Work Experience & Internships

Get on the first step of your career ladder
Learning outcomes

To develop your understanding of the:

• Importance of **proven** transferrable (employability) skills
• Different **types** of work experience
• **Strategies** for researching and searching for opportunities

Also…make a plan of action
Why bother?
What are the benefits of Work Experience?
Employability

A widely accepted definition of employability…

a set of achievements, skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy
Employability skills include:

- Self management
- Communication
- Teamwork
- Problem solving
- Creativity & innovation
- Taking responsibility
- Commercial/business awareness
- Social, cultural & global awareness
- Application of IT
- Application of numeracy
- Time management
- Decision making/initiative
- Interpersonal skills
- Motivation/drive
- Flexibility/adaptability
- Organisation/planning
- Project management
How do employability skills help?

Reflect on experiences at work and give examples of your skills, knowledge, experience on:

- CV
- Application forms
- Interviews
- Group selection exercises

Builds confidence

Not positive? What you learnt; what do differently next time – majority of work experiences can be useful
We will look at:

1. Main types of work experience
2. Other types of work experience
3. Other ways to gain an insight into work, the sector or a role
1. Main types of work experience

- Professional internship
- Work experience placement (vacation/year in industry)
Internships (National)

- Formal, planned, structured placements – project based – targets and outcomes to achieve
- Formal application and interview process
- Often targeted to students at a specific stage in their studies
- Highly competitive often with **early deadlines** (autumn term)
- Often a way into a graduate job
Internships

Often a way into a graduate job:

“Three quarters of the graduate vacancies advertised by City investment banks and half the training contracts offered by leading law firms are likely to be filled by graduates who have already completed work experience with the employer.”

High Flyers Graduate Report 2013
Student Internship Bureau (SIB)

Paid opportunities exclusively for University of York students

Opportunities available in the York and North Yorkshire area
Project based, tangible results for the company and the intern
8 to 12 weeks typically, full and part time
Minimum rate £6.50, tax and NI free
Reflective learning and competitive application process
Some part-time summer term start dates

www.york.ac.uk/careers/sib - more details and case studies
Student Internship Bureau (SIB)

Currently advertising...


P.T Press and Publicity Officer Internship, York Centre for Complex Systems Analysis. Closes Sunday 13th October.
Student Internship Bureau (SIB)

ON THEIR WAY...

Projects with The Joseph Rowntree Foundation, East Coast Rail, Fera, Garbutt & Elliott, Bettys & Taylors, Selby District Council, York EMC, etc.…

HOW TO APPLY...

www.york.ac.uk/careers/work - to apply (search by organisation Student Internship Bureau): Upload CV, outline your suitability for the position, and why you are interested in the project

www.facebook.com/universityofyorksib - ‘like’ to view live feed

ADVICE FROM THE SIB!

For advice when applying you can also look at the information on our web pages (http://www.york.ac.uk/students/work-volunteering-careers/look-for-work/applications-cv-interviews).

You can get feedback on your CV/application. Please book an appointment to see a CV assistant via Careers Gateway; see www.york.ac.uk/careers
Student Internship Bureau (SIB):

Paid opportunities exclusively for University of York Students:

www.york.ac.uk/careers/sib
Work experience placements

• Often in SMEs - Less 50/250 employees
• Less clearly defined; more informal
• Opportunity to see broad range of activities
• Opportunity to make impact
• Paid and unpaid
• May require speculative approach
2. Other types of work experience

- Voluntary work
- Part-time/holiday work
- Insight courses and visit days
- Work shadowing
Volunteering

- [www.york.ac.uk/careers/volunteering](http://www.york.ac.uk/careers/volunteering)
  - Projects: different each term
  - Advertising specific vacancies

- [www.york.ac.uk/careers/ysis](http://www.york.ac.uk/careers/ysis) - York Students in School

- [www.do-it.org.uk](http://www.do-it.org.uk) - national volunteering database

- [www.yusu.org](http://www.yusu.org) – Student Action
Part time/ holiday work

Any experience of work can be useful.

Develop transferable skills (employability) and learn what you like and don’t like.

For example: Bar work

customer service, communication skills, under pressure, conflict resolution, team work, supervisory responsibilities...
Insight courses and visit days – typically in the finance & legal sectors and also Civil Service & Bank of England

Work shadowing - follow employee in everyday work; gain insight; establish contacts
Strategies

For researching and searching for opportunities…
Work Experience…

…in politics and public affairs
…in science & engineering
…in social care & health professions
…in law
…in media
…in music
…for psychology
…in heritage and culture
…in environmental sector

Considering…. Series also includes work experience ideas e.g. politics; international development; environment; human rights; ethical careers

Job Hunting… Working outside the UK
Go to the What am I good at? section of Employability tutorial for help to identify the gaps in your skills.

http://vle.york.ac.uk/
Look for work

Whether you’re looking for part-time work while you study, formal work experience or graduate jobs, you’ll need to know where to find the jobs and how to succeed in the recruitment process.

