

# **CAREERS SERVICE**

## Report for the Academic Year 2008- 2009

### **KEY POINTS**

- The University of Surrey had the highest Employment Performance Indicator (96.7%) for graduates obtaining first degrees from English Chartered Universities in 2008. We achieved a 5.3% higher performance than that predicted by our benchmark (91.4%)
- The largest Careers Fair ever held at Surrey was attended by 120 organisations. A further 120 separate employer events were hosted on campus.
- Careers Service staff delivered 113 talks and workshops attended by a total of 3721 students.

## **Careers Service Mission Statement**

The purpose of the University of Surrey Careers Service is to:

- Support students and graduates in the career planning process by providing a range of appropriate careers education, information and guidance services.
- Provide opportunities for students to meet employers and access vacancy information.
- Collect, analyse and disseminate graduate destination data.
- Assist the University in promoting its courses and graduates.
- Maintain, develop and monitor the quality of service provision.

This Report summarises the means by which and the extent to which these objectives were met during the academic year 2008-2009.

<b>Objective</b> <b>Support students and graduates in the career planning process by providing a range of appropriate careers education, information and guidance services.</b>
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**Departmental Careers Talks Programme**

**Table 1**

Departmental Careers Talks	2008/2009	2007/2008
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<b>Faculty of Arts and Human Sciences</b>
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Level 2

Economics	60	40
Politics CV & Interview workshop	7	7
Psychology/Sociology	78	100
Languages	16	n/a

Level 3

APS /Psychology	80	35
Dance	35	n/a
Culture, Media and Communication	7	30
Economics	n/a	40
Music	n/a	15
Music (Tonmeister)	n/a	25
Politics	15	8
Sociology and Media	15	30

Masters

Forensic Psychology	25	20
Health Psychology	15	15
Psychology - CVs and applications	40	n/a
Social Research Methods	20	30
Translation	n/a	40

Doctorates

Psychology	n/a	n/a
Sociology	1	n/a
Languages	16	n/a

<b>Faculty of Engineering and Physical Sciences</b>
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Level 1

Maths (CV)	25	15
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Level 2

Computing (interview skills)	15	15
Electrical and Electronic Eng / Physics - interviews	10	25
Electrical and Electronic Eng – on- line forms	80	60
Maths and Computing CV Writing	n/a	48
Maths Interview Skills	18	3
Mechanical Engineering & ETITB	30	60

Levels 3 and 4

Civil Engineering	n/a	20
Chemical & Process Eng	50	2
ETITB	n/a	12
Electrical and Electronic Eng	70	50
Mathematics	25	2
Mechanical Engineering	60	4
Physics	50	15

Masters

Electrical and Electronic Eng	30	12
Env & Radiation Protection	25	6
Medical Physics	20	25

Doctorates

Computing	n/a	20
Maths	n/a	6
EngD	12	10
FEPS Induction		

## Faculty of Health and Medical Sciences

### Level 2

Biological Sciences	150	108
Chemistry – Level 2 and Level 3	25	65

### Level 3

Biochemistry (inc Mol Biol)	19	20
Microbiology	30	30
Nutrition and Food Science	25	28

### Masters

Toxicology	25	30
Environmental Strategy	8	3

### Doctorates

FHMS	40	n/a
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## Faculty of Management and Law

### Level 1

Law	90	n/a
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### Level 2

Presenting your skills	300	n/a
Applications and CVs	300	300
Management Interviews (2)	300	n/a
Law	80	n/a
Interview workshop	60	n/a

### Level 3

Business Management	40	30
Retail Management	1	15
Tourism and Hospitality	20	23

### Masters

Group A What can the Careers Service do for you?	200	250
Group B What can the Careers Service do for you?	150	200
MBA	20	n/a

## Grand totals

FAHS	425	435
FEPS	550	410
FHMS	322	284
FML	1571	818
<b>Total numbers attending</b>	<b>2868</b>	<b>1947</b>
<b>Number of talks</b>	<b>52</b>	<b>47</b>
<b>Average attendance</b>	<b>55</b>	<b>41</b>

A concurrent programme of talks aimed at University wide groups covered the following topics.

