



The
University
Of
Sheffield.

The
Careers
Service.

Support For Postgraduate Researchers.

General

Careers Service, 388 Glossop Road

Advice Sessions

Careers Service Events

Finding Vacancies

Details overleaf

Specialist Support

Career and Employability Skills
Sessions for Research Students

Careers Support Sessions

Details overleaf

Other Sources of Information and Contacts

Careers Service Briefing Sheets

available from the Careers Service or North Campus GRC

- Skills of Researchers
- CVs & Covering Letters
- Interview Tips for Researchers
- Your PhD...What Next?

Other Careers Service Publications

- Where do I Start?
- Job Hunting Strategies
- Interviews and Assessment Centres

www.sheffield.ac.uk/careers

Your Careers Advisers:

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The publications in this series are: Support for Postgraduate Researchers; Support for Research Staff; Your PhD - What Next?; Skills of Researchers; CVs and Covering Letters for Researchers; Interview Tips for Researchers

Specialist support

Careers Service website –

www.sheffield.ac.uk/postgraduates/research

In addition to general support on career planning and job search, the website has dedicated information for postgraduate researchers.

Careers and Employability Skills Sessions

These are part of a series of events organised by Research and Innovation Services and include sessions to help you develop your skills, produce a CV and prepare for interview. If you want to book a place go to:

www.sheffield.ac.uk/ris/pgr/ddportal

Confidential careers support

Initial appointments lasting 30 minutes are available at our fortnightly advice sessions, held at the North Campus Graduate Research Centre: call the NCGRC on 27610 to book an appointment. Longer in-depth interviews can be arranged by contacting an individual adviser directly. We advise that you do some preliminary careers research before booking an appointment. Make use of facilities in the Careers Service's library and on our website, or attend one of our seminars as a starting point.

The Sheffield University Gradschool – SUGS

This is a three-day course which aims to help you develop a wide range of transferable and interpersonal skills through a variety of highly enjoyable group exercises and business games, etc. SUGS is open to all PGRs who are in the second or subsequent years of their research programme. Further details are available at www.sheffield.ac.uk/ris/rtp/sugs3.html

Departmental and Faculty Events

From time-to-time the Careers Service delivers tailored events for PGRs in specific faculties or departments, either independently or in collaboration with colleagues. You will be alerted by email when events like these take place.

General support

Careers library

The library can be found at the Careers Service at 388 Glossop Road and contains a variety of information including: graduate occupations, employers, applications and interviews, running your own business. Library staff can help with your specific information queries.

Advice sessions at the Careers Service

Initial advice sessions, lasting 15 minutes are available every day. Bookings can be made by calling Extn. **20910** or by dropping into the Careers Service. If appropriate, longer interviews may be made with the specialist careers advisers for postgraduate researchers.

Email enquiry service

If you find it difficult to visit the Careers Service, contact us via our Email Enquiry Service from the Careers Service website at www.sheffield.ac.uk/careers/students/emailenquiry.html

For in-depth issues, advice and guidance will be provided by our specialist careers advisers.

Vacancy Information

Access to constantly updated vacancy information is available via the "Careers" tab in MUSE.

Careers Service events

Have a look at our What's On Programme on the Careers Service website:

www.sheffield.ac.uk/careers/events

Researchers are strongly encouraged to make use of this facility. Events range from talks on CVs, interviews, assessment centres and testing, to occupational panels and careers fairs.