



TAKING CONTROL

of your
Future

A PRACTICAL CAREER WORKBOOK FOR STUDENTS AND GRADUATES



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THIS WORKBOOK HAS BEEN DEVELOPED BY DUBLIN HIGHER EDUCATION ALLIANCE AND CAREERS SERVICES ON THE EAST COAST AS PART OF AN INITIATIVE TO ADDRESS GRADUATE EMPLOYMENT. IT WAS KINDLY FUNDED BY THE HIGHER EDUCATION AUTHORITY AND THE PARTICIPATING CAREERS SERVICES. THE STRUCTURE OF THE WORKSHOP AND WORKBOOK IS BASED ON A WORKSHOP DEVELOPED BY DIT CAREERS SERVICE.



INTRODUCTION

THIS WORKBOOK WILL ASSIST YOU IN POSITIONING YOURSELF TO ACTIVELY TAKE CONTROL OF YOUR FUTURE AND YOUR CAREER. THE WORD 'CAREER' CAN MEAN DIFFERENT THINGS TO DIFFERENT PEOPLE. USUALLY THE WORD 'CAREER' IS PERCEIVED AS A SERIES OF JOBS OF INCREASING RESPONSIBILITY IN A SINGLE ORGANISATION – BUT THAT IS OFTEN TOO NARROW A VIEW. MOST OF US WILL ASSUME DIFFERENT ROLES DURING OUR WORKING LIVES. **'CAREER DEVELOPMENT INVOLVES ONE'S WHOLE LIFE, NOT JUST OCCUPATION. AS SUCH IT CONCERNS THE WHOLE PERSON'**.¹ THERE ARE DIFFERENT DIMENSIONS TO A CAREER – WE WILL ALL TAKE ON DIFFERENT WORK AND LIFE ROLES FROM WORKER, PARENT, VOLUNTEER, CARER ETC. THIS WORKBOOK WILL FOCUS ON THE ROLE OF 'WORKER' AND AIMS TO GIVE YOU THE TOOLS TO BEGIN TO SUCCESSFULLY MANAGE YOUR CAREER IN THE ARENA OF EMPLOYMENT. HOWEVER WHAT YOU LEARN CAN ALSO BE APPLIED TO OTHER ROLES IN YOUR LIFE.

THIS WORKBOOK IS DESIGNED TO BE PRACTICAL AND HIGHLY FOCUSED ON YOU. THROUGHOUT WILL FIND USEFUL TOOLS AND TECHNIQUES TO BEGIN ACTIVELY MOVING FORWARD IN YOUR CAREER DECISION MAKING. GIVEN THE CURRENT ECONOMIC CLIMATE, NOW MORE THAN EVER, THE SUCCESSFUL JOB HUNTER MUST BE STRATEGIC AND PLANNED IN APPROACH. DURING THE DAY, WE ASK YOU TO USE THE WORKBOOK AS A TOOL TO RECORD YOUR EXPERIENCES, THOUGHTS AND ACTION PLANS FROM THE DAY.

SOME PEOPLE HERE TODAY WILL BE VERY FOCUSED AND HAVE A CLEAR IDEA OF WHAT IT IS THEY WANT AND WHERE IT IS THEY WANT TO GO; OTHERS MAY BE LESS FOCUSED ON THE GOAL YET HAVE AN UNDERSTANDING OF THEMSELVES AND THEIR CAREER BUT MAY BE WORRIED ABOUT THE CURRENT JOB MARKET; MANY MAY BE CONFUSED AND NOT SURE AT ALL ABOUT WHAT IT IS THEY WANT TO DO.

EVERYBODY IS UNIQUE – WE ALL HAVE DIFFERENT EXPERIENCES, QUALIFICATIONS, BACKGROUNDS, MOTIVATIONS AND ASPIRATIONS. **WHAT DO YOU WANT TO GET FROM TODAY? WRITE DOWN YOUR 3 PERSONAL GOALS.**

1. _____

2. _____

3. _____

SOMETIMES WE FIND THAT MANY OF US ARE NOT AWARE OF THE VAST ARRAY OF OPTIONS THAT ARE OPEN TO US AND THAT MANY OF US HAVEN'T THOUGHT ABOUT OURSELVES AND WHAT WE WANT FROM OUR CAREERS. LIFE CAN SOMETIMES BECOME ROUTINE, WITH NOT ENOUGH TIME GIVEN TO REALLY REFLECTING ON OURSELVES AND WHAT WE WANT OUR JOURNEY TO BE ABOUT. TODAY IS ABOUT RAISING AWARENESS AND TO GIVE YOU THE TECHNIQUES NEEDED TO MOVE YOUR CAREER AND FUTURE INTO YOUR CONTROL.

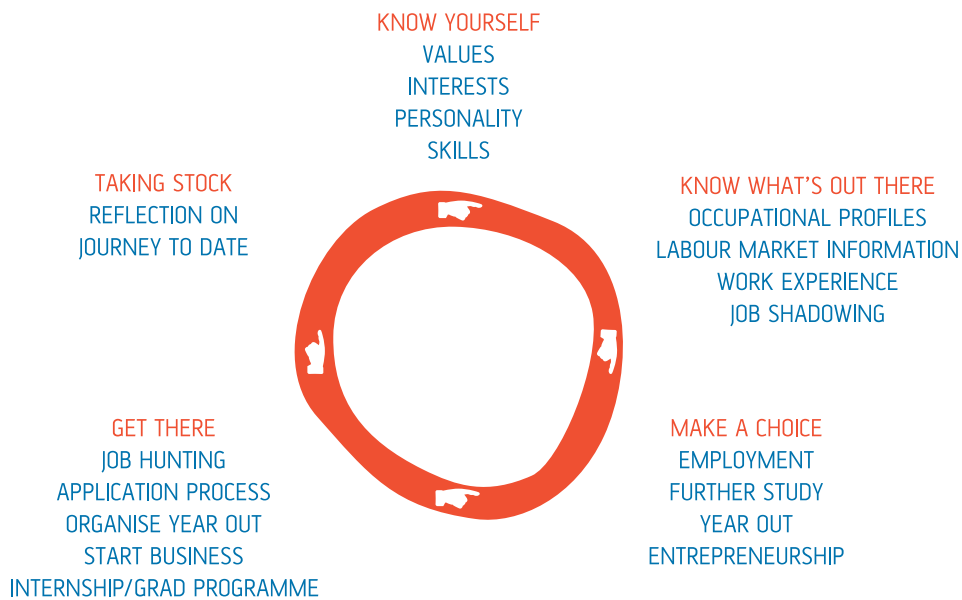
YOUR DEGREE IS AN IMPORTANT FACTOR IN GETTING A JOB, BUT IT IS NOT THE ONLY FACTOR. TODAY'S JOB MARKET IS EMPLOYER LED; FEWER POSITIONS AND MORE APPLICANTS, WHICH MEANS THAT IT IS NOW ABOUT A LOT MORE THAN POSSESSING A QUALIFICATION. BY THE END OF THIS WORKSHOP YOU WILL KNOW THE IMPORTANCE OF TAKING ACCOUNT OF OTHER FACTORS THAT ARE IMPORTANT FOR CAREER SUCCESS.

