

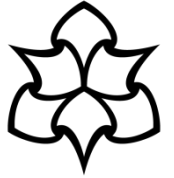
Planning your career



**Janet Marshall – Careers Consultant
Manchester Metropolitan University**



mmu.ac.uk/careers



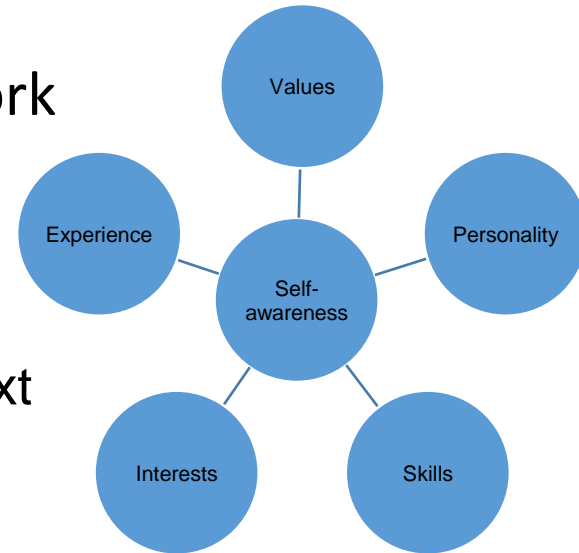
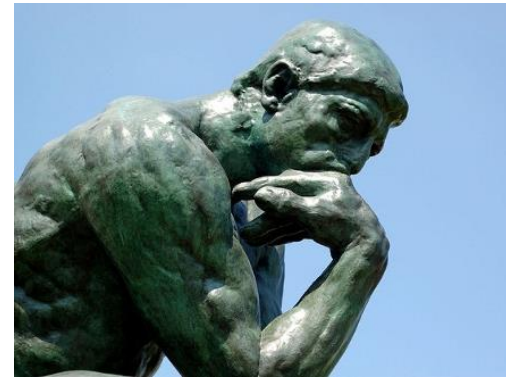
In this session we will look at:

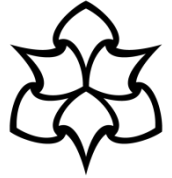
- Planning your career path
- The different options available to you
- How to improve your skills
- Where to search for jobs
- Interview tips
- How to access support



Some things to think about!

- What interests you about science?
- How 'involved' – or not – do you want to be?
- What do you enjoy doing?
- What are your skills, strengths, qualities?
- Your motivations and values?
- What sort of organisation do you want to work for?
- Your experience
- Not sure what you want to do – what are your next steps?





Successful Career Management for Life

Self-Awareness

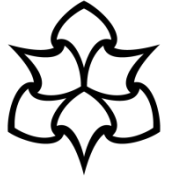
- *What motivates you?*
- *Skills assessment*
 - *Values*
 - *Dreams*
- *Likes, dislikes*
 - *Strengths*
 - *Realism*
- *Resilience*
 - *Review*
- *Reflection*
- *Repeat!*

Opportunity Awareness

- *Labour Market Information*
- *Knowledge of what's involved*
 - *Realism*
 - *Contacts*
 - *Networking*

Strategy for Securing a Position

- *Top notch application documents*
- *Excellent interviewing techniques*



To help you navigate your career path

- Assess your current motivation and capability
- Understand who you are becoming & what you can offer
- Create a vision of where you want to go
- Position yourself to make things happen
- Track your learning experiences & achievements
- Review and improve your performance
- Seek opportunities to develop your skills & experience
- Develop a clear and achievable personal development plan for you to follow
- Support ongoing reflective practice - invaluable to personal development



In an ever changing world, managing your career is a lifelong process



The Grow Model

Goal – Reality – Options/Obstacles – Will/Way Forward

Goal:

What do you want to achieve next?

What could achieving this lead to long term?

When would you like to achieve this by?

Reality:

What is your current position?

What, if anything, stops you from moving on?

Options:

What could you do?

