

# CAREERS & EMPLOYABILITY

**Philippa Fairfax**  
Employability Adviser  
SHU Careers



# What we will cover today

## Careers & Employability

- Services and Resources we offer and how to access
- Advice on Finding a part-time job
- Tips for applying

## International Experience:

- Working during & After study
- Questions for Careers or IET (time permitting)



# Careers & Employability Hub

**City Campus Owen Level 2,  
bottom floor of the Atrium**

- Our city campus base offers appointments, drop-in sessions and workshops.



## 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.



## 30 minute Advice Appointments

- 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



## 45 Minute Practice Interviews

- 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
- Improve your performance and confidence.



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

- [shu.ac.uk/careers](https://shu.ac.uk/careers) to book appointment online.
- Phone SHU Careers on 0114 225 3752
- Email [careers@shu.ac.uk](mailto:careers@shu.ac.uk).
- Call in and see us to book your appointment at Careers Hub

### Opening Times

<b>Tuesday</b>	<b>10 am - 4 pm</b>
<b>Wednesday</b>	<b>10:30 am- 4 pm</b>
<b>Thursday</b>	<b>10 am - 4 pm</b>





# Drop-in Advice Sessions

Need careers support on the day?

Drop into the Hub to see our  
Employability Advisers

**NEW 2026 OFFER!**



Every Tuesday, Wednesday, Thursday



From 1pm - 4pm



Careers & Employability Hub  
Owen Building, Level 2

Careers &  
Employability



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](#)



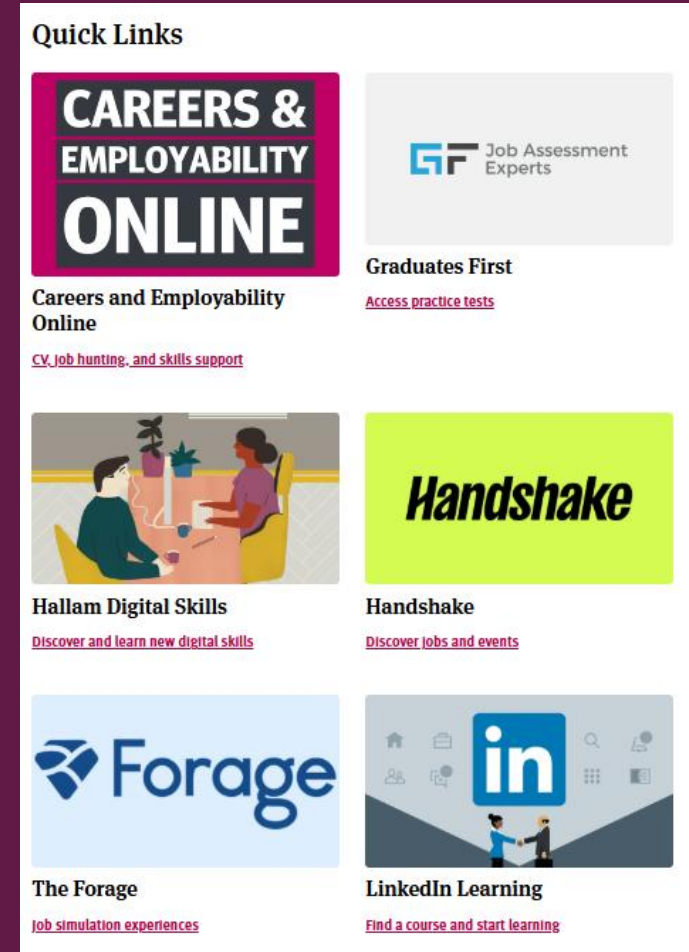
### Career options

[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



**CAREERS & EMPLOYABILITY ONLINE**

Careers and Employability Online  
[CV, job hunting, and skills support](#)

**Graduates First**  
[Access practice tests](#)

**Handshake**  
[Discover jobs and events](#)

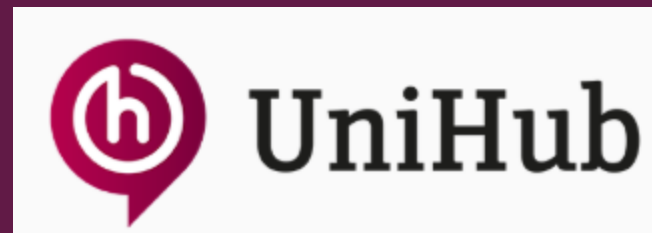
**The Forage**  
[Job simulation experiences](#)

