



**QUEEN'S  
UNIVERSITY  
BELFAST**

**CAREERS,  
EMPLOYABILITY  
AND SKILLS**

# 1

**SEMESTER**

**PROGRAMME**

**SEPTEMBER - DECEMBER 2019**

# MyFuture:

It's About Your Future

**MyFuture is your online career management system at Queen's. Use it to search, view, book and apply to:**

**Jobs:** Graduate Jobs, placements, Internships, summer work, part time jobs and Queen's OnCampus Jobs.

**Appointments:** One to one career consultations and learning development support.

**Events:** Careers fairs, career development workshops, employability development programmes and employer panels.



Access via [www.qub.ac.uk/myfuture](http://www.qub.ac.uk/myfuture) or search simplicity Jobs and Careers in:



You will find the App handy for jobs searches and appointments

A set of student user instructions are available on the Careers website at <http://go.qub.ac.uk/myfuturehowto>



# YOUR JOURNEY STARTS HERE



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Find us at:

The Student Guidance Centre and online at [qub.ac.uk/careers](http://qub.ac.uk/careers) and at [qub.ac.uk/myfuture](http://qub.ac.uk/myfuture)

Our website [qub.ac.uk/careers](http://qub.ac.uk/careers) helps students:

- Improve their Employability
- Succeed in Recruitment
- Internationalise their Degree
- Explore Career Options by Degree and Sector



[qub.ac.uk/myfuture](http://qub.ac.uk/myfuture)



@QUBCareers



@QUBCareers



@QUBCareers



@QUBCareers



E: [careers@qub.ac.uk](mailto:careers@qub.ac.uk)



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# WHAT'S ON SEP/OCT 19



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# WHAT'S ON SEP/OCT 19



## APPLICATIONS NOW OPEN ON MYFUTURE:

- Innovation Bootcamp (16 Sep)
- Queen's Global Leadership Programme 2020 (16 Sep)
- International Students Employability Programme (16 Sep)
- Leadership in Practice (23 Sep)

## INFORMATION SESSION

MON  
30  
SEP

**MyFuture Lunch and Learn**  
30 Sep, 1pm – 2pm  
**Student Guidance Centre Hub**

## PROGRAMMES WORKSHOPS AND EVENTS

SAT  
7-  
SEP

**Queen's Career Development  
& International Networking  
Programme 2019**  
7 – 14 Sep  
**New York**  
*By Application Only*

WED  
25  
SEP

**A Taste of Careers**  
25 Sep, 12pm – 2pm  
**Student Guidance Centre Hub**

**Employer Panel –  
Professional Services**  
25 Sep, 4pm – 6pm  
**Student Guidance Centre Hub**

THU  
26  
SEP

**SkillUp: Social Media for Job Success**  
26 Sep, 12pm – 2pm  
**Student Guidance Centre Hub**

## COME AND SEE US AT

WED  
11  
SEP

**The International Welcome Fair**  
11 Sep  
**Elmwood Hall**

WED  
25-  
SEP

**The Freshers' Fair**  
25 & 26 Sep  
**The Whitla Hall**

## OCT



## APPLICATIONS NOW OPEN ON MYFUTURE:

- Study USA
- F&C Investment Trust Competition
- Institute of Directors Free Student Membership (15 Oct)

## COME AND SEE US AT

WED  
2-  
OCT

**Pop-Ups**  
2 Oct, 12pm – 2pm **Junction**  
7 & 28 Oct, 12pm – 2pm  
**War Memorial**

**Global Opportunities Drop Ins**  
Every Tuesday and Thursday from  
12 – 1pm **Student Guidance Centre**

## INFORMATION SESSIONS

MON  
7-  
OCT

**Go Global Week: Information  
Sessions**  
7 – 11 Oct  
**Student Guidance Centre Hub**

**Queen's Global Leadership  
Programme 2020**  
7 Oct, 2pm – 4pm &  
16 Oct, 2pm – 3pm  
**Student Guidance Centre Hub**

