



Swansea University  
Prifysgol Abertawe

Faculty of Humanities and Social Sciences  
Cyfadran y Dyniaethau a'r Gwddorau Cymdeithasol

# Employability

## STUDENT HANDBOOK



# 90%

**OF STUDENTS WHO  
HAVE USED OUR  
SERVICE SAY WE HAVE  
MADE A  
DIFFERENCE**

**\* Careers Appointment  
feedback survey 2021**

**To book an appointment visit:**

careers-humanitiesandsocial  
sciences@swansea.ac.uk

or scan the QR code to  
book an appointment online



# MEET OUR *Team*

The Faculty of Humanities & Social Sciences has a dedicated Employability Team who provide support to students from the moment they join Swansea University. Based in the Employability Hub on Bay Campus & Digital Technium on Singleton Campus, we are on hand to help with a number of opportunities from Work Experience, Year in Industry, Graduate Roles and more.

Our team are committed to providing a professional and bespoke service for all students in a comfortable environment. 90% of students who have used our service say we have made a difference to their university experience.

You are welcome to visit us in either Hub by dropping in for any queries or booking an appointment via our online booking link. We will tailor appointments to suit your needs and cover a number of different aspects, such as;

- Application help covering all stages
- Mock Interviews
- Year in Industry support
- Study Abroad support
- Part time work
- Summer Internships
- Graduate Roles

Appointments with the team cover all stages of recruitment processes, from CV, Cover Letter, Interviews, Online Tests, Gamification, Psychometric Testing, Assessment Centres, and so on. Even if you aren't sure about what you want to discuss and simply want to know about the different options available, feel free to pop in for a chat!

All appointments are kept confidential and students can now have their appointments face-to-face or online via Teams or Zoom.

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# FHSS EMPLOYABILITY

## USEFUL WEBSITES & CONTACTS

IF YOU WANT TO RESEARCH JOB ROLES IN YOUR OWN TIME,  
THE WEBSITES BELOW ARE A GREAT PLACE TO START;

[TOP100GRADUATEEMPLOYERS.COM](http://TOP100GRADUATEEMPLOYERS.COM)

[TARGETJOBS.CO.UK/UK300](http://TARGETJOBS.CO.UK/UK300)

[ASSESSMENTDAY.CO.UK](http://ASSESSMENTDAY.CO.UK)

[LINKEDIN.COM](http://LINKEDIN.COM)

[SHORTLIST.ME](http://SHORTLIST.ME)

[PROSPECTS.AC.UK](http://PROSPECTS.AC.UK)



[GLASSDOOR.CO.UK](http://GLASSDOOR.CO.UK)

[BRIGHTNETWORK.CO.UK](http://BRIGHTNETWORK.CO.UK)

[STUDENTCIRCUS.COM](http://STUDENTCIRCUS.COM)

this is specifically for  
International Students

## Want to keep up to date with the latest events & opportunities?

-  Join our Facebook Group – FHSS Careers
-  and our Instagram page @FHSSEmployability

[GRADDIARY.COM](https://www.graddiary.com)

[EMPLOYMENTZONE.JOBTEASER.COM](https://www.employmentzone.jobteaser.com)

[STUDENTBEANS.COM/UK](https://www.studentbeans.com/uk)

[RATEMYPLACEMENT.CO.UK](https://www.ratemyplacement.co.uk)

[TARGETJOBS.CO.UK](https://www.targetjobs.co.uk)

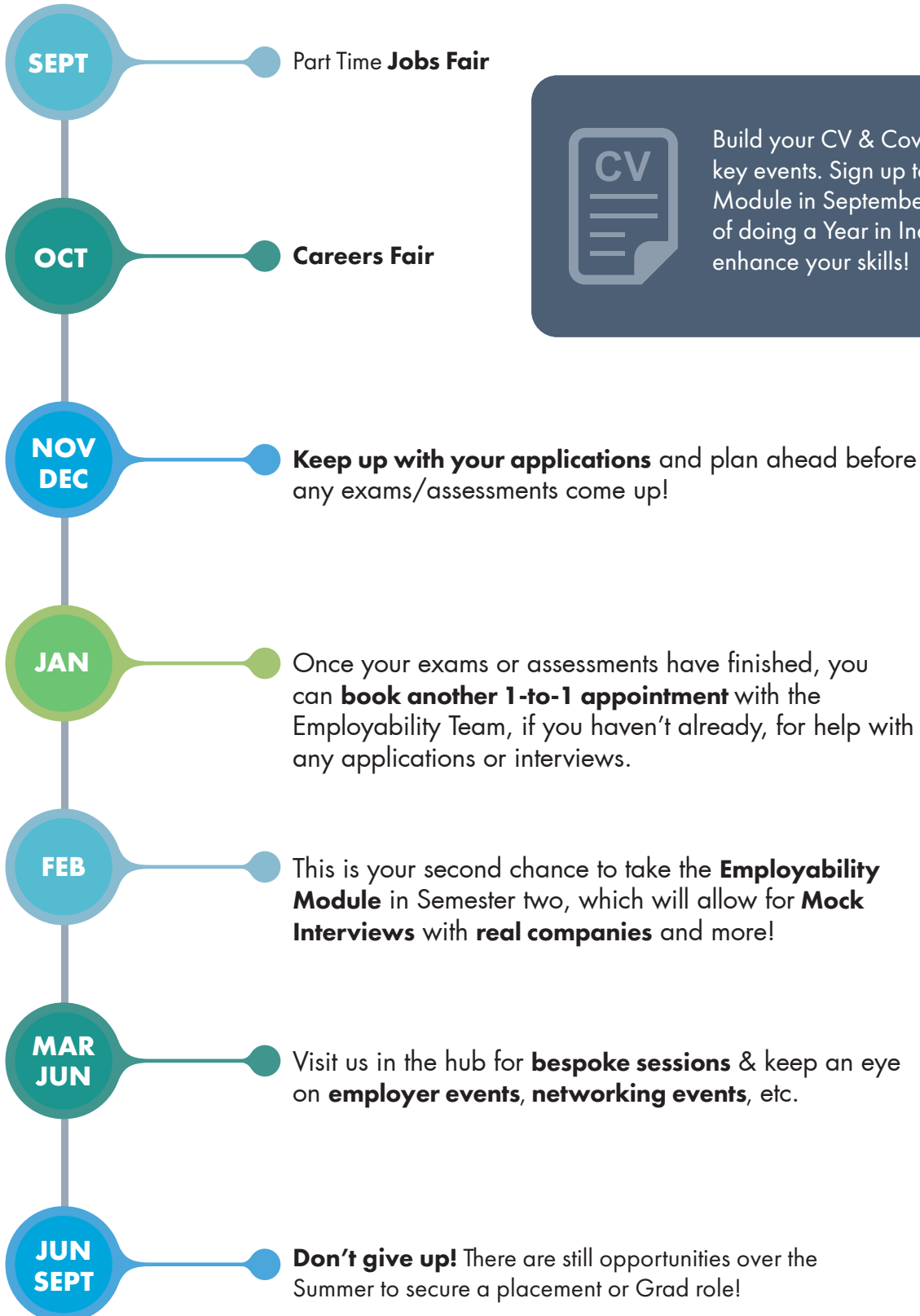
[POSTSTUDY.ORG](https://www.poststudy.org)

