting an Offer

If all goes well, you should hopefully get into a position where you have received an offer from an employer or university - or multiple! In preparation, it's worthwhile reviewing your wants, needs, and action plan.

If you are rejected or only receive offers you dislike, write out some backup plans and steps you can take to stay positive here.

What basic criteria does an offer need to have for you to accept it? Is there anything that could be offered that would make you overlook if one of these criteria were missing?



You can always go back to Step One to reflect on your Wants & Needs. Read more in our Self Awareness resource: www.uolcareers.co.uk/help-and-advice/self-awareness-skills-strengths-weaknesses

Next Steps Action Planner

What progress have you made on your plan? What would you like to do next?

When will you do this by?

How Can We Help?

You may wish to meet with a Careers Adviser to help you continue your plan and support your career journey

CV/Application Support

Interview Support

Career Options

Work Experience

Lincoln Award

Research

Other (If yes, please state)

Useful Resources

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

www.uolcareers.co.uk

Careers tab on University of Lincoln Blackboard

www.prospects.ac.uk

www.targetcareers.co.uk

www.milkround.com

Careers & Employability Centre
Ground Floor - University Library
Monday - Friday
09:00 - 16:30

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