Careers Service

STATEMENT OF SERVICE

Our Mission
To provide an impartial and confidential careers education, information and guidance service to Imperial College students and recent alumni, and to enable employers to recruit effectively at Imperial College.

Opening hours
The Careers Service at South Kensington campus is open between 10:00 and 17:15 whenever the College is open. Once a month the service opens at 11:00 to accommodate staff training.

Staff also periodically visit Silwood, Hammersmith and Charing Cross to give workshops and offer advice.

How to contact us
We are located on Level 5 Sherfield Building, South Kensington Campus, t: +44 (0)20 7594 8024
www.imperial.ac.uk/careers

SERVICES FOR STUDENTS AND RECENT GRADUATES

Information
The Careers Service maintains and develops an information room. It is open whenever the Service is open and includes a staffed enquiry desk and Information staff to help clients to find relevant information. Systems are in place to assist clients with disabilities.

We maintain and develop information, including:

- A Careers Information Library (for reference) containing up to date hard copy information in the following areas:
  'Exploring your options’ – to generate ideas of possible careers & further study routes;
  explore options with degree subjects and find out more about career planning
  'Company information’ - with interview feedback, employer reports and graduate recruitment literature
- Careers publications are also available on a ‘take away’ basis, including a series of one page information hand outs produced by the Careers Service along with a variety of publishers including: TARGET and Inside Careers.

Online resources
- “JobsLive” - IT system for vacancies, employer information, online booking for careers events.
  Synchronised with student records so all Imperial current students are automatically registered.
- The Careers Website provides 24-hour access to careers information, including information on ‘exploring your options’, ‘finding opportunities’, ‘the application process’, ‘information for
employers’, and ‘resources’ (which includes links to online careers libraries, publications, handouts and multimedia resources).

- Recording of all Careers Talks and Careers Forums via Panopto (available via the Careers website)
- DVDs on topics including assessment centres, interviews and successful applications can be viewed on the PCs in the Careers Centre and some of the titles are also streamed via our website. We use Skype and Camtasia to provide remote access to advice and CV support
- PC cluster access via computers in the Information Room

Advice and guidance
Booking for all events and appointments is online via JobsLive unless stated otherwise.

We provide careers advice and guidance at our Kensington campus and by prior arrangement at Hammersmith and Silwood.

- CV Seminar/ Online Application Seminar/ Interview Seminar/Introduction to Assessment Centres
  Seminars are offered throughout the year at 16:00 daily. Students requiring help with CV preparation are strongly advised to attend one of the CV seminars prior to booking an individual quick query session for CV help.

- Careers Consultations (20 Minutes)
  Careers consultants at South Kensington are available to be seen for up to 20 minutes to answer ‘quick queries’ on any career related subject and to have their CV check following attendance at a CV seminar. This is on a ‘sign up online on the day’ basis and timings vary depending on the time of year.

- Careers Consultations (40 minutes) – booked book in person/phone
  Booked appointments with careers consultants available throughout the week. Used for more in-depth career consultations. Appointments can be made in advance by telephone or in person at the Careers Centre reception desk. Please note that in the autumn term undergraduate students may only access a 40 minute appointment by referral from a 20 minute discussion.

- Final 5 Minute CV checks - drop in basis
  Quick five minute CV checks are offered throughout the day. There is no advanced booking for this. Simply sign up on arrival and wait turn, dependant on space available.

- Recruiter in Residence ‘drop in’ sessions
  During autumn and Spring Terms a number of employers hold ‘drop in’ sessions at the Careers Service. Employers are happy to see all applicants regardless of profession applied for.

- Group Mock Interviews (with a Careers Consultant)
  Group mock interviews are provided to help prepare for a job interview and cover commonly asked questions used by employers. Conducted in small groups you will get the opportunity to practice answering questions and also observe others in a simulated interview situation. Consultants will provide feedback and help clarify any queries a student might have. Group mock interviews last for 90 minutes and should ideally only be booked when you are at this stage in selection processes with employers. Please note that one to one mock interviews are only available following a group mock interview and will normally be restricted to one per academic year.

- Mock interviews with an employer
  Representatives from graduate recruitment teams provide mock interviews on campus during autumn and spring Terms.
Students with disabilities can usually be accommodated but if this proves to be difficult special arrangements can be made upon request.

EVENTS

Booking for all events and appointments is online via JobsLive unless stated otherwise.

