

Careers Publications by AGCAS

(Association of Graduate Careers Advisory Services)
The RGU Careers centre is a full member of AGCAS who publish a core range of careers and guidance information which are vital to your career planning.

- **Options with your subject**
e.g. Business Studies, Fine Art, Health Studies etc
- **Occupational Profiles**
e.g. Engineering, Finance, Information Technology, Management Services, etc
- **Sector Briefings**
e.g. Hospitality, Publishing, Science, Social Science, etc
- **Special Interest Series**
e.g. Careers and Further Study for International Students, Going for Interviews, Making Applications, Self Employment, etc

You can collect or refer to all the titles from the Careers Centre or online at www.prospects.ac.uk

Reference Books

A range of careers related reference books provide additional information on career choice, postgraduate study and working abroad.

Newspapers & Journals

Local and national daily newspapers and international journals are available for reference as well as sector specific publications e.g. Artyfacts, New Scientist, etc

An Award Winning and Quality Service

The Careers Centre is committed to ensuring that Careers Centre staff provide a professional service to all our clients. The service has been accredited by *matrix* – a quality standard for information, advice and guidance services. We continually evaluate what we do and ask for feedback on order to review and develop our services.

We are committed to providing a fully accessible service for all our clients

- For ease of physical access, if you have a mobility difficulty please use the entrance from Blackfriars Street, where a lift is available to the Careers Centre.
- If you require information on alternative formats (e.g. large print, Braille) this will be made available, wherever possible on request.

RGU: Careers Centre

Access Points – for opening times and contact details please refer to the website – www.rgu.ac.uk/careers - 'About us'

RGU: Careers Centre – Blackfriars Building, Schoolhill

InfoZone+ – Garthdee (University Street – under RGU Sport)

InfoZone+ – Schoolhill (St Andrews St Building)

For further details please contact:

RGU: Careers Centre
Telephone 01224 262110
careers@rgu.ac.uk
www.rgu.ac.uk/careers

The RGU: Careers Centre is accredited to the *matrix* quality standard for information advice and guidance services.



RGU: CAREERS CENTRE

STUDENT SERVICES

"RGU tops our graduate employment table this year"
Sunday Times University Guide 2006



STUDENTS @ CAREERS CENTRE



STUDENTS @ CAREERS CENTRE

Career Planning involves taking ownership of your future. Although graduation might seem like a long way ahead, it is important not to leave your planning and job search until the last minute.

It's never too early to start using your Careers Centre to find out what we can do for you. Here is a brief overview of how we can help you. To view our full service portfolio please explore our website – www.rgu.ac.uk/careers

Careers Centre website

As a student with RGU you are automatically registered with our online and interactive career management system (www.rgu.ac.uk/careers 'Services to Students'):

The benefits include:

- Access to the RGU: JOBSHOP our vacancy database for graduate opportunities, part-time work, voluntary experiences, scholarships, funding and much more.
- The ability to book appointments that suit you with a Careers Consultant.
- Sign up to our series of Careers Events.
- The opportunity to contact us with your query online.

Meet with a Careers Consultant

- **Careers Guidance Consultations**
To enable you to identify your career options, find employment, change or leave your course or discuss opportunities for further postgraduate study.
- **Daily Drop-in Consultations**
Speak with a Careers Consultant without an appointment – refer to the website ('About Us') for details.

- **Essential Skills Sessions**
Attend our workshops and find out how to design a winning CV, complete a company application form, impress at interview or assessment centre and where to look for graduate jobs!
- **CV Consultations**
Individual guidance on how your CV would stand when applying for part-time, vacation or graduate positions.
- **Application Form Consultations**
Advice and guidance on completing application forms online and on paper.
- **Interview Skills and 'Mock' Interviews**
Information and guidance to enable you to practice for interviews and assessment centres and receive constructive feedback.

Finding Employment

RGU: JOBSHOP - online vacancy service
Use the RGU: JOBSHOP to find graduate opportunities, work experience placements, part time / vacation / voluntary work, scholarships and funding information and much more.

Access to the RGU: JOBSHOP is via the website (www.rgu.ac.uk/careers) – all you need to do is log in through the 'Services to Students' area using your university (Novell) username and password.

Note: it is worth remembering that many employers specifically target RGU graduates so you may not see these opportunities elsewhere.

Employer Presentations

Employer on-campus presentations take place throughout the academic year. The Careers Centre works in partnership with employers to promote their opportunities. To view a timetable of forthcoming events you should regularly refer to the website www.rgu.ac.uk/careers or look at the various advertisements across the campuses.

Careers Fairs

Each year the Careers Centre organises two major Careers Fairs attended by a range of graduate recruiters. Students of all years are encouraged to attend both events.

Careers Information

Careers information from recommended Graduate Careers Publishers (e.g. Graduate Prospects, AGCAS, Inside Careers etc) covering all aspects of career planning and management is available at all our operational locations for take away or reference in various formats e.g. electronic and hard copy

'Getting Started'

This suite of information leaflets, designed around our 'five steps' philosophy enables you to identify sources of information, guidance and resources to help in your career planning.

- Step1 Knowing yourself and your options
- Step2 Making the most of your time at University
- Step3 Finding work or further study
- Step4 Making applications
- Step5 interviews & Assessment Centres

Employer Information

Employers provide recruitment brochures which are available for your reference or collection from the Careers Centre. You are strongly advised to make sure you have read this literature before making an application. Company brochures and supplementary company information can routinely be accessed from the company website. Employer directories can assist you in identifying companies and contact/web details.

Directories of Jobs and Employers

Free employer directories PROSPECTS, GET, Dr Job, Inside Careers and Target published annually with details of undergraduate and graduate opportunities.

Videos & DVDs

Videos and DVDs are available for viewing on a range of topics such as CV and interview preparation, applications including online, and assessment centres.