**LinkedIn Learning**  
[Find a course and start learning](#)

**Hallam Digital Skills**  
[Discover and learn new digital skills](#)

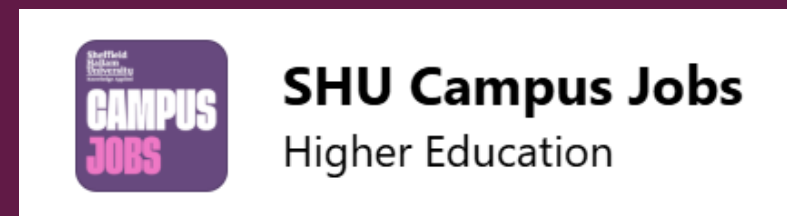
## Where will I find part-time jobs advertised?

- [shu.joinhandshake.co.uk](http://shu.joinhandshake.co.uk)
- [www.Unihub.shu.uk](http://www.Unihub.shu.uk)-from Feb 26
- 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

- Campus jobs are only for Sheffield Hallam students, and as they are on campus you'll probably be working somewhere you know
- Most campus jobs do not require experience
- Campus Jobs moving from Handshake end of Jan 26
- Campus jobs will only be available on Unihub Feb 26



We're moving Feb 2026

**From Handshake** → **to UniHub**  
[www.Unihub.shu.ac.uk](http://www.Unihub.shu.ac.uk)

- **Find jobs and placements**  
Search and apply for part-time roles, on-campus jobs, internships, placements and graduate opportunities.
- **Book career events**  
Sign up for career fairs, workshops and training sessions to boost your skills and employability.
- **Discover employers**  
Explore a wide range of employers and decide who you'd like to connect with.

Careers &  
Employability



[unihub.shu.ac.uk](http://unihub.shu.ac.uk)



## How to access Handshake until Unihub starts

- [www.shu.joinhandshake.co.uk](http://www.shu.joinhandshake.co.uk)
- All SHU students will have account set up
- Or access from our Home Page
- [www.shu.ac.uk/careers](http://www.shu.ac.uk/careers)



**Handshake**

[Search and apply for jobs on Handshake](#)



Here are some vacancies that have been advertised previously.

**From Feb 26 All campus jobs will be advertised on**

**[www.Unihub.shu.uk](http://www.Unihub.shu.uk)**

- 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’ – speculative applications
- Word of mouth important for PT work – build your local network/talk to students/staff – Opportunity awareness.
- 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

- Many employers will ask you to submit a CV as part of their application process.
- Ensure CV is max two sides of A4 and tailored to each job you apply to.
- **Don't include a photo, DOB, religion or marital status on your CV.**
- If unsure, use our CV builder/checker on Careers & Employability Online.



