

## University of Surrey

Careers Service

<http://www.surrey.ac.uk/careers>

# A guide to the Careers Information Room

## Where to Start

This guide is designed to help you find your way around. You are always welcome to use the Information Room at any stage of your time at University, and even after you have finished your course. At different times you will find different sections more appropriate, but all may be useful, so come in and browse. Many publications can be taken away. These are *italicised* in the text. We have information on different careers, employers and study after university. There are also sections on working and studying abroad and information to help if you are thinking of changing or leaving your course. There is a plan at the end of this leaflet.

## Making choices

If you don't know what you want to do there are a number of ways to get going. You could:

Consult the bright red "What Next" files (the section near the blue sofa) to find out what you could do, see what last year's graduates from your subject did and start to find about postgraduate study, possible careers and where to look for jobs.

On the white rotating stand near the Enquiries desk you can find take away copies of Options sheets for all the subjects offered at Surrey.

To help with self-assessment use the files and reference books on the stand

**Making Choices**, opposite the Enquiries counter. You can also try Prospects Planner, the easy to use careers choice program, online at [www.prospects.ac.uk/links/Pplanner](http://www.prospects.ac.uk/links/Pplanner)

If you have a career in mind, use the red "Occupations" files in the Occupations section. Each job profile will suggest other related careers. An index to the "Occupations" section can be found on the table in the middle of the careers library.

By now you may have come up with a few career suggestions you would like to research further, and so move on to:

## Finding out about occupations

In the **Occupations** section you will find reference books, files and information to take away. The information is classified and related careers are kept together.

Use the index, kept in the red folder on the table in the middle of the library, to find the information you want. You could also use Prospects Planner to see how your possible careers measure up to your requirements. If you can't find information on a particular job, ask for help at Enquiries.

## Finding out about vacancies and employers

The black files in the **Employer Information** section contain reference copies of information sent to us by employers who are recruiting graduates in the current academic year. They are arranged alphabetically by company name. This information is used to produce the Careers Service's online vacancy bulletin, which carries details of jobs and further study opportunities for final year students and postgraduates. Find it online at <http://www.surrey.ac.uk/careers>.

At the end of the section we hold books such as *Kompass* and *Who Owns Whom* which can give some limited information on companies. If you are making Speculative Applications, these may be a useful source for employer contact details. Other possible sources are the Yellow Pages and telephone directories. The University Library has some for local areas. Yellow Pages is available at [www.yell.com](http://www.yell.com) and BT Directory Enquiries at [www.bt.co.uk/phonenetuk](http://www.bt.co.uk/phonenetuk).

In the autumn and winter collect the magazine **Prospects Finalist** on a regular basis – you'll find it on display opposite to the Enquiries desk. Prospects also produce an email bulletin, *Prospects Graduate*, which you can sign up for at [www.prospects.ac.uk](http://www.prospects.ac.uk). We also run an online vacancy service for our students and graduates which is updated on a daily basis. Please register at <http://www.surrey.prospects.ac.uk/> to browse the vacancies and employers database and receive daily notifications about new vacancies.

In the early part of the academic year we have take-away copies of the graduate employment directories (**Prospects and GET**) and these, together with any other take-away magazines and handbooks, are kept opposite or at the front of the Enquiries desk. Please help yourself, but we are grateful if you can return unwanted items to us.

If you want to **work abroad** then consult the information kept near the video/DVD player.

## Finding out about further study

Use the **Postgraduate Study** section. Collect the information booklet **Postgraduate Study and Research**. Then consult the files and reference books. Use the directory "Prospects Postgraduate Directory" kept here. The files in this section also hold information on MBAs. Surveys of courses relating to specific areas of work are kept in the relevant Occupations file. Information on sources of funding is kept in the bright green files. A reference copy of the helpful book "How to get a PhD" is kept on the shelves.

If you want to **study abroad** then consult the information kept near the video/DVD player.

## Applications and interviews

From the stand marked **Taking Action** and **Job Hunting** collect copies of our leaflets on the **Writing your CV, Application Forms, Speculative Applications, First Interviews, Assessment Centres, Psychometric Tests, Recruitment Agencies, Presenting your Skills to an Employer, Where to look for Vacancies and Career Choice, Job Hunting or Further Study online**. More information in the reference files here. Additionally, at the Enquiries you can also purchase copies of the booklets

You can also see some very useful videos on applications, interviews, and selection centres. View online at [www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers) or ask at Enquiries to see them in the careers library.

## **Special Interest**

The Special Interest section contains information for students with disabilities, mature, ethnic minorities and LGBT students.

Other topics covered include working with a criminal record, choosing an ethical career, social & class issues, religion & belief and working as a refugee or asylum seeker.

Needs of students interested in taking a Gap year, volunteering, self-employment and teaching abroad are addressed in the same section.

## **Videos & DVDs**

We hold a number of videos/DVDs - ask at Enquiries if you want to view. There are very useful ones on making applications, interviews and assessment centres. Current students can view them online at [www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers) - university login needed.

## **PCs and printing facilities**

You are very welcome to log onto the students' computers using your university log on details and browse the Careers Service website, our online vacancy service or other careers-related websites. You can also print out your CV or application form using the allocated printer.

## **Website**

The Careers Library is supported by the information on our website. You'll find lots of useful information and links at <http://www.surrey.ac.uk/careers>.

## **Wireless internet**

The Careers Library is equipped with Wireless Internet. If you have a laptop, please feel free to use it in the Careers Library to assist with your careers research and job hunting.

## **Seeing a Careers Adviser**

It may be that you feel you would like to have a more in-depth chat with someone about any aspect of your future career or further study. If so, you might like to make an appointment to see one of our Careers Advisers. You can make an appointment at the Enquiries desk. The advisers are also available periodically on a 'drop-in' basis for shorter queries, or to check CVs – please ask at Enquiries for details of the next 'drop-in' session.

## **Finally**

If you can't find what you are looking for, or if you get stuck, please ask at Enquiries. We'll always do our best to help.

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