We have a dedicated student support team who are here to help you and ensure you enjoy your time here in Swansea to the fullest! If you experience any difficulties, or need extra support during your time with us, please get in touch with; [studentsupport-management@swansea.ac.uk](mailto:studentsupport-management@swansea.ac.uk), [studentsupport-socialsciences@swansea.ac.uk](mailto:studentsupport-socialsciences@swansea.ac.uk), [studentsupport-law@swansea.ac.uk](mailto:studentsupport-law@swansea.ac.uk) or [studentsupport-cultureandcom@swansea.ac.uk](mailto:studentsupport-cultureandcom@swansea.ac.uk)



# CAREERS *Timeline*

VISIT US IN THE EMPLOYABILITY HUB FOR A ONE-TO-ONE APPOINTMENT AS SOON AS YOU START UNIVERSITY TO MAKE THE MOST OF OUR SERVICES!



Build your CV & Cover Letters ready for these key events. Sign up to the Employability Module in September if you are also thinking of doing a Year in Industry or want to enhance your skills!

## 1<sup>ST</sup> YEAR OF UNIVERSITY

You can visit us as soon as you start University. This is a good chance to **start looking for work experience** opportunities or part-time jobs to add to your CV.

You can also sign up to take the **Employability Module** in your first semester.

You can also choose a **Study Abroad year** – please let our team know and make sure you achieve 50% in this year to be eligible!



Please get in touch with us to find out if **Year in Industry** is offered on your course

## 2<sup>ND</sup> YEAR OF UNIVERSITY

If you are interested in doing a Year in Industry, you can **start applying now**. Make sure to complete & pass the Employability Module before you finish this year! Alternatively you can book an appointment to see us for anything Employability related.

Study Abroad – you will **begin to make your choices** on where you would like to go, keep an eye on your emails for updates and maintain at least 50%.



## 3<sup>RD</sup> YEAR OF UNIVERSITY

This year is where you carry out your **Placement** or **Study Abroad**, where you will get support throughout the year.

Alternatively, if this is your final year, visit us for any help in securing Graduate roles!





## WORK EXPERIENCE OPPORTUNITIES

Throughout your time at University, there are plenty of opportunities for you to gain transferable skills and experiences that you can use in applications and your future careers.

This can be in the form of short term work experiences, Summer Internships or Part Time jobs. Make sure you prioritise your academic work, but if you have the opportunity, you can fit in these options when it suits you.

Book an appointment to discuss these opportunities by visiting the Employability Hub or please email

[careers-humanitiesandsocialsciences@swansea.ac.uk](mailto:careers-humanitiesandsocialsciences@swansea.ac.uk)



## MENTORING SCHEME

The Mentoring Scheme is another great opportunity for you to enhance your experiences and add to your CV.

The Mentoring Scheme allows you to be matched up with a real-life employer, who can offer advice and guidance in terms of Employability. This is a great chance to listen to industry experts, learn about your sector and build your network. Many mentors also offer the opportunity to shadow them in the workplace.

There will be training sessions you have to attend before carrying out the Scheme and if you are interested, please email

[careers-humanitiesandsocialsciences@swansea.ac.uk](mailto:careers-humanitiesandsocialsciences@swansea.ac.uk)

# Industry YEAR IN





## CONSIDERING A YEAR IN INDUSTRY

- Visit us in the Employability Hub
- Sign up to the Employability Module
- Book an appointment with an Employability Coordinator to discuss your options and how to apply
- Log into Canvas to view the vacancies available as a starting point, become part of our facebook/Instagram page
- Create a spreadsheet to keep track of your applications, e.g. where you have applied, job descriptions, etc.
- Attend our Careers Fair, Part-time Jobs Fair & any other Employability Events throughout the year

\*Please note we do not guarantee any Year in Industry placements

## APPLICATION STAGE

- The application process can begin at the start of your 2nd year
- Keep applying for positions throughout the year
- You have until end of August after your second year to confirm a Year in Industry
- Check your student emails and Canvas announcements for exclusive roles
- Take full advantage of our Employability Service, there are no limits to the number of appointments with our team
- Engage with mock interview sessions, mock assessment centres or bespoke appointments to prepare you for any stage of the recruitment process

## RECEIVING A YEAR IN INDUSTRY OFFER

- You must inform the Employability team on receiving the offer
- Complete all documents provided by the Employability Team
- You will be contacted if there are any issues with your documents
- Start looking for accommodation if applicable, it is the student's responsibility to make their own arrangements

## DURING YOUR YEAR IN INDUSTRY

- You must enrol online in September at Swansea University
- Update your term address and contact details
- Ensure you have a copy of the Year in Industry handbook
- Keep checking your student emails as your Employability Coordinator will be contacting you through this
- You will have monthly calls with your Coordinator and can contact them at anytime
- While on your Year in Industry, you are still a student with us and there are assessments you must complete as the year is credit-bearing
- It is your responsibility to complete your work by the set deadlines

## COMPLETING YOUR YEAR IN INDUSTRY

- Check your results on results day to ensure you have passed
- Enrol onto your Final Year at Swansea University
- Attend the 'Welcome Back' event to meet with other returning students and the Employability Team
- Applications open for Employability Champions – check your student email for more information on this
- Attend the Employability Awards for an evening of celebration
- Connect on Graduway to network with Alumni

# YOUR NAME

📞 076225080000

🌐 LinkedIn

✉️ YOU@hotmail.com

## PROFILE

A current Accounting and Finance student, with a predicted first at Swansea University. The tasks I have completed in this degree along with my work experience have allowed me to transfer the theory of a successful business into practical solutions. As the captain of my former football team, I have developed the ability to lead and motivate others. I am looking to secure this role to further develop my knowledge of the supply chain operations of a business which will help me progress as a person and a co-worker.

