Professional Issues

Getting Experience
& Planning Ahead 2012/13

Carol Macdonald
Careers Adviser

Dr Colin Smith
E-placement Scotland

expanding horizons
www.ed.ac.uk/careers
Focus on…

- Professionalism
- Career management
- Graduate Attributes
- Reviewing where you are now
- Developing work experience + skill-set
- Career events this semester

…and a look at time-scales

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Professionalism

“…the competence or skill expected of a professional” Oxford dictionary

But what do we mean by this?

Two perspectives:

- A professional role
- A professional approach

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Professionalism - Themes

- Professional identity
  - Professional role; Professional membership
- Professional standards/membership
  - Performance standards / measures; Regulation; Vigilance; Accountability; Chartered status
- Professional skills/knowledge
  - Competencies – technical, personal, professional
- Professional attitude
  - Integrity; Trust; Relationships; Standards; Judgement; Autonomy; Efficacy
- Professional development
  - CPD (Continuous professional development); lifelong learning
- Professional community
  - Membership, collaboration, networking, contribution to profession/society

“Wisdom is not a product of schooling but a lifelong attempt to acquire it.”

(Albert Einstein)
Competencies – what are they?

Competences are a set of particular ‘skills, knowledge, attitudes and experience’.

(Gorsline 1996)

Why are they relevant?

Competencies possessed by an individual are directly related with their job performance, capabilities and ability to deal with demands.

(Bartram 2005)
Career Development

To maximize your potential for lifetime employability, it is essential you maintain a high level of professional competence by continually upgrading your skills and knowledge.

BCS Careers Section
Our online of articles will give you hints and tips on getting the job you want now plus the one that you are aspiring to obtain in the years to come.

From freelancing to the all important covering letters, CVs and application forms, right through to making the winning impression at interviews - it's all dealt with in our Careers section.

BCSrecruit.com
BCSrecruit.com is the official BCS jobsite. Register now to create your own portfolio, apply for the jobs and upload your CV so leading employers can see what you can do.

Continue Professional Development (CPD)
Under the BCS Code of Conduct and Practice there is a requirement for you to develop and maintain your skills.

Brownie SFAplus
The Skills Framework for the Information Age (SFA) is the industry recognised framework for IT knowledge, skills and training. Members can use Brownie SFAplus to explore the full framework and plan their career development.
Making IT the profession of the 21st century

IT has moved from providing technical solutions to powering business.

The world economy is becoming ever-more dependent on the potential of technology to deliver information, products and services to its populations. BCS is committed to improving the ability of business and other organisations to exploit the potential of information technology effectively and consistently and to building an IT profession that is respected and valued by all its stakeholders.

BCS is partnering with business and other organisations through the strategic objectives of this programme to maximise the benefits of information technology for the whole of society.

The IT profession is as much about information as about Technology and must be seen - and see itself - as an integral part of the business.

Professional issues articles

Jim Norton on professionalism
During his year as BCS President, Jim Norton took part in a debate at Sheffield Hallam University about what is the meaning of professionalism along with a senior doctor and senior lawyer.
3 Pillars of Professionalism

- Competence
  - Technical competence (experience & theory)
  - Soft skill competence including:
    - Interpersonal skills
    - Communications skills
    - Management & leadership skills
    - Understanding of the business domain

- Personal Responsibility & Personal Obligation
- Contribution to society

Source: Charles Hughes, BCS Past President
Active Career Management
Central to professionalism

Making decisions
- Engaged in process
  - Self awareness
  - Opportunity awareness

Implementing decisions
- Taking action
  - (Making applications)
- Evaluating outcomes
  - (Deciding what next)

- Identifying opportunities
- Managing the selection process
- Reviewing Progress

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www.ed.ac.uk/careers
- Bringing IT students and employers together
  - www.e-placementscotland.com
- Dr Colin Smith
Professionalism – Graduate Attributes

What are Graduate Attributes?

The skills, abilities and approaches which students have the opportunity to develop while at University.

GAs are shaped by both academic and non-academic experiences.

How are they developed?

Experience - a wide range & diversity of experiences will increase & strengthen the range of graduate attributes developed.

Reflection - reflecting on experiences significantly increases the amount of learning and development achieved.

Responsibility - We all have responsibility for our own personal development.