TUE  
15  
OCT

**MyFuture Lunch and Learn**  
15 Oct, 1pm – 2pm  
**Student Guidance Centre Hub**

WED  
30  
OCT

**Degree Plus Information Session**  
30 Oct, 12pm – 2pm  
**Student Guidance Centre Hub**

## PROGRAMMES, WORKSHOPS AND EVENTS

TUE  
1  
OCT

**SkillUP – Being Interview Ready**  
1 Oct, 12pm – 2pm  
**Student Guidance Centre Hub**

WED  
2  
OCT

**Employer Panel – Careers in Law**  
2 Oct, 4pm – 6pm  
**Student Guidance Centre Hub**

THU  
3  
OCT

**SkillUP – Personal Leadership**  
3 Oct, 12pm – 2pm  
**Student Guidance Centre Hub**

WED  
9  
OCT

**Employer Panel – Careers in Law**  
9 Oct, 4pm – 6pm  
**Moot Court**

WED  
16  
OCT

**Employer Panel - Careers in  
Accountancy**  
16 Oct, 2.30pm – 4.30pm  
**Student Guidance Centre Hub**

MON  
21  
OCT

**SkillUP - Assessment Centre Success**  
21 Oct, 12pm – 2pm  
**Student Guidance Centre Hub**

TUE  
29  
OCT

**Employer Panel –  
Business and Technology**  
29 Oct, 12pm – 2pm  
**Student Guidance Centre Hub**

THU  
31  
OCT

**SkillUP - Communication Skills for  
Workplace Success**  
31 Oct, 12pm – 2pm  
**Student Guidance Centre Hub**

## FAIRS

WED  
9  
OCT

**Go Global International Fair**  
9 Oct, 12pm – 3pm  
**Whitla Hall**

TUE  
22-  
OCT

**The Graduate Recruitment &  
Placement Fair**  
22 Oct, 11am – 3pm Business and Law  
23 Oct, 11am – 3pm Technology  
24 Oct, 11am – 3pm Science and  
Engineering  
**Whitla Hall and Marquee**



## APPLICATIONS CLOSING ON MYFUTURE:

- Queen's Global Leadership Programme 2020 (28 Oct)



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WHAT'S ON

NOV/DEC 19



### APPLICATIONS NOW OPEN ON MYFUTURE:

- Industry Insights (4 Nov)
- Stockmarket Challenge

### COME AND SEE US AT

**Global Opportunities Drop Ins**  
Every Tuesday and Thursday from  
12pm – 1pm  
**Student Guidance Centre**

THU  
**28**  
NOV

**Pop-Ups**  
28 Nov, 1pm – 2pm  
**McClay Library**

TUE  
**10**  
DEC

10 Dec, 11am – 3pm  
**Student Guidance Centre Hub**

### PROGRAMMES, WORKSHOPS AND EVENTS

MON  
**4**  
NOV

**Creative and Digital Careers**  
(as part of Digital Cities 2019)  
4 Nov  
**CV Workshop with Julie Forbes,**  
**BBC Talent Manager,** 11am – 1pm  
**Radio and Broadcasting Workshop,**  
1pm – 3pm  
**TV and Film workshop**  
2pm – 4pm  
**The Ultimate Panel Discussion with**  
**Keynote Speaker Jed Mercurio**  
7pm – 9pm  
**Student Guidance Centre Hub**

TUE  
**5**  
NOV

**SkillUP -**  
**Building Professional Resilience**  
5 Nov, 12pm – 2pm  
**Student Guidance Centre Hub**

WED  
**6**  
NOV

**Employer Panel - Public Sector**  
6 Nov, 12pm – 2pm  
**Student Guidance Centre**

THU  
**7**  
NOV

**SkillUP - The Power of Networks**  
7 Nov, 12pm – 2pm  
**Student Guidance Centre**

FRI  
**8**  
NOV

**Google Digital Garage**  
(as part of Digital Cities 2019)  
8 Nov, 9am – 2pm  
**Student Guidance Centre Hub**

TUE  
**12**  
NOV

**International Students Employability**  
**Programme -**  
**Building a Global Mindset**  
12 Nov, 10am – 12pm  
**Student Guidance Centre Hub**  
*By application only*

