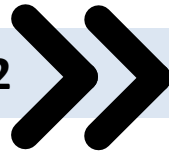


SKILLS FOR SUCCESS

COLLEGE OF LIFE & ENVIRONMENTAL SCIENCES

careers and
employability centre
create your own future

Career Development Workshops 2012



Psychometric Tests
Thursday 9th February
1.00 -2.00pm
Aston Webb WG12

Psychometric tests are used by many employers as part of the recruitment process but what are they and how are they used? This workshop will explain the different types of tests used, what they are used for and will include examples and resources to help you prepare.

**Work Experience Bursaries –
Applications workshop**
Wednesday 25th January,
SportEx LT2 - 1.00 -2.00pm

Applying for a work experience bursary? Enhance your chances of success, with this overview of the application process, and top tips to answer your queries, plus at least one previous successful recipient will attend to answer your questions.

**Taking it to the next degree:
considering a PhD?**
Tuesday 7th February
1.00pm – 2.00pm
Biosciences E102

What is involved in studying at PhD level, how to access funding, how to apply and gain an insight into 'A Day in the Life of a Doctoral Researcher'.

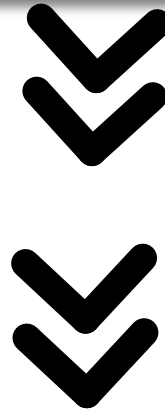


**Postgraduate CVs, Covering Letters
and Applications**
Wednesday 7th March
1.00 -2.00pm - Learning Centre UG05

Your covering letter, CV or application form will be your first opportunity to 'sell' yourself to an employer, so you need to make a positive impact. This interactive workshop is tailored for postgraduates.

Postgraduate Interviews
Thursday 15th March
2.00 – 3.00pm
Learning Centre LG32

Sweaty palms? Dry throat?
Memory blank? Advice on making
an impact and succeeding at
interviews. Tailored for
postgraduate students.



For details and to book your place
visit www.as.bham.ac.uk/careers
and choose 'Your College'

SPRING TERM 2012 CAREERS WORKSHOPS

Workshops are 80 - 90 minutes

Making yourself employable



Tues 17th Jan 1pm
Mon 20th Feb 12.30pm

Thurs 2nd Feb 12pm

Find out about all the ways you can improve your employability and make a positive impression in the recruitment process.

CV and covering letter



Thurs 19th Jan 12pm
Tues 7th Feb 1pm
Thurs 1st March 12pm

Mon 30th Jan 3pm
Tues 21st Feb 1pm
Fri 9th March 1.30pm

Your covering letter and CV are key marketing tools in your job search. They may be your first opportunity to 'sell' yourself to an employer, so come along to find out how to make a positive impact.

Application forms



Fri 20th Jan 1.30pm
Mon 6th Feb 3pm
Tues 6th March 1pm

Thurs 26th Jan 12pm
Fri 2nd March 1.30pm

This session will introduce the basics of completing forms successfully and will look in more detail at ways of dealing with more complex questions, including competency based questions.

Interviews



Mon 23rd Jan 3pm
Fri 24th Feb 1.30pm
Thurs 15th March 12pm

Tues 31st Jan 1pm
Mon 5th March 12.30pm

This workshop will help you to understand what to expect from interviews, focusing on preparation, answering questions and presenting yourself positively.

Assessment centres



Tues 24th Jan 1pm
Tues 28th Feb 1pm

Thurs 9th Feb 12pm
Fri 16th March 1.30pm

This session will look at some of the different selection methods you might encounter, including psychometric tests, in-tray exercises and group discussions. There will also be an opportunity to get involved in a practical group exercise.

To book a place on a workshop, go to: www.as.bham.ac.uk/careers and choose 'Event registration'.

Locations are across campus, please check the interactive careers service for details