Reference PDF:
An introduction to graduate Attributes for Tutors & tutees
Graduate Attributes

Academia
- student / researcher nature & ability

Work & Career
- employability

Society & Community
- society contribution & citizenship

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Employability Initiative at Edinburgh

The Edinburgh EdGE is about:

- knowing and developing your strengths.
- having evidence for your abilities and achievements.
- being confident about the best way to communicate all of this to potential recruiters.

It means taking advantage of the opportunities available at university now, whilst you’re a student, so that you stand out from the crowd as a graduate.

www.employability.ed.ac.uk
Gaining experience & developing skills

...first a bit of context
...then some practical stuff
Graduate Recruitment Market

The good news!

- IT skills are in demand....in all sectors!
- 90% of Edinburgh 2011 grads were in employment or training after 6 months
- Growth in demand for software professionals forecast to 2020 - 2.4% per annum
- Edinburgh is a leading international university
- SAGE vacancies increased significantly in 2011/12
- IT employers keen to engage with you
- IT developments - security, cloud, handheld devices
- Local investment - recent investment in Edinburgh

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# Semester 1 - 2013!

## Graduate jobs - Will you be ready?

<table>
<thead>
<tr>
<th>Company</th>
<th>Role</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babcock</td>
<td>IT</td>
<td>28 October 2012</td>
</tr>
<tr>
<td>BP</td>
<td>IT Future leaders</td>
<td>31 October 2012</td>
</tr>
<tr>
<td>Coca-Cola Enterprises</td>
<td>Business Technology IT</td>
<td>31 October 2012</td>
</tr>
<tr>
<td>Unilever</td>
<td>IT</td>
<td>23 November 2012</td>
</tr>
<tr>
<td>GE Generla Electric</td>
<td>IT</td>
<td>1 December 2012</td>
</tr>
<tr>
<td>Standard Life</td>
<td>IT grad programme</td>
<td>7 December 2012</td>
</tr>
<tr>
<td>Barclays</td>
<td>IT</td>
<td>30 November 2012</td>
</tr>
<tr>
<td>Delcam</td>
<td>Software engineer</td>
<td>31 December 2012</td>
</tr>
<tr>
<td>Jack Wills</td>
<td>IT</td>
<td>14 January 2013</td>
</tr>
<tr>
<td>BT</td>
<td>IT</td>
<td>ongoing but ASAP</td>
</tr>
<tr>
<td>Deloitte</td>
<td>IT &amp; Consulting</td>
<td>ongoing but ASAP</td>
</tr>
<tr>
<td>Shell</td>
<td>IT</td>
<td>ongoing but ASAP</td>
</tr>
</tbody>
</table>

## General Guidelines

- **Blue chip/ International Orgs**: Applications close October/November
- **Management consultancies**: Investment banks
- **Applications close**: October/November

[expanding horizons](www.ed.ac.uk/careers)
Thinking of postgrad study?

*note early postgrad deadlines*

- UK course application deadlines from December 2012
- Edinburgh PhDs & Scholarships
  - First round application deadline 16 December
- Edinburgh MSc courses ASAP
- Vocational courses – *check what interests you*
  - Eg Teaching (Primary), GTTR 1 December

*Some may be even earlier…..*

Fulbright US-UK Fulbright 2013-14 Student Awards - 14th Nov 2012

[www.ed.ac.uk/schools-departments/student-funding](http://www.ed.ac.uk/schools-departments/student-funding)

[www.ed.ac.uk/careers > Explore your options > further study](http://www.ed.ac.uk/careers)
# Internships /Placements 2013

...again, early applications often needed!

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saltire Foundation</td>
<td>Global Interns</td>
<td>1st - 22nd November 2012</td>
</tr>
<tr>
<td>Standard Life</td>
<td>IT internships</td>
<td>7 December 2012</td>
</tr>
<tr>
<td>IBM</td>
<td>Extreme Blue IT Intern</td>
<td>31 December 2012</td>
</tr>
<tr>
<td>Directline</td>
<td>IT Intern</td>
<td>31 December 2012</td>
</tr>
<tr>
<td>Deutsche Bank</td>
<td>Global Analyst Intern</td>
<td>14 December 2012</td>
</tr>
<tr>
<td>Deutsche Bank</td>
<td>Spring into Banking Easter week</td>
<td>18 January 2013</td>
</tr>
<tr>
<td>GE General Electric</td>
<td>IT Intern</td>
<td>31 January 2013</td>
</tr>
<tr>
<td>Microsoft</td>
<td>IT Intern</td>
<td>31 January 2013</td>
</tr>
<tr>
<td>Accenture</td>
<td>Summer Placements</td>
<td>ongoing</td>
</tr>
<tr>
<td>Accenture</td>
<td>48 hour Bootcamp</td>
<td>ongoing</td>
</tr>
<tr>
<td>BNP Paribas</td>
<td>Spring Insight &amp; Technology Intern</td>
<td>ongoing</td>
</tr>
<tr>
<td>Hewlett Packard</td>
<td>Tech Intern</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