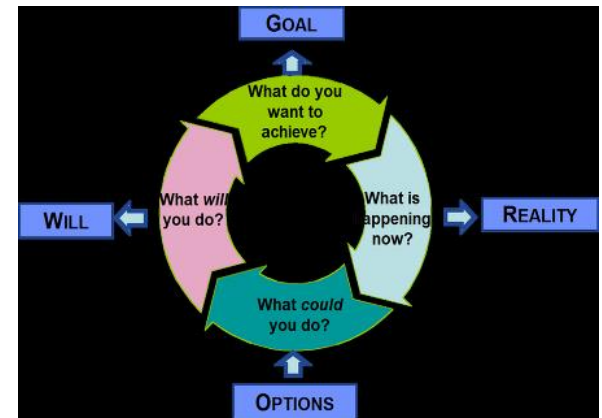
What else?

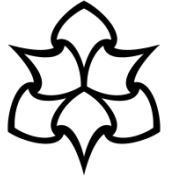
What else?

Will:

What will you do?

What will be the first step?





Exploring Possibilities

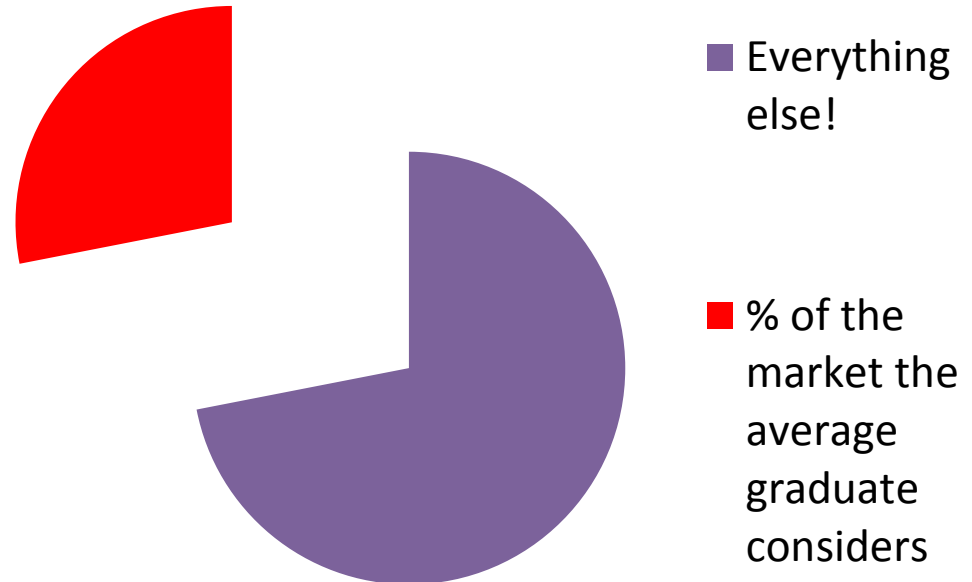
Opportunity awareness

Think of 2 jobs you have considered at any point during your life.

How did you find out about them?

Often from: TV, friends, family

Graduate jobs market



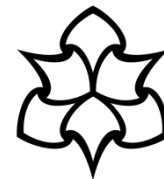


So.....what sort of jobs are available?

The next slide lists 15 jobs previously advertised on

My Career **HUB**

How many do you think you could have applied for
with a science degree?