## EDUCATION

**Swansea University, 2014 – 2018**

**BSc Business Management**

**Modules include:**

Operations Management, Supply Chain Management, Sustainable Operations and Business Analytics

**College**

**(September 2012 – June 2014)**

A-levels: Maths, Science, Geography

**Comp School**

**(September 2007 – June 2012)**

12 GCSEs, Grades A\*-B, including Maths and English at grade A

## EMPLOYMENT

**Waitress, The Winery, A City Location**

**2010 till present**

Achievements and responsibilities: Tact, diplomacy and judgement needed in situations such as: asking for proof of age; responding to complaints; managing incidents such as disputes between customers.

Liaised with kitchen staff to cover food orders as well as serving at the bar, so multitasking was essential. Made sure customers were served quickly at busy times.

**Telesales, Electric Company, Location**

**January 2010 – June 2010**

Achievements and responsibilities:

Honed telephone communication skills in a pressurised business environment. Exceeded personal sales target by 10% on average. Achieved this by refusing to be discouraged by rejection, and making an exceptionally high number of calls.

Proposed the introduction of a mentoring scheme for new starters and some revisions to the standard sales script. Both ideas were implemented.

## VOLUNTARY ROLES

Student Ambassador for University, this involved working as part of team to assist in coordinating events including the creation and distribution of leaflets.

Working for an Animal charity which helps the elderly care for their pets includes dog walking, taking pets to the vets and general care.

## ACHIEVEMENTS

- Fluent Welsh speaker
- Proficiency in Microsoft Office
- Good leadership skills – captained my local football team to league and cup double
- Ability to work under pressure and in a fast-paced environment as demonstrated in previous work experience

**REFERENCES AVAILABLE  
UPON REQUEST**

# CV AND COVER LETTER

# Tips

DO	DON'T
Always target your CV to each job. Check the specifics of what a CV looks like for your sector.	Don't lie. Be honest and objective. You may be questioned about your CV in detail during the interview.
Match the skills you have to the skills the employer is looking for, read the job description.	Don't use the same CV for all your applications – TARGET!
Make it EASY To READ an attractive CV will grab an employer's attention.	Don't write curriculum vitae at the top of your CV.
Pay attention to spelling and grammar: your CV may not get through to the next stage if there are mistakes.	Don't write long descriptive sentences, keep them concise and to the point.
Give specific examples to illustrate your skills. Remember: who, what, when and how.	Don't be downbeat. Avoid any negative words, false modesty or inappropriate email addresses.

**VISIT US IN THE EMPLOYABILITY HUB FOR A ONE-TO-ONE APPOINTMENT AS SOON AS YOU START UNIVERSITY TO MAKE THE MOST OF OUR SERVICES!**

## CV HEADINGS AND ORDER

There is no one size fits all templates when it comes to CVs; what you put in or leave out can be interchangeable depending on the job applied for.

- Personal Details
- Profile
- Education
- Relevant Work Experience
- Skills and Achievements
- Additional Information or Positions of Responsibility
- Interests
- References

## HELPFUL TIPS FOR WRITING PERSONAL STATEMENT/PROFILE

- Get straight to the point: avoid lengthy descriptions and make your testimonies punchy and informative.
- Keep it between 50 to 200 words maximum.
- If you have enough space, use 1.5 line spacing to make your statement easier to read.
- Match person and job specifications with well-written copy.
- Read your profile out loud to ensure it reads naturally.
- Don't mix first and third person sentences.

# KRUPA THOMPSON



07123456789



YOU@live.co.uk



34 Sketty Lane, Swansea  
SA2 3WE

## PROFILE

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Analytical, energetic and detail orientated graduate having just completed studying History at Swansea University.

I have extensive experience of collections work thanks to my time as a volunteer at Swansea Museum, as well as skills working with the public such as communication and attention to detail.

## EXPERIENCE

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**May 2022 - Present**

**Development Assistant - National Museum Wales - Swansea**

Preparing high quality compelling fundraising proposals and applications. Also responsible for making applications for support, applying for small-scale funding from grant providers.

**June 2018 - April 2022**

**Volunteer Staff - Swansea Museum - Swansea**

Collection work as well as assisting the public in engaging with the Museum's permanent exhibition at the Tramways Centre.

**June 2017 - September 2019**

**Team Leader - Vue Entertainment - Swansea**

Worked in a team to cover the customer service desks, communicated with customers and managed food and beverage services. Also responsible for stock take, overseeing the tills and training new recruits.

## EDUCATION

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**September 2021 - June 2022**

**Master's Degree, Medieval Studies - Swansea University - Swansea**

Activities & Societies: History Society, Feminist Society

**September 2018 - June 2021**

**Bachelor of arts - BA, Film & English Literature - Sheffield Hallam University - Sheffield**

**September 2016 - June 2018**

**A- Levels - Sheffield Secondary School - Sheffield**

History, Art & Media Studies

# JODY LOOMBA

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## CONTACT

 07123456789

 Jody.Loomba@live.co.uk

 34 Sketty Lane, Swansea  
SA2 3WE

## EXPERTISE SKILLS

- Excellent Communication
- Working with clients and customers  
Teamwork
- Attention to detail

## EDUCATION

### 2019 -2023

*SOCIOLOY BSC (HONS),  
SWANSEA UNIVERSITY*

Predicted Grade: 1st

During my Final Year I have been a  
volunteer mentor for 1st year students

### 2017-2019

*A-LEVELS, KINGSWOOD  
SECONDARY ACADEMY*

Sociology, Health & Social Care &  
Information Technology

### 2015-2017

*GCSE'S, KINGSWOOD  
SECONDARY ACADEMY*

Sociology, Health & Social Care &  
10GCSE's Grades A\*-C Including  
English & Maths

## ABOUT ME

Currently studying Sociology at Swansea University with an expected outcomes of a 1st, I am passionate about understanding people's behaviour as social beings, as well as the wider social, cultural, political and economic factors influencing our constantly changing society.

I have excellent communication and teamwork skills, demonstrated by my experience as an ambassador, mentor and volunteer.

## EXPERIENCE

### May 2022 - Present

*STUDENT AMBASSADOR,  
SWANSEA UNIVERSITY*

This role involved working open days for the University, and other events as and when needed. Such events involved coordinating cover with my fellow ambassadors, speaking to potential students and families, answering queries and developed communication skills, teamwork and compassion for others.