<b>Table 2 Careers Talks Programme</b>		
	<b>2008/2009</b>	<b>2007/2008</b>
Job Hunting as a Mature Student	10	14
Careers Using Languages	25	20
How to Get the Job You Want	30	90
Successful Applications	30	35
Effective Applications	14	40
Postgraduate Courses and Awards	25	46
International Students - Getting a Job in the UK	70	120
International Students - What are Employers looking for?	50	n/a
Successful Interviews	20	46
<b>Total attendance</b>	<b>274</b>	<b>421</b>
<b>Number of talks</b>	<b>9</b>	<b>8</b>
<b>Average attendance</b>	<b>30</b>	<b>53</b>

## Lifting the lid

A series of talks, instituted the previous year, was repeated in order to assist level 2 students in making effective and informed choices regarding placement opportunities.

<b>Table 3</b>	
<b>Talk</b>	<b>Attendance</b>
Finance	23
Human resources	12
Marketing	26
Media	6
Science	20
<b>Total numbers attending</b>	<b>87</b>
<b>Average attendance</b>	<b>17</b>

## Aptitude Tests

The licence to use an on-line aptitude test was renewed and the service made available for student use.

## Skills Training

These enabled students to practise job-hunting skills and exchange views and information.

<b>Table 4</b>	<b>Skills Training</b>	
	<b>2008/2009</b>	<b>2007/2008</b>
Personality & Career Choice	6	9
Getting Started/What Next	19	13
How to Apply for a Job	4	6
How to Apply for a Job	18	28
Personality & Career Choice	9	15
How to Survive the Interview	8	15
Personality & Career Choice	12	10
Personality & Career Choice	n/a	10
How to Survive the Interview	10	16
Assessment Centres	28	19
How to Survive the Interview	10	4
How to Survive the Interview	26	n/a
Assessment Centres	4	7
Assessment Centres	26	n/a
International Students - Interview Technique	4	n/a
International students CVs and application forms	29	n/a
Accessing the Hidden Job Market	16	n/a
<b>Total numbers attending</b>	<b>229</b>	<b>152</b>
<b>Number of seminars</b>	<b>16</b>	<b>12</b>
<b>Average attendance</b>	<b>14</b>	<b>13</b>

## Roberts Funding

Continued funding under Roberts provision enabled the Careers Service to provide an extensive service of guidance interviews, talks and workshops for PhD and contract research workers.

<b>Table 5 Postgraduate Researchers Workshops</b>	<b>2008-09</b>	<b>2007-08</b>
Careers Inside/Outside Academia (2)	17	29
Career Choice and MBTI (2)	10	19
CVs and Applications (3)	18	49
Other Methods of Selection (1)	4	8
Interview Skills (3)	18	27
Effective Networking for Job Hunting (2)	12	11
Induction FHMS (1)	20	n/a
Induction FEPS (1)	40	n/a
Introductory talk to Sociologists (1)	1	n/a
<b>Total numbers attending</b>	<b>130</b>	<b>143</b>
<b>Number of seminars</b>	<b>16</b>	<b>14</b>
<b>Average attendance</b>	<b>8</b>	<b>10</b>

<b>Table 5b Postgraduate Researchers - 1:1 sessions</b>	<b>2008-2009</b>	<b>2007-2008</b>
Vocational Guidance Interviews	73	81
Quick Queries	28	21
Email enquiries - long	42	11
Email enquiries - short	113	32
<b>Total numbers</b>	<b>256</b>	<b>145</b>

<b>Table 6a Postdoctoral Staff Workshops</b>	<b>2008-2009</b>	<b>2007-2008</b>
Careers Inside/Outside Academia (2)	28	27
Career Choice and MBTI (3)	35	25
CVs and Applications (3)	32	27
Interview Skills (3)	32	25
Effective Networking for Job Hunting (1)	6	9
<b>Total numbers attending</b>	<b>133</b>	<b>113</b>
<b>Number of seminars</b>	<b>12</b>	<b>14</b>
<b>Average attendance</b>	<b>8</b>	<b>8</b>

<b>Table 7 Postdoctoral Staff - 1:1 sessions</b>	<b>2008-2009</b>	<b>2007-2008</b>
Vocational Guidance Interviews	32	26
Quick Queries	10	5
Email enquiries - long	21	9
Email enquiries - short	163	95
<b>Total numbers</b>	<b>226</b>	<b>135</b>

## **Career Counselling**

### **Guidance Interviews**

<b>Table 8</b>	<b>Guidance Interviews</b>	
	<b>2008/2009</b>	<b>2007/2008</b>
Current students	877	980
Recent graduates (2009)	271	70
Previous graduates	74	106
Staff	31	23
Graduates from other universities	3	10
<b>Total</b>	<b>1256</b>	<b>1189</b>

### **Quick queries by e-mail and in person**

An increasing number of students and graduates sought advice by email. Graduates often prefer this medium, especially when a visit is impractical. The Careers Service responded to 360 requests for guidance by e-mail. The Careers Service has always offered a drop-in service for students with queries that can reasonably be answered within 15 minutes. A total of 551 students used this service.