WE ARE ALL THE EXPERTS IN OUR OWN LIVES. THE FOCUS OF THE WORKSHOP IS ABOUT YOU. THE MORE YOU ENGAGE AND PARTICIPATE THE MORE YOU WILL GET FROM TODAY. WE ENCOURAGE YOU TO USE THIS WORKBOOK TO WRITE.



¹. Career Development and Systems Theory, Patton & McMahon (2006)

1. KNOWING YOURSELF



THIS DIAGRAM GIVES AN OVERVIEW OF A STRUCTURED APPROACH TO CAREER DECISION MAKING. MANY PEOPLE WILL START AT THE 'GET THERE' STAGE E.G. WRITING A CV WITHOUT TAKING THE OPPORTUNITY TO THINK ABOUT HOW THEY HAVE ARRIVED AT THIS STAGE OR ASKING QUESTIONS SUCH AS WHAT JOB WOULD SUIT ME?

THINK ABOUT THIS

THE MAJORITY OF US WILL BE WORKING FOR 8 HOURS A DAY, 5 DAYS A WEEK FOR 40 YEARS. DOES IT MAKE SENSE TO CHOOSE A CAREER THAT YOU ARE GOING TO ENJOY? IMAGINE YOURSELF 10 YEARS FROM NOW. DO YOU WANT A CAREER WHICH PLAYS TO YOUR STRENGTHS AND ABILITIES? WOULD YOU LIKE TO FEEL THAT YOUR CONTRIBUTION IS VALUED, OR WILL YOU ONE OF THOSE PEOPLE WHO DREAMS GOING TO WORK? EVERYONE WANTS CAREER FULFILMENT AND TO BE HAPPY AND SUCCESSFUL IN ALL ASPECTS OF THEIR LIVES – WORKING, LEARNING, PLAYING AND GIVING. WE ARE ALL UNIQUE THEREFORE HOW WE DEFINE HAPPINESS AND SUCCESS WILL NATURALLY BE DIFFERENT AND CAN ARISE FROM OUR UNIQUE COMBINATION OF INTRINSIC MOTIVATING FACTORS AND THE SYSTEM OF RELATIONSHIPS WE HAVE WITH OTHERS AND OUR ENVIRONMENT.

WRITE DOWN WHAT CAREER FULFILMENT MEANS TO YOU

- 1.
- 2.
- 3.

INTRINSIC MOTIVATING FACTORS

- ⚙ OUR VALUES SYSTEM DEFINES WHAT'S IMPORTANT TO US
- ⚙ OUR INTERESTS EXPRESS WHAT WE ARE PASSIONATE ABOUT
- ⚙ OUR PERSONALITY ALLOWS US TO INTERACT WITH THE WORLD AND EACH OTHER IN DIFFERENT WAYS
- ⚙ OUR SKILLS AND ABILITIES ALLOW US TO DEMONSTRATE WHAT WE ARE GOOD AT

MOTIVATION COMES FROM USING THE SKILLS THAT WE ENJOY USING AND ARE GOOD AT, FROM BEING ABLE TO LIVE OUT WHAT'S REALLY IMPORTANT TO US, HAVING A MEDIUM TO EXPRESS WHAT WE ARE PASSIONATE ABOUT AND BEING IN AN ENVIRONMENT THAT ENERGISES US AND SUITS US.

My motivational profile

1.1 SKILLS

WHAT IS A SKILL?

A SKILL CAN BE DEFINED AS YOUR CAPACITY TO DO SOMETHING WELL; A TECHNIQUE. SKILLS ARE USUALLY ACQUIRED OR LEARNED, AS OPPOSED TO ABILITIES, WHICH ARE OFTEN THOUGHT OF AS INNATE.

2

WHERE CAN YOU DEVELOP A SKILL?

OPPORTUNITIES TO DEVELOP YOUR SKILLS ARE ALL AROUND US. SKILLS DON'T JUST COME FROM COLLEGE. YOU MAY HAVE DEVELOPED THEM THROUGH YOUR COURSEWORK, YOUR EXTRACURRICULAR ACTIVITIES OR THROUGH SUMMER OR PART-TIME WORK. SKILLS ALSO COME FROM OUR PERSONAL EXPERIENCES OF LIFE – THROUGH THE MISTAKES WE HAVE MADE AND THE CHALLENGES WE HAVE OVERCOME. MANY EMPLOYERS REALISE THAT MOST GRADUATES LEAVE COLLEGE WITH MANY SKILLS – SOME WILL BE VERY DEVELOPED, SOME WILL NEED TO BE ENHANCED. WHAT IS IMPORTANT IS THAT YOU ARE USING THE SKILLS THAT YOU ARE INTERESTED IN USING. SKILLS CAN BE DEVELOPED – DO NOT BE PUT OFF A POTENTIAL ROLE BECAUSE YOU FEEL YOU DO NOT HAVE ALL THE SKILLS REQUIRED – WHAT IS MORE IMPORTANT IS AN EAGERNESS TO LEARN AND A TRUE INTEREST IN THE ROLE AND THE COMPANY.

WHAT ARE YOUR MAIN SKILLS? WHAT EVIDENCE DO YOU HAVE? (BE SPECIFIC!)

