

International Students

An Introduction to your Employability and Careers Hub

Welcome to the Employability and Careers Hub. All International students have full access to the range of services and facilities the Hub has to offer such as:

- Finding local work experience opportunities
- Advice on further study
- Writing CV's
- Completing job application forms
- Preparing for interviews
- Preparing for assessment centre / psychometric tests

How can the Employability and Careers Team help me?

- **Online Careers Information & Advice:**
<https://advice.employability.ulster.ac.uk/careersadvice>
- **Employability and Careers Hub:** there are a range of hard copy resources available for you to take away. We also have Careers Assistants who are available to answer any questions you may have.
- **Employability Portal:** accessed at <https://employability.ulster.ac.uk>
- **Drop-In Sessions:** A brief 10/15-minute discussion with an Employability Adviser. No appointment necessary however times vary depending on campus. Please check with individual Employability and Careers Hubs.
- **One to one careers consultations** with an Employability Adviser at any of the Employability and Careers Hubs.

How to book an appointment with an Employability Adviser

- Go to <https://careersconnect.ulster.ac.uk/home.html>
 - Log in with your Student (B) number and Password
 - Go to appointments – calendar view
 - You will see several available, pre-bookable slots
 - Book yourself in at a date and time that suits you
 - Your Employability Adviser will be notified by email an appointment has been made
 - Please ensure that you keep your appointment

Careers Fairs, Presentations and Events

The Employability and Careers Team organise a series of careers fairs, presentations on a whole range of interesting topics, events, workshops, open employability, extracurricular, EDGE accredited modules, throughout the academic year.

For further information: <https://advice.employability.ulster.ac.uk/careerevents>

To find out about the range of events available to you, go to

<https://careersconnect.ulster.ac.uk/home.html>

- Log in with your Student (B) number and Password
- Go to Events – calendar view
- You will see then a number of events available to you
- Book yourself into the event – numbers are often limited so please do attend events which you have booked to attend.

BlackBoard

BlackBoard Learn has a common shared area for incoming International Students. Within this area, in each of the campus specific areas, there is a folder entitled. '**Your Career Development Centre**'. Here you will find a wealth of information in relation to, amongst other things:

- Finding part time work in Northern Ireland
- A practical guide to working in the UK
- Getting work experience as an international student
- The benefits of an international education
- 40 different country profiles
- A Useful Links – a series of documents dealing with a range of topics, and much more...

Make sure you familiarise yourself with the content of the Employability and Careers folder in your **Incoming International Students** area of BlackBoard Learn.

Finding a Job in the UK

- The way in which you apply for jobs in the UK may be different from your home country. Some companies have a yearly recruitment cycle with closing dates for applications before Christmas for jobs starting the following summer. This means that you need to make applications at the beginning of the academic year in which you intend graduating.
- The UK Curriculum Vitae (CV) is usually no longer than two sides of A4. It should be accompanied by a covering letter, which indicates the job for which you are applying and your reasons for applying to it. See: <https://advice.employability.ulster.ac.uk/cvbuilder>
- It is not usual to send copies of references, certificates, or visas with your CV.
- About 40% of jobs are open to graduates of any discipline and employers are not necessarily looking for subject knowledge when they recruit you.
- You should give evidence of experiences and skills such as teamwork and leadership. It is expected that students will have been involved in activities outside their educational studies.
- Being modest about achievements, abilities & skills may prevent you from succeeding in applications. Be specific about what you have achieved, the abilities



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and skills you have developed and also your potential for further personal and professional development.

Additional Job-Hunting Resources

Part time jobs & Volunteering Opportunities on and off campus:
<https://advice.employability.ulster.ac.uk/parttimevolunteering>

For information on the benefits and getting Work Experience:
<https://advice.employability.ulster.ac.uk/workexperiencefirst>

For more information on Living and Working in N. Ireland:
https://www.eures.sk/clanky/prilohy/120/120_LWinNI.pdf

Part time vacancies in many sectors are usually advertised in local job centres, local newspapers, shop windows or notice boards and at [Job Centre Online NI](#)

International Qualifications Equivalence

Your qualifications may not be familiar to employers. It is important to explain how they relate to those in the UK. Information on UK equivalences of overseas qualifications is available at: <https://www.naric.org.uk/naric/>

Returning Home to Work

European Jobs Network <https://ec.europa.eu/eures/public/language-selection>
India <http://www.gradlinkuk.com/india.php>
Malaysia, Vietnam, Thailand and Singapore <http://www.gradlinkuk.com/asean.php>
Africa <http://www.gradlinkuk.com/africa.php>
Bangladesh <http://www.gradlinkuk.com/south-asia.php>
China <http://www.gradlinkuk.com/china.php>
Gulf <http://www.gradlinkuk.com/gulf.php>
Canada <http://www.gradlinkuk.com/canada.php>
China <https://www.gradlinkuk.com/china.php>