

## Career and Employability Services

### Statement of Service to Students & Graduates

Our mission is to provide an integrated range of quality career-focused services which meet the needs of our clients in the most effective way. This statement explains the services we offer to students and recent graduates of the University of Bradford (within five years of graduation) to achieve this mission.

#### Individual careers information, advice and guidance drop-ins and appointments

We provide a range of confidential careers appointments with a member of the Career and Employability Services team. These are available to you within five working days of your request. All information, advice and guidance appointments are impartial, focused on your needs and usually take place in the privacy of a private room or online.

#### We offer:

- **Quick Queries - information and advice** (15 min bookable appointments available every weekday from 10:00-12:00 and 13:00-15:00.  
You can speak to a member of our Information Team every weekday for general careers queries including initial CV, covering letter and application advice, and signposting to relevant careers resources. *Please note that on campus conversations are held in a semi-open area so may not be suitable for discussing confidential matters.*
- **Part-time work, internship, work experience and placements appointments – information and advice** (30 mins bookable)  
You can get help from one of our Employer and Placement Services Team with looking for part-time work, sourcing in-programme work placements, internships, Bradford Summer Experience opportunities and Bradford Graduate Internships as well as initial advice on CVs, covering letters and applications.
- **Career guidance and coaching appointments – information advice and guidance** (45 mins bookable)  
You can get support from one of our Career Consultants for any aspect of your career planning including guidance on career options and postgraduate study, comprehensive feedback on CVs, covering letters and applications, advice on interview preparation, assessment centres and online selection tests, mock interviews to practice for a job or course interview and advice on changing or leaving your course plus lots more.
- **MBA Career Coaching - information, advice and guidance** (45 mins bookable)  
You can get support from one of our MBA Career Consultants including consultancy on changing career or taking your existing career in a new direction, advice on job search and appropriate resources including networking and use of LinkedIn and assistance with presenting a professional image including: CVs, applications, interviews and online selection tests.
- **Employment Contract Appointments – information and advice** (15 mins bookable)  
If you are working on campus you will need an employment contract. These appointments are for any students who need to set up or renew their contracts.
- **International Opportunities – information and advice** (30 mins bookable)  
You can get information and advice from one of our International Opportunities Team about short-programmes, placement year and internships abroad and if you are an inbound student with queries or documents to sign.

## Booking an appointment

Bookable appointments are available to you within five working days of your request. If however you wish to see a specific person, you may have to wait longer, depending on their availability. Our appointments are available virtually, in person, by telephone and by email and you can select your preferred medium when booking.

You can book an appointment on our [Handshake](#) Jobs, Events and Appointments platform. If you need support with this then please see the My Bradford team in Student central or the Richmond Building or contact Career and Employability Services by phone +44 (0) 1274 234991.

## All personal data

Career and Employability Services collects, holds and processes personal information relating to students and graduates. It does so in order to manage its operations effectively and to enable it to deliver high quality appropriate services to students and graduates. These activities are carried out in accordance with the [University of Bradford's Data Protection Information](#).

## Career and employability workshops

- Students and recent graduates can attend any of our weekly programme of presentations and workshops, run by employers, specialists and members of the careers team as advertised and bookable on [Handshake](#) and our [careers workshops and webinars webpage](#).

## Careers Information

### Online resources

- Our [website](#)
- [Handshake](#) for a range of job and internship opportunities, careers events, or to book an appointment
- [Build My Career](#) our virtual careers centre (scroll down the webpage)
- **Our social media channels and platforms** – particularly useful for part-time opportunities, and the latest careers news
  - [Facebook](#)
  - [Twitter](#)
  - [Instagram](#)
  - [LinkedIn CES Group](#)
  - [Blog](#)
- [Prospects Career Planner](#), an online guidance tool designed for Higher Education students to help you clarify your ideas and suggests which types of jobs might suit you.

