

# CAREERS & EMPLOYABILITY



## What we will cover today

- What does the Careers & Employability Service offer?
- How do I access their services?
- Finding a part-time job
- Tips for applying



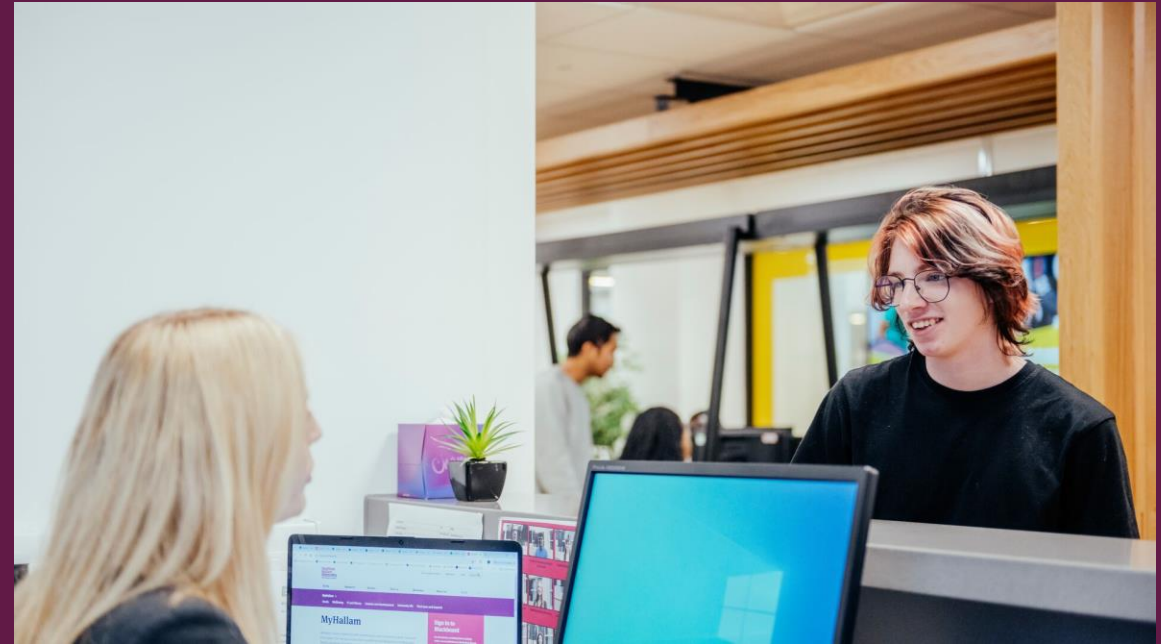
## How can we help you?

- Create CV's, cover letters and applications forms suitable for UK employers.
- Develop a good understanding of the UK recruitment process.
- Learn where to look for part-time jobs, graduate jobs, placements & internships.
- Prepare for interviews and recruitments tests.
- Network with employers
- Stay informed about useful careers events
- Advice on developing your employability skills.



## Advice Appointments

- 30 minutes
- CV and cover letter review
- Interview preparation
- Help with how to structure your job search
- Help with how to write a successful application
- Assessment Centre preparation





## Practice Interviews

- 45 minutes
- Ideal preparation if you have an upcoming interview
- Questions tailored towards the job you're applying for
- We recreate an interview experience where you will receive detailed feedback, designed to improve your performance and confidence.



## How do I book an appointment or practice interview?

Head to [shu.ac.uk/careers](https://shu.ac.uk/careers) to book your appointment online. Alternatively, you can ring the careers service on 0114 225 3752 or email [careers@shu.ac.uk](mailto:careers@shu.ac.uk). You can also pop in and see us to book your appointment.

Opening hours	
Monday	10 am - 4 pm
Tuesday	10 am - 4 pm
Wednesday	12 pm - 4 pm
Thursday	10 am - 4 pm
Friday	9am - 12 pm



## Careers & Employability Hub

City Campus Owen Level 2, bottom floor of the Atrium

- Our city campus base for offering appointments, drop-in sessions and workshops.
- We also offer appointments and drop-in sessions at Collegiate Campus.



**Careers &  
Employability**



## Careers & Employability Website

Our Career webpages are where you can get initial advice from us, just visit [shu.ac.uk/careers](https://shu.ac.uk/careers)

- Online resources to help create CV's, cover letters and help your job search.
- Get instant career support on Career & Employability Online platform.
- Practice online assessment tests on Graduates First.



## Careers & Employability



The Careers and Employability Service is here to support you throughout your time at University and beyond with lifelong career advice, in-person and online.

