**Careers help sheet for Academic Advisors**

**How to answer career questions from undergraduates**

**Resources mentioned throughout: -**

* **Book an appointment**: call 020 7882 8533 or go to the Careers and Enterprise (C&E) Centre in WG3, Queens’ Building.
* **‘Maths Careers’ QMPlus page**: search for Maths Careers on QMPlus or [click here](https://qmplus.qmul.ac.uk/course/view.php?id=4416)
* **Career Guides**: under the tab ‘Career Guides’ in the [‘Maths Careers’ QMPlus page](https://qmplus.qmul.ac.uk/course/view.php?id=4416)
* **Work experience opportunities**: on the C&E website, [‘First-year opportunities’ page](http://www.careers.qmul.ac.uk/jobs-and-experience/items/first-year-internships-and-insight-weeks.html), [QTaster](http://www.careers.qmul.ac.uk/jobs-and-experience/items/qtaster.html), [The Student Consultancy Project](http://www.careers.qmul.ac.uk/jobs-and-experience/items/qconsult.html)

[‘QM Careers Hub jobs board’](https://www.qmul.ac.uk/careers/jobs-and-experience/items/qm-careers-hub.html)

* **QM C&E Careers Resources:** on the C&E website, click on the ‘Downloads’ tab or [click here](http://www.careers.qmul.ac.uk/downloads/).
  + **QM C&E Industry Guides:** on the C&E website, click on the ‘Downloads’ tab, then click ‘Industry guides’ or [click here](http://www.careers.qmul.ac.uk/downloads/industry-guides/).
* **Prospects ‘job profiles’**: search for ‘prospects’ and the preferred job title or [click here for the different sectors](https://www.prospects.ac.uk/job-profiles/browse-sector).
* **Prospects ‘options with *subject*’**:search for ‘prospects options with your subject *(e.g. Mathematics)*’, or [click here for an example](https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/mathematics).
* **Volunteering:** search for ‘QMSU volunteering’ or [click here](https://www.qmsu.org/volunteering/).
* **Careers events:** search for ‘QMUL Careers events’ or [click here](http://www.careers.qmul.ac.uk/events/).
* **I don’t know what I can/want to do with my degree**

**Career Guides** or  **Prospects ‘options with *subject*’** or **Careers events** or **Book an appointment**

* **How do I get into *xxxx* job/career?**

**Career Guides** or  **QM C&E Industry Guides**  or **Careers events** or  **Prospects ‘job profiles’** or  **Book an appointment**

* **How do I get work experience?**

Apart from the resources mentioned below, please signpost the ‘Maths Careers’ newsletter sent by Stefan Couch, and the emails sent by Jon Strathdee with internship opportunities for SMS students.

**Career Guides** or  **Work experience opportunities** or  **Volunteering** or **Book an appointment**

* **I need help with my CV /application**

**QM C&E Careers Resources** or **Book an appointment** (mention it is for a CV/application check)

**Careers help sheet for Academic Advisors**

**Having a careers conversation - Questions to ask undergraduates**

**First years** *Key activities: Gain experience needed to apply for second year internships and also build basic employability skills.*

* **Have you started thinking about what you might want to do after university?**

Yes: Find out more about that job using the **QM C&E Industry Guides** or **Prospects ‘job profiles’**

No: **Career Guides** or  **Prospects ‘options with *subject*’** or **Careers events** or **Book an appointment**

* **Do you have plans to get work experience during your degree?**

Examples are: part time jobs, a summer job, volunteering, etc. Work experience needs to be built throughout the degree. Work experience will help the student to build employability skills, and increase the chances of securing second year internships, industrial experience etc.

No: **Career Guides** or  **Work experience opportunities** or **Volunteering**

**Second years** *Key activities:**Explore career ideas and gain relevant experience.*

* **Have you started to think about what job/further study you want to do after graduation?**

Yes:**QM C&E Industry Guides** or **Prospects ‘job profiles’** or **Careers events**

No: **Career Guides** or  **Prospects ‘options with *subject*’** or **Book an appointment**

* **Have you met or contacted any professionals, or are following any companies in this sector?**

No: **Events** or **Book an appointment**

* **Have you had any work experience in that sector or in another professional area?**

No: Ask the below question

* **Do you know how to get/where to look for work experience?**

Apart from the resources mentioned below, please signpost the ‘Maths Careers’ newsletter sent by Stefan Couch, and the emails sent by Jon Strathdee with internship opportunities for SMS students.

