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| **Faculty of Science**Information for Personal Tutors: Careers Team resources |  |

**Careers Zone 24/7** Requires an account set up using email address and password (note that this is separate from LJMU password).

<https://www.abintegro.com/register/Liverpool-John-Moores?AuthToken=8cdd3dd1-29e3-44bb-b5bc-c3e5f09f9f93>

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| Planning | Mini-guide [Thinking about Postgraduate Study](https://www2.ljmu.ac.uk/Careers/careers_docs/Postgraduate_Study_Nov_2017.pdf)Mini-guide [Planning Your Career](https://www2.ljmu.ac.uk/Careers/careers_docs/Planning_Your_Career_Mini_Guide.pdf)Career Planning Guides for UG and PGT students and available from Careers Zones.* [Biology, Zoology, Animal Behaviour & Forensic Anthropology](https://www2.ljmu.ac.uk/Careers/careers_docs/BIO_CPG.pdf)
* [Geography & Wildlife Conservation](https://www2.ljmu.ac.uk/Careers/careers_docs/GeogWC_CPG.pdf)
* [Psychology](https://www2.ljmu.ac.uk/Careers/careers_docs/Psych_CPG.pdf)
* [School of Pharmacy & Biomolecular Sciences](https://www2.ljmu.ac.uk/Careers/careers_docs/PBS_CPG.pdf)
* [School of Sport and Exercise Sciences](https://www2.ljmu.ac.uk/Careers/careers_docs/SPS_CPG.pdf)
 |
| Further study | **Individual University websites** for taught Masters**UCAS website** [Search page](https://digital.ucas.com/search) for teacher training. [Further study mini-guide](https://www2.ljmu.ac.uk/Careers/careers_LJMU_Only_docs/PG_Study.pdf#search=Further%20study%20mini%20guide)Careers Advisors can also offer advice around PG study.Time Sellars may be invited to provide a session on further study opportunities at LJMU. |
| Finding jobs | **Prospects.co.uk** and **www.targetcareers.co.uk****NHS jobs website****Publications available in the Careers Zones;** The student guide to graduate schemes**Indeed Jobs** (branded as Careers Zone 24/7 Job Search): Covers millions of jobs, in over 50 countries, from thousands of job sites, newspapers, recruiters and company career sites.**My Jobs and Placements** (Accessible via Careers Zone 24/7 and uses same log-in credentials): A service for the students and graduates of Liverpool John Moores University provided by the Careers Team. Includes vacancies, volunteering opportunities and allows users to set up email alerts based on their preferences.**GoinGlobal** (<https://online.goinglobal.com/> and accessible via Careers Zone 24/7 but requires distinct log-in credentials that may be linked to users’ existing Linkedin, Facebook, Twitter or Google accounts)**Mini guides** * [The Hidden Jobs Market](https://www2.ljmu.ac.uk/Careers/careers_docs/The_Hidden_Jobs_Market_mini_guide.pdf)
* Working in a [Laboratory](https://www2.ljmu.ac.uk/Careers/careers_docs/Laboratory_Work_Experience_Mini_Guide.pdf#search=lab%20mini%20guide)

**Careers Advisors** can give advice on specialised websites for specific careers. |
| Application | **Mini-guide** [Application Forms](https://www2.ljmu.ac.uk/Careers/careers_docs/Application_Forms_MiniGuide.pdf)**Careers 24/7** * CV & Interview planning zone
	+ Planning your CV
	+ Writing your CV
	+ Checking your CV
* CV builder. Final CV can be downloaded for submission to personal tutor.

**Mini-guide** [CVs and Covering Letters](https://www2.ljmu.ac.uk/Careers/careers_docs/CVs_and_Covering_Letters_Oct_2017.pdf)**Career Planning Guides** (above) There are sample cover letters and CVs in all of the career planning guidesNote that for CVs relating to placement applications, the Faculty of Science Placement Learning Support Unit can provide guidance.**Careers Zone:** CV checking service and CV Clinics |
| Selection  | **Careers Zone 24/7** Psychometric test practice**Mini-guide** [Assessment Centres](file:///%5C%5CJMU.AC.UK%5CPFS%5CHS04F%5CSTORE08%5CHS021434%5CJT2%20Files%5Cfldm%5Cemployability%5CAssessment%20Centres)**Mini-guide** [Multiple Mini Interviews](https://www2.ljmu.ac.uk/Careers/careers_docs/Multiple_Mini_Interviews_Mini_Guide.pdf)**Mini-guide** [Preparing for Interviews](https://www2.ljmu.ac.uk/Careers/careers_docs/Preparing_for_Interviews_mini_guide.pdf)**Careers Zone 24/7** * CV & Interview planning zone
	+ The interviewer
	+ Interview training
	+ Interview preparation
* Interview simulator – students write down responses to common questions against the clock. Could be used as practice for mock interview with personal tutor and a source of example questions for personal tutors.

**Careers Zone:** Mock interview service  |
| Events | **Careers Events** [Manage bookings](https://careers.ljmu.ac.uk/) requires LJMU username and password. Also includes workshops and webinars. |
| Alumni | **Careers Zone 24/7** Ask students to enter a back-up email address in "My Profile" settings. |

**Careers Workshops**

These are offered by the Career’s Advisor associated with each Science School.

These are available to run sessions on the programmes and example topics include:

* Induction session covering Careers Team services
* CVs and covering letters
* Interview tips
* Postgraduate study

Planned activities are recorded in advance in annual School Plans but these represent a ‘working document’. Careers Advisors will accommodate additional requests where possible.

**Local programme resources**

To ensure quality and currency, local programme resources should only be used if they do not overlap significantly with Careers Team resources. Where local resources have been developed that fit this criterion, they must be annual submitted to the Faculty Career’s Advisors to ensure that they are appropriate. Resources should be sent for checking over the summer period where possible.

**Schedule of activities**

Programme Teams will liaise with Careers Advisors to ensure that mock interview and CV checking activities are spread-out insofar as desirable over the academic year and complement subsequent reflection activities within tutorials.

**Phil Denton**

**14/12/18**