- **Talks and Workshops**
  A programme of Career Talks by invited speakers is provided during the autumn and spring term on Tuesdays and Thursdays at 13:00 in the SAF lecture theatre. A series of Skills Workshops is offered on Wednesday afternoons provided by commercial and industrial employers. Full details are available from JobsLive.

- **Psychometric and Personality Testing**
  The Careers Service website offers links to practice websites for aptitude testing online (numerical, verbal and diagrammatic reasoning). In addition the Service offers regular workshops throughout the year using The Myers Briggs Personality Type Indicator (MBTI) questionnaire. Copies of practice aptitude tests can be purchased from the Enquiry Desk.

- **Graduate Recruitment Programme**
  The Graduate Recruitment Programme covers recruitment events run throughout the year by employers seeking to employ Imperial students. This covers:
  - Employer Presentations – For employers to present their graduate and Internship opportunities
  - On Campus Interviews – Employers conduct first round interviews at the Careers Service.
  - Career Choice – Detailed Programme, distributed to all finalists, of the autumn term events.
  - The Engineering Careers Fair – offering an opportunity to find out more about internships and full time graduate vacancies with major engineering companies.
  - The IT & Technology Careers Fair - offering an opportunity to find out more about internships and full time graduate vacancies with both large and niche technology companies.
  - Science Careers Fair – offering an opportunity to find out more about internships and full time graduate vacancies of particular interest to science students.
  - PhD Careers Fair – offering an opportunity for PhD students at any stage to find out about companies recruiting at this level.
  - Banking & Finance Fair - offering an opportunity to find out more about internships and full time graduate vacancies within the finance sector.
  - Internship Careers Fair – is for all current students who are interested in securing a placement or summer internship.
  - Industry sector forums – these panel discussions offer an insight into a variety of work roles within a particular industry sector such as Investment Banking, Energy Industry Consulting, Technology, Science, Manufacturing, Charity & Not for Profit and Career Women’s Forum.

DEPARTMENTAL CAREER PROGRAMMES

Each academic department has a policy on Careers Education, Information, Advice and Guidance (CEIAG) for undergraduate and postgraduate students that meets standards set by the Quality Assurance Agency. Departments, in liaison with the Careers Service, mount a career development programme each year that is focused on their own particular needs. These programmes usually include a range of workshops and seminars provided by the Careers Service.
PUBLICATIONS

We publish a range of information about us including:

- ‘Services for Students’ and ‘Services for PhD Students’- a guide to services available.
- ‘Career Choice’ - available annually at the start of Autumn Term giving details of our programme of Autumn/Spring Term activities.
- ‘The Imperial Guide to Career Planning’- published annually in November, offering advice on job seeking and employers and is delivered to all penultimate year students.

SERVICES FOR EMPLOYERS

The Careers Service provides wide-ranging services for employers keen to attract students. All services are reviewed and developed to ensure that employers and students have the best possible means to communicate. Full details of these are available from the Careers Service website at www.imperial.ac.uk/careers/employers

We offer:

- Advice on recruiting from Imperial - We welcome discussions with employers to guide them through the recruitment process best suited to their requirements.
- Graduate Recruitment Presentations - Every Autumn a series of recruitment presentations take place on campus. These enable employers to present their opportunities to students and answer any questions raised. Presentations are advertised in ‘Career Choice’ and on the web.
- Interviewing on-campus - Interview rooms are available for employers to book out to conduct 1st interviews. Interviewing on-campus is convenient for the students. The Careers Service can organise the interview schedules and will entertain the employer throughout the day.
- Advertising job vacancies – is free of charge (with the exception of vacancies for ‘experienced hires’). Employers register with the online system JobsLive and then can manage their vacancies online themselves (subject to CS approval).
- Careers Talks and Employer Led Workshops - Employers are invited to take part in these industry based lunchtime talks in the autumn term. Employer Led Skills Workshops are interactive skills sessions where students gain useful skills training.
- Recruiter in Residence Drop-ins and Mock Interviews - Employers are invited to hold drop-in sessions where students can find out about the opportunities within an organisation. Mock interview sessions enable students to have a free practice interview with a leading graduate recruiter.
- Website LINKS – Employers can request a free hotlink to their graduate recruitment website. This will be placed on the hotlinks section of the Careers website and provides a good list of leading graduate recruiters.
- Career Choice - This publication is produced annually, every October, and advertises the graduate recruitment events for the coming months – Presentations, Application Processes, Interviews on-campus, Drop-in sessions, Mock Interview sessions, Employer Led Skills Workshops and Careers Talks. Career Choice is distributed to all finalists. Employers gain publicity in Career Choice for a small fee.
- Targeted email messages - Employers can arrange to send a targeted e mail message to a select group of Imperial students, by year group, course, nationality etc. There is a fee for this service.
• The Imperial Guide to Career Planning - A publication produced in conjunction with GTI Specialist Publishers. The Guide advertises 100’s of employer vacancies and is mailed to all penultimate year undergraduates. To make an entry employers contact GTI directly on 01491 826 262.

