

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 campuses, 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

Our services

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 a professional Information team to advise on resources. Systems are in place to assist clients with disabilities.

We maintain and develop information, including:

- A comprehensive **Careers 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 handouts produced by the Careers Service along with a variety of publishers including: TARGET and Inside Careers.
- **"JobsLive"** – Careers Service system listing vacancies, employer information, online booking for appointments and 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).

- **We produce a range of publications**, available in hard-copy and online, including: 'Services for Students' and 'Services for PhD Students', 'Career Choice' - available annually at the start of Autumn Term giving details of our programme of Autumn/Spring Term activities. 'Student Notebooks' – targeted towards 1st year undergraduates and distributed at the Freshers' Fair and Engineering Careers Fair, 'The Imperial Guide to Career Planning' - published annually in November, advice on job seeking and employers, Imperial Guide to CVs
- **PC cluster access** via computers in the Information Room

Advice and guidance

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

- An **extensive range of seminars and workshops** to match students' career journeys through Imperial: Career Intensives, Career Essentials, Career Labs, Career Discoveries.
- **CV / Online Application / Interview /Introduction to Assessment Centres Seminars**
Seminars are offered through out 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)** – bookable on the day appointments with a Careers Consultant to discuss any aspects of your career and check your CV, cover letters and applications.
- **Careers Consultations (40 minutes)** – Careers Consultants are available to help with any aspect of career planning. Advice on: identifying possible careers, finding potential employers, completing application forms, interview skills and assessment centre, further study and training, and any other careers-related problems or queries you may have
- **Mock Interviews (40 minutes)** – with a Careers Consultant, specify the areas/questions that you would like to concentrate on and the Consultant will structure the mock interview accordingly; feedback is given during the interview session.
- **Internship Consultations – (20 minute)** appointments with a Placement and Internship Adviser to discuss all areas of finding and applying to internships and placements, including volunteering and work experience
- **CV/Cover Letter Checks** - A trained team of Imperial PhD students will be carrying out CV and Cover Letter Checks in the Career Service during the autumn and spring term

Events

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

- We run a comprehensive range of events throughout the academic year, with the majority taking place in the autumn and spring terms, in-line with graduate recruitment schedules. We are always adding new events, and events are categorised under '**Develop your professional skills;**' and '**Employer events**'.
- **Psychometric and Personality Testing**
The Careers Service web site offers links to practice websites for aptitude testing on line (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.
- A range of STEM-related and sector specific Careers Fairs
- Careers Forums – that provide discussions and 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

Careers programmes in departments

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 needs. These programmes usually include a range of workshops and seminars provided by the Careers Service.

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 can offer advice on recruiting from Imperial - **We welcome discussions with employers to guide them through the recruitment process best suited to their requirements.**

Disability provision

The Careers Service is committed to supporting students on the transition from their Imperial course onto the next step of their career, whatever it is. To enable us to do this we have close links with the [Disability Advisory Service](#) as well as other disability organisations and a wide range of disability inclusive employers.

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The Careers Service at Imperial is a member of the [Association of Graduate Careers Advisory Services](#) (AGCAS) and as such adheres to their codes and practices