### Jun 2018 – April 2022

*VOLUNTEER, LAKELANDS HOSPICE*

I worked as a volunteer shop assistant for the company's charity shop before my final year of A Levels. I took on a range of responsibilities - tasks included organizing donations, operating the till, cleaning and serving customers.

# YOUR NAME

076225080000  
LinkedIn  
YOU@hotmail.com  
Address

## PERSONAL STATEMENT

A second year hardworking, resourceful and ambitious Economist student looking for a year's placement. Won economic prize for outstanding performance and looking to develop further understanding of economics and its practical implications. Experience of undertaking analytic work and research projects with minimal supervision, whilst working in a team environment with multiple priorities and tight deadlines.

Having an active commitment to continuous improving quality standards when performing statistical analysis of industry and economic data. Would like to work for a successful organisation that rewards achievement and offers great opportunities for career development.

## EDUCATION

### Swansea University

#### BSc Economics September 2015 – current

First class 2nd year: Principles of Econometrics – 73%  
Macroeco-nomics – 77%  
Microeconomic – 75%  
Human resource management – 57%

1st year: Economics – 83%  
Elementary Statistical Theory – 100%  
Mathematical Methods – 79%  
Elements of Accounting and Finance – 81%

2017: Won the Economics Department's Prize for outstanding performance as one of the top 5 candidates.

### College

#### A-levels

#### September 2013 – June 2015

Maths A  
Business Management B  
English Language B

### Comprehensive School

#### GCSE

#### September 2008 – June 2013

Achieved 10 GCSE's, grade A-C, including Maths and English

## EMPLOYMENT HISTORY

### Ernst and Young Industrial & Commercial Office (ICO), Chartered Accountancy Summer Internship

Delivered 3 audits for FTSE100 companies including Chartered Accountancy client. Produced analytical reviews on significant movements in P&L, Balance Sheets and Cash flow statements. Attended Audit Strategy meetings with audit partner, took minutes and updated the team with prioritised tasks and assigned responsibility. Researched and produced a report on Leisure & Hospitality market. Reported updates directly to manager.

### Compass Group October 2016 – Present

Compass Group provide retail and hospitality services within the Liberty Stadium. I am currently employed by Compass Group on a casual work basis. My role is working bar, situated in the hospitality section. This job has allowed me to develop skills in customer service, communication and working in a team.

### The Pub Inn June 2014 – June 2015

My role here was a part-time waiter/barman, which included delivering a high standard of customer service when greeting and serving customers, handling cash and leading a team in a pressurised environment.

## SKILLS & ACHIEVEMENTS

I have experience in using ICT and I am confident in using a range of packages, including Microsoft office. School Captain of the Rugby team which meant I needed to use my team working and leadership skills to ensure the team communicated and played well together. Completed Duke of Edinburgh Silver Award.

## REFERENCES

References are available upon request

# COVER LETTER

# Template

The first thing a potential employer sees in your job application is the cover letter. This doesn't just support your CV – it's an opportunity for you to stand out from the crowd and persuade the recruiter to put you through to the next round. Be wary of spending hours on perfecting your CV at the expense of your cover letter.

A cover letter gives you the opportunity to showcase how your skills and experience not only match the job but also their company. Within your cover letter you should be demonstrating your industry sector knowledge and continually link in these skills with the role you are applying for.

With employers often receiving huge volumes of applications for each vacancy, you need to ensure that your cover letter makes a lasting impression.

**Here are some rules you'll need to stick to if you want to increase your chances of success:**

1. Be concise and to the point – keep it to one side of A4.
2. Use the same quality plain white paper you used to print your CV.
3. Include a named contact wherever possible to show you have sent it to them personally.
4. Relate your skills to the job advert and make a case for why the employer should want to meet with you.
5. Proofread – always double-check your spelling and grammar without relying on a computer spellcheck program.
6. Target the company by tailoring your cover letter for each application.
7. Page layout should be easy on the eye, set out with the reader in mind.
8. Check to make sure you've got the company name and other key details right.
9. Read it and cut out any unnecessary words or sentences.
10. If sending electronically, put the text in the body of the email rather than as an attachment to avoid it being detected by spam filters.
11. Stick to your own words, avoiding jargon and formal clichés.

ON THE  
FOLLOWING  
PAGE IS AN  
**EXAMPLE  
COVER  
LETTER**



Alison Thorpe  
17a Christmas Way, Abingdon  
Oxon  
OX99 2PQ  
7 August 2019

Mr Michael Tale  
Interworld Communications  
45 Able Street  
London  
SW9 5GB,

Dear Mr Tale,

I am writing to apply for the role of Communications Officer, as advertised on your website. Please find my CV attached.

One of the key attractions of the Communications Officer role for me is the variety of clients. I have some experience in both retail and utilities, and I note the portfolio on your website that you have clients in both these areas and a range of others. My most recent position, as an intern with Galactic Cosmetics, provided a sharp learning curve in client liaison as well as detailed industry-specific insights. I understand that the role of Communications Officer will involve direct contact with clients from a variety of sectors and will call for relevant background knowledge.

Your advertisement highlighted the need for 'a strong aptitude for improving engagement with audiences' and I believe my past experience has enabled me to develop this. In my roles as Secretary of Abingdon University History Society, in telesales with Eastern Electricity and with Galactic Cosmetics I contributed to improved sales targets and membership numbers. Coming up with practical, workable new ideas were key to this. This was particularly evident at Eastern Electricity, where I proposed a mentoring scheme for new starters that has since been put in place. New starters are now trained much more quickly, resulting in an increase in sales across the department.

I have also developed other skills relevant to this position both at university and in my working life, such as managing several projects at once and prioritising accordingly. In particular, I believe my social media experience in my Galactic Cosmetics role, using both Facebook and YouTube to engage with focus groups and the wider target audience for a new shampoo product, provided me with knowledge that can be put to good use in the role at Interworld Communications. I am now familiar with the need to adopt different tones and approaches not only with specific audiences but also in relation to wider marketing surrounding different products.

Thank you for your consideration, and I look forward to hearing from you soon. I would be available for interview at any time.

Yours sincerely

*A. Thorpe*

Alison Thorpe





# Self

## AWARENESS

It can be useful to complete a SWOT Analysis before starting any application process. Complete the template below to get started.

### STRENGTHS

e.g. Part of a society, part time work, degree, etc.