Handwritten response area consisting of several horizontal lines of text, mostly obscured by a large teal redaction box. A small scissors icon is visible at the bottom left of the redacted area.

Your action plan

PICK 2 SKILLS YOU ENJOY USING AND THAT YOU WOULD LIKE TO USE IN ANY FUTURE CAREER

SKILL 1

A SKILL I ENJOY USING IS:

EXAMPLES OF HOW I MIGHT CONTINUE TO DEVELOP THIS SKILL ARE:

SKILL 2

A SKILL I ENJOY USING IS:

EXAMPLES OF HOW I MIGHT CONTINUE TO DEVELOP THIS SKILL ARE:

YOUR ACTION PLAN

PICK 2 SKILLS YOU NEED TO DEVELOP THAT WILL BE IMPORTANT IN INCREASING YOUR EMPLOYABILITY, FOR EXAMPLE YOU FEEL THAT YOU NEED TO IMPROVE YOUR VERBAL COMMUNICATION SKILLS. OTHER EXAMPLES OF THINGS THAT YOU COULD DO TO IMPROVE YOUR SKILLS IN THIS AREA INCLUDE:

- * VOLUNTEERING TO DO A PRESENTATION, ESPECIALLY TO A GROUP YOU HAVE NOT WORKED WITH BEFORE
- * ATTENDING RELEVANT WORKSHOPS
- * OBSERVING AN EFFECTIVE COMMUNICATOR AT WORK AND DISCUSSING WITH THEM WHAT IT WAS THAT THEY DID

SKILL 1

A SKILL I NEED TO DEVELOP FURTHER IS:

EXAMPLES OF HOW I MIGHT DO THIS INCLUDE:

SKILL 2

A SKILL I NEED TO DEVELOP FURTHER IS:

EXAMPLES OF HOW I MIGHT DO THIS INCLUDE:

1.2 Values

While many people find it easier to identify their skills, it can often be more difficult to answer the question 'what's important to me' or 'what do I value'?

Probably the easiest definition of a 'value' is a belief which holds a significant level of importance for you, on which you will generally not compromise. Values can be individual or personal, but can also shared (societal, national, family, community, class etc.) Most people's values systems tend to be a mix of personal and shared values.

Why is it important to be aware of your values?

Awareness of your values will provide a valuable lens to enable you to understand what motivates you in your career and your life. Employers and academic institutions also place great emphasis on this level of understanding when selecting a candidate for a job role or for postgraduate study.

Questions for you to ask yourself

WHAT exactly do I really value in my life? WHY are these important? HOW can I gain more of these things in my current roles? WHERE can I look in the future? WHO can help me? WHEN am I going to start? And WHEN will I review my progress?



Ref: www.windmillsonline.co.uk/interactive



Additional Resources

Windmills Online

On the handout provided you will find a questionnaire which is designed to help you find out what is important to you or 'the things you value'. This particular questionnaire is taken from 'Windmills' website developed by the University of Liverpool and Dr. Peter Hawkins. When you have completed the exercise, write down your top 3 values. Which value will you not compromise on?

My top 3 values

1.

2.

3.



1.3 Personality and Careers Interests

Personality can be defined as a dynamic and organised set of characteristics possessed by a person that uniquely influences his or her cognitions, motivations, and behaviours in various situations.³ It gives us an insight into how we relate to others and our environment (from the relationships we have, to how we shop, dress, plan our lives to how we interact with strangers and to the types of jobs that best suit us). While personality is generally seen as consistent and deep rooted within us, it can be argued that the more we know about it the better our ability to change. The more self aware we are, the better the decisions we can make, the better we can understand and indeed talk about ourselves. A nice bi-product is that we are then in a better position to sell ourselves to employers. Personality is generally described in term of traits or preferences. While it is beyond the scope of this workbook to go deeper into the area it is really worthwhile spending time on understanding personality.

For more information on personality type, traits and career & interactive exercises visit:
www.keirsey.com, www.personalitypage.com & www.personalityonline.com

In terms of career decision making, John Holland, psychologist, developed a vocational personality typology which linked personal characteristics and interests to occupational roles. This typology; Realistic; Investigative; Artistic; Social; Enterprising; Conventional (RIASEC) can be a good tool for reflection on personality and interests with respect to careers.

More information and exercises on Holland typology can be found at:

- * www.self-directed-search.com
- * jobs.utah.gov/opencms/wi/pubs/employmentcounselors/holland.pdf
- * www.soicc.state.nc.us/SOICC/planning/c1a.htm

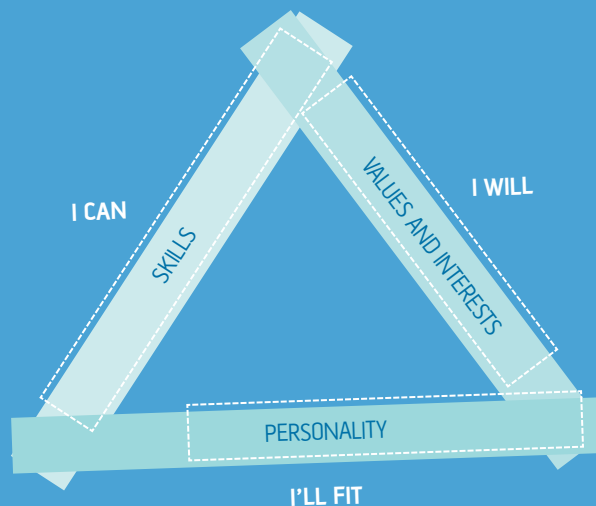
Using a broadly similar rationale to Holland's typology www.prospects.ac.uk has a useful interactive tool based on interests and skills.

