

USEFUL CAREER RESOURCES

THINKING ABOUT WHAT TO DO NEXT

Getting Started on Your Career	The workbook contains exercises to help you reflect on the different aspects of your job choice and career development so far, to better equip you to understand your motivations and make informed career decisions in the future.
Career Planning Online Tools	A summary and description of a range of online career planning tools.
Networking and Information Interviewing	Top tips for how to network and set up information interviews to find out more about jobs and career paths.
Sector Career Briefings	A great place to start to discover the key skills used in different job sectors, how to build experience, and where to find opportunities.

LOOKING FOR OPPORTUNITIES

Oxford: Working Locally	Whether you are looking for a short-term position or longer-term work in the Oxford area, this briefing describes the local employers and provides links to job postings and recruitment agencies in the area.
Job Search: Recruitment Agencies	How to navigate and gain the most from the huge number of recruitment agencies in the UK.
Job Search: International	Information for anyone interested in working outside of the UK, whether you are seeking work in your home country, outside your country of origin, or in a different country altogether.

PREPARING APPLICATIONS

CVs	How to present your CV in a relevant, clear and concise way.
Cover Letters	What to include and how to arrange your letter to complement your CV.
Application Forms	Top tips for marketing yourself effectively, whether filling out online or paper forms, or writing a speculative application.
Psychometric Tests	Now a common part of the assessment of job applications, covering both aptitude tests and personality questionnaires, this briefing describes the different types of tests and how to prepare.

INTERVIEWS AND ASSESSMENT CENTRES

Interviews	A summary of what to expect and how to prepare effectively for interviews.
Assessment Centres	A run through of the core components of assessment centres – a range of selection techniques increasingly used by employers – and how to prepare for each.

REDUNDANCY

Redundancy and Early Retirement	How to understand the law in relation to your situation, think about your next steps, and identify the resources available to you for further support.
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