Careers Connect – a step-by-step guide to searching for work experience

Careers Connect is an online system accessible through the intranet, available for students to get involved in a range of Careers Network activities. Through the system students can:

- Book on to a range of Careers Network events running throughout the year which can include employer talks/presentations, employability skills workshops (i.e. interview skills, CV’s, etc) and careers fairs
- Book appointments with Careers Advisers, Applications Advisers and Internship Officers for 1-1 support around career direction, sourcing work experience opportunities, CVs, application forms and interview preparation
- Search for internships, placements, graduate vacancies and volunteering opportunities through the online vacancy portal
- Send direct messages to Advisers for guidance and support

The online vacancy portal is used by all Internship Officers to upload and advertise employment opportunities. This includes both bespoke opportunities (only available to University of Birmingham students) and ‘public domain’ positions (opportunities available on other websites). It is a central point for students to find the latest available vacancies.

Below is a step-by-step guide on how to access and use Careers Connect to search for work experience opportunities

**Accessing Careers Connect**

Careers Connect is accessible through the Careers Network website on the intranet ([intranet.birmingham.ac.uk/careers](http://intranet.birmingham.ac.uk/careers))

Once on the homepage click the ‘Jobs and opportunities’ link to the right of the screen. This will redirect you to the Careers Connect log in page.

Click the ‘Login’ button under ‘Student’. Your university user name and password will provide you with access to the system.
Searching for work experience opportunities

Along the menu across the top of the screen hover the cursor above the ‘Opportunities’ tab, and click on ‘Search Opportunities’

You will initially be presented with a list of vacancies which are expiring shortly.

Use the left hand navigation panel to refine your search by using the filter options. You can search by:
- Business Area
- Opportunity Type
- Salary
- Country
- Location

Filter options

Business Area – search by a range of business sector related to your employment interests and disciplines

Opportunity Type – search for summer internships, placements, graduate positions as well as a range of other employment types

Salary – specify your salary preference and refine the opportunities accordingly

Country – search for positions within the UK and also overseas.

Location – specify your search by region and location within the UK

Once you find a position of interest, click on the job title and you will be directed to the full advert.

The advert will consist of role responsibilities, person specifications, relevant academic area of interest, closing date and details of how to apply. You can use this information to apply accordingly.
**Booking for an event/appointment**

Hover above the ‘Bookings’ tab on the top menu. Click on the ‘Available’ link to open a calendar of appointments available with Advisers and Careers Network Officers within your college. This can include appointments with Application Advisers (for guidance on CV development and job applications), Careers Advisers (for specific careers support tailored to your needs) and Internship Officers (for advice on searching and sourcing work experience opportunities).

Careers Network workshops (such as CV, Assessment Centre and interview workshops) and Employer Events can also be booked on by clicking the ‘Event Calendar’ link. This will provide a calendar with all the events scheduled.

**Ask an Adviser a question**

If you have a query that you wish to gain advice on, but you don’t have the time to book an appointment, you can send a message through Careers Connect. Hover your mouse above the ‘My Queries’ tab on the top menu and click on ‘Ask us a question’. Simply include a subject title and type your query into the text box. Then select a relevant option from the ‘Type of question’ drop down menu (to ensure it reaches the relevant Adviser), attach any files if you feel this will support your query and click ‘Submit’ at the bottom of the screen. This will be sent directly to the appropriate Adviser, who will respond in due course.

**University of Birmingham Internship webpage**

Careers Network also has a specific webpage dedicated to advertising bespoke internship opportunities, which are only available to University of Birmingham students. The webpage additionally consists of information regarding the work experience bursaries, upcoming events, and guidance documents on finding work experience.

This is accessible at [www.birmingham.ac.uk/internships](http://www.birmingham.ac.uk/internships)