Other interest inventories are available at:

- * www.careersonline.com.au/show/menu.html
- * www.ssu.uts.edu.au/careers/resources

1.4 Build your Motivational Profile

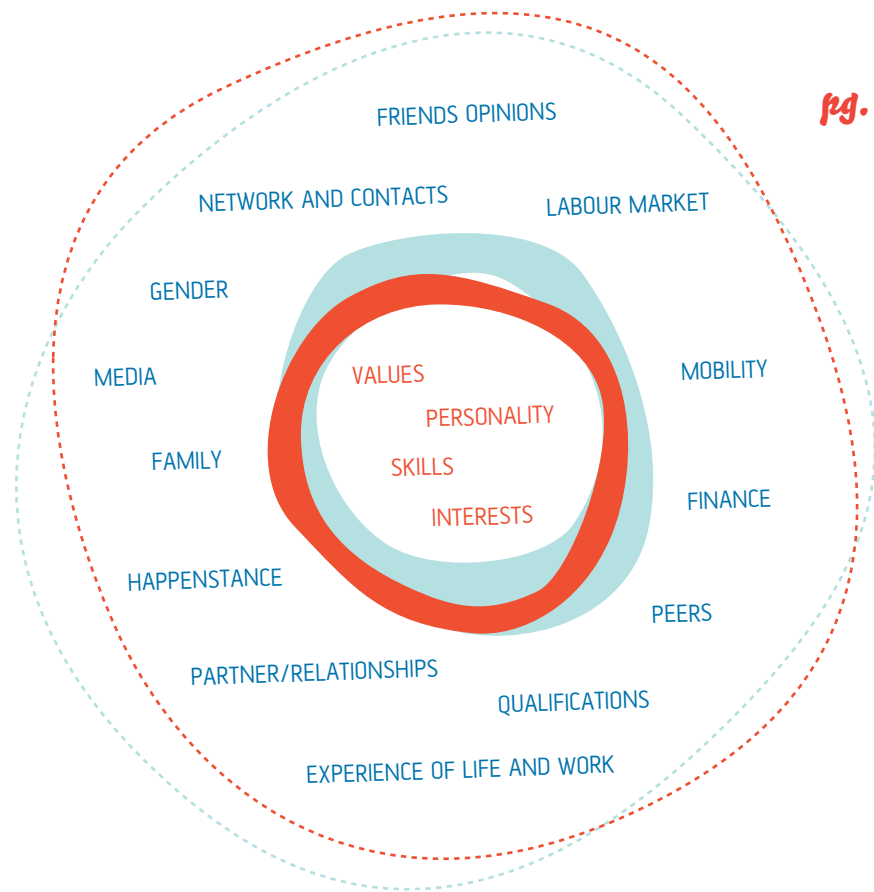
On completion of sections 1.1–1.3, you are ready to start building your motivational profile.



³ Ryckman, R. (2004). Theories of Personality. Belmont, CA: Thomson/Wadsworth

1.5 External Factors

We have looked at the personal motivating factors that make us all unique. There are also external factors that have influenced our career decisions to date and will influence us in the future.



 Write down the external factors that have influenced your career decisions to date:

 Write down the external factors that may influence your future career decisions:

 Note your concerns about getting a graduate job:

What can you bring into your circle of influence? Examine what you can do instead of focusing on worries over which you have no real control. By taking control of your concerns, you are now becoming proactive and ultimately empowered.



2. KNOWING WHAT'S OUT THERE

THERE ARE OVER 10,000 JOB TITLES, THOUSANDS OF FURTHER STUDY OPPORTUNITIES, IN ALMOST 200 COUNTRIES. THE WORLD OF WORK CAN BE A CONFUSING PLACE. IN FACT MANY GRADUATE VACANCIES ARE NOT DEGREE SPECIFIC – WHAT IS IMPORTANT TO THE EMPLOYER IS THAT YOU WANT TO WORK FOR THEM, THAT YOU WILL FIT THE ROLE AND THE ENVIRONMENT, AND THAT YOU HAVE AN INTEREST IN WHAT THEY DO. ONCE YOU HAVE A BETTER UNDERSTANDING OF WHAT IT IS THAT YOU WANT FROM YOUR CAREER AND HAVE MADE YOUR DECISION, YOU NOW NEED TO HAVE AN UNDERSTANDING OF WHAT IS OUT THERE.

INFORMATION INTERVIEW

THE BEST SOURCE OF INFORMATION ABOUT WHAT A JOB ENTAILS IS TO TALK TO SOMEBODY IN THE CAREER AREA THAT INTERESTS YOU! IT IS A GREAT SOURCE OF INFORMATION, GIVES YOU A REAL INSIGHT INTO THE REALITIES OF THE ROLE BUT IS ALSO AN EXCELLENT WAY TO NETWORK. THIS SHOWS GREAT ENTHUSIASM ON YOUR PART, AND COULD POTENTIALLY OPEN FUTURE DOORS. PEOPLE ARE GENERALLY MORE THAN WILLING TO GIVE YOU TIME – THIS CAN BE IN PERSON, OVER THE PHONE, OR IF ALL ELSE FAILS VIA EMAIL. IF YOU'RE STILL IN COLLEGE, YOU MIGHT WANT TO CONSIDER BROADENING YOUR NETWORK. THE INFORMATION INTERVIEWS IS A POWERFUL RESOURCE AND SHOULD BE A KEY TOOL IN YOUR JOB SEARCH PLAN. MANY STUDENTS WHO HAVE GONE TO THE TROUBLE OF DOING INFORMATION INTERVIEWS EVENTUALLY RECEIVE JOB OFFERS.

WORK EXPERIENCE/JOB SHADOWING

EXPERIENCE CAN BE GAINED IN MANY FORMS FROM WORK SHADOWING THROUGH CASUAL AND PART TIME WORK TO SECURING A FULL TIME POSITION. IF IT IS NOT POSSIBLE TO GET PAID EXPERIENCE – VOLUNTEER! AGAIN, THIS SPEAKS VOLUMES TO THE POTENTIAL EMPLOYER AND ALSO ENABLES YOU TO GET A VALUABLE INSIGHT INTO THE ROLE AND INTO THE ORGANISATIONS CULTURE.