Placements common route to grad jobs

Check SAGE regularly
“We would encourage you to get involved at University with Clubs or Societies, or in part time work, and summer work/ opportunities…

The majority of people who attend University will leave with a good degree - what makes you stand out from the rest?"

Carol Williamson,
Business Development Manager
Graduate Recruitment
Proctor & Gamble
YOUR EXPERIENCE
What have you done so far?

- Jobs relevant to your degree / career goal
- Unrelated jobs
- Other experience

Benefits?

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"..... any work experience is great, however, relevant work experience including internships means your application will create a much greater impression...."
What employers look for

Grad Software Engineer
Requirements

- **Strong academic record** - BSc / MSc / PhD a plus
- **Experience:**
  - UNIX/Linux or Windows and/or Mac environments, distributed systems, machine learning, information retrieval and TCP/IP
  - programming in C, C++, Java and/or Python
  - network programming and/or developing/designing software systems
Software Engineer

What else is wanted?

- Problem solving ability
- Team players
- Analytical thinkers
- Trouble shooting ability
- Technology whizzes
- Creativity
- Flexibility
- Aptitude to ‘zoom in’ on detail
- Agility to ‘zoom out’ & see bigger picture
- Personal drive
Competency Framework

IBM
- Adaptability
- Client focus
- Communication
- Creative problem solving

- Drive to achieve
- Passion for business
- Taking ownership
- Teamwork and collaboration

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**Skills Audit**

How well developed is your skill set?

<table>
<thead>
<tr>
<th>Skills regularly requested by employers</th>
<th>University Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Place a tick against each skill developed in this context.</td>
</tr>
<tr>
<td>Written Communication</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Research &amp; Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>Analysis &amp; Problem Solving</td>
<td></td>
</tr>
<tr>
<td>Planning &amp; Organising</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Teamwork &amp; Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>Creative Thinking</td>
<td></td>
</tr>
<tr>
<td>Commercial Awareness</td>
<td></td>
</tr>
<tr>
<td>Adaptability, Flexibility &amp; Initiative</td>
<td></td>
</tr>
<tr>
<td>Personal Career Development</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Place a tick against each skill developed in this context.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Outside interests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Place a tick against each skill developed in this context.</td>
</tr>
</tbody>
</table>
Developing your experience

- **Formal internship/work placement** (UK or abroad)
- **Project experience in SME** (e-placement Scotland, STEP [www.step.org.uk](http://www.step.org.uk))
- **Work abroad** ([IAESTE 10 Dec](http://www.iaeste.org/students) [www.iaeste.org/students](http://www.iaeste.org/students))
  - Work shadowing
  - Voluntary work ([www.ed.ac.uk/schools-departments/careers/explore/volunteering/overview](http://www.ed.ac.uk/schools-departments/careers/explore/volunteering/overview))
- **Visits**
- **Student society** *(relevant soc or role?)*

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[www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)
Finding Opportunities

Careers Fairs  www.ed.ac.uk/careers/fairs
Recruitment presentations  www.ed.ac.uk/careers/talks-events & www.ed.ac.uk/informatics

Internships/placement vacancy sites

- SAGE –www.ed.ac.uk/careers/sage
  www.e-placementscotland.com
  www.propects.ac.uk/
  www.targetjobs.co.uk/work-experience
  www.insidecareers.co.uk
  www.step.org
  www.iaeste.org.uk

Publications – CS Guide, Prospects, Get, Times Top 100, Guardian 200
Overview

Edinburgh Graduate Recruitment Fair
Tuesday 29 May 2012 - Adam House, Chambers Street.

