What we will cover today

1. The value of work experience
2. Different types of work experience
3. What work experience is relevant
4. Where to look and how to look
5. Start an action plan

Outcomes
• A better understanding of the importance of work experience
• An approach for finding work experience
• Improved planning for achieving an internship or work experience while you are at QMUL
Why do an internship or work experience?

- Essential for employers
- Introduces new, required skills
- Provides evidence of existing skills
- Can “test” sectors, jobs and work environments
- If at target organization, can gather intelligence of client base, colleagues, skills match, what makes it different, etc.
- Build up contacts

**For international students**
- Learn about UK work practices
- Gain insight into cross cultural differences
- Enhance your CV with UK/international experience to stay or for a return home
- Fits visa requirements
- Can be the 1st step to a longer term role
Types of work experience

• Internships and work experience can mean the same thing.

• Internships can be more formal, longer and often a pathway to a graduate scheme or law firm.

• Flexible “work experience” might be a project to complete or a shorter internship. QMUL offer project work experience through qConsult or others

• Volunteering

• Work shadowing

• Part time/temporary work

It is QMUL’s policy to only offer or advertise paid work experience unless it is for a non-profit organization
What work experience is relevant?

What skills is your ideal employer looking for?

- Client skills
- Commercial awareness
- Leadership
- Motivation
- Interpersonal skills
- Communication skills
- Intellectual Ability
- Attention to detail
- Analytical/problem solving skills
- Research
- Team skills
- Planning skills
- Setting priorities

What type of work experience would provide that?
How do I make it even more relevant?

• The longer the better
• The more recent the better
• The more specific the better
  - The profession you want
  - The company you want
  - The sector you want
  - The skill you need for the job you want
Working backwards

To get these I need

- this kind of work experience with these kind of people in this kind of organisation

Requires these

- skills
- experience

- the profession I want
- the organisation I want
- the sector I want
Let’s try it….

Let’s say you want to work in banking…

What skills and knowledge are needed?
Go to [www.menti.com](http://www.menti.com) and use the code 87 09 02

Name all the places/organizations where you could get that experience.

Go to [www.menti.com](http://www.menti.com) and use the code 33 80 57
Career Search

How to identify organizations/companies to target:

- Research sector: Prospects, Targetjobs, Getting into guides QMUL
- Professional bodies and associations
- Follow industry news
- Use Linkedin
- Attending events, talks and workshops
- Networking
- Think of organizations where you might have an advantage – language skills, market knowledge, technical skills
Career Search

Names as many search avenues as you can in 2 minutes:

• Employer websites
• Job Boards and online vacancy sources
• Professional bodies and associations
• Follow industry news
• Business directories
• Social Media
• Attending events, talks and workshops
• Online
• Speculative applications
• Networking
Online job platforms

Jobonline (UoL Careers Service Website)
Guardian Jobs
Indeed
Prospects
Charity Job
Target Jobs
Linkedin job site
www.Milkround.co.uk
Inspiring Interns
UN Careers Page
InsideCareers (Graduate internships and placements)
Magnet me
Student Circus
Rate my Placements
GoinGlobal
www.idealist.org
www.alertnet.org
www.bond.org.uk
Networking/Connecting
### Networking/Connecting

#### Here’s what you’re aiming at

<table>
<thead>
<tr>
<th>Answers</th>
<th>Advice</th>
<th>Assistance</th>
<th>Advocacy</th>
<th>Alliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply information</td>
<td>Give guidance to help you act more effectively</td>
<td>Watch out for useful opportunities on your behalf</td>
<td>Suggest you as a suitable candidate</td>
<td>Take a long-term interest in your career development</td>
</tr>
<tr>
<td>Give answers to specific questions</td>
<td>Suggest an individual strategy for you</td>
<td>Notify you of relevant new developments</td>
<td>Provide a formal or informal reference</td>
<td>Act as a mentor</td>
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<tr>
<td>Provide insights</td>
<td></td>
<td>Coach you to improve performance</td>
<td>Speak in your favour to influence others</td>
<td>See the relationship as mutually beneficial</td>
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Increasing need for strong relationship
Building your own network

**Family**
- Parents
- Uncles & aunts
- Former tutors with industry contacts or consultancy links

**Education**
- Alumni Associations: University/Business School
- Working in the target area

**Friends**

**Target Industry**
- Have previous experience in the target area
- Have moved to the target sector or employer
- Specialist recruitment agencies
- Professional bodies

**Previous colleagues**
- Have previous experience in the target area

**YOU**
Types of Engagement

In person: Employer, intentional networking events

Online: Email, LinkedIn, Twitter, Post
How to approach your network online

What sort of email is appropriate?

• Think ‘What is in it for them?’
• Say how you have come by them
• Name drop if you can
• Keep it short, in the first instance
• Get to the point; what are you asking for?
## How to approach your network online

### Which would you be more likely to respond to?

**Dear Ms Hunt,**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>I saw your profile on Linkedin. I am currently studying XX at Queen Mary. Do you have any advice for someone like me looking for a job in XX</td>
<td>I saw your profile on Linkedin and wondered whether it would be possible to ask you a few questions about your job, as it is in the area of XX I am looking to work in. I notice that you are an Alumni from Queen Mary where I am currently studying. It would be great to hear from someone who has made the transition from QM to this area of work. I look forward to hearing from you. Best wishes, Ivan Han</td>
<td>I saw your profile on Linkedin. I notice that you are an Alumni from Queen Mary where I am currently studying for an XXXX. Please advise me whether there are any vacancies at your company available for a XXX student with several years of experience in this area back home. Many thanks, Ivan Han</td>
</tr>
</tbody>
</table>

i.han@gmail.com
07894152152
Informational Interviewing

• Short meeting (1/2 hour or less) - via e-mail/telephone (or in person?)

