

# Careers & Employability Service and Finding a Part-time job

Nick Hill – Employability Advisor

**WORK**  
READY

**WORK**  
EXPERIENCE

**WORK**  
FOR YOURSELF

**WORK**  
PART-TIME

**WORK**  
OPPORTUNITIES

**WORK**  
READY



# What we will cover today

- ✓ What does the Careers & Employability Service offer?
- ✓ How do I access resources?
- ✓ How can I book an appointment?
- ✓ Finding a part-time job
- ✓ Achieve Scheme

# Careers Connect – (Careers Centre)



**City Campus** Next to the main Owen building entrance



Telephone: 0114 225 3752

Email: [careers@shu.ac.uk](mailto:careers@shu.ac.uk)

# We can help you:

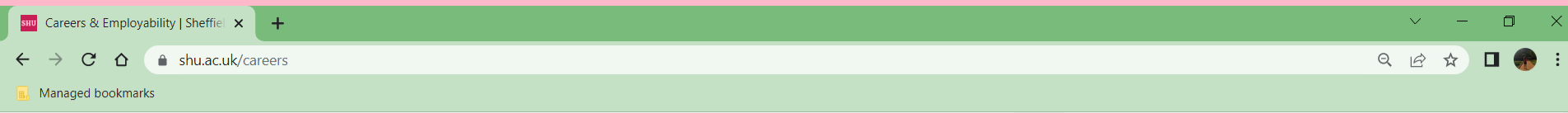
- ✓ Put together CVs and application forms for UK employers
- ✓ Understand how UK employers recruit
- ✓ Learn where to look for part-time and graduate jobs
- ✓ Meet employers at our careers fairs
- ✓ Prepare for recruitment tests, interviews and presentations
- ✓ Stay informed about useful careers events
- ✓ Offer careers guidance consultations to support your career plans
- ✓ Advice on developing your employability



**You have Lifetime support after Graduation**

# Careers & Employability website

<https://www.shu.ac.uk/careers>



Careers & Employability >

Application tips | Career options | Work experience | Jobs | Handshake

## Careers & Employability



The Careers and Employability Service is here to support you throughout your time at University and beyond with lifelong career advice. We provide support with CVs, exploring your options, digital career tools, finding jobs, and much more! Explore our website to find out what we have to offer you.

### Get in touch

We're here to help - view our contact details and opening times.

[Contact us](#)

### Specialist support

- [Apprentices](#)
- [Graduates](#)
- [Employers](#)
- [Staff](#)
- [Equality and diversity](#)

### Trending pathways

- [Hallam Award](#)
- [Prepare for a careers fair](#)
- [Three steps to CV success](#)



#### Jobs

[Find a part-time or graduate job](#)



#### Application Tips

[Advice for CVs, interviews and more](#)



#### Placements

[Learn how to search and apply for placements](#)



#### Enterprise

[Advice on working for yourself](#)



#### Achieve

[Apply before 29 January](#)



#### Career options

[Support with your career prospects](#)



#### Class of 2023

[Access final year support](#)



#### See an adviser

[Book an appointment](#)



#### Graduates

[Access support at any point after graduation](#)

# Online Resources

- ✓ Page for International students [international-students](#)
- ✓ Careers 360 - Large range of online [Career Support Resources](#)

# Workshops, Online Webinars, events and fairs

- ✓ Weekly programme of workshops and Online webinars (extra-curricular) plus fairs and employer events
- ✓ Check our website or go to Handshake (SHU)  
<https://shu.joinhandshake.co.uk/>
- ✓ There are regular workshops advertised covering Work in the UK after your studies ( Various Visa Options).

