



The Careers Service offers a variety of ways of meeting employers. Most of our events and activities involving employers enable you to meet them in informal and relaxed situations and provide excellent opportunities for:

- Finding out more about what organisations do
- Researching what different jobs involve and whether they'd suit you
- Developing some of the important skills which employers seek

If you have no clear idea of what you want to do or the sort of organisation you'd like to work in, our sessions involving employers help you gather information which will enable you to make decisions about the options which are best for you.

If you already have a reasonable idea of the kind of job and employer you are seeking, the activities outlined below can be used to confirm your ideas, make useful contacts within organisations and collect more detailed information. Or they could suggest alternative areas of employment that you hadn't previously considered.

All of the employers who participate in Careers Service activities have made a conscious decision to target Sheffield University students. Some employers are attracted by the academic reputation of the University or by the excellence of specific departments. Others have a history of recruiting from Sheffield or know that they can depend upon drawing a strong field of applicants. They are serious about wanting to encourage you to apply to them. This sheet describes the ways you can start meeting employers via the Careers Service. The 'What's On Diary' at www.shef.ac.uk/careers/students/events lists the latest information on forthcoming activities.

SKILLS FOR SUCCESS SESSIONS

What are they? Sessions designed to develop your understanding of some of the key skills employers seek in graduates eg negotiating, giving presentations, team-building, leadership, decision-making, problem solving, time management. All sessions are run by employers who recruit Sheffield graduates, and they usually take the form of business games or case studies. Sessions are participative and enjoyable and count towards the Sheffield Graduate Award.

Who are they for? Students who want to get a better understanding of the skills employers look for on application forms and at interview. These skills are vitally important in a work context but can also have very useful application in terms of your academic work. Most sessions are open to all students in all years of study.

When do they take place? Skills For Success Sessions are available during Semesters 1 and 2.

ONE-TO-ONE SESSIONS

What are they? An opportunity for you to have a brief discussion (usually c20 minutes) with an employer without any of the formalities of an interview i.e. you don't need to complete an application form and you don't have to dress

smartly. One-to-One Sessions are an ideal way of collecting information from employers. They allow you to focus on the issues of interest to you, get a feel for the type of person the company employs and establish initial contact with an employer. You could describe One-to-One Sessions as one of those rare occasions when you get the opportunity to interview the employers.

Employers holding One-to-One Sessions come from all sectors of the economy and range from very large, high profile organisations to smaller, less well-known companies. The opportunities they want to fill are equally broad in scope. Employers who participated in our One-to-One Sessions last year were seeking graduates for posts in finance, research and development, law, engineering (all branches), IT, teaching, general management, sales and marketing etc.

Who are they for? Students who have an interest in finding out more about a specific organisation and its opportunities and would like the chance to have an informal discussion with a company representative. Most sessions are for final year students (under- and postgraduate) but some employers will also invite participation from students in earlier years, particularly if they have an interest in recruiting for internships.

When do they take place? Sessions take place throughout Semesters 1 and 2.

PRESENTATIONS

What are they? Presentations are used by employers to provide key information about their recruitment campaigns. The majority of employers involved are the larger, better known companies with sizeable graduate intakes. A typical event takes place in the early evening or occasionally at lunchtime, and covers topics such as the nature of the company's business, job and internship opportunities, training, career progression etc. There will usually be a question and answer session and the opportunity to mingle with company representatives. The most popular presentations can attract up to 150 students.

Who are they for? Students who want to obtain general information about employers. Presentations are usually aimed at final year students (under- and postgraduate) but some employers will also invite participation from students in earlier years.

When do they take place? Most presentations take place during Semester 1 with smaller numbers taking place in the Semester 2.

OCCUPATIONAL PANEL EVENINGS

What are they? Early evening events where graduates working in a particular occupation, (eg Marketing, PR & Advertising, Personnel) talk about their jobs. Speakers are often recent graduates of this University. Topics covered include: what employers seek in new graduates; tips on how to ensure you offer the most relevant skills and experience; information about what the job involves - the challenges and satisfactions as well as the day-to-day routines; the training

involved. There is a question and answer session at the end of the evening.

Who are they for? Aimed at students in all years of study, these are extremely popular and informal events. They are relevant for students who want some basic knowledge of an occupation, as well as those who may have already done some research.

When do they take place? Semesters 1 and 2.

FAIRS

What are they? Fairs provide excellent opportunities for gathering information and talking to people who have specialist knowledge. Most events also have a recruitment component and some have a programme of talks. We organise a range of fairs – some are large general events with over 60 stands for you to visit, while some are smaller, aimed at specific occupations.

Who are they for? Fairs are useful regardless of whether you have little idea of what you want to do or whether you have a clear goal in mind. They're excellent for browsing so they can be particularly useful if you want to carry out some research or get a feel for some of the opportunities open to you. If you want more detailed information, stand representatives will be happy to supply it.

Fair dates

The following Fairs are scheduled in 2009/10:

The Yorkshire Autumn Graduate Recruitment Fair – 3-4 November 2009

General recruitment and information fair aimed at finalists, recent graduates and students in earlier years. Employers come from all sectors of the economy recruiting for positions in all areas of mainstream graduate employment and for internships and vacation placements. Please note that the Fair is unlikely to cater for students who are considering more unusual or very highly specialised areas of work. Further information at www.sheffieldcareersfairs.ac.uk

The Careers Information Day – 11 February 2010

Occupational information event, NOT a recruitment fair. This is designed as an opportunity to meet practitioners and find out what people really do in their day-to-day jobs. Over 60 stands are staffed by representatives from a broad range of graduate occupations – public, private and voluntary sector occupations are all represented. Further information at www.shef.ac.uk/careers/events/cif

Spring Into Jobs Fair – 24 February 2010

General recruitment and information fair for finalists and recent graduates. Over 60 employers from all sectors with a wide range of mainstream graduate jobs commencing in summer 2010. Further information at www.sheffieldcareersfairs.ac.uk

The Summer Experience Fair – 4 March 2010

For students who are looking for work experience options over the summer. More at www.sheffieldcareersfairs.ac.uk

Specialist Fairs

Virtual International Careers Fair – 9-13 November 2009

Online recruitment event aimed primarily at International Students but also relevant to UK students seeking work overseas. Further information at: www.sheffieldcareersfairs.ac.uk

The Legal Fair – 25 November 2009

Information and recruitment fair aimed at law and non-law students interested in legal careers. Over 70 organisations

representing law firms, professional bodies, training providers and other employers in the legal sector will be present – an excellent opportunity for any student with an interest in careers in the legal profession, especially those seeking work experience placements with larger firms. Further information at www.shef.ac.uk/careers/events/legalfair

Preparing for Fairs

Watch out for emails and posters publicising the Fairs. To get the most out of any Fair, find out which participating organisations interest you and read the information provided by them. Further details, including exhibitor information, are provided on the relevant event website. Thinking ahead about the employers you want to talk to and what you want to find out helps you make the most of the Fair.

FINDING OUT MORE

Full details of all events involving employers can be seen on our 'Whats On Diary' at www.shef.ac.uk/careers/students/events.

STUDENTS WITH DISABILITIES

The Careers Service recognises the particular needs of students with disabilities and will endeavour to facilitate participation in all events organised. If you have any specific requirements in order to attend any talks, workshops, presentations or fairs we organise, please let us know in advance and we will make every effort to accommodate these.