



## *Career planning – a guide to resources for research students and staff*

The Careers Service offers careers information, advice and guidance to research staff and students as part of the University's commitment to the 2008 Concordat to support the career development of researchers.

### **CAREER PLANNING AND GENERATING CAREER IDEAS**

The main career options open to research students and staff are as follows:

- **Continuing with a research career**, either in academia or with a research organisation outside academia
- **Developing your expertise in a less research-orientated area**, such as working in an occupation related to your subject knowledge or non-teaching/research roles in academia
- **Moving into a different direction altogether**, by selecting a career that utilises your transferable skills or develops other interests that you have

Career planning can take time, depending on how clear you are about your career direction. It may involve some or all of the following: assessing your skills, abilities and experience; reflecting on your career priorities and values; exploring your options; and working out how to achieve your goals. The Careers Service handouts *Planning your Career parts 1 and 2* outlines the resources available online and at the Careers Service but the resources listed below are specifically targeted at research staff and students:

- Ali, L & Graham, B, *Moving on in your career: a guide for academic researchers and postgraduates*, Routledge, 2000
- Liz Schofield, *University researchers and the job market*, AGCAS & UCL, 2001
- My PhD: What Next ? AGCAS booklet (also available at [www.prospects.ac.uk/links/yourphd](http://www.prospects.ac.uk/links/yourphd))
- **Vitae website** – Managing your career [www.vitae.ac.uk/1333/Managing-your-career.html](http://www.vitae.ac.uk/1333/Managing-your-career.html)
- **Careers Service website** lists resources relevant to anyone planning their career [www.york.ac.uk/services/careers/info\\_future.cfm?page=60](http://www.york.ac.uk/services/careers/info_future.cfm?page=60)

### **RESEARCHING AND CONFIRMING YOUR IDEAS**

This is particularly important if you are considering changing direction into a less research-orientated area or are contemplating a complete change of direction. It could include

researching the career area, including potential employers, as well as arranging work experience or shadowing for yourself, asking for an advisory interview with an employer, undertaking voluntary work, attending conferences or training events and other networking activities. Useful resources include:

- **Vitae website** links to profiles and other web resources detailing researcher destinations [www.vitae.ac.uk/1679/Websites.html](http://www.vitae.ac.uk/1679/Websites.html)
- **Prospects website** lists details of hundreds of graduate occupations and can be particularly useful if you are considering moving in a different career direction [www.prospects.ac.uk/links/occupations](http://www.prospects.ac.uk/links/occupations)
- **Careers Service information room** holds details of most graduate career areas and includes both reference and takeaway information

### Careers Advice and guidance

You are also welcome to discuss your career plans with a Careers Adviser. If you are away from campus you may use our e-mail guidance service. You will need to register to use these services first – see our handout *Facilities and services for research staff and students* for more information.

### CVs, APPLICATIONS AND INTERVIEWS

The Careers Service holds lots of reference and takeaway information on application and recruitment activities, including examples to help you to compile a CV and covering letter and to complete application forms. *Moving on in your career* and *University researchers and the job market* (see Career Planning section above) both have sections on applications and interviews, for opportunities within and outside academia.

- The **Vitae website** also has information about marketing yourself to employers, including examples of PhDs' CVs for academic and non-academic jobs [www.vitae.ac.uk/1339/Marketing-yourself.html](http://www.vitae.ac.uk/1339/Marketing-yourself.html)
- The **Prospects website** has advice on how to handle interview and assessment activities, including links to websites where you can practice psychometric tests [www.prospects.ac.uk/links/appsinterviews](http://www.prospects.ac.uk/links/appsinterviews)

You are also welcome to discuss your CV/application with a Careers Adviser who will give you advice on content and layout. If you are worried about handling the interview process it may be possible to arrange a practice interview to help you to prepare, but these are subject to availability. You will need to register with the Careers Service to use these services – see our handout *Facilities and services for research staff and students* for more information.

Both the Careers Service and the Graduate Training Unit (GTU) run workshops on making applications, handling interviews and assessment centres. For details of courses see:

- [www.york.ac.uk/careers/events.cfm](http://www.york.ac.uk/careers/events.cfm)
- [www.york.ac.uk/admin/hr/training/gtu](http://www.york.ac.uk/admin/hr/training/gtu)

## JOB SEEKING

There is a wide range of resources that could be utilised in your search for job vacancies, but what you use will depend very much on the type of opportunities you are looking for. For some types of work, opportunities will be widely advertised, but for others speculative approaches may be the norm, which will require a more proactive approach and a willingness to network and make contact with potential employers.

- Employers take part in a wide range of recruitment presentations, fairs and workshops on campus and many advertise job opportunities with the Careers Service. Some employers will have vacancies specifically for people with postgraduate qualifications and/or will welcome applications from them for graduate opportunities. See the Careers Service website for more information [www.york.ac.uk/careers](http://www.york.ac.uk/careers) - use the sections *Events & Appointments* and *Jobs, Work and Applications*.
- There are many general and specialist job vacancy websites so it is impossible to provide a comprehensive list here. However, the following are good starting points
  - **The Vitae website** has links to careers information and vacancy listings [www.vitae.ac.uk/1270/Careers.html](http://www.vitae.ac.uk/1270/Careers.html)
  - [www.jobs.ac.uk](http://www.jobs.ac.uk) (a wide range of jobs, academic and non-academic in further and higher education)
  - [www.phdjobs.com](http://www.phdjobs.com) (job opportunities for PhDs)
  - [www.prospects.ac.uk/links/jobs](http://www.prospects.ac.uk/links/jobs) (advertises job vacancies but also has information on specific occupations and sectors, including links to vacancy sources)
- Other ways of finding vacancies and postgraduate employers include:
  - Newspapers, specialist publications and mailing lists
  - Recruitment agencies, for temporary and permanent contracts. Search on [www.agencycentral.co.uk](http://www.agencycentral.co.uk)
  - Professional associations - information and sometimes job vacancies
  - Conferences and training events – great for networking
  - Personal contacts and networks
  - Specialist web portals eg [www.intute.ac.uk](http://www.intute.ac.uk)
  - Business directories