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Career Planning Booklet

Step One



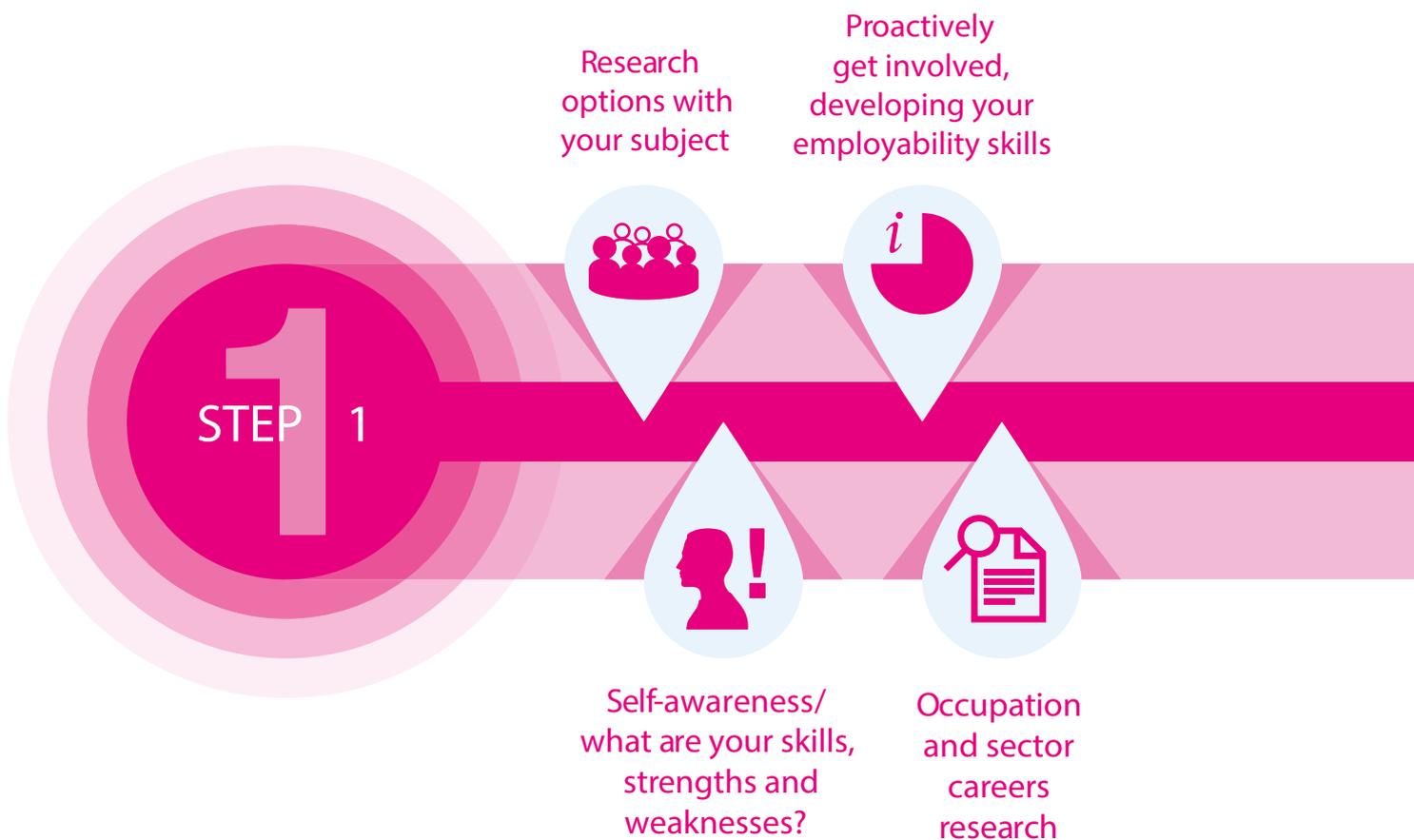
Careers & Employability

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 Step 1 of the timeline below to see what you have already completed and what your next steps might be.



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



Step One

Research Options With Your Subject

Prospects Career Planner is a useful online tool that can help you think about different occupations and what you might want from them.

The planner asks you a range of different questions around your skills, motivations and desires to produce an individual profile of different jobs based on your answers.

Go to www.prospects.ac.uk and take the quiz on the homepage, it only takes a few minutes. Once you have completed the quiz use this space to note down some thoughts.

Once you have completed the planner use this space to note down some thoughts



Remember that many employers accept applications from graduates of any degree subject. To find out what jobs might suit you, log into www.prospects.ac.uk/myprospects



Step One Self-Awareness

Thinking about your strengths and weaknesses can help you to form a clearer picture about your future options.

During University what have you enjoyed the most and what have you learnt from this about your skills?

What are your weakest areas and are there any you would like to improve?



Sign up to the Lincoln Award to get support with analysing and developing your skills.
Visit www.uolcareers.co.uk/students-graduates/lincoln-award for more information



Step One

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.



Log into Blackboard to view our Careers on blackboard tab where you can build your CV and practice your interview techniques - <https://blackboard.lincoln.ac.uk>



Step One Develop Your Employability

Part-time / full time work, volunteering and internships can help you develop skills, build your CV and test industries of interest.

What work experience do you have? What did you learn about yourself from this?
(eg. motivations, values and skills)

What work experience would you like to gain?



Get support looking for work experience or volunteering through the Careers Clinic, Lincoln Award, or the Students' Union Volunteering Centre.



Step One Occupational Research

Having a good idea of what is out there in the industry gives you a good starting point for your career search.

List sectors you are interested in and how you plan to find out more.



Step One

Occupational Research

Create a list of employers of interest to you and how you intend to network with these.

Next Steps Action Planner

| 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 explore these options and begin to work on your action plan

- | | | |
|---|---|--|
| <input type="checkbox"/> CV/Application Feedback | <input type="checkbox"/> Mock Interview | <input type="checkbox"/> Options |
| <input type="checkbox"/> Work Experience | <input type="checkbox"/> Lincoln Award | <input type="checkbox"/> Occupational Research |
| <input type="checkbox"/> Other (If yes, please state) | <input type="text"/> | |

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, Library
Monday - Friday
09:00 - 16:30
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