**Software Development
Assessor**

**Market Analyst
– consumer
healthcare**

PR Trainee

Paralegal

**Content
Editor**

**FE Enterprise
Delivery
Manager**

**Advice
Worker**

HR Adviser

**Innovation
Specialist Car
company**

**Trainee
chartered
accountant**

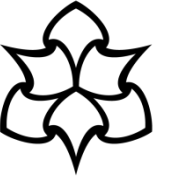
**Events
Assistant**

**Graduate Trainee:
Housing Assoc.**

**Graduate
Recruitment
Consultant**

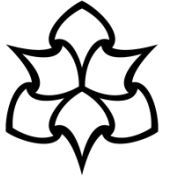
**Trainee
Manager**

**Teach Abroad
Scholarships**



ALL of them

Previous destinations of Healthcare Science students



Science related

Medical Lab Assistant – NHS

Microbiology Lab Technician – Food

Testing Company

Quality Control Analysis –

Pharmaceuticals

Clinical Trials Assistant – NHS

Scientific Officer – HE

Optical Assistant

Trainee Dispensing Assistant

Management Officer – NHS

Dental Technician

Biomedical Scientist

Medical Writer

Cardiac Physiologist

Medical Rep

Alternative options

Training and Development Executive

Teaching

Deployment Analyst – in a bank

Technical Support

Account Executive

Business Analyst

Hospitality Manager

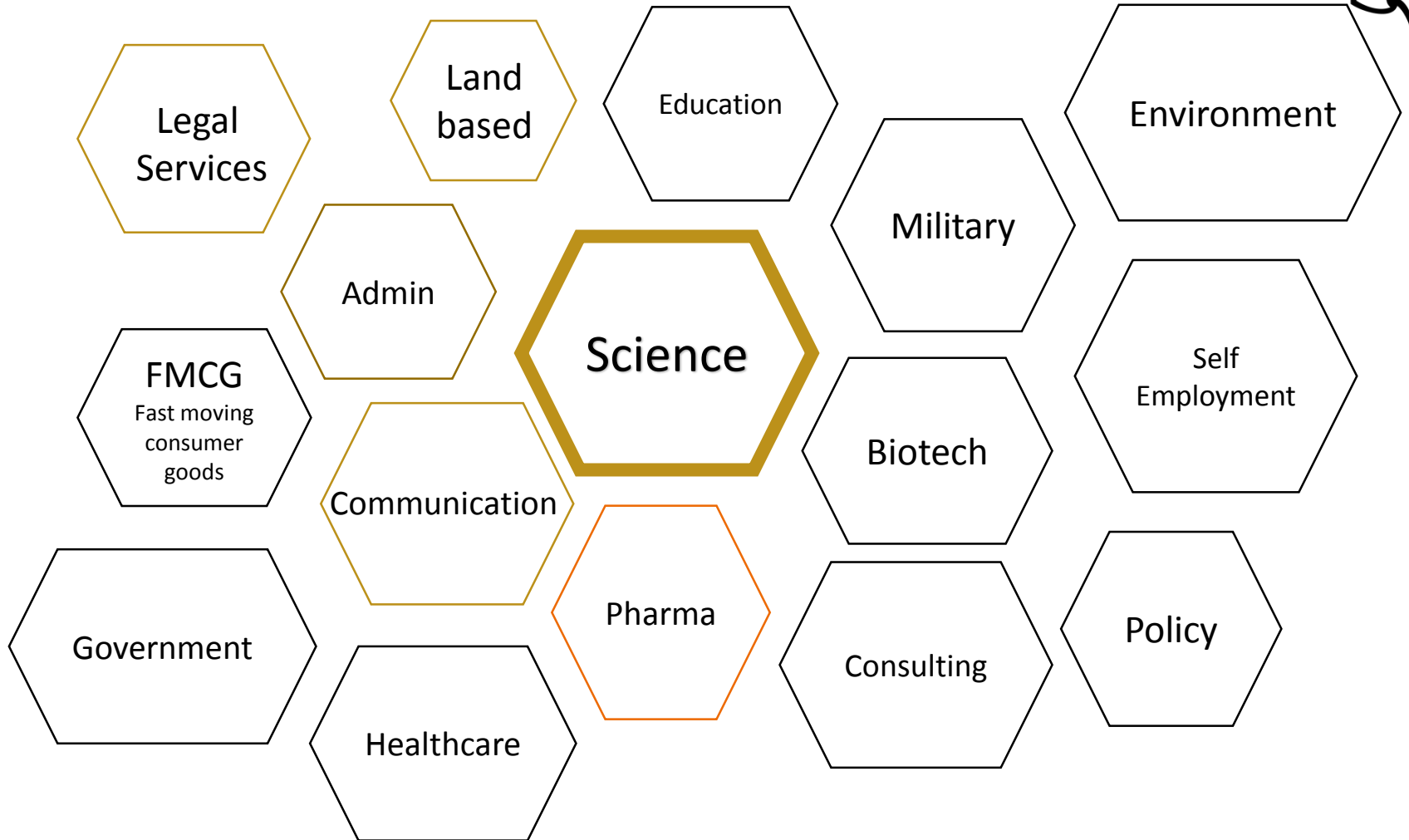
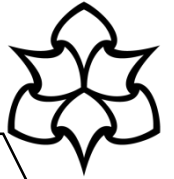
Forensic Investigator – Accountancy firm