**Enhanced Services** - Most of our information is freely available, but some enhanced services require login using a Bradford username and password; these include Build My Career, MBA-Exchange and GoinGlobal.

Graduates from the University of Bradford can access our Handshake platform and access to other services can be provided for eligible graduates with a temporary login if suitable ID is presented.

## Links to opportunities

We provide vacancy information across a range of graduate opportunities, work experience, internships and placements. You can access vacancy information in the following ways:

- [Handshake](#) – our online searchable jobs resource provides a range of opportunities including specialist internships, placements, part-time work and graduate roles.
- **Social Media channels:**
  - [Facebook](#)
  - [Twitter](#)
  - [Instagram](#)
  - [LinkedIn CES Group](#)
  - [Blog](#)
- **Vacancy sources on the web** through links to relevant jobsites on our website:
  - [GoinGlobal](#) A database of country-specific career and employment resources for more than 80 international locations
  - [HigherEd](#)
  - [MBA Exchange](#)
  - [Build My Career](#)

## Meeting employers

You can come along and meet employers information and advice on their opportunities at a range of events (currently offered virtually due to Covid-19) which could include:

- **Part-time Jobs Fair**
- **Autumn Graduate Jobs and Placements Fair**
- **Routes into Teaching Fair**
- **Nursing Fair**
- **Summer Fair**

## What you can expect from us

- Welcoming and approachable staff - our trained and experienced Information Team can help to:
  - Deal with your initial enquiries
  - Refer you to the 'Quick Queries' service
  - Assist you to make an appointment with an appropriate member of the careers team
  - Support you with your information queries
- A professional Employer & Placement Services Team who can help you to develop your employability skills, gain work experience internships and placements and apply for part-time jobs.
- Qualified Career Consultants who provide impartial guidance, advice and information focused on your specific needs.
- Knowledge and expertise on studying and working abroad to add value to your degree and help you to make the most of the exciting opportunities available.
- Career and Employability Services acts in accordance with the [University of Bradford's Data Protection Information](#). Career and Employability Services is accredited under the Matrix quality standard for information, advice and guidance services.

## What we expect from our clients

- To keep appointments and attend pre-booked workshops, webinars or presentations and other activities, or to provide reasonable notice in the case of cancellation.
- To respect the needs of others using our services and to use the facilities of Career and Employability Services in a way which does not damage resources or create difficulties for others.
- To take part in feedback requests to enable us to evaluate and improve our services.
- To comply with any other university requirements e.g. wearing of masks where possible.

## Policies and national standards

We abide by the following policies and standards:

- [The Association of Graduate Career Services Code of Practice.](#)
- [The QAA Quality Code for Higher Education.](#)
- The University of Bradford's [Equality and Diversity policies.](#)

## How to contact us

**Career and Employability Services** is located on the main University campus in the Learning Mall, Student Central. University of Bradford BD7 1DP:

- Tel: 01274 234991
- Email: [careers@bradford.ac.uk](mailto:careers@bradford.ac.uk)
- Website: [www.bradford.ac.uk/careers](http://www.bradford.ac.uk/careers)

### Opening hours

Monday	09.00 am – 5.00 pm
Tuesday	09.00 am – 5.00 pm
Wednesday	09.00 am – 5.00 pm
Thursday	09.00 am – 5.00 pm
Friday	09.00 am – 4.00 pm

## Tell us what you think about our services

We welcome feedback from the users of our service to assist us in improving our services to graduates. You can make comments or complaints in a number of ways:

- In person to any member of the CES staff.
- Completing the online feedback questionnaire which is emailed to students/graduates following an appointment with a member of our team
- Contacting Joanne Beaumont, Associate Director Student Services: Careers, Employability and Engagement, (Tel 01274 234990, email [j.beaumont4@bradford.ac.uk](mailto:j.beaumont4@bradford.ac.uk)) or emailing [careers@bradford.ac.uk](mailto:careers@bradford.ac.uk)



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