# Advice Appointments

- 20 minutes
- Bookable on the day
- Job search
- Producing a quality CV
- Completing successful job applications
- Improving your Interview/Presentation skills
- Succeeding in Psychometric Tests
- Assessment Centre Preparation
- [Bookable here](#)



# Careers Guidance appointments

- 40 minutes
- Advice if unsure of your future career path
- Unhappy with degree course
- What you can do with your degree
- How to start a careers action plan
- How to progress on to further (PG) study

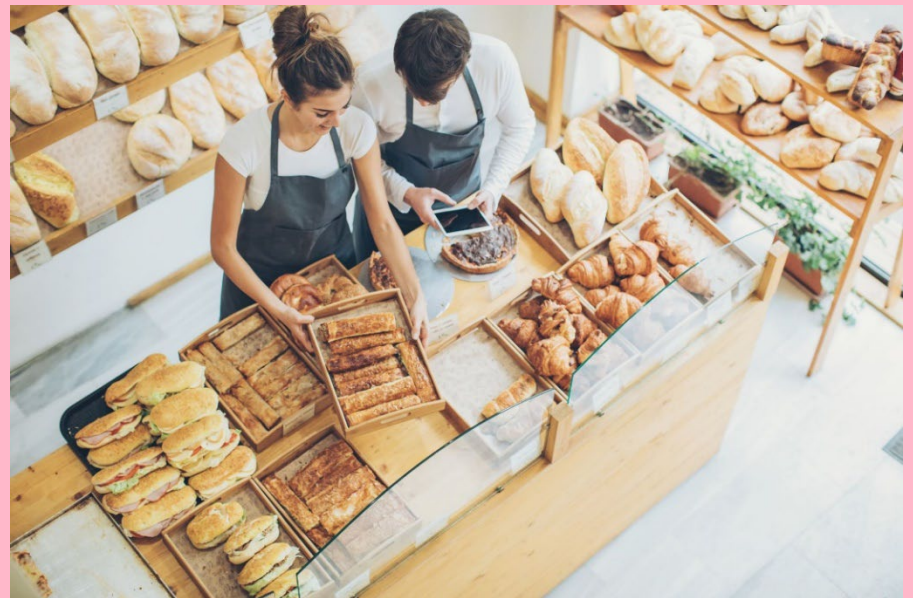
Email: [careers@shu.ac.uk](mailto:careers@shu.ac.uk)

Phone: [0114 225 3752](tel:01142253752)



# Finding a Part-time job

- ✓ Official things you need to know
- ✓ Advertised jobs and hidden jobs (75%)
- ✓ Jobs on and off campus
- ✓ Start with perfecting your CV
- ✓ Contracts and fake jobs



# National Insurance (NI) Number

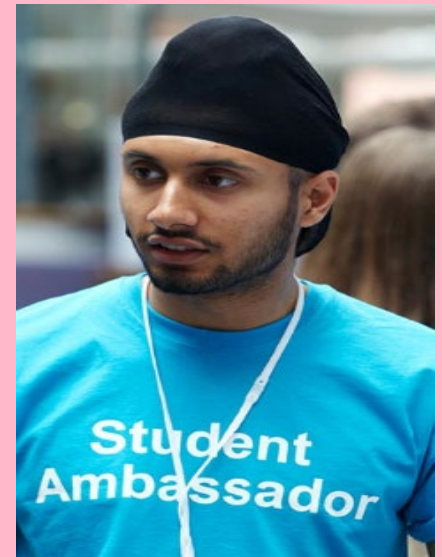
- You can start work without this ...  
.....but you must obtain one when you get a job!
- Apply online – use the link [here](#)
- Or apply by calling **0800 141 2079**
- You need: Passport, Visa, BRP card, address, course details
- NI numbers are FREE – do not pay for one!

<https://www.gov.uk/apply-national-insurance-number/how-to-apply>

# ON CAMPUS JOBS

Some of the on-campus roles that have been advertised in the past:

- Student Placement Ambassador
- Accommodation Assistant - course open days
- Student Peer Trainer
- Course Open Day Student Ambassador
- Research Associate
- Fundraising and Engagement Ambassador
- Student Voice Researcher
- Departmental Outreach Ambassador
- Student Influencer
- Events Administrator Assistant