[Login to your online career centre](#)



### Jobs

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



### Application Tips

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



### Work Experience

[Discover the different types of work experience you can do](#)



### Hallam Enterprise

[Hallam Enterprise](#)



### Programmes

[Programmes](#)



### Career options

[Support with your career prospects](#)









## Digital resources

- [Graduates First](#): Psychometric tests, video interviews, and application guides written by over 100 companies
- [Careers and Employability Online](#): Step-by-step guide to securing a job, including CV and application builder tools
- [The Forage](#): gain work experience through virtual internships at companies including Lulu Lemon and British Airways
- [LinkedIn Learning](#): free student access to training courses, guides, and additional qualifications



Quick Links

 <p><b>CAREERS &amp; EMPLOYABILITY ONLINE</b></p> <p>Careers and Employability Online</p> <p><a href="#">CV, job hunting, and skills support</a></p>	 <p>Job Assessment Experts</p> <p><b>Graduates First</b></p> <p><a href="#">Access practice tests</a></p>
 <p><b>Hallam Digital Skills</b></p> <p><a href="#">Discover and learn new digital skills</a></p>	 <p><b>Handshake</b></p> <p><a href="#">Discover jobs and events</a></p>
 <p><b>The Forage</b></p> <p><a href="#">Job simulation experiences</a></p>	 <p><b>LinkedIn Learning</b></p> <p><a href="#">Find a course and start learning</a></p>

## Activate your Handshake account

- Apply for part-time jobs, graduate jobs, placements & internships
- Register for events and fairs
- Complete your profile to stand out to employers.
- A weekly programme of employability events, workshops and webinars from the UK's leading graduate employers.



## PRACTICAL TIPS

1. Wait until you're fully enrolled
2. Log In using the 'Current SHU Students' Button
3. Use your SHU student email `firstname.surname@student.shu.ac.uk`
4. Complete your profile fully
5. Set your privacy to 'community'

Activate, Complete, Connect



SCAN ME

## 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.



[gov.uk/apply-national-insurance-number/how-to-apply](https://gov.uk/apply-national-insurance-number/how-to-apply)

## Where will I find part-time jobs advertised?

- Handshake
- Indeed
- Gov.uk – find a job
- Student Job UK
- Reed.co.uk
- Totaljobs.com
- VAS Jobs Sheffield
- Meadowhall.co.uk/jobs
- LinkedIn
- Check your employability BB site





## Campus Jobs

Here are some vacancies that have been advertised previously. **All campus jobs will be advertised on Handshake:**

- 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



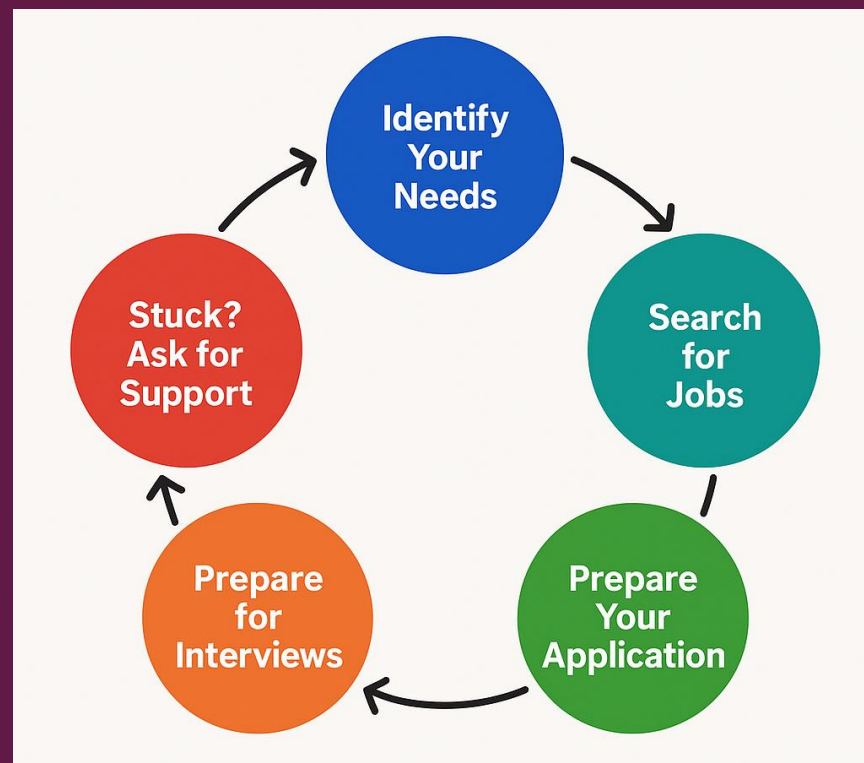
## The Hidden Job Market

- Many jobs are filled via the 'hidden job market' – sometimes through what we call a **speculative application**.
- 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.



## Tips for when applying

- Keep a record of all the applications you make.
- Note the date you submitted each application and any key employer information ready for when they contact you.
- Quality over quantity – ensure you tailor each application you make specific to the needs of that employer.