OCCUPATIONAL PROFILES

THERE ARE MANY ONLINE OCCUPATIONAL DATABASES THAT PROVIDE EXCELLENT INFORMATION AS TO WHAT DIFFERENT CAREERS INVOLVE. PROSPECTS HAVE A USEFUL 'SKILLS AND INTERESTS' QUESTIONNAIRE THAT YOU CAN COMPLETE WHICH IS THEN LINKED INTO OCCUPATIONAL AREAS THAT MIGHT SUIT THAT PROFILE.

| | |
|---|-------------------------|
| GRADIRELAND (GO TO 'CAREER SECTORS') | WWW.GRADIRELAND.COM |
| PROSPECTS (GO TO 'JOBS AND WORK' AND 'EXPLORE TYPES OF JOBS') | WWW.PROSPECTS.AC.UK |
| FÁS (GO TO 'CAREER DIRECTIONS DATABASE') | WWW.CAREERDIRECTIONS.IE |
| DIT CAREER SERVICE (GO TO STUDENTS AND GRADUATES/OCCUPATIONAL DATABASE) | WWW.DIT.IE/CAREERS |
| NATIONAL UNIVERSITY MAYNOOTH (GO TO 'CAREER DEVELOPMENT CENTRE' THEN 'VIRTUAL CAREERS LIBRARY') | HTTP://CAREERS.NUIM.IE |
| NATIONAL UNIVERSITY GALWAY (GO TO 'CAREER DEVELOPMENT CENTRE') | WWW.NUIG.IE |
| CAREERS PORTAL | WWW.CAREERSPORTAL.IE |
| HOBSONS (SEE 'ADVICE BY CAREER AREAS') | WWW.GET.HOBSONS.CO.UK |
| ISEEK (SEE 'EXPLORE CAREERS') | WWW.ISEEK.ORG |
| GTI (SEE 'THE TARGET FAMILY') | WWW.GROUPGTI.COM |
| MY FUTURE (SEE 'OCCUPATIONS') | WWW.MYFUTURE.EDU.AU |
| OFFICIAL CAREERS RESOURCE TO THE PROFESSIONS | WWW.INSIDECAREERS.CO.UK |

3. MAKING YOUR CHOICE

AT THIS STAGE OF YOUR CAREER DECISION MAKING, YOU WILL BE FACED WITH A NUMBER CHOICES. MANY OF US CAN STRUGGLE OR FEEL OVERWHELMED, SO IT IS IMPORTANT TO GIVE YOURSELF AMPLE TIME AND SPACE TO REALLY THINK ABOUT YOUR DECISION.

- * **EMPLOYMENT**
- * **FURTHER STUDY**
- * **ENTREPRENEURSHIP**
- * **YEAR OUT**

YOU MAY DECIDE, ON THE BASIS OF REFLECTION ON YOUR OWN INTERNAL AND EXTERNAL MOTIVATING FACTORS THAT YOU MAY HAVE TO COMBINE ONE OR MORE OF THE OPTIONS OPEN TO YOU I.E. WORKING PART TIME TO SURVIVE, JOB SHADOWING TO GAIN EXPERIENCE AND STUDYING PART TIME. MANY PEOPLE ARE MOVING AWAY FROM TRADITIONAL FULL-TIME JOBS, TO WORKING MULTIPLE PART-TIME ROLES. THIS CAN INCLUDE TEMPORARY JOBS, FREELANCING, SELF EMPLOYMENT, VOLUNTEERING AND PART TIME EMPLOYMENT. THIS NOTION OF THE 'PORTFOLIO CAREER' CAN PROVIDE PEOPLE WITH VARIETY, FLEXIBILITY AND FREEDOM IN THEIR CAREER DECISIONS.

IT IS IMPORTANT TO NOTE THAT WE ALL MAKE DECISIONS DIFFERENTLY. IF YOU ARE STRUGGLING WITH THE DECISION THAT YOU NOW HAVE TO MAKE, ASK YOURSELF THE FOLLOWING QUESTION AND THEN READ THROUGH THE DESCRIPTORS BELOW. WHAT WAS THE LAST BIG DECISION THAT YOU HAD TO MAKE? HOW DID YOU MAKE IT?

DECISION MAKING STYLES

* **RATIONAL DECISION MAKING**

THIS APPROACH IS CHARACTERIZED BY USING A LOGICAL AND STRUCTURED APPROACH TO DECISION MAKING. YOU MAY FIND USING IDEAS SUCH AS SWOT OR FORCE FIELD ANALYSIS (SEE EXERCISE) HELPFUL HERE.

* **INTUITIVE DECISION MAKING**

THIS APPROACH IS CHARACTERISED BY A RELIANCE UPON HUNCHES, FEELINGS AND IMPRESSIONS. YOU WILL GO WITH GUT INSTINCT OR WITH WHAT FEELS RIGHT, RATHER THAN TAKING A LOGICAL APPROACH TO THE DECISION MAKING.

* **DEPENDENT DECISION MAKING**

THIS APPROACH IS CHARACTERISED BY RELIANCE UPON THE ADVICE, DIRECTION AND SUPPORT OF OTHERS. YOU WILL FIND THAT YOU ARE MORE COMFORTABLE MAKING A DECISION WHEN YOU HAVE DISCUSSED THE OPTIONS WITH OTHERS, AND ARE UNCOMFORTABLE MAKING DECISIONS ALONE.

* **AVOIDANT DECISION MAKING**

THIS APPROACH IS WHERE YOU ATTEMPT TO POSTPONE OR AVOID MAKING A DECISION. THIS IS NOT A HEALTHY WAY TO APPROACH MAKING DECISIONS. WHILST TAKING TIME TO REFLECT ON THE OPTIONS IS A GOOD IDEA, AVOIDING OR POSTPONING MAKING THE DECISION CAN LEAD TO NEGATIVE CONSEQUENCES.

* **SPONTANEOUS DECISION MAKING**

THIS IS WHERE THE DECISION MAKER IS IMPULSIVE AND PRONE TO MAKING SNAP OR SPUR OF THE MOMENT DECISIONS. THIS CAN BE A VALUABLE TRAIT IN TERMS OF NOT OVER PLANNING THE FUTURE, BUT IT IS NOT ALWAYS A GOOD IDEA TO LEAVE IMPORTANT DECISIONS TO BE MADE THIS WAY!

4. GETTING THERE

“A SURVEY OF SUCCESSFUL JOB HUNTERS REVEALED THAT THE MOST SUCCESSFUL ONES SPENT TIME TALKING TO PEOPLE IN VARIOUS BUSINESS AND ORGANISATIONS BEFORE THEY BEGAN ACTIVELY SEEKING JOB INTERVIEWS.”
RICHARD BOLLES – ‘WHAT COLOUR IS YOUR PARACHUTE?’