WED  
**13**  
NOV

**Employer Panel - Life Sciences**  
13 Nov, 12pm – 2pm  
**Student Guidance Centre Hub**

TUE  
**19**  
NOV

**International Students Employability**  
**Programme: CV's and Cover Letters**  
19 Nov, 10am – 12am  
**Student Guidance Centre Hub**  
*By application only*



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TUE  
**26**  
NOV

**International Students Employability**  
**Programme - Interview Preparation**  
26 Nov, 10am – 12am  
**Student Guidance Centre Hub**  
*By application only*

WED  
**4**  
DEC

**International Students Employability**  
**Programme - Business Insight Event**  
in partnership with the NI Chamber  
of Commerce and Industry  
4 Dec, 2pm – 4pm  
**Student Guidance Centre Hub**  
*By application only*

### INFORMATION SESSIONS

WED  
**6**  
NOV

**Study USA**  
6 Nov, 1pm – 2pm  
**Student Guidance Centre Hub,**  
**Seminar Room**

**Industry Insights**  
6 Nov, 2pm – 3pm  
**Student Guidance Centre Hub,**  
**Seminar Room**

WED  
**13**  
NOV

**Global Opportunities - Focus on Asia**  
13 Nov, 1pm – 2pm  
**Student Guidance Centre Hub,**  
**Seminar Room**

**Industry Insights**  
13 Nov, 3pm – 3.30pm  
**Student Guidance Centre Hub**

WED  
**20**  
NOV

**Global Opportunities - Focus on**  
**USA/Canada**  
20 Nov, 1pm – 2pm  
**Student Guidance Centre Hub**

WED  
**27**  
NOV

**IAESTE (STEM placements abroad)**  
27 Nov, 2pm – 3pm  
**Student Guidance Centre Hub**

### MINI FAIRS

THU  
**21**  
NOV

**Psychology Career Awareness Event**  
21 Nov  
**Lecture Theatre, David Keir Building**  
**and Student Guidance Centre Hub**

WED  
**27**  
NOV

**Civil and Structural Engineering**  
**Mini fair**  
27 Nov  
**David Keir Building**

WED  
**4**  
DEC

**Merry Mech &**  
**Aero Christmas Careers Fair**  
4 Dec, 11am – 2pm  
**The Ashby Foyer**



### APPLICATIONS CLOSING:

- Degree Plus (1 Nov)
- International Students Employability Programme (4 Nov)
- Innovation Bootcamp (11 Nov)
- Industry Insights (18 Nov)
- Generation UK-China
- IAESTE Programme
- Washington Ireland Programme
- Study USA Programme (11 Nov)
- Queen' International Career Development Programme
- Leadership in Practice (17 Dec)

# WHAT IT ALL MEANS

## THE A-Z OF CAREERS, EMPLOYABILITY AND SKILLS

### CAREERS CONSULTANTS

Every school has a careers consultant aligned to it. They provide career guidance activity for your school and you can see who they are on the 'About Us' webpages. [www.qub.ac.uk/careers](http://www.qub.ac.uk/careers)

### CAREER CONSULTATIONS

Career Consultations are available every day at the Student Guidance Centre. Two types of consultations are available - 30 minutes to discuss any aspect of your career management or 15 minutes to receive feedback on your CV or LinkedIn profile. Skype Appointments can be requested. Book via MyFuture > Appointments > Book an Appointment.