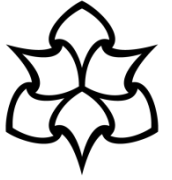
Logistics Assistant

Associate Lecturer

Account Manager

Retail Manager

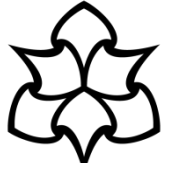




Policy

- National Government
- Learned Societies
- Charities
- Research Councils

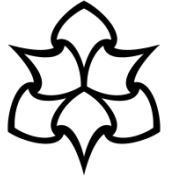




Education

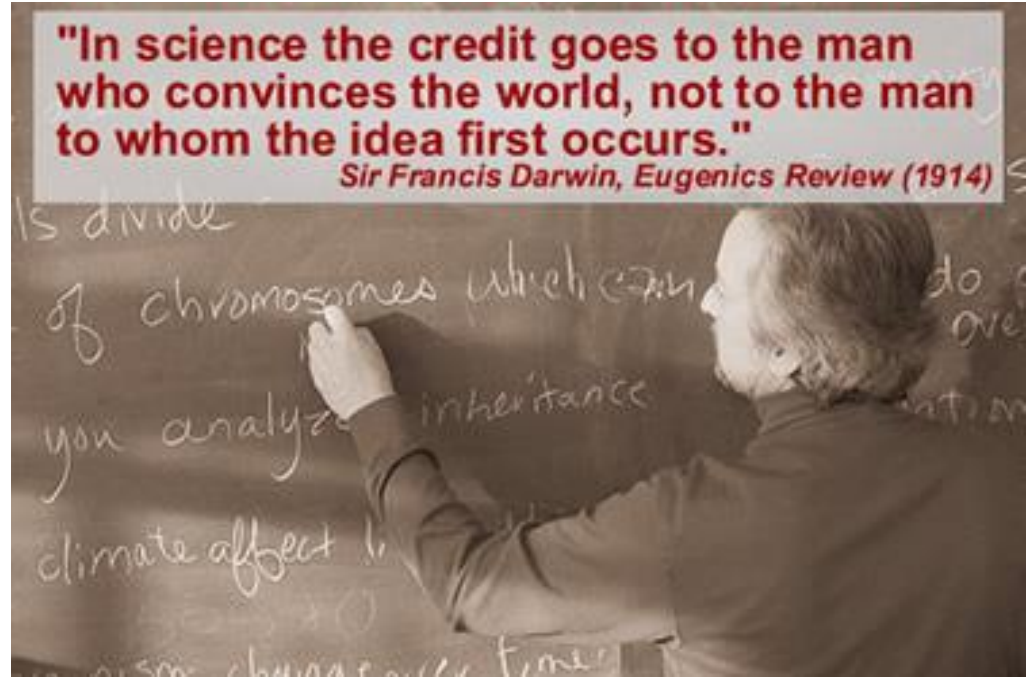
- Teaching
- Museums
- Associations
- Charities



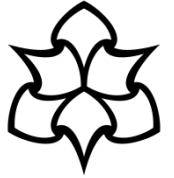


Communication

- Journalism
- Publishing
- Writing
- Media
- Multimedia

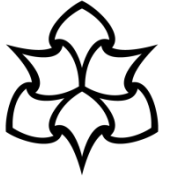


How else can you explore career ideas?



- Use MMU's [Researching your career options](#)
- www.prospects.ac.uk good starting point
- Use social media [LinkedIn](#) is a huge resource - especially the alumni pages
- On-line resources <http://icould.com/watch-career-videos/by-job-type/>
- NHS Careers www.healthcareers.nhs.uk/explore-role
- Speak to people who are doing jobs that appeal to you





Stepping Stones

What might yours be?

- Volunteering?
- Internship/work experience: [Work experience in the NHS](#)
- Related job
 - In the same sector
 - Using the same skills
 - Developing some useful experience/contacts
- Further study or can you go directly in to the careers that appeal?