* JOB HUNTING – WHERE ARE JOBS IN YOUR CHOSEN CAREER AREA ADVERTISED?

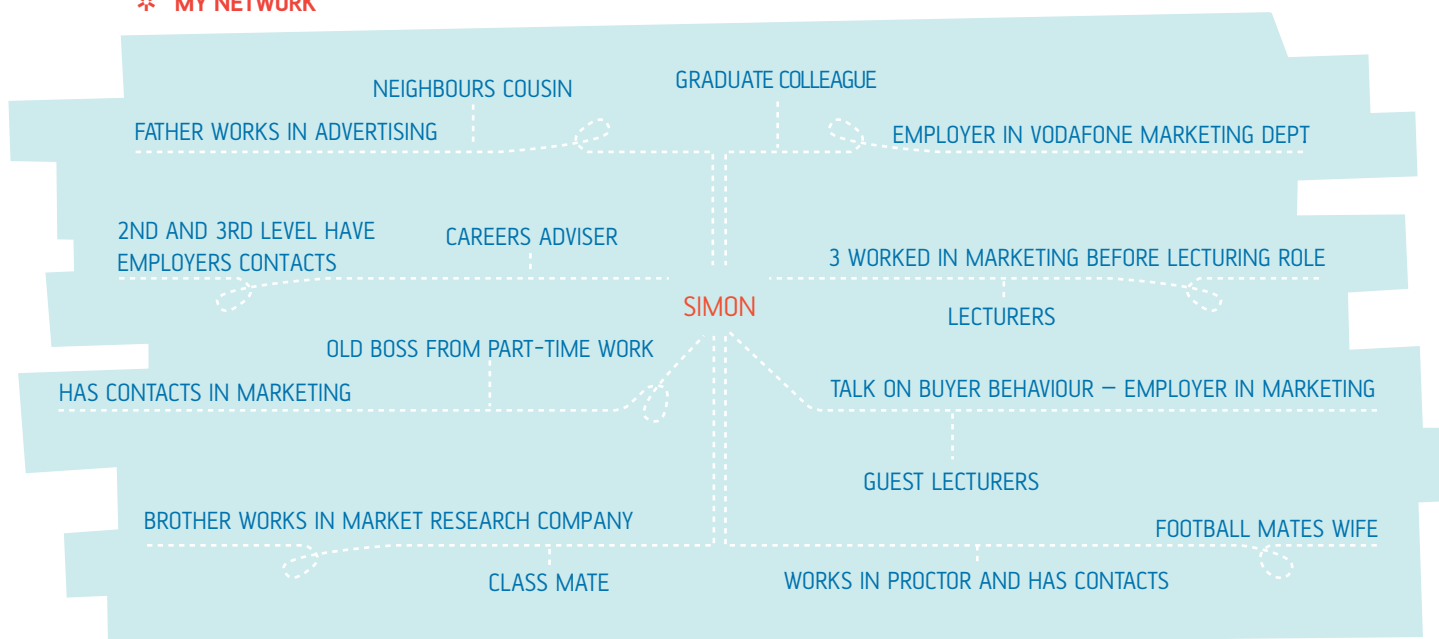
* THE HIDDEN JOBS MARKET

MANY JOBS ARE NEVER ADVERTISED – SOME ESTIMATE AS HIGH AS 60%. SO IT IS VITAL TO BE PRO-ACTIVE IN YOUR JOB SEARCH. THREE EFFECTIVE WAYS OF SEEKING THESE HIDDEN OPPORTUNITIES ARE: NETWORKING, MAKING SPECULATIVE APPLICATIONS AND GAINING WORK EXPERIENCE.

* NETWORKING

MANY GRADUATES FIND OPPORTUNITIES THROUGH CONTACTS THEY HAVE MADE THEMSELVES – E.G. FRIENDS, RELATIVES, TUTORS, PAST STUDENTS, OR PEOPLE THEY HAVE MET THROUGH THEIR LEISURE INTERESTS, VOLUNTARY WORK, CASUAL PART-TIME JOBS OR WORK PLACEMENTS. NOT ALL OF THESE CONTACTS WILL BE ABLE TO HELP YOU, BUT THEY MAY BE ABLE TO PUT YOU IN TOUCH WITH THOSE WHO CAN. DEVELOPING AN INDUSTRY NETWORK LIST IS ALSO VERY IMPORTANT. TALK TO PEOPLE WHO WORK IN YOUR CHOSEN CAREER AREA, THEY WILL BE ABLE TO ASSIST.

* MY NETWORK



SPECULATIVE APPLICATIONS

FOR SOME EMPLOYERS SPECULATIVE APPLICATIONS ARE THEIR MAIN PRINCIPAL METHOD OF RECRUITMENT. YOU WILL NEED TO IDENTIFY EMPLOYERS WHO YOU ARE PARTICULARLY INTERESTED IN, CONDUCT THOROUGH RESEARCH ON THEIR BUSINESS AND MAKE DIRECT CONTACT WITH THEM HIGHLIGHTING YOUR SUITABILITY AND INTEREST IN WORKING FOR THEM. BY MAKING CONTACT BEFORE YOU SEND IN YOUR LETTER AND CV, YOU CAN TAILOR IT TOWARDS THEIR NEEDS.

WORK EXPERIENCE (PAID OR UNPAID)

WORK EXPERIENCE GIVES YOU THE OPPORTUNITY TO EXPLORE POSSIBLE CAREER OPTIONS, ESTABLISH A NETWORK OF CONTACTS AND LEARN HOW TO APPLY BOTH YOUR PERSONAL AND ACADEMIC SKILLS TO THE WORKPLACE. DEMONSTRATED WORK EXPERIENCE IS HIGHLY VALUED BY A POTENTIAL EMPLOYER WHO SEES YOUR SKILLS, INTEREST IN/KNOWLEDGE OF A CAREER FIELD AS INDICATORS OF YOUR ABILITY TO CONTRIBUTE AND SUCCEED. WORK EXPERIENCE OPPORTUNITIES CAN TURN INTO GRADUATE JOB OFFERS AS AN EMPLOYER CAN HIRE YOU WITH CONFIDENCE, HAVING OBSERVED THE QUALITY OF YOUR WORK.

