

Career Information Resources

Library Opening Times; Monday, Tuesday, Thursday: 9:30 – 5:00. Wednesday: 9:30 – 8:00. Friday: 11:00 – 5:00

Career choice

Computer-aided career choice programs such as Prospects Planner and Adult Directions

Occupations

Explore specific job functions; professional development; occupational sectors
 Career guides
 Literature from professional bodies
 Occupational profiles

Further study and training

Investigate courses and institutions; sources of funding
 Postgraduate directories for identifying courses
 Prospectuses from most UK universities, PGCE institutions and MBA schools
 Grant directories
 Access to Funderfinder (software) and the Grant Making Trusts CDROM to help you identify charitable funds that may be sympathetic to your funding needs

Employers

Research specific employers
 Annual graduate employment publications
 Industry directories and yearbooks
 Recruitment literature from individual employers (including take-away when available) and annual reports

Vacancies

Check out immediate and future, full-time, part-time and temporary vacancies
 Vacancy bulletins
 Vacancy files by sector
 Annual vacation work booklet
 Newspapers and professional journals

Job hunting - Improve your techniques

Helpsheets on key areas such as interviews, presentations and covering letters

Books to help with application, interview and presentation skills

Sample questions and practice psychometric helpsheets
 Videos covering topics such as networking and assessment centres

Working Overseas - Consider the options

General information about job hunting overseas - full-time, voluntary, vacation, gap year
 Graduate recruitment directories for a number of countries

Computer programs such as Exodus - information about living, working and studying in a number of countries abroad and WorldWide Volunteering which allows you to select suitable volunteering projects by entering your criteria.

DVDs & Videos

Your Job's Online

25 mins

- Dispel the myths about applying for jobs online
- Find out how employers select graduates using electronic applications
- Learn how to market yourself, provide good evidence and avoid common mistakes

The Assessment Centre Video

27 mins

- What you should expect and how to maximise your performance
- Discover how real selectors assess a candidate's performance
- Looks at group activities, written tests, presentations and in-depth interviews

Why Ask Me That?

22 mins

- Making a good impression and preparing for predictable questions
- Answer questions and present your skills and work experience affectively
- Coping with unpredictable questions and pressure

Can I have a Few Minutes of Your Time?

21mins

- How to uncover the hidden jobs that never get advertised
- Find out how to go about getting work experience in a relevant field
- Looks at finding contacts, networking, letter writing and making phone calls

Looking Good on Paper

21 mins

- How to tackle written applications without making obvious mistakes
- How to argue effectively that your skills match what the employer seeks
- How to compile interesting and attractive covering letters

We also carry the following professional journals

Accountancy

Monthly magazine for chartered accountants.

The Actuary

Magazine for the actuarial profession

The Appointment

Careers magazine for retail, fashion and hospitality

a-n Magazine

News and reviews concerning the art world

Art Monthly

Magazine for the contemporary visual art world

Artyfacts

Arts news and vacancies from the University of Brighton's Careers Centre

Ariel

Weekly publication from the BBC with news, analysis and jobs

BBSRC Business

Quarterly magazine of the Biotechnology and Biomedical Sciences Research Council

Biomedical Scientist

Monthly magazine for biomedical laboratory personnel

The Bookseller

Central source of industry information for UK publishers

Broadcast

The weekly newspaper of the television & radio industry

Business Voice

Magazine produced by the Confederation of British Industry (CBI)

Campaign

A weekly magazine for news and vacancies in advertising

Chartered Secretary

Sector news and information from the Institute of Chartered Secretaries and Administrators

Chemical Engineer

Expert information, latest developments and news

Computing

News, features and analysis, as well as IT jobs

Drapers

Weekly fashion business news and jobs

Economist

International politics, business news and opinion

Event

Magazine for exhibitions and live events

EL Gazette

News, resources and tips for English Language teaching

Financial News

News, comment and analysis concerning investment banking, fund management and securities industries

The Grocer

Latest news, facts and figures, also includes jobs

Health Service Journal

Health management and policy magazine for health professionals

Human Resources

News, analysis and jobs concerning the HR profession

Labour Market Trends

Up to date earnings and employment statistics, also includes articles and reports

Law Gazette

Covers all areas of law, includes recruitment information

The Lawyer

News, analysis, jobs and training for the legal profession

Library & Information Update

Magazine produced by CILIP for library & information professionals

Management Today

Monthly business magazine with articles and special issues

Marketing

All the latest news from the world of marketing

Markt & Chance

Help for those looking for work in Germany

Museums Journal

Monthly news, comment and analysis. The additional jobs supplement is published fortnightly

Music Week

Weekly guide to the music industry

Newscheck

Latest news and 'hot topics' for careers professionals

New Media Age

The interactive marketing and business weekly

New Scientist

Weekly science and technology news magazine, also contains jobs

Opportunities

Jobs bulletin for vacancies in the public sector

People Management

Magazine of the Chartered Institute of Personnel and Development

Personnel Today

Weekly magazine featuring news, information and jobs for the HR industry

Planet Earth (Natural Environment Research Council)

Features and research by scientists for the general public

Press Gazette

Magazine for journalists

PR Week

News and features about the public relations industry

Regeneration & Renewal

News, information and jobs concerning regeneration and community renewal

Retail Week

News, comment and analysis from across the UK retail sector

Tax Adviser

Monthly update on the developments in the field of taxation

Third Sector

Weekly magazine, contains news and jobs about charities and voluntary organisations

Travel Trade Gazette

Weekly travel industry news and information

UKCOSA Briefing

Published 6 times a year, it gives updates on regulations, procedures and other issues which affect international students

Young People Now

Magazine for people working with young people