### **Careers Information Room**

Reviewing and updating of occupational and other information was carried out, in line with our policy to ensure that, wherever possible, information is no more than 3 years old. A successful bid was made to the Annual Fund, resulting in the purchase of 2 PCs together with printing facilities, to be installed in the Information Room for student use. This will enhance the range of resources available to clients in the Careers Service.

A new enquiries counter, display cabinets for take away information and storage cabinets for confidential information were purchased. This has resulted in easier access to information and an improved experience for clients, as well as more effective and efficient working arrangements for staff.

## **Website**

Work continued on enhancing our web resources, and the Careers Service website was migrated to the University's new content management system, Rhythmyx. This new system offers enhanced functionality which will allow the website to be developed further.

Handling of employer vacancies moved to a new system called Prospects Net, which, among other features, offers jobseekers the ability to carry out more detailed searches of our vacancy database and set-up email alerts to be notified of new vacancies. It will also increase the number of vacancies coming in to the service through a national vacancy sharing scheme with other Careers Services also using the Prospects Net system.

## **Careers Service Guide**

Guides describing the range of activities provided by the Careers Service were made available both as hard copy and on the Careers Service web site

**Objective**

**Provide opportunities for students to meet employers and access vacancy information.**

**Employer Presentations**

<b>Table 9</b>	
<b>Employer</b>	<b>Numbers attending</b>
AWE	8
Fairmont Hotels	30
Jet	15
HMGCC	10
National Instruments	8
Duncan Lewis Griffiths	70
Atkins	31
Hewlett Packard	21
BUNAC	60
BUNAC	45
BUNAC	10
BUNAC	30
PWC	160
NHS	27
CCUSA	20
Network Rail	7
Lloyds TSB	2
Royal Navy Engineers	7
BDO Stoy Hayward	10
Grant Thornton	28
2H Offshore Engineering	13
Procter & Gamble	56
Air Products	60
Cancer Research	35
Degrees Ahead	5
Thales	25
Thales	25
Live Learn Teach Korea	7
Starwood Hotels	30
Teach First	12
JAC Recruitment	3
Research in Motion	15
HMGCC	10
CAP Gemini	13
Kent CC	5
Foster Wheeler	22
SEO	45
<b>Total number attending</b>	<b>960</b>
<b>Total number of presentations</b>	<b>37</b>
<b>Average student attendance</b>	<b>26</b>

## Employer Workshops

<b>Table 10</b>	
<b>Workshop/Employer</b>	<b>Numbers attending</b>
KPMG – Top tips for applications	65
PWC – How to Network	16
Deloitte – Applications and Interviews	45
Would You Like to Teach Music – Reading University	5
How to make the interviewer Like me – PKF	34
Commercial Awareness – PWC	8
Preparing for Interview – Costain	16
Mock Interview Enterprise Rent-a-Car	6
Dunchesters Millions – Civil Service	6
How to sell yourself in an Interview - Enterprise Rent-a-Car	30
Interview Work shop – Grant Thornton	6
Telephone Interviews – Logica	20
Preparing for Interview- Allianz	30
How to make speculative applications McLellan	32
Fielding interview Questions – McLellan	30
Communication in the Work Place – Network Rail	35
Case Studies – Baker Tilly	15
College of Law taster session	9
Voluntary Work and developing your Skills – PWC	14
ICAEW Business Game	38
Interview Skills – Enterprise	15
Teaching as a Career St Mary’s University	16
Successful Applications – Ernst & Young	45
Teamworking – The Army	5
Planning and Organising EON	23
Leadership – PWC	20
Women in Business – Ernst and Young	10
How to Network- McLellan	13
Commercial awareness – Ernst & Young	15
Mock Interviews – Network Rail	6
CV Writing Autodesk	50
College of Law Taster Session	20
PWC Assessment Centre	20
Interview Technique Enterprise Rent-a-Car	6
PWC Business Placements	5
Internet Friendly CVs – Autodesk	55
Duncan Lewis Immigration Law	30
Managing Disappointments Developing a Personal Approach	25
<b>Total number attending</b>	<b>833</b>
<b>Total number of workshops</b>	<b>38</b>
<b>Average student attendance</b>	<b>22</b>

## Networking Events

<b>Table 11</b>	
<b>Event</b>	<b>Attendance</b>
A Career in Teaching (2)	18
Working for a Charity	15
Law – First Steps	50
Law - Working in Different Sized Firms	45
Careers in Psychology	100
So You Want to Start Your Own Business	25
Law – Different Specialisms	17
Careers in Technology	15
Working in the Public Sector	11
Working in an SME	17
Careers for Scientists	15
Careers in the Film and Game Industry	25
<b>Total number attending</b>	<b>353</b>
<b>Total number of workshops</b>	<b>13</b>
<b>Average student attendance</b>	<b>27</b>

## Before You Go Week

The week included seminars on career choice, application technique, preparation for assessment centres, mock interviews, one to one guidance interviews, drop-in sessions and a range of employer presentations and workshops.