# Part time Jobs in Sheffield

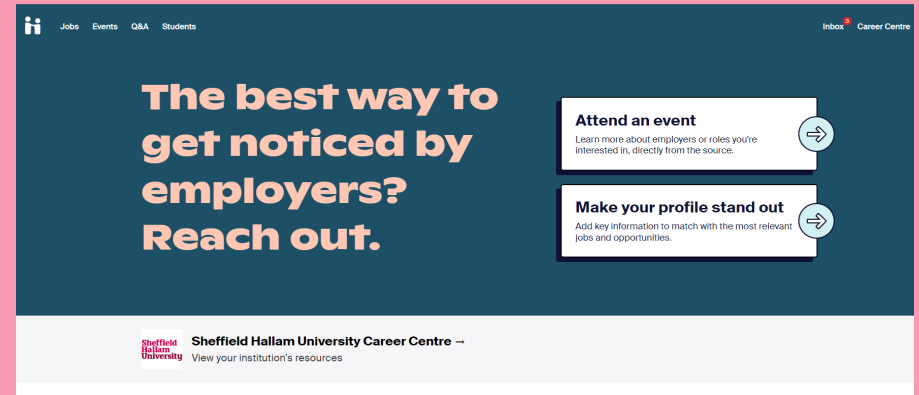
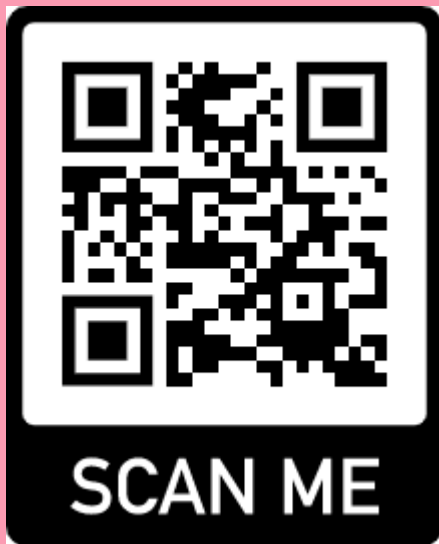
- Hospitality
- Warehouse
- Care assistant/ support worker
- Retail and call centres
- Event staff / security

Around 75% of Jobs are through the hidden market – sometimes through what we call **speculative applications**.

A speculative application is where you write a Cover Letter and attach a CV, and share this with an employer who isn't advertising – sometimes it goes on file, or they may give you a call

# WORK READY

## Handshake – Search Jobs, Careers Events and Employers

A screenshot of the Handshake website interface. The top navigation bar includes links for "Jobs", "Events", "Q&A", and "Students", along with "Inbox" and "Career Centre". The main content area features a dark blue background with the text "The best way to get noticed by employers? Reach out." in white. Below this, there are two white boxes with black borders and right-pointing arrows. The first box is titled "Attend an event" and contains the text "Learn more about employers or roles you're interested in, directly from the source." The second box is titled "Make your profile stand out" and contains the text "Add key information to match with the most relevant jobs and opportunities." At the bottom of the page, there is a white footer with the Sheffield Hallam University logo and the text "Sheffield Hallam University Career Centre -- View your institution's resources".

- Apply for part-time jobs internships and graduate roles.
- Register for events and fairs,
- Activate and complete your profile via:  
[shu.joinhandshake.co.uk](https://shu.joinhandshake.co.uk)

## Careers FAIRs and events



Part-time jobs to fit alongside your studies



**Sheffield Hallam Autumn 2023 Careers Fair**

**Thursday 19<sup>th</sup> October: 10-3pm On Campus!**



Visit [shu.joinhandshake.co.uk](https://shu.joinhandshake.co.uk)

for info on employers attending and registration

# Websites for Part time jobs in Sheffield & South Yorkshire

- ✓ Handshake ( SHU) <https://shu.joinhandshake.co.uk/>
  - ✓ Indeed <https://uk.indeed.com/>
  - ✓ Govt. Department site – Find a job <https://findajob.dwp.gov.uk/>
  - ✓ LinkedIn <https://uk.linkedin.com/>
  - ✓ Meadowhall Shopping Centre: <https://www.meadowhall.co.uk/jobs>
  - ✓ Employment 4 students: <https://www.e4s.co.uk/>
  - ✓ Recruitment Agencies: <https://www.rec.uk.com/jobseekers> and <https://www.agencycentral.co.uk/>
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- ✓ Some retail and hospitality companies still put ‘ a note in the window’
  - ✓ Companies own websites
  - ✓ Social media channels
  - ✓ Networks