### WEAKNESSES

What could you improve?  
e.g. presentation skills, excel, etc.

### OPPORTUNITIES

Do you have a network of strategic contacts to help you?  
e.g. attending networking events

### THREATS

Conditions outside of your control,  
e.g. competitive market with many students applying for the same role



# Linked in

**LINKEDIN IS A BUSINESS-FOCUSED SOCIAL NETWORKING SITE. IT HELPS PEOPLE NETWORK PROFESSIONALLY AND IS FREE TO USE. THE SITE LETS YOU FIND ALUMNI, BUSINESS ASSOCIATES FROM YOUR DESIRED INDUSTRY, CLIENTS, AND STUDENTS WHOM YOU ALREADY KNOW. YOU "CONNECT" WITH THEM THROUGH THE SITE, AND THEY THEN BECOME PART OF YOUR NETWORK.**

Once you've connected with a person, you will then have access to their list of connections – this is called your "extended network." You can request an introduction to people in your extended network through your mutual contact. LinkedIn also provides other features including the ability to set up and join groups, and a jobs section where members can advertise open positions or apply for jobs.

## PROFESSIONAL USE

**There are several ways to use LinkedIn to help you grow professionally:**

**Networking** – LinkedIn allows you to network with people and professional organisations in your industry. This helps you stay up-to-date with industry trends and share information with others who do similar work to you.

In addition to networking with people in your LinkedIn extended network, you can also set up and join specific groups to discuss ideas and share industry news. This is a great way to build your professional network further.

**Asking and answering questions** – Many people use the groups on LinkedIn as a kind of think tank or open brainstorming session. By offering your expertise to those in your network, you establish trust and improve your reputation as an expert.

You can also use your profile's status update to ask questions to people in your network, or share news or insight. (Your status feed on LinkedIn works in a similar way to a Twitter® timeline.)

**Research** – You can use LinkedIn to find out more about the people and organisations that you do business with. For example, imagine that you're about to meet with an important potential client. You do a quick search on LinkedIn and discover that the person went to the same university as you. In fact, you know several of the same people. You now have a valuable conversation starter that will help you build rapport with the client.

**Job searching tool** – Add your personal career interests to this tool and jobs will be recommended to you. The more you use this function, the more relevant the jobs that are recommended. You can also select a button to let recruiters know that you are open to looking for certain types of roles.

## LINKEDIN DEFINITIONS

**Here are a few useful terms you should know when using LinkedIn:**

**Connections** – Connections are other registered users who you know personally on LinkedIn. Although you can invite anyone to be a connection, they will need to set up an account to use the site.

**Second-degree connections** – These are the connections that your connections have. For example, you're friends with Bill, who is directly connected with his boss. Bill's boss is a second-degree connection for you.

**Third-degree connection** – Any connections from your second-degree connects are third-degree connections. So, Bill's boss's connections would be your third-degree connections.

**Profile page** – This is your personal page on LinkedIn. All registered users with LinkedIn can view it (unless you set it to be a private page). Your profile page can list your education, past work history, current and past projects, groups and associations, and more. Users can also forward your profile page to contacts on their lists. You can also make your profile page "public" so that anyone (even people not on LinkedIn) can view it.

**Recommendations** – Your connections can write recommendations, or testimonials, for your profile. These can be a powerful testament to your business and professional skills.

**Introductions** – Introductions are when a third party introduces two people who weren't currently connected. For instance, your colleague Sue and your client Dan don't know each other. You think Sue could help solve a problem that Dan is having with one of his projects, so you introduce Sue and Dan through LinkedIn. Introductions are simply a way to bring people together on the site.

# KNOW YOUR STRENGTHS

Which Career Pathway is right for you?

## THE RIASEC TEST

Follow these easy steps to see where your interests are.

1 Read each statement. If you agree with the statement, fill in the circle. There are no wrong answers!

1.	I like to work on cars	<input type="checkbox"/>						
2.	I like to do puzzles		<input type="checkbox"/>					
3.	I am good at working independently			<input type="checkbox"/>				
4.	I like to work in teams				<input type="checkbox"/>			
5.	I am an ambitious person, I set goals for myself					<input type="checkbox"/>		
6.	I like to organize things, (files, desks/offices)						<input type="checkbox"/>	
7.	I like to build things	<input type="checkbox"/>						
8.	I like to read about art and music			<input type="checkbox"/>				
9.	I like to have clear instructions to follow						<input type="checkbox"/>	
10.	I like to try to influence or persuade people						<input type="checkbox"/>	
11.	I like to do experiments		<input type="checkbox"/>					
12.	I like to teach or train people				<input type="checkbox"/>			
13.	I like trying to help people solve their problems				<input type="checkbox"/>			
14.	I like to take care of animals	<input type="checkbox"/>						
15.	I wouldn't mind working 8 hours per day in an office						<input type="checkbox"/>	
16.	I like selling things						<input type="checkbox"/>	
17.	I enjoy creative writing			<input type="checkbox"/>				
18.	I enjoy science		<input type="checkbox"/>					
19.	I am quick to take on new responsibilities						<input type="checkbox"/>	
20.	I am interested in healing people				<input type="checkbox"/>			
21.	I enjoy trying to figure out how things work		<input type="checkbox"/>					
<b>TOTAL</b>								
		<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>	

22.	I like putting things together or assembling things	<input type="checkbox"/>						
23.	I am a creative person					<input type="checkbox"/>		
24.	I pay attention to details						<input type="checkbox"/>	
25.	I like to do filing or typing						<input type="checkbox"/>	
26.	I like to analyze things (problems/situations)				<input type="checkbox"/>			
27.	I like to play instruments or sing				<input type="checkbox"/>			
28.	I enjoy learning about other cultures					<input type="checkbox"/>		
29.	I would like to start my own business						<input type="checkbox"/>	
30.	I like to cook		<input type="checkbox"/>					
31.	I like acting in plays					<input type="checkbox"/>		
32.	I am a practical person		<input type="checkbox"/>					
33.	I like working with numbers or charts			<input type="checkbox"/>				
34.	I like to get into discussions about issues					<input type="checkbox"/>		
35.	I am good at keeping records of my work						<input type="checkbox"/>	
36.	I like to lead						<input type="checkbox"/>	
37.	I like working outdoors	<input type="checkbox"/>						
38.	I would like to work in an office						<input type="checkbox"/>	
39.	I'm good at math				<input type="checkbox"/>			
40.	I like helping people						<input type="checkbox"/>	
41.	I like to draw					<input type="checkbox"/>		
42.	I like to give speeches						<input type="checkbox"/>	
<b>TOTAL</b>								
		<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>	