<b>Table 12</b>	
<b>Employer Presentations and Workshops during Before You Go Week</b>	
Cool2Care	Ernst and Young
Saint Mary's University College	McLellan
Teach First	Procter and Gamble
Live Learn and Teach Korea	KPMG
Autodesk	Cap Gemini
Carillion	ICAEW
College of Law	BUNAC
Mouchel	PricewaterhouseCoopers
Enterprise Rent-a-Car	Duncan Lewis
Blue Arrow	STR
Lab Support	Hays Accountancy and Finance
Hewitson Walker	SCI
Reed Employment	Matchtech
Natives	Projects Abroad
Raleigh International	Coral Cay
Frontier	Kingsworld Trust

## Careers Fair

A total of 120 organisations attended the Careers Fair which was held in a marquee on the sports field on 2 October. 2000 copies of the Careers Fair brochure were distributed which provided an approximate measure of the attendance.

ACCA	Jacobs Engineering
Accenture Technology Solutions	John Lewis Partnership
Amino Communications	Kerry Foods
Aramark UK Ltd	Kier Group
The Army	Kimberly Clark
ASB Law	KPMG
Atkins	Lime Blue
AWE	Lloyds
BAE Systems	Lockheed Martin UK
Baker Tilly	The Logic Group
Barclays	3 M
Barlow Robbins	Magnox North
BDO Stoy Hayward	Marks and Spencer
Bechtel	Mazars
Bircham Dyson Bell	McLellan
Blake Laphorn	Metronet
British Energy	Mustang Engineering Ltd
BUNAC	MW Kellogg
Cadbury Schweppes	Centre for Young People with Epilepsy
Cap Gemini	National Health Service
Carillion	National Instruments
Centrica	National Physical Laboratory
Charles Russell	Norwich Union
Chartered Insurance Institute	NPower
CIMA	Nuclear Graduates
College of Law	OTM Consulting
Costain	Parsons Brinckerhoff
Coty Manufacturing UK Ltd	Penningtons
Credit Suisse	Petrofac
CSC	Philips
Cummins	PKF
Deloitte & Touche	PricewaterhouseCoopers
Detica	Projects Abroad
DMH Stallard	QinetiQ
Dstl	Qualcomm
EADS Astrium	Quarctic Training
EADS Defence & Security	RAF
EDF Energy	Reed Business Information
EDS	Research in Motion

Elite Hotels	Saipem
Enterprise Rent-a-Car	The SG Group
Ericsson	Shoosmiths
Ernst & Young	Siemens
European Employment Services	Smith & Williamson
Fidelity International	SPSS
Fidessa	St Mary's University College
Fluor	Stevens & Bolton
Four Seasons Hotel	STR
Frazer Nash Consultancy	Surrey Alumni
Gifford	Surrey Enterprise Hub
Government Statistical Service	Teach First
Grant Thornton	Telefonica O2
Hewlett Packard	Thales
Hexcel	Thomson Reuters
IBM	Thomasons
ICS Triplex	Tony Gee and Partners
Infosys	UKRF Ltd
Intercontinental Hotels	Worley Parsons
Invensys	Wragge & Co
	Xyratex

### **Production of Vacancy Bulletins**

The Future Vacancy bulletin summarises vacancies which commence in the autumn of students' year of graduation. It is an online bulletin automatically accessible to all current students using their log-in and password, and features keyword and search facilities. The bulletin carried 649 notifications of vacancies, events, fairs, presentations, courses, awards and other opportunities.

The weekly vacancy bulletin for our graduates which carries immediate vacancies contained was e-mailed on a weekly basis to over 600 graduates.

