

Workshops

Teaching

Getting into teaching	Interested in Teaching? Keen to apply for 2016 or beyond? Get essential information about the vast range of options, entry requirements, funding and getting enough relevant experience before applying.
Preparing for a teacher training interview	Got a teacher training interview coming up and want to know how to prepare? This practical session aims to build your confidence by helping you prepare for the teacher-training recruitment process and practise answering questions.

Planning Your Future

Not sure what to do? Get help with your decision making and career ideas.

Help! I don't know what to do	Unsure about your career direction? Not sure what to do when you leave university? You're not alone. Come and join this interactive session which aims to reassure you, boost your confidence and provide strategies to help you move forward with your career ideas.
How does your personality type influence your career choice?	Want to know how the type of person you are can affect your career ideas? This lively session introduces one theory of 'personality types' which can help you understand yourself better as well as help you present yourself more effectively to employers.
What are graduate schemes and are they for me?	Not sure about graduate schemes? Come along to this myth-busting session to find out about these diverse opportunities and if they might be for you.
Is postgraduate study for me?	Are you thinking about postgraduate study? This interactive workshop will help you to identify your goals and consider your options including a look at how to research courses and funding.
PhDs: how to apply	Considering applying for a PhD? This informative and interactive workshop will provide you with an overview of PhD study, how to apply and funding options, along with offering practical advice to improve your chances of success.
Exploring Self Employment (4 weekly sessions)	Test your motivation and your entrepreneurial flair, break down a few myths on what self-employment means, learn about the support available at Sheffield Hallam and share your thoughts and ideas with other like-minded individuals.



Come along to our weekly workshops to help you identify, find and apply for jobs. For dates and to book your place, visit careerservice.shu.ac.uk

City Campus

Careers and Employability Centre
Howard Street, Hallam Square (next to the main entrance)
City Campus
Sheffield S1 2LX

Phone 0114 225 3752
Email careers@shu.ac.uk
careerscentral.shu.ac.uk

Collegiate Campus

Call into the Student Services Centre
in Heart of the Campus.

Phone 0114 225 2491

Sheffield
Hallam
University

Careers and
employability
workshops

For more information and to book on our workshops and events go to careerservice.shu.ac.uk

Book your place at
careerservice.shu.ac.uk

Skills for getting hired

Each workshop is designed to give you all the practical skills and knowledge you need to prepare for the recruitment process and bag the role you want.

CVs for part time jobs	Starting to think about CVs for part time jobs? This practical session will show you how to develop an effective CV for part-time work.
Advanced CVs and cover letters	Need your CV and cover letter to stand out? This session will give you tips and techniques to go from an average, basic CV to a tailored, enhanced and winning CV for placements and graduate roles.
Cracking application forms	Struggling with application forms or not getting shortlisted? Find out how to present yourself effectively in writing and have a go at tackling questions in the session with feedback from our advisers.
Assessment centres and how to ace them	Want to know what to expect from assessment centres? Come along to our lively and interactive mini assessment centre, giving you the chance to try out some typical assessment centre activities, find out what to expect and how to succeed.
How to find a part time job	Want to work while you study? This session will help you to develop strategies for finding process part-time and campus jobs.
How to find a graduate job	Looking for graduate level jobs? Come along to this interactive session to learn effective strategies and develop confidence in your job hunting.
Be the real you at interview!	Nervous about interviews? Come along for an opportunity to practise being interviewed, find out how to prepare successfully, cope with nerves and build your confidence.
Acing telephone interviews	Worried about telephone interviews? This method is increasingly used by recruiters to find the best candidates and is often the first stage of the recruitment process. Come along to this practical session for tips and techniques to progress through to the next stage.
How to be successful at online psychometric tests	Need to practise online psychometric tests? Come along for the opportunity to practise some of the most commonly used assessments including numerical and verbal reasoning tests plus tips and strategies to help you succeed.
Making effective presentations	Nervous about delivering presentations? This practical and interactive session will give you the skills and confidence to prepare and deliver effective presentations at interviews and assessment centres.
Acing video interviews	Got a video interview to record? Thinking about how to prepare and succeed? This method is increasingly used by recruiters to find the best candidates so come along to this practical session for tips and techniques to progress through to the next stage.

Finding work in the UK after graduation - for international students

Are you an international student and want to work in the UK after your graduation? Then come along to our presentation where we will explain the different types of UK work visas to help you understand the UK workplace.

Standing out to employers

Want to know what employers want and what you can do to improve your chances? These workshops give you insider tips for improving your employability

Networking: how to make an impact at careers fairs and other events	Not sure how to speak to employers at careers fairs or other events? Want to find out how networking increases your chances of getting a graduate job? Come along to our lively interactive workshop for practise and tips on talking to employers.
Are you LinkedIn?	LinkedIn is increasingly used by employers for recruitment and is a great way to research and network. This practical workshop, suitable for users at all levels, will help to create and improve your profile and establish your professional online presence.
Standing out to employers: essential guide for final years	What do employers want? Your degree alone is not enough to get you a graduate job, so this session will help you to identify the essential things you need to do in your final year to stand out to employers.
Spread your wings: work and volunteer abroad	Thinking about working or volunteering abroad? Come and find out about the benefits, practicalities and how to find opportunities, with the chance to hear about the experiences of others who have done it.
Emotional intelligence for students	How emotionally intelligent are you? Employers want their future graduates to have 'emotional intelligence'; candidates who can manage their own emotions and can understand the emotions of others. Find out how to assess and build your own emotional intelligence.

Routes into...

Whatever your degree, this series of presentations from industry professionals will give you information and tips on a whole range of different career paths.

These are some examples of the sessions on offer, but for the full list and to find out more go to careerservice.shu.ac.uk and search 'Routes Into...' to see which routes you could explore.

Routes Into	Paid work in the Charity Sector
Routes Into	Hospitality and Events
Routes Into	IT and Digital Media
Routes Into	Non-teaching roles in Education
Routes Into	Social Work
Routes Into	HR
Routes Into	Journalism
Routes Into	Law for non-Law students
Routes Into	Marketing and Communication
Routes Into	Nursing
Routes Into	Counselling
Routes Into	Accountancy and Finance

Online learning

Can't make it to a workshop? Head to careerscentral.shu.ac.uk for information, tips and online resources.

Book your place at
careerservice.shu.ac.uk