## 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://www.gov.uk/apply-national-insurance-number/how-to-apply)



# Wages & Tax

Current minimum wage is

21+	£12.21	£12.71 April 2026
18-20	£10.00	£10.85 April 2026

You may be issued a '0' hours contract

Income tax personal allowance £12,570



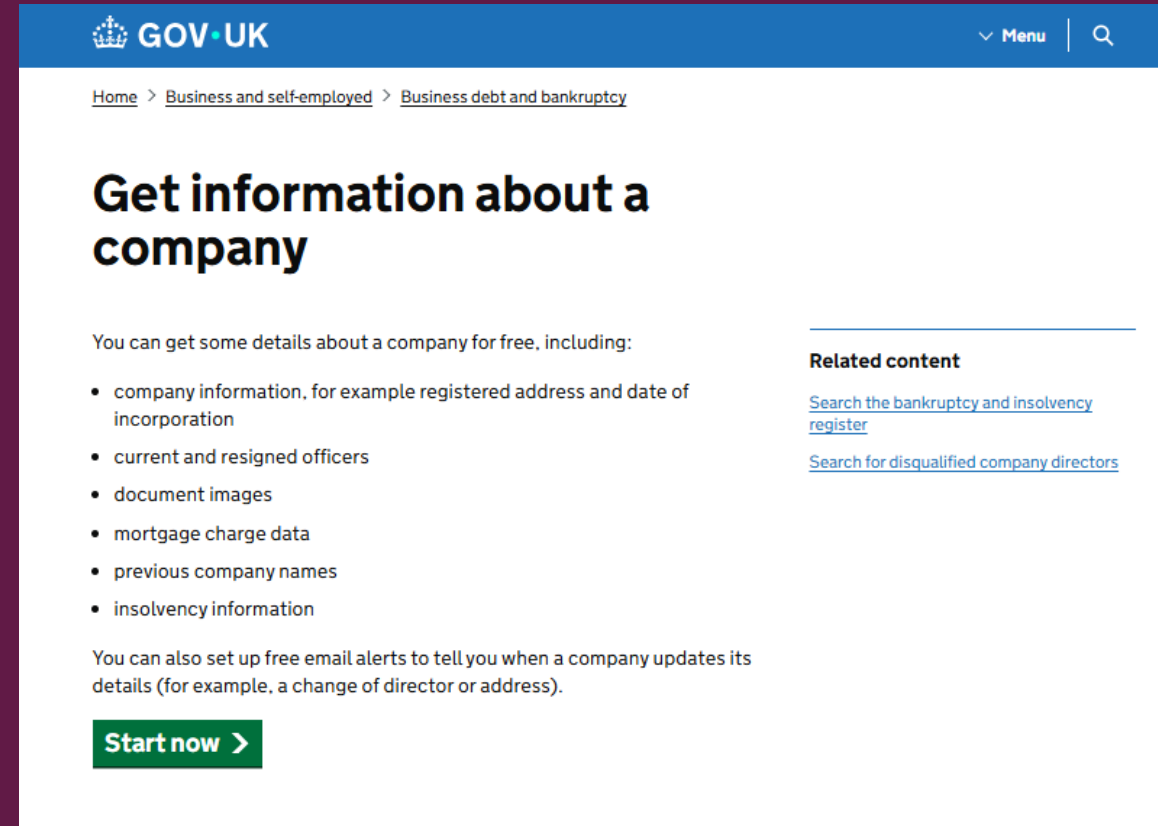
**Careers &  
Employability**

The screenshot shows the GOV.UK website page for 'Employment status and rights: support for individuals'. The page is updated as of 30 August 2024. It includes a 'Contents' section with links to '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', and 'Further information on how to make a complaint'. A 'Print this page' button is also visible. The main content area explains that statutory employment rights are determined by 'employment status' and lists three main types: employees, workers, and self-employed individuals, each with a brief description of their rights.

[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 you are unsure if the company is real.
- Adverts that promise high salary with no qualifications required.
- Often misspelling in the advert.
- Commission only jobs.
- Beware of Employers/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, there is a blue header with the GOV.UK logo and a search icon. Below the header, a breadcrumb trail reads: Home > Business and self-employed > Business debt and bankruptcy. The main heading is 'Get information about a company'. Below this, a sub-heading states: 'You can get some details about a company for free, including:'. A bulleted list follows: company information, for example registered address and date of incorporation; current and resigned officers; document images; mortgage charge data; previous company names; and insolvency information. To the right, under 'Related content', there are two links: 'Search the bankruptcy and insolvency register' and 'Search for disqualified company directors'. At the bottom of the main content area, there is a green button that says 'Start now >'. Below the button, there is a note: '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)'.

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



## What to do next

1. Go to [www.unihub.shu.ac.uk](http://www.unihub.shu.ac.uk) to access Campus Jobs and book onto Careers Fairs/Events
2. Visit our website [www.shu.ac.uk/careers](http://www.shu.ac.uk/careers) for more advice and useful resources
3. Apply for your National Insurance Number
4. Book in or attend a Drop In Level 2 Careers Hub if you need one to one advice

And now – International Experience Adviser... 😊



**Helen Paskins**

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 Sportsperson 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



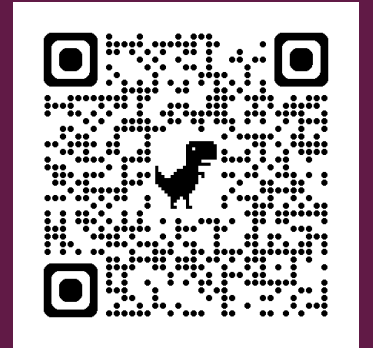
[shu.ac.uk/goglobal/working-part-time-during-your-studies](https://shu.ac.uk/goglobal/working-part-time-during-your-studies)

[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)



Thanks for  
listening!

Any Questions?