## Ensure your CV is fit for UK employers

- Most (if not all) UK employers will ask you to submit a CV as part of their application process.
- Ensure your CV is to sides of A4 and tailored to the job you're applying for.
- **Don't include a photo, DOB, religion or marital status on your CV.**
- If you're unsure, use are CV builder and checker on Careers & Employability Online.





## Your working rights

- You have the right to a written or verbal employment contract
- The current minimum wage is £11.44 for 21-year-olds and over. It is £8.60 for those aged 18-20.
- You may be issued a '0' hours contract
- You will not pay income tax (personal allowance before £12,570)



The screenshot shows the GOV.UK website. At the top is a blue header with the GOV.UK logo, a 'Menu' dropdown, and a search icon. Below the header is a breadcrumb trail: 'Home > Business and industry > Employment status and employment rights'. There are two logos for the Department for Business & Trade and the Department for Business, Energy & Industrial Strategy. The main content area has a blue banner with the title 'Guidance Employment status and rights: support for individuals' and 'Updated 30 August 2024'. Below this is a 'Contents' section with links: 'Assessing your employment status and knowing your rights', 'If you do not think your employment status is right', 'If you want further information on your rights as an agency worker', 'Further information on how to make a complaint', and 'Employment rights'. There is a 'Print this page' button. The main text explains that statutory employment rights at work, such as minimum wage and paid leave, depend on your employment status. It refers to a 'table of employment rights' for more details. It then states that in Great Britain, there are three main types of employment status for determining rights and protections: employees, workers, and self-employed individuals. Each type is described with its specific rights and conditions.

Home > Business and industry > Employment status and employment rights

Department for Business & Trade

Department for Business, Energy & Industrial Strategy

Guidance  
**Employment status and rights: support for individuals**  
Updated 30 August 2024

Contents

- [Assessing your employment status and knowing your rights](#)
- [If you do not think your employment status is right](#)
- [If you want further information on your rights as an agency worker](#)
- [Further information on how to make a complaint](#)
- [Employment rights](#)

Print this page

Your statutory employment rights at work – like the minimum amount you should be paid, or whether you’re entitled to take paid leave from work for holidays or maternity leave - are determined by your **employment status**. See [the table of employment rights](#) for some key rights broken down by employment status and qualifying periods.

In Great Britain, we have 3 main types of **employment status** for determining your **employment rights and protections**:

- **employees** are entitled to all employment rights, subject to the length of time you have worked for your employer (for example, some rights require you to have been working continuously in the same job for a certain amount of time to qualify) and have responsibilities towards your employer, such as making sure you turn up to work
- **workers** <sup>[footnote 1](#)</sup> are entitled to some employment rights such as the national minimum wage or national living wage, holiday pay and protection against unlawful discrimination. You are entitled to fewer rights than employees, but in return you have more flexibility over when, how much, and where you work
- **self-employed individuals** generally have no employment rights but have significant flexibility in deciding whether to work since they are in business for themselves

[Employment status and rights: support for individuals - GOV.UK](#)

## Beware of fake job adverts

- All businesses in the UK must be registered.
- Check “Companies House” if your unsure if the company is real.
- Adverts that promise high salary with no qualifications required.
- Often misspelling in the advert
- Commission only jobs
- Employers or Agencies that ask you to pay a fee
- Do not give all your identity details in a CV



The screenshot shows the GOV.UK website interface. At the top is a blue header with the GOV.UK logo and a 'Menu' button. Below the header is a breadcrumb trail: 'Home > Business and self-employed > Business debt and bankruptcy'. The main heading is 'Get information about a company'. Below this, it states 'You can get some details about a company for free, including:' followed by a bulleted list: company information (registered address and date of incorporation), current and resigned officers, document images, mortgage charge data, previous company names, and insolvency information. To the right of this list is a 'Related content' section with two links: 'Search the bankruptcy and insolvency register' and 'Search for disqualified company directors'. Below the list, it says 'You can also set up free email alerts to tell you when a company updates its details (for example, a change of director or address).' and features a green 'Start now >' button.

[Get information about a company - GOV.UK](#)

## What to do next

1. Apply for your National Insurance Number
2. Create and complete your profile on Handshake
3. Work on your CV
4. Visit the C&E Service if you need further help



**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 Easter – 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



## Working During Study

### Academic Calendar – Key Dates for 2025/26

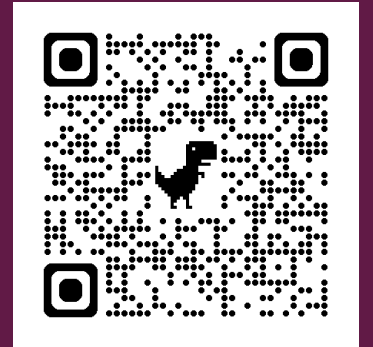
[shu.ac.uk/myhallam/key-dates](https://shu.ac.uk/myhallam/key-dates)

### 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)