2 Add up the number of filled in circles in each column and then add the two columns together for a grand total.

<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>

3 Using your grand total scores from above, transfer the scores for each letter into the appropriate column below.

**R** = Realistic Total: \_\_\_\_\_  
**I** = Investigative Total: \_\_\_\_\_  
**A** = Artistic Total: \_\_\_\_\_  
**S** = Social Total: \_\_\_\_\_  
**E** = Enterprising Total: \_\_\_\_\_  
**C** = Conventional Total: \_\_\_\_\_

4 Take the three letters with the highest scores and record them under "My Interest Code."

MY INTEREST CODE		
_____	_____	_____

5 Look at the next page to see what this means!

## Which Career Pathway is right for you?

# RESULTS OF THE RIASEC TEST

### R = REALISTIC

These people are often good at mechanical or athletic jobs. Good college majors for Realistic people are...

- Agriculture
- Health Assistant
- Computers
- Construction
- Mechanic/Machinist
- Engineering
- Food and Hospitality

#### RELATED PATHWAYS

Natural Resources  
Health Services  
Industrial and Engineering Technology  
Arts and Communication

### I = INVESTIGATIVE

These people like to watch, learn, analyze and solve problems. Good college majors for Investigative people are...

- Marine Biology
- Engineering
- Chemistry
- Zoology
- Medicine/Surgery
- Consumer Economics
- Psychology

#### RELATED PATHWAYS

Health Services  
Business  
Public and Human Services  
Industrial and Engineering Technology

### A = ARTISTIC

These people like to work in unstructured situations where they can use their creativity. Good majors for Artistic people are...

- Communications
- Cosmetology
- Fine and Performing Arts
- Photography
- Radio and TV
- Interior Design
- Architecture

#### RELATED PATHWAYS

Public and Human Services  
Arts and Communication

### S = SOCIAL

These people like to work with other people, rather than things. Good college majors for Social people are...

- Counseling
- Nursing
- Physical Therapy
- Travel
- Advertising
- Public Relations
- Education

#### RELATED PATHWAYS

Health Services  
Public and Human Services

### E = ENTERPRISING

These people like to work with others and enjoy persuading and performing. Good college majors for Enterprising people are:

- Fashion Merchandising
- Real Estate
- Marketing/Sales
- Law
- Political Science
- International Trade
- Banking/Finance

#### RELATED PATHWAYS

Business  
Public and Human Services Arts  
and Communication

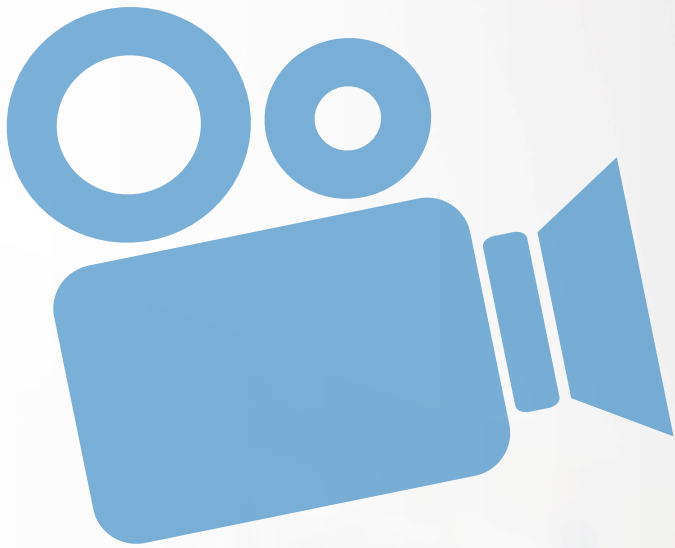
### C = CONVENTIONAL

These people are very detail oriented, organized and like to work with data. Good college majors for Conventional people are...

- Accounting
- Court Reporting
- Insurance
- Administration
- Medical Records
- Banking
- Data Processing

#### RELATED PATHWAYS

Health Services  
Business  
Industrial and Engineering Technology



**VIDEO**

# Interviews

**VIDEO INTERVIEWS HAVE BECOME VERY POPULAR. WHETHER YOU'RE A PROSPECTIVE STUDENT, A RECENT GRADUATE OR AN INTERNATIONAL STUDENT LOOKING FOR A PLACEMENT ABROAD, THE CHANCES ARE, AT SOME POINT, YOU'LL BE ASKED TO DO A VIDEO INTERVIEW. LAURA TUCKER – INSIDE CAREERS**

Regardless of whether the person interviewing you is a university admissions officer, an employer or otherwise, it's vital that you're ready to impress your interviewer just as you would in a face-to-face meeting. To do this you'll need to be prepared for all the ways in which video interviews can let you down, in order to make sure to avoid them.

You may be a touch-typing digital native with a love for coding, but video interviews are tougher than they look even for someone keyed up on the world of video communication. Read on for our top 7 video interview tips, plus a few extras.



# PREPARATION

## 1. TIDY YOUR SURROUNDINGS

This is something many people forget when they have a video interview, but if your backdrop is one of torn Metallica posters, used underwear and an unmade bed, then the likelihood is you're not going to get the job. And it won't be because interviewers hate heavy metal, it'll be because you look disorganised, lazy and unbothered about making a good impression.

Opt for a neutral background for your video interview, and don't feel that you need to show off any personal information – you will be judged on your competency, not because of your collection of the complete works of Dostoyevsky.

Additionally, if you live with others, or your neighbours are obnoxiously noisy, then you should tell them in advance that you're taking an important call. This should ensure your video interview won't be disrupted by housemates calling your name or by blasts of loud music.

## 2. DRESS SMARTLY

Although it's tempting to just throw on a shirt over your ice cream-covered pyjama bottoms, you absolutely shouldn't. If you have to stand up to get something during the interview, you'll be instantly exposed as the slob you are. Instead, you should dress as you would for a face-to-face interview – head to toe – and present yourself as is appropriate for the job or position you're applying for.

Because you're not there in person, appearance is all the more important in giving a good impression and, therefore, has a bigger role to play in getting you the job. So make the effort; have a shower, brush your teeth, do your hair and dress up rather than down.

## 3. FAMILIARISE YOURSELF

If you're new to video calling you'd be wise to play around with the program before your interview, to better understand how it works and how to fix things should they inexplicably stop working.