USEFUL DIRECTORIES FOR SOURCING COMPANIES

- ❁ WWW.IDA.IE
- ❁ WWW.IBEC.IE
- ❁ WWW.KOMPASS.IE

OTHER STRATEGIES INCLUDE:

FIND A MENTOR

DEVELOP A RELATIONSHIP WITH SOMEONE THAT YOU CAN DISCUSS YOUR CONCERNS AND CHALLENGES WITH AND WHO CAN GIVE YOU ADVICE AND SUPPORT ON ASPECTS OF THE JOB SEARCH.

NAME OF POSSIBLE MENTOR:

[Redacted area]

VOLUNTARY WORK

UNDERTAKING VOLUNTARY WORK CAN HELP YOUR CHANCES OF BREAKING INTO YOUR CHOSEN CAREER. E.G: GRADUATES WANTING TO WORK IN THE MEDIA MAY VOLUNTEER FOR A STUDENT PUBLICATION, COMMUNITY RADIO OR LOCAL NEWSPAPER.

PLACES WHERE I COULD VOLUNTEER:

[Redacted area]

FOLLOW DEVELOPMENTS

KEEP AN EYE ON DEVELOPMENTS WITHIN YOUR CHOSEN FIELD TO SEE GROWTH/CHANGE IN ORGANISATIONS E.G. WHO HAS WON TENDERS, AWARDS, BE AWARE OF NEW LEGISLATION WHICH WILL IMPACT ON SECTORS.

FOOT IN THE DOOR

YOU MAY NEED TO TAKE SOME TEMPORARY POSITIONS TO GAIN ENTRY INTO THE RIGHT POSITION. E.G, A MEDIA STUDENT WHO STARTS BY ANSWERING TELEPHONES IN A RADIO STATION.

SHADOWING

SEEK OUT OPPORTUNITIES TO SHADOW SOMEONE FOR A DAY, WHICH WILL GIVE YOU AN INSIGHT INTO THEIR ROLE AND CREATE MORE NETWORKING OPPORTUNITIES.

PEOPLE I COULD ASK:

.....

.....

.....

JOIN PROFESSIONAL BODIES AND ORGANISATIONS

BY JOINING PROFESSIONAL ORGANISATIONS AND ATTENDING APPROPRIATE EVENTS/TRAINING DAYS/EXHIBITIONS/ CONFERENCES/TRADE FAIRS, YOU WILL HAVE INCREASED OPPORTUNITIES TO MEET NEW PEOPLE IN YOUR CHOSEN FIELD.

MY PROFESSIONAL BODY:

.....

.....

.....

WORD OF MOUTH

TELL EVERYONE THAT YOU ARE LOOKING FOR WORK – THE MORE PEOPLE THAT ARE LOOKING ON YOUR BEHALF THE BETTER.

WHO SHOULD I TELL?

.....

.....

.....

JOIN ALUMNI ORGANISATION

JOIN YOUR ALUMNI ORGANISATION. TRY TRACKING DOWN PAST ALUMNI WHO ARE WORKING IN SECTORS YOU WANT TO JOIN. THEY WILL BE ABLE TO ANSWER MANY OF YOUR QUESTIONS, GIVE YOU ADVICE AND MAY BE ABLE TO POINT YOU IN THE RIGHT DIRECTION FOR MORE HELP AND SUPPORT. CONSIDER USING SOCIAL NETWORKS SUCH AS LINKEDIN.

ALUMNI CONTACT DETAILS:

.....

.....

.....

4.1 Preparing applications / getting ready for your interview

Useful resources:

- ★ Contact your local career service
- ★ www.gradireland.com
- ★ www.prospects.ac.uk

4.2 Entrepreneurship

Assess your entrepreneurial aptitude with self assessment quizzes:

- ★ www.potentielentrepreneur.ca/client/questionnairenewsection1.en.asp
- ★ www.bizmove.com/other/quiz.htm



Useful Contacts

| | |
|--|--|
| Starting a business | www.startingabusinessinireland.com |
| Enterprise Ireland | www.enterprise-ireland.com |
| Enterprise Boards | www.enterpriseboards.ie |
| Department of Enterprise, Trade & Employment | www.entemp.ie |
| Start your own business courses | www.fas.ie |
| Visual Artists Ireland | www.visualartists.ie |
| The Digital Hub | www.thedigitalhub.com |
| Guinness Enterprise Centre | www.guinness-enterprisectr.com |
| Dublin County Enterprise Board | www.dceb.ie |
| Dublin Business Innovation Centre | www.dbic.ie |
| Young entrepreneur support | www.shell-livewire.org |
| Invest Northern Ireland | www.investni.com |
| Forfas | www.forfas.ie |
| Irish Small & Medium Enterprises Association | www.isme.ie |
| Irish Business Employers Confederation | www.ibec.ie |
| Business Planning Aids | www.planware.org |
| Institute of Public Administration (IPA) | www.ipa.ie |
| Irish Trade Network | www.itw.ie |
| Qualifax (directory of short courses) | www.qualifax.ie |

4.3 Volunteering



Volunteering in Ireland

www.volunteeringireland.com
www.vsiireland.org
www.simoncommunity.com
www.barnardos.ie
www.ispcc.ie
www.focusireland.ie
www.iasbah.ie
www.activelink.ie

Irish National Volunteer Development Agency
 Voluntary Service International
 The Simon Community
 Ireland's leading independent children's charity
 ISPCC Irish Society for Prevention of Cruelty to Children
 Working with and on behalf of the homeless in Ireland
 Irish Association for Spina Bifida and Hydrocephalus
 Online network for Irish non profit organisations.
 Volunteering and job opportunities.