Edinburgh Graduate Recruitment Fair

Careers Fair
Tuesday 9 and Wednesday 10 October 2012 - Adam House, Chambers Street

Careers Fair

Global Experience Fair
Wednesday 24 October 2012 - Teviot Row House

Global Experience Fair

Virtual Careers Fair: North America
1st October to 5th October 2012 - online event, accessible worldwide

Virtual Careers Fair: North America

 Scots Law Fair
Wednesday 26 September 2012 - Playfair Library, Old College

 Scots Law Fair

Third Day: More than Profit Fair
Thursday 11 October 2012 - Adam House, Chambers Street

Third Day: More than Profit Fair

Virtual Careers Fair: China and SE Asia
29th October to 2nd November 2012 - online event, accessible worldwide

Virtual Careers Fair: China and SE Asia

TARGETcourses Postgraduate Study & Funding Fair Scotland
Wednesday 1 February 2012 - Teviot

TARGETcourses Postgraduate Study & Funding Fair Scotland
## Vacancy Search Results

Now displaying records 1 to 10 of 17.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employer Name</th>
<th>Closing Date</th>
<th>Closing Date Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>NEW TODAY</em> Technology Research - Summer Placement 2013</td>
<td>BT</td>
<td>31-Dec-2012</td>
<td>Please note that they will process applications as they are received, therefore they encourage you to apply early.</td>
</tr>
<tr>
<td><em>NEW TODAY</em> Technology Software &amp; Systems Engineer (Govt &amp; Security Projects) - Summer Placement 2013</td>
<td>BT</td>
<td>31-Dec-2012</td>
<td>Please note that they will process applications as they are received, therefore they encourage you to apply early.</td>
</tr>
<tr>
<td><em>NEW TODAY</em> IBM’s Summer 2013 Internship Programme, Extreme</td>
<td>IBM</td>
<td>31-Dec-2012</td>
<td></td>
</tr>
<tr>
<td>Shell EmployAbility Internship Programme, Commercial (Opportunities for disabled and dyslexic graduates)</td>
<td>Shell</td>
<td>04-Nov-2012</td>
<td></td>
</tr>
<tr>
<td>Shell EmployAbility Internship Programme, Technical/Engineering (Opportunities for disabled and dyslexic graduates)</td>
<td>Shell</td>
<td>04-Nov-2012</td>
<td></td>
</tr>
<tr>
<td>Graduate Step: Business Development Support (SLC) &amp; Weeks</td>
<td>Bright Business Partnership</td>
<td>26-Sep-2012</td>
<td>Apply as soon as possible</td>
</tr>
<tr>
<td>Wind Turbine Modeling and Control Strategy Internship (3-6 Months)</td>
<td>Goldwind Science and Technology</td>
<td></td>
<td>Apply as soon as possible</td>
</tr>
<tr>
<td>Internship Opportunities</td>
<td>AB InBev</td>
<td></td>
<td>For candidates applying to GMT, Supply and Commercial programmes in the UK, France, Belgium, Netherlands. Deadline for applications 1st November 2012. For Germany, Czech and Hungary, deadline is 19 April 2013.</td>
</tr>
<tr>
<td>J.P. Morgan Internship Programmes</td>
<td>JP Morgan</td>
<td>25-Nov-2012</td>
<td>Early applications are recommended as screening will start immediately. Ongoing process dependent on business area. Details and deadlines vary.</td>
</tr>
<tr>
<td>Technology Summer Analyst (Internship)</td>
<td>Morgan Stanley</td>
<td>12-Dec-2012</td>
<td>PLEASE NOTE: Deadline for applications is 19 December 2012 for Glasgow and 12 December for London. Other locations' closing dates will differ, please refer to website. Although application deadlines are in place, candidates are advised to apply early as assessment centres are likely to be in November.</td>
</tr>
</tbody>
</table>
## Vacancy Details

**University of Edinburgh** | **Vacancy Search Results**

### Job Title
AV and Equipment Technician

### Job Description
The University of Edinburgh Business School is looking for an AV and Equipment Technician.

Your duties will involve:
- ensuring equipment readiness, undertaking first-line maintenance, assisting lecturing staff in their use of AV facilities
- providing documentation and assisting the training in the use of AV facilities
- assisting in the delivery of the School's IT service provision
- undertaking other duties under the direction of the School IT Services Manager or their delegate as appropriate

### Person Specification
The postholder will need an aptitude in diagnosing basic faults in typical UoE lecture theatre AV facilities and teaching space equipment, and more bespoke facilities, such as video conferencing equipment.

Providing assistance in the use of equipment will also be part of the postholder's role.