Network and make contacts

Where? Careers fairs, industry/professional body/institute events, employer networking events

- Go with an **open mind**, and don't rule out any potential employers
- **Make the most of the opportunity** to talk to as many employers as possible
- Find out **who they are, what they do, how did they get to where they are now and what opportunities** are available
- You will be surprised by how many opportunities are **suited to your degree**
- Think logically, **what are your immediate needs?** Summer internship, 12 month placement, work experience, grad scheme?





graduate job & placement fair

Wednesday 31 October 2018 | 12.00 – 3.00pm

Employability Hub, Business School Building

Take charge of your future! Meet employers, find a placement or secure a job for after graduation.

Don't miss out!

Find out more and register now at mmu.ac.uk/gradfair

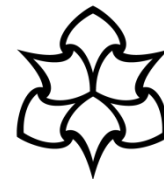




Interview tips

- **3 As:** Acquire, Acknowledge, Articulate
- Understand the organisation and their **values** eg: [The NHS Constitution for England](#)
- [Whittington NHS Trust Core Values](#)
- Research the job role
- Prepare your best examples
- Ask questions
- Positive body language
- Follow up email
- Ask for feedback
- Practice!
- [Interviewing Graduate Candidates](#)
- <http://gmcareershub.nhs.uk/ForLearners/resources> resources, documents and links to websites and organisations which can help you find out about roles in the NHS and plan your career path.





Different types of questions

Competency: Describe a time when you have worked effectively as part of a team

Use the **STAR** technique



Scenario: What would you do if.....

Strength: What's your greatest professional strength?

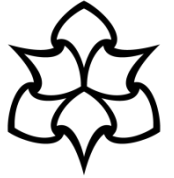
Motivation: Where do you see yourself in 5 years' time?

<p>Preparation. Carefully research the job, industry and employer. Prepare answers to likely questions.</p>	<p>Dress very smartly! Shows your interest in the job and commitment.</p>	<p>Body language. Smile, make eye contact, and shake hands.</p>
<p>Competency questions. Describe a situation where you worked in a team. Give an example of your leadership skills.</p>	<p>INTERVIEW SKILLS Bruce Woodcock, bw@kent.ac.uk University of Kent Careers</p>	<p>Questions about your CV or application form. Make sure you read these again carefully beforehand!</p>
<p>Hypothetical Questions How would you deal with an irate customer? A staff member who was caught stealing?</p>	<p>Sell your USPs (Unique Selling Points). The skills and attributes that make you stand out from other candidates.</p>	<p>Have questions to ask What training would I receive? What is a typical career path in this job?</p>

Where to look for opportunities



[Careers Guide: Scientists seeking employment](#)



Your Careers Service is there to help you

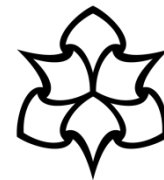
- 1:1 advice and guidance
- Application & CV checking
- Interview preparation
- Resources
- Job opportunities
- Events and workshops
- Help available after you graduate



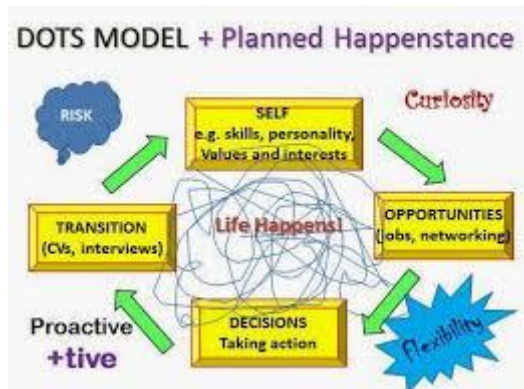
Visit mmu.ac.uk/careers

Call us on [0161 247 3483](tel:01612473483)

Email us on careers@mmu.ac.uk



Some final thoughts.....



PLANNED

being prepared to take advantage of situations e.g. learning, networking, work experience
'Taking action is not the same as deciding'

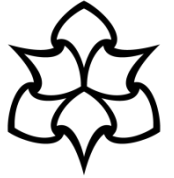
HAPPEN

noticing situations that you could not have anticipated and responding to unexpected opportunities

STANCE

an attitude of curious enquiry, keeping an open mind being receptive to unfolding events and being ready to act on them.

- It's ok not to know what you want to do, but...
- Make the most of opportunities
- It's ok to make mistakes & fail
- Ask for feedback
- Take risks
- Your first job might not be your career defining one
- Don't give up on your dream job
- Give yourself one action point from today's event



Thank you for listening

Any Questions...
Just Ask!