### CAREERS FAIRS

There are three main Careers Fairs in the Academic Calendar. The Graduate Recruitment and Placement Fair is the largest Careers Fair in the Academic Year. Spread across three days, this event will attract over 200 Employers and provides the perfect opportunity for Queen's University Students seeking graduate, placement and internship opportunities to meet industry experts, talk to current employees and find out everything they need to know about a vast array of opportunities. The Work Experience & Placement Fair and The Northern Ireland Graduate Recruitment Fair take place in Semester Two.

### CAREERS RESOURCES

Careers Resources by Sector and help sheets can be found on the Careers, Employability and Skills Website. [www.qub.ac.uk/careers](http://www.qub.ac.uk/careers)

### CIVIL ENGINEERING MINI FAIR

An informal and interactive chance for students and employers to engage.

### CREATIVE AND DIGITAL CAREERS

As part of Digital Cities, Queen's University Belfast is partnering with the BBC Academy to bring you a trio of events where you can meet industry professionals, find out more about opportunities and how to get your foot in the door.

### DEGREE PLUS

Degree Plus is an opportunity for any current Queen's student (UG, PGT or PGR) to get involved and gain accreditation from the University for completing extra-curricular work-related learning alongside their degree. Over 1500 students successfully complete Degree Plus. In doing so they build up valuable experience(s) and practice in articulating their development and achievements to others (e.g. employers, activity providers, Careers Consultants). They also receive a certificate at their graduation. There are over 150 activities to choose from. Some can be completed at any time during the academic year or vacations, others are delivered at specific dates e.g. during Development Weeks. Details of all activities are published on the Degree Plus website [www.qub.ac.uk/degreeplus](http://www.qub.ac.uk/degreeplus)

### DEVELOPMENT WEEKS

Do you want to inspire new learning; innovate across disciplines or explore career and professional development? Get involved in Development Weeks 2020. You could create and deliver your own activity, working with staff and students to develop and enhance your skills or you can attend a broad range of activities including courses; exhibitions; workshops; to find out more go to [www.qub.ac.uk/developmentweeks](http://www.qub.ac.uk/developmentweeks)

### EMPLOYER PANELS

The Employer Panel Programme is a series of events to connect employers with you throughout term time on campus! The sessions will be engaging, informative and interactive events designed to equip you with the knowledge and connections needed to succeed in the graduate recruitment market. Up to five employers are invited to each of these events to promote internships, placements and graduate roles as well as give you a better understanding of what they do, their values and culture.

### F & C INVESTMENT TRUST COMPETITION

The F & C Investment Trust Competition aims to bring financial awareness to students, so they are informed when planning their financial futures. It is open to any student at the university and not just those studying finance related courses. Students will have the opportunity to obtain careers and CV advice from a global, award-winning financial services firm as well as a trip to the City of London.

### GLOBAL LEADERSHIP PROGRAMME 2020

Through the Queen's Global Leadership Programme students from across the University come together to work on projects and develop skills that enable them to become change makers both at Queen's and in the wider community. The project work, which takes place at Queen's, is enhanced by a visit to an international city to meet with alumni, other professionals and a range of companies. Previous international locations include Hong Kong, New York and Toronto.

### GLOBAL OPPORTUNITIES

Every year over 800 Queen's students take the opportunity to go outside Northern Ireland to study or gain work related experience. A range of programmes are available for students from any level or degree discipline. You can drop in to chat to the Global Opportunities Team about international study, work and volunteering opportunities every Tuesday and Thursday from 12-1pm in the Student Guidance Centre. Find out more at: [go.qub.ac.uk/goglobal](http://go.qub.ac.uk/goglobal)

### GO GLOBAL WEEK 2019

Come to Go Global Week to meet the organisations that can offer you an experience of a lifetime to study, work or volunteer abroad during your degree. During the week, there will be a wide range of information sessions, in addition to an International Fair in the Whitla Hall.

### GOOGLE DIGITAL GARAGE

Google Digital Garage offers training in Digital Skills to help grow your career options. This session will include training on: digital marketing strategies, building your personal brand online and getting started with analytics.