<p><b>Objective</b>  <b>Collect, analyse and disseminate graduate destination data.</b></p>
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**First Destinations of 2008 Graduates**

<b>Table 14</b>	<b>Number</b>	<b>%</b>
Employment	894	68.2
Employment/further study	93	7.1
Further study	213	16.3
Unavailable	57	4.4
Seeking employment	34	2.6
Other eg explicit refusal	19	1.4
<b>Total</b>	<b>1310</b>	<b>100.0</b>

These figures are for full-time UK domiciled graduates and diplomates of known destination.

The following table shows the top Employment Indicator figures for English Chartered Universities in 2008.

<b>Table 15</b>	
<b>Employment Indicator English Chartered Universities 2008</b>	
	<b>%</b>
<b>Surrey</b>	<b>96.7</b>
Hull	93.7
Northumbria	93.1
Sussex	93.1
Durham	91.8
Bath	92.3
Reading	91.6

Figures were supplied by HESA. The indicator is based on leavers obtaining first degrees from full-time courses and is calculated according to the formula (number employed or studying/number employed, studying or unemployed x 100).

We achieved a 5.3% higher performance than that predicted by our benchmark (91.4%).

## Average Unemployment Figures - UK Universities 1997-2008

<b>Table 16</b>	
<b>Average Unemployment Figures for Graduates obtaining First Degrees from English Chartered Universities 1997-2008</b>	
	<b>%</b>
<b>Surrey</b>	<b>2.3</b>
Hull	3.5
Cambridge	4.1
Nottingham	4.2
Bristol	4.2
Imperial	4.8

## First Destinations of 2008 Postgraduates

<b>Table 17</b>	<b>Number</b>	<b>%</b>
Employment	275	76.0
Employment/further study	31	8.6
Further study	16	4.4
Unavailable	10	2.7
Seeking employment	18	5.0
Other eg explicit refusal	12	3.3
<b>Total</b>	<b>362</b>	<b>100.0</b>

Figures are based upon UK domiciled postgraduates of known destination.

### **Objective**

**Assist the University in promoting its courses and graduates.**

Careers Service staff participated in a number of events in order to obtain information useful for its students and graduates and also to promote the University.

### **Visits to Employers**

DSTL	Cancer Research UK
Unilever	Civil Service Fast Stream
IPA	ICAEW
IOP	Benedix
Mayer Brown	Peugeot

### **Conferences and Careers Days attended**

IOP	Sceptre Conference
Helping students with Autism and Dyslexia	AGCAS Contract Researchers Training Day
Teaching Day	Destinations Conference
MBA Conference	LSC Adult Advancement Careers Service
Eskil Stuna Professional Visit	Engineering Careers Day

### **Employer Visits to the Careers Service**

Here Comes The Boss	CSC
Louis Hotel Group	Thales
The Army	Ernst & Young
Frazer Nash	Mouchel
Baker Tilly	Kent County Council
Kingsworld Trust For Children	Logica
South Western Company	Surrey Business Link
Allegis	Teach First
RM	All About Law
Procter & Gamble	Network Rail
Santander	Blue Door

### **Employer Conference**

The employer conference was expanded to include seminars on Immigration and Avoiding Discrimination both led by representatives from Shoosmiths Solicitors; a session on Employing Placement Students led by Peter Allcott and a session on Employing Entrepreneurial Students led by Nigel Biggs. Around 30 employers attended.

### **Education Liaison**

Careers Service staff contributed towards Parents Programmes on a weekly basis and to all of the University Open Days.

## **Objective**

**Maintain, develop and monitor the quality of service provision.**

### **Work with the Association of Graduate Advisory Services (AGCAS)**

Various members of staff were involved in activities which included Chairing the AGCAS Eastern London and Southern Regional Training Group and AGCAS Liaison Officer for the IOP.

### **Involvement in other University activities**

Staff attended various committees including Sceptre Steering Group, CARE Group, Professional Training and Careers Committee, Postgraduate Research Steering Group, and Surrey Award Development Group

### **Involvement in external organisations**

Staff attended meetings of the College of Law Advisory Board.

### **Training Courses Attended**

Staff attended training on Advanced Guidance Course, Using Destinations, Career Development Skills

### **Farnborough College**

The Annual Report summarising the work of the Careers Service at Farnborough College is available from Russ Clark.

### **Staff for 2008-2009**

Russ Clark	Head of Service
Jeanette Holt	Careers Adviser
Alexandra Hemingway	Careers Adviser
Ann Henderson	Careers Adviser (part-time)
Cathryn Jobson	Employer Liaison Officer
Amy Wood	Employer Relations Assistant (part-time)
John Watts	Information Officer
Sara Coghlan	Careers Assistant (part-time)
Diane Smith	Careers Assistant (part-time)

Dr R Clark  
October 2009