• Business Games & Case Studies – These run throughout the spring and summer term and offers employers the opportunity to participate in training events for students.

• Careers Fairs - Every year the Careers Advisory Service runs a series of sector specific careers Fairs. Details of these events along with online booking forms can be found on the employer pages of the careers website at www.imperial.ac.uk/careers/employers

• Sponsorship Opportunities - An effective way of raising campus profile is to participate in one of the sponsorship opportunities on offer, including advertising in Career Choice and Leaflet sponsorship, Events sponsorship and the Careers Service Patrons’ Club. Full details for these can be found on the employer pages of the careers website.

EQUAL OPPORTUNITIES

As a member of AGCAS (Association of Graduate Careers Services), a member of AGR (The Association of Graduate Recruiters) and as a part of Imperial College London, the Careers Service actively promotes services to clients regardless of race, religion, gender, disability, marital status, social class, age or sexual preference. All forms of direct and indirect discrimination will be challenged.

The Careers Service work is governed by professional ethical codes expressed in a number of documents:

- Imperial College Equal Opportunities Policies
- AGCAS codes of practice
- Quality Assurance Agency for Higher Education, Code of Practice

What you can expect from us

If you contact our enquiry desk as described above we will advise you how your request can be dealt with and the timescale. We will discuss your needs in complete confidence.

What we can expect from you

If you make appointment we expect you to keep it. We also expect you to treat us with the same courtesy that we extend to you.

DISABILITIES STATEMENT

The Careers Service is committed to making its full range of services available to all students. Whether you are a wheelchair user, visually impaired, dyslexic or have another disability, we can help you with careers information, guidance and advice, taking into account all your personal circumstances.

All staff undergo training to ensure a high level of service to students with special needs. Where appropriate, Careers Service staff work towards a professional qualification and all staff undergo professional development activities.
Access to the Careers Service

Our careers service accommodation offers full availability for wheelchair access but occasionally our events are situated in less accessible venues. However, we will be happy to make alternative arrangements to meet the needs of wheelchair users. The information room is laid out in an open-plan style that gives direct access to materials for all our clients.

The Careers Service Information Room has installed signing that conforms to a standard font (Arial) and minimum size (20pts). Noticeboards used in the Information Room and outside conform to a standard design, and there is clear information to assist usage.

The Service has portable hearing loop equipment for use in guidance sessions.

Services

We provide a range of services specifically for students with disabilities.

- Our Vacancy information is available from our website, as are links to various organisations who work with disabled students.
- To help identify which employers are members of the Forum on Disability (an organisation that seeks to improve the job prospects of disabled people by making it easier for employers to recruit, retain and develop disabled employees) the web based employer database allows the double tick symbol to be included on employer entries. These companies show an interest in providing opportunities for those in their workforce who may be disabled.
- We work closely with the disabilities officer and advertise vacancies specifically for students with disabilities. We also hold information from organisations such as Workable and Fast track that specifically target disabled students for recruitment.
- We hold a wide range of information on disability issues from employers, training organisations and other agencies that covers legislation, education and lists of employers that are positive about disability in employment.
- We can provide access to careers information booklets on audiotape on request.
- Imperial College Careers Service is a member of AGCAS (the Association of Graduate Careers Advisory Services), which has a disability Sub Committee. All staff therefore have access to individuals with specialist knowledge on a range of disabilities.
- A designated CS team member along with the Information Officer are responsible for acquiring and disseminating information that is of use to students with disabilities.

Library Disability Provision

The College Library is committed to improving access and facilities for students with disabilities with the aim to ensure that all are treated equitably and that no one is treated less favourably for a reason relating to his or her disability. For further information about services they offer, please contact the Library Disability Liaison, Nadia Aref-Adib, Central Library, Email: accessibility@imperial.ac.uk Tel: +44 (0)20 7594 8820
Disabilities Officer at Imperial College

Mary Bown, The Disabilities Officer can be contacted in room 445, Level 4 Sherfield Building, South Kensington campus. **TEL:** 020 7594 8935

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