

**Useful Career Resources from the Careers Service**

Our website [www.careers.ox.ac.uk](http://www.careers.ox.ac.uk) is open access and includes many briefings written by our team of Careers Advisers, containing up to date information and resources. This document is a summary of our resources with links to specific pages; we hope you will find useful.

**Thinking about what to do next**

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| [Careers Compass](http://www.careers.ox.ac.uk/careerscompass) | This 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. |
| [Generating Career Ideas](http://www.careers.ox.ac.uk/generating-career-ideas/) | For help in understanding your motivations/interests and identifying potential careers.  |
| [Sector Career Briefings](http://www.careers.ox.ac.uk/sectors-occupations/) | A great starting point for an insight into various industries: potential jobs, the skills and experience needed, and additional resources for your research.  |
| [Networking](http://www.careers.ox.ac.uk/networking/) | In some sectors, networking is essential. More generally, it is helpful to find out about opportunities within a sector or what a certain career path entails. This briefing gives tips on how to network effectively and the resources you can use to do so.  |
| [The Oxford Guide to Careers](http://www.careers.ox.ac.uk/guide2018) | Each year, the Careers Service publishes The Oxford Guide to Careers, containing information about various sectors, alumni profiles, advice on applications and much more. These are available at the Careers Service or as a PDF on our website. The 2019 Guide will be available before Michaelmas 2018.  |

**Looking for opportunities**

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| [Finding Work in Oxford](http://www.careers.ox.ac.uk/finding-work-in-oxford/) | Whether you are looking for long- or short-term work, this briefing gives an overview of the job market and well-represented sectors in the Oxford area. It also provides links to job postings and recruitment agencies.  |
| [Recruitment Agencies](http://www.careers.ox.ac.uk/using-agencies-2/) | Guidance on how agencies work and how to use them effectively.  |
| [Finding Jobs Outside the UK](http://www.careers.ox.ac.uk/finding-jobs-outside-the-uk/) | Whether you are looking for short- or long-term work abroad, this briefing will give advice on how to begin your search and tips on applications. There are external resources sorted by country/region so you can gain an idea of the job market in various regions. |
| [Making Speculative Approaches](http://www.careers.ox.ac.uk/making-speculative-approaches/) | As some opportunities are unadvertised, it is useful to gain skills in approaching companies to find out what opportunities may be available. |

**Preparing applications**

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| [CVs](http://www.careers.ox.ac.uk/cvs/) | Our comprehensive guide to CVs will give tips and essential criteria, with advice on different kinds of CVs: from academic to skills-based.  |
| [Cover Letters](http://www.careers.ox.ac.uk/cover-letters/) | What to include in a cover letter and how to tailor it to a specific position.  |
| [Demonstrate You Fit the Job Criteria](http://www.careers.ox.ac.uk/demonstrate-you-fit-the-job-criteria/) | Tips on how to present your experience and enthusiasm in applications. |
| [Application Forms](http://www.careers.ox.ac.uk/application-forms/) | Advice on how to complete forms and effectively answer employers’ questions.  |
| [Psychometric Tests](http://www.careers.ox.ac.uk/psychometric-tests/) | Employers use various tests as part of the recruitment process, and this briefing explains the different kinds of tests, how they are used, and gives resources for practice.  |

**Interviews and assessment centres**

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| [Interviewing](http://www.careers.ox.ac.uk/interviewing/) | We have various briefings on different types of interview, summaries of what to expect and effective preparation tips.  |
| [Assessment Centres](http://www.careers.ox.ac.uk/assessment-centres/) | Our guide includes information on the various tasks within an assessment centre and what to expect on the day, alongside other resources to help with preparation.  |

**Other resources from Oxford University**

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| [Oxford Learning Institute (OLI)](https://www.learning.ox.ac.uk/)([www.learning.ox.ac.uk](http://www.learning.ox.ac.uk))  | The OLI runs a range of courses and programmes for development and careers support. These are for the benefit of staff across the University: from academics to support staff. Some examples are: * **Career Support Network** – for administrative and support staff up to Grade 8, providing mentors who volunteer to give support for applications and interviews for positions within the University.
* **Mentoring** – Ad Feminam, Springboard, Postgraduate Diploma and Teaching in Higher Education, new academics, leaders and managers.
* **Coaching** – the OLI can suggest coaches for staff and has a list of those who have experience in successful coaching at Oxford University or in HE.
* **Short courses for support staff** – these courses cover topics from communication to taking minutes in meetings.
* **Managing Yourself** – this is particularly aimed at support staff, supervisors and first line managers. The workshops focus on time, workload and self-management, as well as relationships with colleagues.
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| [Lynda](https://www.lynda.com/)Also view information on the [IT Services](http://help.it.ox.ac.uk/courses/lynda/index) website. | [www.lynda.com](http://www.lynda.com) is an online resource, which is free for Oxford University staff. You can access Lynda using your Single Sign-On to complete courses or watch videos to develop your skills.  |

**Further resources**

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| [National Careers Service](https://nationalcareersservice.direct.gov.uk/)[nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk/)  | This section of the Gov UK website provides much information and guidance. There are tips on applications and the option to search for courses and job profiles. You are also able to contact advisers for further guidance.  |

**If you feel that you need careers advice over and above these resources, please contact your departmental HR team or departmental administrator (or equivalent). Unfortunately, the Careers Service is unable to open its services to all Oxford University staff, but HR Business Partners can refer staff in special circumstances (for example redundancy) if considered necessary.**