### IAESTE (STEM PLACEMENTS ABROAD)

IAESTE provides students from mainly science, engineering and technology with paid, course-related placements across the world.

### INDUSTRY INSIGHTS

Calling all students!! Are you deciding on the right career for you? Or want to find out more about a particular industry/career sector? If the answer is yes then join us as we get on-site with employers.

## **INNOVATION BOOTCAMP**

This exciting programme brings students together from across the University to work in project teams on real world problems with representatives from local organisations. This is a great opportunity to get a different type of work experience, build your professional network and enhance your skills.

## **INSIGHT INTO MANAGEMENT**

Insight is an excellent opportunity for any student of any discipline or level to work as part of a team to complete a range of business games and challenges. Through this active learning experience, you can expect to build commercial awareness and develop teamwork, management, leadership and presentation/ negotiation skills. Participating students should expect a fast moving programme, with some fun elements that will draw on your problem solving, creative thinking and communication skills.

## **INTERNATIONAL STUDENTS EMPLOYABILITY PROGRAMME**

A series of workshops for international students focussing on: Building a Global Mindset, Job Search and Graduate Recruitment in the UK, Recruitment and Selection Process including how to create a CV for the UK market and Interview Techniques. This programme will culminate in a Business Insight event where students will have the opportunity to network with employers and hear from international students who have successfully secured a graduate position or internship in the UK.

## **INSTITUTE OF DIRECTORS FREE MEMBERSHIP**

This is a great opportunity for 100 Queen's student to gain one year free student membership of the prestigious Institute of Directors (IOD) network (normal fee £75). As a student IoD member, you will be invited to attend any relevant business community talks and events that are organised by this professional body - both on and off campus. You will also be able to meet and engage directly with successful entrepreneurs and other professionals from the UK and Ireland and will also be invited to join the exclusive IoD LinkedIn group. This is also a chance to engage with other able and ambitious student

peers and you will have further opportunity to join the Queen's student members committee that works directly with IoD to host one or more event(s) that will be exclusive to Queen's members. This is a significant networking and CV enhancement and can also contribute towards a Degree Plus Award application.

## **JOBS**

Around 3,000 Jobs are advertised on MyFuture our bespoke Careers Management system including, graduate roles and work experience opportunities. You can also search opportunities for part-time work on campus through OnCampus Jobs and Internships from 1-8 weeks offered as part of the Queen's Internship Programme, some of which include financial support.

## **LEADERSHIP IN PRACTICE**

A personal development programme delivered by Queen's University Officer Training Corps. You will develop: leadership skills, communication skills, effective time management and learn how to make a Positive Personal Impact in a fun and interactive environment.

## **MERRY MECH & AERO CHRISTMAS CAREERS FAIR**

Come along and meet top engineering employers at this festive and informal careers fair event hosted by the School of Mechanical and Aerospace Engineering. Whether you're a first year student exploring different career options or moving into the final year of your undergraduate or postgraduate degree, there will be around 28 employers seeking to recruit top engineering students for summer internships, placement years and graduate roles. The event is open to any engineering discipline as well as maths and physics students.

## **MINI FAIRS**

A series of school, course or sector specific Fairs take place around campus with a targeted group of organisations attending.

Mini Fairs include: Psychology Career Awareness Event, Civil and Structural Engineering (Semester 1), Mechanical & Aerospace Engineering, (Semester 1 & 2)

and Chemistry & Chemical Engineering, Math & Physics, Social Work, EEECS, Environmental Conservation, PGCE, HAPP, Social Work (Semester 2).