It might also help to do a test call; the last thing you want is to rock up at your desk one minute before the interview to find that your speakers don't work, or that your internet bandwidth is too low. So make sure you've tested your equipment as well as your video call program well ahead of your interview and once again on the day.

## 4. ANGLING YOUR WEBCAM

The position of your camera can be very important to your video interview. Too close and interviewers will see just your face, too far and they won't see anything at all. Test out your camera beforehand and position it so that it incorporates most of your top half. This will allow interviewers to see your hand gestures and make it easier for them to gauge your overall body language. Another key aspect is your lighting; make sure you're lit by as much natural light as possible (although try not to sit directly in front of the light source as this will shadow your face). Natural light will make you and your surroundings look brighter and more inviting and will assure interviewers that you're not entirely averse to daylight and the outside world.



## DURING THE CALL

### 5. LOOK AT THE CAMERA, NOT YOURSELF

I'm not calling you vain, but try not to look at yourself in the bottom right-hand corner screen. This is very easy to do, especially in a job interview when you're conscious of how you look and want to make a good impression. But try not to. The interviewers are likely to pick up on your erratic eye movements and mark you down as a) someone who loves themselves or b) someone who's as skittish as hell.

Nor should you try and make eye contact with the person on the screen because, although it might feel more natural to look directly at the person you're talking to, in the eyes of your interviewer it will look as if you're gazing at something else. Instead, you should focus mostly on the black dot of your camera or webcam while doing your video interview, as this is the only way to actually make eye-contact with your interviewer, albeit eye-contact that you can't tell you're having.

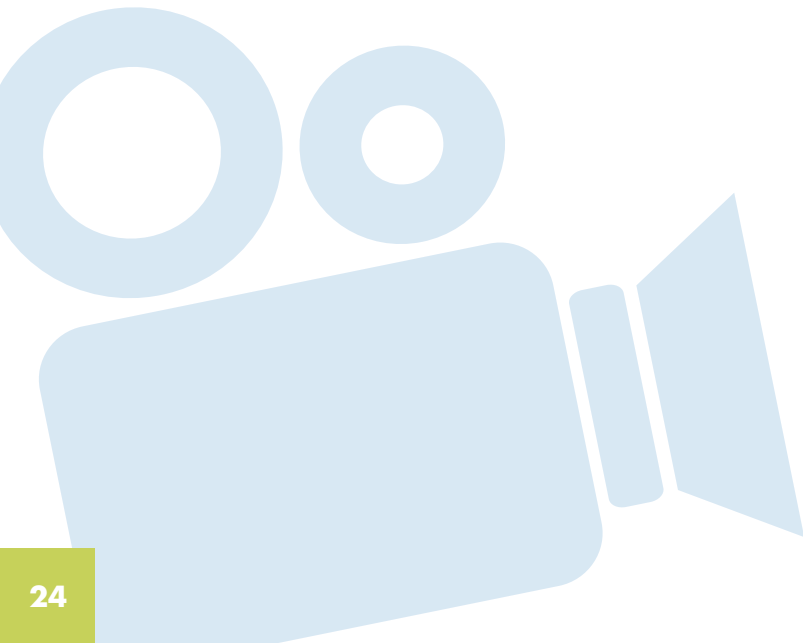
### 6. SIT UP STRAIGHT

You're at home, no one's made you travel for an hour for a 10 minute interview slot, you've just had a perfect cup of tea, you're comfortable, happy and only feeling a little bit nervous. When you're as relaxed as this it's easy to forget about your posture and how you're sat – but this is one of the most important aspects in showing positive body language. Don't slouch or lean back too far and don't cross your arms or lean on your desk. Be alert, sit up straight and look ready to answer questions.

### 7. SPEAK WITH CLARITY

To ensure none of your brilliant answers are misheard, ensure that you enunciate your words clearly. Also make sure that you speak loudly enough, but not too loudly – you don't want the interviewers to feel as if they're being shouted at!

Additionally, instead of relying on non-verbal communication to express how much enthusiasm you have for the opportunity, in a video interview you should focus more on your verbal intonation and clarity. If you're excited about the role, sound excited. If you're pleased to meet them, tell them so. This is because in a video interview many of your non-verbal cues, such as facial expressions and hand gestures, will be lost on your interviewer, often due to low video quality or the fact that many of your gestures will be cut from the shot.







## OTHER COMMON PROBLEMS

**Low broadband speed** – this can make your camera freeze unexpectedly and give you low video quality.

**Background noise** – this will sound much louder to your interviewer and may drown out your answers. Do your interview in a quiet space and close the windows. If you would like to book one of our consultation rooms within the University, please email **careers-humanitiesandsocialsciences@swansea.ac.uk**

**Other technical problems with your camera/speakers** – if you have any technical issues during the interview itself, remain calm. If the problem can't be fixed, suggest rearranging the interview or, for audio problems, suggest using a phone to speak while still using the camera.

Whatever the problem, don't get angry, don't start hitting your computer and definitely don't start swearing at it – even if you think the interviewer can't hear you!



## TELEPHONE INTERVIEWS

Similarly to video interviews, make sure you are in a quiet room with no distractions. There are rooms within the University that you can use for this, so please let us know if you want to book a room.

- Make sure you have good phone signal or use a landline
- Have your application & job description in front of you so you can refer to this easily
- Make sure you have researched the company. You can have notes in front of you with any key information
- Listen carefully whilst you are on the phone and make sure you sound excited, much like a video interview!

We now have a platform to practice video interviews – [shortlist.me](https://shortlist.me)

For more information, please email **careers-humanitiesandsocialsciences@swansea.ac.uk**



# OTHER RECRUITMENT PROCESSES

## Assessment CENTRES

Assessment Centres tend to be a one day event where selected candidates are observed and assessed against a criteria set by the company. There are usually a number of different exercises you have to take part in and you will be assessed continuously throughout the day.

It is important to make a good first impression from the moment you step into the building, making sure you are polite and professional to all staff as you don't know who could be helping to make the final decision! You may be asked to take part in group tasks, presentations, tests or problem solving tasks. Assessment centres can also be run online via Zoom, Teams or a conference style platform, the same principles apply but also consider the tips from the video interview section.

For bespoke advice on your Assessment Centre, please email [careers-humanitiesandsocialsciences@swansea.ac.uk](mailto:careers-humanitiesandsocialsciences@swansea.ac.uk) to book an appointment or pop into the Employability Hub!