Good organisation and punctuality, patience and diplomacy, a good standard of written and spoken English and attention to detail are all essential qualities for the posts. Appropriate training will be provided.

### Job Type
Information Technology and Management Systems

### Method of Application
Apply by e-mail to Kirstie.Duff@ed.ac.uk with your CV and Cover letter

### Careers Service Help
To find out how the Careers Service can help you with CVs, Application Forms and Interviews please go to the [Applications and Interviews](#) section of our website

### Dates/Hours/Times Worked
During the immediate pre-sessional period, there is a requirement for documentation and to assist in equipment training sessions.

Up to 15 hours per week during the core teaching periods of Semester 1:
- Core hours of Mon-Fri, 8:15-17:45, and further hours during the School working day by agreement.
- Some additional evening/weekend work possible.

Post may be split across multiple post-holders to ensure that all working periods are covered.

### Closing Date Comments
Apply as soon as possible.

### Salary/Rate of Pay
£ 8,49

### General Location Information
Edinburgh

This employer may be involved in other activities/events organised by the Careers Service (e.g. making a presentation on campus, running a careers or skills workshop or attending one of our careers fairs). Details of all Careers Service events can be found on our website in the 'What's Going On?' section.

Please remember to let the employer know that you heard about this vacancy through SAGE

### Contact Name
Kirstie Duff

### Position
School Office Secretary
### Vacancy Details

**Xtraordinary Networks Limited**

**Vacancy Search Results**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Part-Time Vacancies for Computing / Informatics Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Description</td>
<td>Responsibilities may include some or all of:</td>
</tr>
<tr>
<td></td>
<td>* configure server hardware and deploy in datacentre racks</td>
</tr>
<tr>
<td></td>
<td>* technical administration (e.g. equipment audits, domain registration, cabling etc)</td>
</tr>
<tr>
<td></td>
<td>* programming / scripting</td>
</tr>
<tr>
<td></td>
<td>* monitoring systems and their logs</td>
</tr>
<tr>
<td></td>
<td>* first line customer support by phone or email</td>
</tr>
<tr>
<td></td>
<td>* general office administration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Specification</th>
<th>You will be a Computing / Informatics student.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skill Requirements:</td>
<td>* PC hardware repair</td>
</tr>
<tr>
<td></td>
<td>* experience using Linux</td>
</tr>
<tr>
<td></td>
<td>* programming/scripting</td>
</tr>
<tr>
<td></td>
<td>* use of SQL databases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Information Technology and Management Systems</th>
</tr>
</thead>
</table>

| Method of Application | To apply please send your CV and covering letter explaining your interest in the vacancy by email. Include dates and approximate times when you are available for work. Please do not phone. No agencies. |

| Careers Service Help | To find out how the Careers Service can help you with CVs, Application Forms and Interviews please go to the [Applications and Interviews](#) section of our website |

| Dates/Hours/Times Worked | Start date ASAP  
15 hours per week (term time), during office hours.  
Successful students are typically offered the opportunity to work full-time during their University vacations. |

| Further Information | You will work in South Gyle, West Edinburgh. Served by fast and frequent Lothian bus services - 20 minutes from city centre. |

| Closing Date Comments | Apply as soon as possible. |
| Salary/Rate of Pay | £8 per hour |

**General Location Information**

Edinburgh

This employer may be involved in other activities/events organised by the Careers Service (e.g. making a presentation on campus, running a careers or skills workshop or attending one of our careers fairs). Details of all Careers Service events can be found on our website in the [What's Going On?](#) section.

Please remember to let the employer know that you heard about this vacancy through SAGE

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Andrew Ogilvie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Managing Director</td>
</tr>
</tbody>
</table>
International placements in leading global firms
Networking with high level executives
8 week programme - June – August 2013

Characteristics wanted:
- Ambitious, dynamic and enthusiastic, with positive work ethic.
- Able to show initiative, entrepreneurial promise and professional behaviour.
- Passionate about representing Scotland

Online application open 1-22 November
ROBBIE BAILEY

Robbie is a third-year Computer Science student at the University of Edinburgh. This summer he will be interning with IBM in Beijing working in Tech Products Sourcing. He has a particular interest in big-data analytics and machine learning as well as app-development and programming in general. He has recently finished working as part of a team to develop a football playing robot to compete in a world cup style tournament. Outwith his studies he has a strong passion for youth development and creating opportunities for young people and has been involved in several youth projects in the north of Scotland.
Finding other opportunities

- Company websites
- Professional / Industry bodies -
  (BCS www.bcs.org, Scotland IS www.scotlandis.com, check links via CS Occupations section www.ed.ac.uk/careers/occupations)
- Employment Agencies - (casual work)
- Networking
- Speculative approaches
- Creative approaches

TAKE ACTION EARLY!!
Creative Job Search

If your entire job hunting effort relies on looking at adverts, then you’re only fishing in one part of the river – and what’s more that’s the bit every one else has their rod dangling in!
Creative / Speculative Approaches

Be bold….