## **MYFUTURE**

Our bespoke Careers Management System allows students to: research employers (over 3,000 organisations), search live vacancies, apply for jobs and work experience opportunities, follow organisations for vacancy updates, navigate careers fairs, book employer event and skills sessions, apply for programmes, book a careers consultation, access mock interviews, psychometric and aptitude tests and book a room for a skype/ video interview. Students can download the MyFuture App by searching for Symplicity Jobs and Careers in the App Store. Find out more at: [qub.ac.uk/myfuture](http://qub.ac.uk/myfuture)

## **PSYCHOLOGY CAREERS INSIGHT EVENT**

The aim of this event is to give Psychology students a better understanding of the career options available to them. The event will start with a series of talks from Professional Psychologists and staff running the Professional Psychology programmes at Queen's (11am-12:30pm in DKB/OG/012). This will be followed by an informal fair with a few local employers of Psychology students. Each of these organisations will have stands and people on hand to discuss career opportunities with them. This is an opportunity to gain an insight into career options related to Psychology through networking with Psychology graduates and representatives from a variety of employers. Psychology students of all years are encouraged to attend.

## **SKILLUP**

Sharpen your skills with the SkillUP programme - boost your skills and confidence with these interactive employer workshops. Topics include: social media for job success, being interview ready, personal leadership, assessment centre success, communication skills for the workplace, building professional resilience, the power of networks, develop your personal brand, knowing your strengths and future skills.

## **SOCIAL MEDIA**

Our social media channels are a great way to keep up-to-date with the latest news, trends and developments from Careers, Employability and Skills at Queen's University. Follow us on Facebook, Twitter, Snapchat, Instagram and LinkedIn. @QUBCareers.

## **STOCK MARKET CHALLENGE**

This exciting stock market simulation exercise will give you the opportunity to experience analysing the market and making investments. This event is open to all students, no specialist knowledge of finance is required. Prizes available to local winners, including Insight Days opportunities with local employers. Refreshments are provided.

## **STUDY USA INFORMATION EVENT**

This session provides details about the Study USA programme including application process, deadlines etc. British Council and programme alumni to be invited.

## **VIDEO INTERVIEWS**

A room in the Student Guidance Centre is available for current students to book for the purpose of undertaking skype or video interviews. You can book a one hour time slot here at: [queens-university-belfast.appointedd.com](http://queens-university-belfast.appointedd.com)

## **WEBSITE**

The Careers, Employability and Skills Website provides you with information on all our services to help you work out what support is available. It helps students: Improve their Employability, Succeed in Recruitment, Internationalise your Degree, Explore Career Options by Degree and Sector. [qub.ac.uk/careers](http://qub.ac.uk/careers)

## **WELCOME WEEK EVENT: A TASTE OF CAREERS**

Q Radio and a food market will join us on Campus to provide a welcome and introduction to your Careers, Employability and Skills Service including Virtual Reality with prizes, free food vouchers, cupcakes and more.

*All information provided in this booklet is correct at the time of printing, please check MyFuture for updates.*

# SEMESTER

# 2

# HIGHLIGHTS

## Development Weeks

### Industry Insights

### SkillUp Programme

### Chemistry & Chemical Engineering Mini Fair

### Go Global Mini Fair

### EEECs Mini Fair

### The Work Experience & Placement Fair

### Environmental Conservation Careers Fair

### Stockmarket Challenge

### Mechanical and Aerospace Engineering Mini Fair

### Maths & Physics Meet the Employer Event

### PGCE Mini Fair

### Queen's International Career Development Programme

### Queen's Global Leadership Programme

### Insight into Management

### Brussels Work Place Study Tour

### Careers in Law Insight Programme

### Biosciences Workplace Study Tour

### The Media Programme

### The Northern Ireland Graduate Recruitment Fair

### Graduate Workshop - Employability Skills

8 – 10 Jan

18 – 29 May

8 Jan\*

13, 21 & 23 Jan

14 Jan

15 Jan

21 Jan

22 Jan

28 Jan

29 Jan

18 Feb

26 Feb

28 Feb

May\*

16 – 23 May\*

18 – 20 May\*

18 – 22 May\*

26 – 28 May\*

27 – 29 May\*

May\*

May

May

■\*(By Application Only)