## Face To face INTERVIEWS

Face to Face Interviews are the most common form of interview and are usually conducted at the last stage of the recruitment process.

You could be interviewed by a number of people on the panel and the Employability Consultants are on hand to provide all the advice and guidance you need before your interview. Just book an appointment with us!

Did you know that Swansea University offer Employability Bursaries of up to £100 to all students to support them to complete any employability related activity. It is designed to support students with the cost of things like expenses for interviews, assessment centres and short term unpaid internships, or even specialist equipment and clothing.

To apply, please email [careers-humanitiesandsocialsciences@swansea.ac.uk](mailto:careers-humanitiesandsocialsciences@swansea.ac.uk)

# EMPLOYABILITY SKILLS MODULE

Employability skills are one of the fastest growing areas of HE instruction in the UK. According to a survey conducted by the Confederation of British Industry (CBI), employers who hire graduates are more interested in soft than technical skills. The soft skills valued by these employers include:

 Communication (both verbal and written)

 Teamwork skills

 Confidence

 Leadership

 Self-awareness and reflection

 Analytical abilities

Employers state time and time again that, especially when hiring an industry placement student, or recent graduate for the first time, competencies such as presenting to a group, working well with colleagues, communicating internally and externally, and solving problems matter more than technical know-how.

While the majority of a students' academic career focuses on preparing them with the technical skills and competencies necessary to complete a job to satisfaction, the difference between an acceptable candidate and an exceptional candidate comes in the form of soft skills competency. In an increasingly competitive graduate jobs market, it is crucial that Swansea University graduates are able to give employers the key skills they are seeking, and stand out from a field of peers.

The Employability Skills Module is designed to provide you with a strong foundation in the competencies modern employers value most – teamwork, communication, problem solving, professionalism – as well as to equip you with the skills necessary to conduct successful job search and application processes, both as a student and a graduate. Serving as a compliment to your studies, the Employability Skills Module will prepare you to hit the ground running in the world of work and make a positive impact from the very first stages of your professional life.

These merits can help candidates to stand out in job applications, interviews, and in applications for future postgraduate study. They represent invaluable tools that students can take with them into the work-place. The following criteria is covered during the module:

 CV

 Cover Letter

 Mock Interview

 Personal Reflection

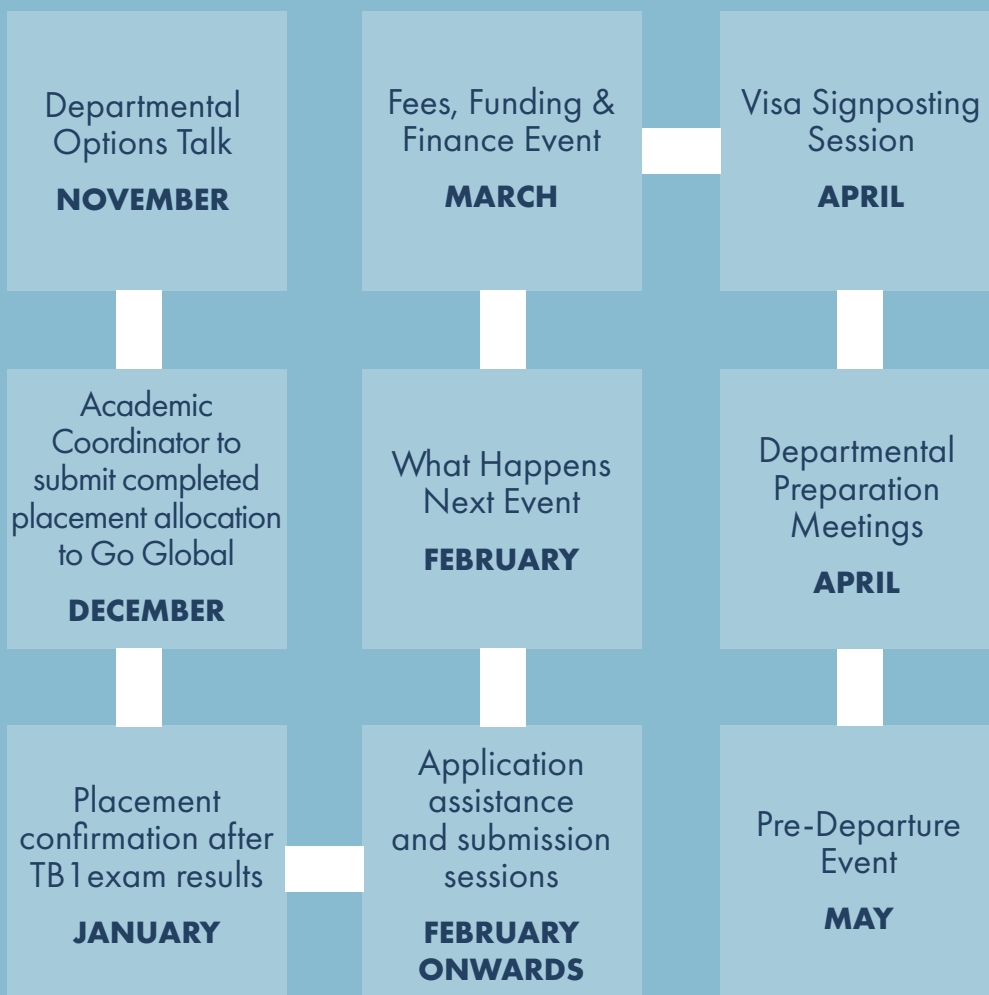
 Networking & Self-presentation skills

# STUDY Abroad

Swansea University also offers students the chance to complete a Year Abroad during their third year of studies. This is a fantastic opportunity if you would like to experience the chance to study in a different country. Places can be available in USA, Canada, Australia & Europe but destinations cannot be guaranteed. The main criteria for participation is meeting your department's academic threshold. You should also be aware that enrolment on a programme with a year abroad does not guarantee you a year abroad placement, as spaces are limited and subject to a competitive selection process.

For any questions please contact [careers-humanitiesandsocialsciences@swansea.ac.uk](mailto:careers-humanitiesandsocialsciences@swansea.ac.uk)

## HOW TO PREPARE IN YOUR 2ND YEAR



### HOW WE SUPPORT YOU

- Application assistance and support.
- Continuous administrative and pastoral support throughout year abroad.
- Swansea University has a Personal Accident and Travel Insurance policy that covers students during the year abroad.



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