- Focus
- Target
- Aim – your career goal
- Sell
- Get personal - Network!

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www.ed.ac.uk/careers
Identifying YOUR Network

- Family & friends
- Academic contacts
- Work colleagues/customers
- Each other
- Online networks
- Other

How do you grow it?

- Careers Fairs
- Employer Presentations
- Work contacts
- Alumni contacts
- Tech meet-ups
- Other
What makes a good CV?

- Careful targeting (job and employer)
- Highlights relevant experience, skills and achievements
- Gives space and importance to the most relevant material
  - Makes an impact
  - Visually appealing
    - clear layout, avoiding lengthy text
  - Appropriate headings & order -
    - reverse chronological or themed
  - Appropriate length – (UK industry norm 2 pages)
- Accompanied by a strong covering letter
Covering letters

- Keep to one page
- Introduce yourself positively
- Clarify what you are applying for
- Show your motivation for role/organisation/sector
- Highlight your suitability & what you can offer
- Demonstrate how you meet their requirements
- Keep a positive & professional approach
- Observe business protocols
  
  *inc. use of Yours faithfully / Yours sincerely*
Application forms

- Plan answers carefully following guidelines
- Frame answers (e.g., 'CAR' Context, Actions, Result)
- Give sufficient detail …but remain concise
- Give thought to vocabulary used
- Triple check spelling & grammar
- Ensure form is easy to read
- Allow sufficient time to complete
Career Action Planning

Questions you may want to ask yourself:

- what is it I want to achieve?
- how do I plan to get there?
- what are the steps I first need to put in place?
- what barriers do I need to overcome?
- are there people/organisations who can help?
- what/ where are the resources which can help?
- do I need to complete a task by a certain time?
- how will I know when I get there?
Action Plan

- **Set your goals** - long term goal and then short & medium term goals or objectives.

  *Identify actions required* to achieve your goals. **Break these down** into easily achievable **SMART tasks** (specific, measurable, advantageous, realistic, time-bound).

  *Recognise any possible constraints* - what might hold you back – along with what/who might help you.

  *Set dates for action* – this will help you to recognise your progress.

**Regularly review your action plan** to measure your progress and reflect on what you have learned and achieved.

<table>
<thead>
<tr>
<th>My Long Term Goal</th>
<th>Short and Medium Term Goals</th>
<th>Actions Required</th>
<th>Constraints</th>
<th>Who or What Can Help Me</th>
<th>Target Date for Action</th>
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Your Careers Service
- How we can help you

- Vacancies: SAGE - [www.ed.ac.uk/careers/sage](http://www.ed.ac.uk/careers/sage)
- Careers information centre + publications
- Website: [www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)
- Events:
  - Fairs
  - Employer Presentations
  - Information sessions
  - Job hunting sessions
  - PG sessions

- Appointments:
  - *Bookable appointments*
  - *Wednesday drop-in slots*
Careers Service - Where to find us?

3rd Floor, University Library, George Square
Tel: 0131 650 4670

Weir Building, KB
Tel: 0131 650 5773

Email: careers@ed.ac.uk

www.ed.ac.uk/careers

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Careers & professionalism

- Finding out more....
Skills Framework for the Information Age

SFIA categories
1. Strategy and architecture
2. Business change
3. Solution development and implementation
4. Service management
5. Procurement & management support
6. Client interface

SFIA levels
- 7 Set strategy/inspire
- 6 Initiate/influence
- 5 Ensure/advise
- 4 Enable
- 3 Apply
- 2 Assist
- 1 Follow

Technology Insights 2012 - e-skills uk

Horizon Issues
Figure 17: Trends shaping IT & Telecoms skills changes

Source: Technology Insights 2011: Trends and UK Skills Implications, e-skills UK/Esperian