

## Final Year Talk

# What the Careers Service can do for you!



[www.abertay.ac.uk/careers](http://www.abertay.ac.uk/careers)

## Careers Service – Who, Where and When

- **Careers Staff**
  - Richard Ogston (Senior Careers Advisor)
  - Mairi Hole (Careers Advisor)
  - Sandra Nicholson (Careers Advisor)
  - Andrew Millar / Laura Bertie (Careers / SCOPE Administrators)
  - Carol Grant (Careers Assistant)
- **Location**
  - Kydd Building, Student Services, Level 2
- **Opening Hours**
  - Monday ~ Friday, 9.00am ~ 5.00pm

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## Drop In Sessions

- **Monday**
  - 10.00am ~ 12 noon
- **Tuesday**
  - No Session
- **Wednesday**
  - 2.00pm ~ 4.00pm
- **Thursday**
  - No Session
- **Friday**
  - 10.00am – 12 noon



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## Options After This Year

- **Employment**
- **Further Study**
- **Take Time Off**



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## How we can help

- **Full Guidance Interview**
- **Drop In Service**
- **CV / Interview Workshops**
- **Vacancy Bulletins**
- **Careers News**
  - Prospects Today
  - Careers Events
- **Practice Psychometric Testing**
- **Part Time Work Service – SCOPE**



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## Careers Information Room

- Occupational
- Employers
- Postgraduate Study
- Work / Study Abroad
- Voluntary Opportunities
- Self-Employment
- Mature Students
- Various Videos
- Access to the Internet & various software packages (e.g. Sorted – Online Career Development Seminars)
- Free give away literature



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## Times Are Changing

- The traditional milkround is in the decline
- The "Graduate Job" is an old fashioned notion
- A growing proportion of graduates find their first job in smaller organisations
- A degree is no longer enough
- It is often what you've done that counts
- 64% of all graduate jobs are open to graduates of any discipline

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## Job Hunting

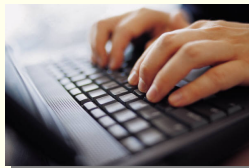
- **Be clear about your career aims**
- **Up-date your CV / Covering Letter**
- **Actively search for vacancies**
  - Careers News / Prospects Today
  - Employer Directories
  - Use the Internet
  - Recruitment Agencies
  - Newspapers
  - Speculative Applications
  - Networking
  - Employer Presentations



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## Useful Websites

- **Abertay Careers Service**
  - [www.abertay.ac.uk/careers](http://www.abertay.ac.uk/careers)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.hobsons.co.uk](http://www.hobsons.co.uk)
- [www.doctorjob.com](http://www.doctorjob.com)
- **Course Discover**
  - [www.ecctis.co.uk](http://www.ecctis.co.uk)
- **Funder Finder**
  - Only available in the Careers Service
- **Potential Employers List**
  - <http://www.agcasscotland.org.uk/scotbase.html>



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## Summary

**The Careers Service is here  
to help you during  
University  
... and beyond.**

**MAKE THE MOST OF YOUR  
TIME!!**

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