# Get organised

- Keep copies of all job adverts & applications you make.
- Note the date you submitted each application, any feedback received, key contact details etc. & update your plan as you go
- If an employer contacts you unexpectedly, it is helpful to have the information at hand!
- Keep a note of all your networking contacts: contact details, organisation, information gathered, anybody you met with, what you discussed etc.

# Your Rights and Fake Adverts

## Working rights

- ✓ You have the right to a written or verbal employment contract
- ✓ The [minimum wage](#) – Currently £10.18 p/h for 21-22 year olds. £10.42 p/h 23+
- ✓ You may be issued a '0' hours contract- what does this mean?
- ✓ You will likely be asked to work a week in 'hand' (arrears)
- ✓ You will not pay income tax (personal allowance before £12,570)

[Contract types and employer responsibilities: Overview - GOV.UK \(www.gov.uk\)](#)

## Beware of Fake jobs!

- ✓ Adverts that promise high salary with no qualifications required
- ✓ Often misspelling in the advert
- ✓ Commission only jobs
- ✓ Employers / Agencies that ask you to pay a fee
- ✓ Do not give all your identity details in a CV

[https://www.jobsaware.co.uk/.agencycentral-fake-job-ads.](https://www.jobsaware.co.uk/.agencycentral-fake-job-ads)



# Achieve

**International students** – enhance your  
career readiness with Hallam Achieve

## Career Readiness Programme for International Students

- Build your confidence through a series of workshops, events and a practice interview
- Boost your knowledge and understanding of the UK job market
- Develop the soft skills employers look for
- Meet and learn from other international students

Apply for your place on the  
Programme by 16<sup>th</sup> October.

[www.shu.ac.uk/careers/programmes/achieve](http://www.shu.ac.uk/careers/programmes/achieve)

# HALLAM AWARD

Stand out  
with the  
Hallam Award

- Gain recognition for the things you do outside of your course e.g., part-time work, volunteering, caring responsibilities and more
- Develop and articulate your employability skills by completing the Hallam Award
- Opportunity to complete the Bronze, Silver and the Gold Award

Learn more and [get started on the Hallam Award](#)

# What to do next

1. Apply for your National Insurance Number
2. Create your Profile on 'Handshake'
3. Work on your CV
4. Apply for Achieve
5. Get help from us





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# Working part-time during study for Student visa holders

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Ruchika Julka – International Experience  
Adviser

# Working During Study

## Term-time –

- Hours per week as stated on your visa
- A week is Monday to Sunday
- Restriction includes all work cumulative – paid or unpaid

## Vacation –

- Defined by University's academic calendar
- 2 weeks at Christmas and New year – all students
- Summer break – undergraduates only

## Work not allowed –

- Self-employment included freelance or consultant work
- Professional Sports person or entertainer
- Doctor or dentist in training

# Useful links

Academic Calendar – Key Dates for 2023/24

[shu.ac.uk/myhallam/key-dates](https://shu.ac.uk/myhallam/key-dates)

Working part-time during study

[shu.ac.uk/goglobal/working-part-time-during-your-studies](https://shu.ac.uk/goglobal/working-part-time-during-your-studies)

[ukcisa.org.uk/Information--Advice/Working/Student-work](https://ukcisa.org.uk/Information--Advice/Working/Student-work)

Working after study

[shu.ac.uk/international/international-experience-team/pre-arrival-and-visa-information/post-study-work-visa-advice](https://shu.ac.uk/international/international-experience-team/pre-arrival-and-visa-information/post-study-work-visa-advice)

[ukcisa.org.uk/Information--Advice/Working/Working-after-studies](https://ukcisa.org.uk/Information--Advice/Working/Working-after-studies)