Want to read more?

Further information on looking for different levels of work:

- Graduate jobs
- Internships and work experience
- Temporary and part-time work
- International work
- Self employment
- Fairs, events and courses
- Applications, CVs and interviews
- Alternative working
Social media and networking

- Blogs and forums, e.g. www.thestudentroom.co.uk/. Check out what others say: www.ratemyplacement.co.uk or http://internsanonymous.co.uk
- Twitter e.g. http://careers.guardian.co.uk/journalism-work-experience-twitter
- LinkedIn - More on Careers Service Information Sheet: ‘Successful networking’ www.york.ac.uk/careers/infosheets
Finding opportunities (1)

- Prospects graduate website [www.prospects.ac.uk](http://www.prospects.ac.uk)
- Graduate directories and career guides
- Company websites
- Careers Fairs/events
- Newspapers
- Specialist publications & websites
- Speculative applications
- Recruitment agencies & websites [www.agencycentral.co.uk](http://www.agencycentral.co.uk)
Finding opportunities (2)

Advertised or *speculative* applications

Look at **Graduate Profiles** – some offer the opportunity to talk - a way to build up networks and find **hidden vacancies**

[www.york.ac.uk/careers/profiles](http://www.york.ac.uk/careers/profiles)

Use your own/friends/family network (LinkedIn)

Use directories to identify companies; look at their websites
Applying

For internships and work placements:

• Good, **targeted** CV
• Ability to **write** excellent application form (online)
• **Interview** and **assessment** centre skills

Get help from **Careers** sessions and individual CV/application form reviews
Speculative applications:

Find out who to contact – phone up and ask politely
Follow up any emails sent
Letters - Clear format, correct spelling

- **Tailored:** why *this* organisation?
- **Goal:** *why* do you want the experience?
- **Unique selling points:** what can *you* offer?
Some useful websites

www.graddiary.com/
www.nationalworkexperiencecampaign.com
www.prospects.ac.uk/work_experience.htm
http://targetjobs.co.uk/work-experience
http://graduatetalentpool.direct.gov.uk/
www.milkround.com/
www.ratemyplacement.co.uk/
www.insidecareers.co.uk
www.gradcracker.com/
3. Work related learning

- Conferences, exhibitions and fairs
- Informational interviews
- York Award Courses
- York Enterprise scheme
Conferences, exhibitions and fairs – good for networking and information gathering

Informational interviewing – talking about the job & asking for advice
Elective courses on offer

www.york.ac.uk/careers/yorkaward

Over 30 courses designed to be fun, informative & help you develop employability skills.....

• Numbers at work
• Perfect Presentations
• The Law of Ideas
• Putting skills to work
• Trial sized enterprise
• Art of Leadership
• Skills for the Global Labour market
• Court in the Act
• Counselling skills
• Team development
Enterprise - www.york.ac.uk/enterprise

• **Enterprise is**…making things happen, being resourceful and learning the skills to turn your ideas into reality

• **Space** for students to start up their own businesses

• **Social enterprise funding**

• **Training** courses

• **Competitions** and games
After the experience...
Review - Make the most of it!

**Reflect** on your experiences:

- What did you **like**?
- What did you **learn**?
- Were there any significant **challenges** and **how** did you deal with them?
- What do you **want to know more about**?
- Did you work in a **team** or **on your own**?
- **Who** did you meet?
- What did you **dislike**?
- **GET FEEDBACK!**
Keep a record of what you have done on your **Employability Plan** (accessed through the **Employability Tutorial**)

This will help your **supervisor** know more about you and help him/her write your **reference**.

http://vle.york.ac.uk/
Do it now...

- **What** kind of experience are you aiming for next?
- **Why**?
- **How** are you going to get it?
- Identify **action steps** now

On your own first, then share
Professional Connect
25 February 18.15-20.30
Physics Exhibition Centre

To provide York students with insight and connections into the:
public and third PR & marketing advertising/retail sectors

York Finance Conference
28th February 9.00-17.00
Off campus
Finance Society even

www.york.ac.uk/careers/events
Support from Careers

• Information online www.york.ac.uk/careers

• Programme of careers events www.york.ac.uk/events

• www.facebook.com/yorkcareers

• Talk to a Careers Adviser, Information Adviser or CV Assistant – short appointments daily at Careers – book online

• Location: behind the Berrick Saul Building, near Market Square shops
Find today’s presentation at:
www.york.ac.uk/careers/inforesources

Final questions?