* No: ‘“Where can I find work experience?” tab on **‘Maths Careers’ QMPlus page** or **Career Guides** or **Work experience opportunities**

**Finalists** *Key activities: Decide on a first step in your career, plan and start applying.*

1. **Which of the following statements describes your career stage most accurately?**
   1. I don’t know what I want to do / can do after my degree – **You can ask all three of the next questions (in blue)**
   2. I know what I want to do but I don’t know how to get there, or how to get work experience – **You can ask all the next questions (in blue)**
   3. I have been applying for work or further study but I have not been successful – **You can ask the third and fourth questions (in blue)**
   4. I have already secured the opportunity I want when I graduate
2. **Are you considering further study as your next step?**
   1. Here you can have a conversation about applying for a masters, PGCE (teaching), etc. We offer lots of support through events and 1:1s so you can refer the student to **Book an appointment**.
3. **What steps have you taken towards deciding on/starting a career when you graduate?** 
   1. You can ask if they have: researched online? Attended careers events? Had work experience/internships? Attended a Careers appointment to discuss careers plans, check their CV/application form, or practice an interview?
4. **What steps could you take now towards deciding on/starting a career when you graduate?**
   1. (Same suggestions as above)

Not at all certain: **Prospects ‘options with *subject*’** or **Book an appointment** or  **‘Maths Careers’ QMPlus page**

**Careers help sheet for Academic Advisors – FAQ**

Student employability is crucial to all of our students and to SMS. By asking some simple questions in your meeting you can help connect your students with the careers help they need. **You don’t need to know anything about careers.**

**How does it work?**

1. **Ask the student the questions.** There are different questions for UG in years 1, 2 and 3, as students will typically need to do different things in different years to progress their career.
2. **Show the student the resources recommended by this help sheet.**

**Is this help sheet comprehensive?**

No. The questions in this help sheet are the bare minimum to raise students’ awareness of what they should *typically* be doing; they show what help is available in order to progress their career.

**What do I need to do before asking these questions?**

You should familiarise yourself with the following:

* **Where careers resources are available**:
  + On the QMUL Careers website, click on [‘Downloads’](https://www.qmul.ac.uk/careers/downloads/)
  + Find the Maths Careers QMPlus page called [‘Maths Careers’](https://qmplus.qmul.ac.uk/course/view.php?id=4416)
* **Where to find information on types of jobs** (external resource):
  + On a search engine, search for ‘prospects job profiles’ or click on [‘Prospects Job Profiles’](https://www.prospects.ac.uk/job-profiles)
* **Where to book appointments:** 
  + On the QMUL Careers website, click on [‘How to’ - ‘Book an appointment’](http://www.careers.qmul.ac.uk/how-to/book-an-appointment/)
* **Where to browse and book onto careers events:** 
  + On the QMUL Careers website, click on [‘Events’](http://www.careers.qmul.ac.uk/events/). The whole list can be found on TargetConnect, the system we use to organise information. If you want access, please email [stefan.couch@qmul.ac.uk](mailto:stefan.couch@qmul.ac.uk)
* **Where to apply for work experience opportunities**:
  + On the QMUL Careers website, click on [‘Jobs and Opportunities’](http://www.careers.qmul.ac.uk/jobs-and-experience/), then scroll down to find [‘First year opportunities and insight weeks’](http://www.careers.qmul.ac.uk/jobs-and-experience/items/first-year-internships-and-insight-weeks.html), the [‘QM Careers Hub jobs board’](https://www.qmul.ac.uk/careers/jobs-and-experience/items/qm-careers-hub.html), [‘The Student Consultancy Project’](http://www.careers.qmul.ac.uk/jobs-and-experience/items/qconsult.html) and [‘QTaster’](http://www.careers.qmul.ac.uk/jobs-and-experience/items/qtaster.html)
  + View Career Guides: under the tab ‘Career Guides’ in the [‘Maths Careers’ QMPlus page](https://qmplus.qmul.ac.uk/course/view.php?id=4416)

**Is there anything I should show for all undergraduates?**

Yes, the [Maths Careers](https://qmplus.qmul.ac.uk/course/view.php?id=4416) page on QMPlus: <https://qmplus.qmul.ac.uk/course/view.php?id=4416>

It contains several tabs such as:

* **“Career Guides”**
  + Provides a tailored ‘Career Guide’ for each year of study (from UG Y1 to PGT)
* **“What can I do with a degree in mathematics and how can I get there?”**
  + Includes information on how to get into a variety of careers related to Mathematics and how students can explore the possibility of applying to and studying a Master’s degree.
* **“Where can I find work experience?”**
  + Contains information on “Where can I find internships and other work experience?”

**What if I cannot answer a student’s question?**

If you cannot find the answer using the supplied resources or with a web search, show them where they can book a careers appointment.

**What if the student wishes to do a master’s/PG study?**

All readers of this document should be able to guide undergraduates around the basics of PG study. The Careers and Employability team can also provide one-to-one discussions and help with PG personal statements.