Volunteering abroad

www.irishaid.gov.ie
www.concern.ie
www.goal.ie
www.gorta.ie

www.outreachmoldova.org
www.viatoreschristi.com
www.oxfamireland.org
www.auscharity.org
www.britarch.ac.uk/archabroad
www.bses.org.uk
www.bunac.org
www.cat.org.uk
www.csv.org.uk
www.earthwatch.org
www.eiluk.org
www.icye.org.uk
www.i-to-i.com
www.questoverseas.com
www.raleigh.org.uk
www.responsibletravel.com
www.spw.org
www.teaching-abroad.co.uk
www.trekforce.org.uk
www.world-challenge.co.uk
www.worldwidevolunteering.org.uk
www.suas.ie

Govt of Ireland's programme of assistance to developing countries
 International humanitarian organisation
 International humanitarian agency
 NGO seeking to eradicate causes of hunger and extreme thirst in the world.
 Working with orphaned and abandoned children in Moldova
 Sends lay missionary volunteers to work in areas of need overseas
 Oxfam
 Charity-based placements in Australia
 Archaeological digs abroad
 Expeditions to the remotest places you can think of
 Not just summer camps but a range of worldwide projects
 British based projects with the Centre for Alternative Technology
 UK-based volunteering for 16 – 35 year olds
 Field-based conservation in 50 countries across the world
 Learn about new cultures by staying with a host family abroad
 International exchanges and voluntary work overseas
 Everything from internships to teaching projects abroad
 Projects and expeditions in Africa and South America
 3 month community and environmental projects
 Click on volunteer travel
 NGO offering a range of projects across the globe
 Volunteering and work experience abroad
 Science, conservation and community projects in Central
 3 to 6 month paid and voluntary placements worldwide
 Full-time volunteering opportunities for 16 – 25 year olds
 Work with schools in India and Kenya

PREPARING A CV AND COVER LETTER

| ACTION | TARGET DATE | CONSTRAINTS | WHO/WHAT CAN HELP |
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PREPARING FOR INTERVIEWS

| ACTION | TARGET DATE | CONSTRAINTS | WHO/WHAT CAN HELP |
|--------|-------------|-------------|-------------------|
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FURTHER RESOURCES

Knowing yourself

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| www.prospects.ac.uk | Prospects planner: interactive career planning programme |
| www.windmillsonline.co.uk | Structured programme: good exercises and advice |
| www.cdm.uwaterloo.ca | Comprehensive site covering career decision-making process |
| www.careerdirections.ie | Career directions: Irish interactive career programme |
| www.myfuture.edu.au | Career exploration tool |

Personality

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|--|--|
| www.assessment.com | MAPP Self-assessment of what motivates you |
| www.keirsey.com | Personality assessment |
| www.careerperfect.com/careerperfect/cpWorkPrefInv.htm | Work preference inventory |

Learning Style

| | |
|--|------------------------|
| www.metamath.com/lswb/dvclearn.htm | Learning styles survey |
|--|------------------------|

Confidence

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|--|--|
| www.bbc.co.uk/relationships/improving_your_confidence | |
|--|--|

Further resources continued...

Knowing what's out there

Occupational Information

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|--|---|
| www.gradireland.com | Gradireland - sector guides and occupational info |
| www.prospects.ac.uk | Prospects - 'jobs and work' & 'explore types of jobs' |
| www.careerdirections.ie | Career directions occupational database |
| www.careersportal.ie | Careers portal |
| http://careers.nuim.ie | NUIM virtual careers library |
| www.insidecareers.co.uk | Careers resource to the professions |

Further Study

| | |
|--|--------------------------------------|
| www.postgradireland.com | Postgradstudy database Ireland |
| www.qualifax.ie | Qualifax - course database Ireland |
| www.prospects.ac.uk | Prospects - for UK and international |
| www.educationuk.org | Education UK |
| ec.europa.eu/ploteus | Studying in Europe |
| www.petersons.com | Guide to studying in the USA |

Year out/Volunteering

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|--|---|
| www.volunteeringireland.com | Opportunities in Ireland |
| www.comhlamh.org | Opportunities in Ireland |
| www.csv.org.uk | UK-based volunteering for 16 - 35 year olds |
| www.volunteeraabroad.com/search.cfm | Comprehensive volunteering website |

Entrepreneurship

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|--|--------------------------------------|
| www.dceb.ie | Dublin City Enterprise Board |
| www.entemp.ie | Dept Enterprise Trade and Employment |

Making a Choice

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|--|-------------------------------------|
| www.mindtools.com/pages/main/newmn_ted.htm | Decision making techniques and tips |
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Even more resources

Getting there

Job Hunting Resources — Ireland

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| www.gradireland.com | Jobs for graduates |
| www.jobweeder.com | Search of recruitment sites |
| www.irishjobs.ie | Irish jobs on the net |
| www.recruitireland.com | Careers portal |
| www.monster.ie | Monster |
| www.stepstone.ie | Stepstone — Ireland |
| www.fas.ie | FÁS |
| www.nixers.com | Short term and part-time |
| www.niceone.com | Recruitment agencies |
| www.hea.net | Teaching vacancies in HE |
| www.educationcareers.ie | Online education recruitment specialists |
| www.adminjobs.ie/links.asp | Administration jobs |
| www.computerjobs.ie/links.asp | Computer jobs |
| www.salesjobs.ie/content/links.htm | Sales jobs |

Newspapers

| | |
|--|--------------------------|
| www.irishtimes.com | Irish Times |
| unison.ie/appointments | Irish/Sunday Independent |
| www.sbpost.ie | Sunday Business Post |
| www.examiner.ie | Irish Examiner |
| jobfinder.belfasttelegraph.co.uk | Belfast Telegraph |
| www.guardian.co.uk/jobs | The Guardian |

Research and PHD

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|--|-----------------------------|
| www.phdjobs.com | PhD jobs |
| europa.eu.int/eracareers/index_en.cfm | European research positions |

Business directories

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|--|-------------------------------------|
| www.nci.ie/yellow | Irish internet yellow pages |
| www.goldenpages.ie | Irish golden pages |
| www.kompass.com | Kompass directory (Irish companies) |
| www.enterprise-ireland.com | Enterprise Ireland |
| www.indexireland.com | Irish companies |
| www.irlgov.ie | State bodies and organisations |

Application process — Consult your careers service and their website

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| www.gradireland.com | Gradireland |
| www.prospects.ac.uk | Prospects |
| www.careers4graduates.org | Graduate website |

This is page twenty.

Use this page to write your notes

For further help and resources, feel free to consult your local careers service