• With someone in a company or firm you want to work for or on your desired career path.

• The focus isn't on employment but on information gathering.

• Your goal is to illuminate the path ahead of you, not to focus on job openings.

• Learn about them and the company before you go.

• Ask a series of questions about the career path/company etc.

• Think about how you could benefit them.
Informational Interviewing

• Key questions:
  – what’s it like to work in this industry?
  – who are the key players?
  – which skills are most relevant?
  – what are the baseline requirements?
  – what is their background?
  – how did they get their current job?
  – have they any advice to offer?

• Share too.
  - Listen to their answers and see if you have relevant experience to highlight.
  - What do you want people to remember about you? e.g. do you have particular stories that you can tell to create an impression/help them remember you?

• Who else do you know – get contact details
Follow Up

• Send an email
• Thank them for an introduction
• Connect on Linked In
• Follow through with offers to help and/or remind of request for introductions
• Post their articles on your Linked-in page, and then tell them about it.
• Continue liking/commenting/sharing for contacts
When to send a CV and ask for an internship

• No rule – feel your way. Take a risk.
• Consider first going in with something easier like work shadowing
Three types:

1. **Proactive search**
   - Speculative Applications
   - Informational Interviews / Networking

2. **Reactive search**
   - Advertised job vacancies: Linkedin, Company Websites, Job search engines

3. **The middle way**
   - Recruitment Agencies
Common mistakes students make when looking for an internship

1. Having a not-relevant CV (not UK standard)
2. Failure to plan ahead
3. Putting the majority of focus on just one internship or firm/company
4. Not diversifying your efforts
5. Losing momentum
6. Not being prepared for a spontaneous interview
How to Get the Most from your Experience

1. Set Personal Goals.
2. Build your network – talk to every relevant person there.
3. Create an Immediate and Lasting Strong Impression.
4. Have Regular Meetings with your Supervisor(s).
5. Tackle all Tasks with Enthusiasm and a Positive Attitude.
6. Avoid Negativity.
8. Get as Much Exposure as Possible.
If I have to describe my internship in 3 words I will definitely choose: **challenging**, as I had to come across to new topics that for me were unknown, **engaging** because since the beginning I felt very welcomed by all my colleagues and **constructive**, as I enriched my knowledge and improved my skills.

QConsult: “It was an incredible experience which allowed me to develop key business skills. I also learnt how to efficiently work in a team and take into consideration others' ideas in order to perform better. I would definitely recommend everyone to apply to that kind of work opportunity, which additionally enhances your CV and makes you more employable.” **Law**
When should I do an Internship?

• Long Term Internships → Summer UG/Non visa PG ; End of term PG -September to end of visa

• Short-Term Internships → Christmas Holidays and Easter Holidays – post dissertation via visa vacation for PG

• Weekly Experience → Throughout the term (max 20 hours p/week)

• Work Shadowing → Throughout the term
Student Status: Visa Considerations

Part-Time Internships
Maximum 20 hours per week within Term Time

Full-Time Internships
No limit in holiday period (Christmas, Easter, Summer and for PG September to end of visa)

Visa vacation
This is general information – must be confirmed by advice and counselling
https://www.welfare.qmul.ac.uk/
When to look?

Entirely dependant upon the Internship

- Formal for summer can be Autumn – check deadlines
- Others, 3 - 4 months in advance
Remuneration too?

Entirely dependant upon the Internship
• Unpaid
• Expenses
• Weekly/Monthly Stipend
• London Living Wage
• Scholarships and Bursaries
What can we do to help?

• Source and Promote Positions

• QMUL programmes: qConsult, qInterns etc. for UG. Certain schools develop specific internships and mentoring programmes as well.

• Advice on CV’s, applications, etc. online and through Career Appointments

• Legal Administration – convention de stage
Planning your Internship...TRY

**Time**
- Start early. It may take some time
- Generally, depending on your visa
- Full-Time Internship (more than 20 hours p/w) - Christmas or Summer Holidays/Autumn for PG Students depending on visa
- Part-Time Internship (Visa students less than 20 hours p/w) - Throughout Term
- Student’s responsible for having accurate visa information

**Research**
- General Websites (Careers Websites e.g. Prospect/Charity Job etc.)
- Events
- Networking meetings

**Your Application**
- CV and Cover Letter or Online Application?
- Book Appointment with Application Advisor to review (Prepare in advance on time-line)
- Review networking strategy with CC.
How do I integrate internships into my studies?

Let's try it....

In pairs – **Exercise**

Make a plan – 2 min each partner

If you can, tell your partner what type of work experience you will look for and what are your two next steps to advance your plans to get a work experience.

Listen, swap roles
Learn how to be a “natural networker”
Questions?