

CAREERS AND EMPLOYABILITY SERVICES SUPPORT PACK

CONTENTS

Introduction	1
Discovering Your Goals	1
Exploring Your Goals	2
Achieving Your Goals	2
Progressing Your Personal Development Goals	3
Don't forget you can also...	3
Book a one-to-one Careers appointment	3
Attend webinars and forums	3

INTRODUCTION

As life and circumstances change and develop so might your thoughts and reflections on your potential career choices or direction. You may be at the point where you're re-assessing your options for study, returning to take exams or choosing your next module and this section gives some ideas of how you can take stock of your career plans too.

Maybe you're just starting to explore your career ideas, or you may already have plans and are discovering what it will take to make them happen. You might be ready to apply for opportunities and achieve your goals or are looking at how you can progress your own personal development.

The resources and links in this section are there to provide insight and direction at whatever stage of the career journey you currently find yourself.

DISCOVERING YOUR GOALS



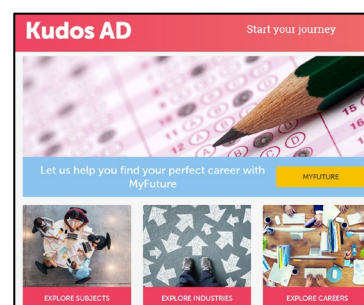
It's a common feeling to be uncertain about your career direction. You may have no clear ideas yet, but want to start planning, or are just not sure where to start. Decisions can be hard to make when there's a range of options open to you. It's also an exciting opportunity to explore what's out there, to consider what you've got to offer, and to decide what is going to work for you. There are a range of resources and support out there too. A good place to start is our

[‘Goals on the Go Discover’ webinar](#) and [resource pack](#), or have a listen to the short [‘Discover Your Career Direction’ podcast](#).

Perhaps the use of an online tool to generate ideas for jobs appeals to you? Identify suitable careers linked to your work related skills and interests by using [Kudos AD](#), available to all OU students.

While you are on this page, take a look around the [Careers website](#) for a range of topics and up to date news and social media posts.

Our downloadable [‘Your Career Planning Guide’](#) is popular with students and can be used throughout your study.

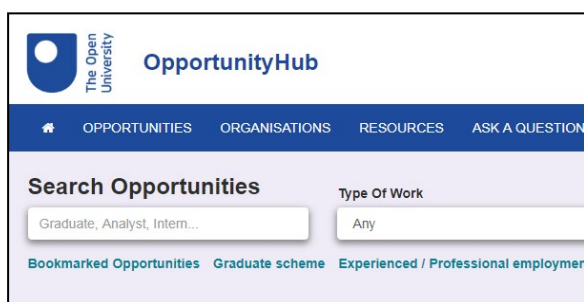


EXPLORING YOUR GOALS



If you have a career in mind and are not sure how to get there, then it's time to think about how to firm up your ideas and plan how to turn them into reality. Getting experience can be a key way to test out your career ideas, build your network and gain the skills and experience employers and organisations are looking for. You might also be considering if starting your own business could be the way ahead.

Discover expert tips and advice in our [Innovation and Enterprise forum](#) on how to work for yourself and work flexibly. Our Broadening Horizon forums are a great way of discovering career options outside your degree as well as using your degree subjects – available to read topics are '[Teaching and Education related careers](#)', '[Are people your focus?](#)' and '[iCareers- imagining your digital future](#)'



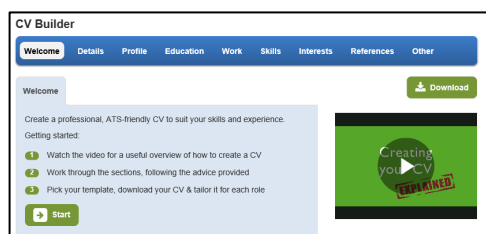
[OpportunityHub](#) is an online portal for all OU students, make sure you are registered to get access to a range of volunteering opportunities, internships (including virtual options), work placements, part time and graduate jobs.

To kick start your thinking have a look at the '[Goals on the Go Explore webinar](#)' and [resource pack](#), or have a listen to the short '[Explore how to turn your career ideas into reality](#)' podcast.

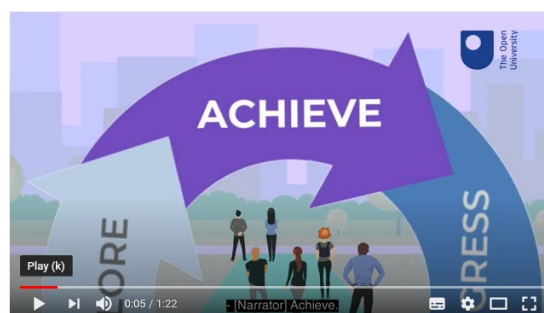
ACHIEVING YOUR GOALS

If your focus is currently on securing a job, a promotion, or looking at finding a different opportunity or direction, the Careers and Employability Services provides insight on what employers and organisations are looking for.

You have access to resources on CVs, applications, interviews, psychometric testing and assessment



centres



and you can also work with careers staff to ensure you're prepared and ready to succeed at each stage of achieving your goals. To get started use the helpful [CV builder](#), refine your CV and covering letter by attending one of our 'CV miss to CV hit' live sessions (book your place on the Events tab in [OpportunityHub](#)) or [book in for an advice session](#).

Our [mock interview tool](#) gives you the chance to practice and improve your method and approach. It can help to increase your confidence and make you feel comfortable in interviews, both face to face and digitally as virtual interviews are becoming an increasingly popular choice for employers.

Is further study something you're considering? Some professions require higher qualifications or you may want to take your interest in a subject further, by talking to a [Careers Consultant](#) you can explore a suitable option for you.

Have a look at the ['Goals on the Go Achieve' webinar](#) and [resource pack](#), or listen to a short podcast on ['An employer's insight into how to achieve your goals'](#).

PROGRESSING YOUR PERSONAL DEVELOPMENT GOALS

You might be studying your course purely for personal interest and are not currently looking to follow any career related goals. You might, however, want to participate in activities in your community, pursue further study or progress other development goals.

Equally, you may have started with The Open University for personal development, but your studies have now encouraged an interest in changing or developing your career or using your learning in another way. If that is you, then you might find the short podcasts on ['using personal development planning to progress your goals'](#) or ['a graduate's insight into progressing and achieving their goals'](#) interesting short listens. Another good place to start would be the ['Goals on the Go Progress' webinar](#) and [resource pack](#).



If you downloaded the ['Your Career Planning Guide'](#) then the first section will help you to take stock of your current situation and consider 'what does this mean for me?'

Remember wherever you are on the road to achieving your career and personal development ambitions and goals the Careers and Employability Services is here to help you make decisions, take action and be more career confident. Take a look at our [YouTube video on achieving your goals](#).

DON'T FORGET YOU CAN ALSO...

[Book a one-to-one Careers appointment](#)

If you're a current student or have studied with the OU in the last three years, you can book a careers consultation by email, telephone or Skype. We can help you with a range of career-related queries including helping you recognise your skills and interests, sharing advice about how to look for jobs or work experience, and reviewing your CV or job application.



[Attend webinars and forums](#)



Our forums and webinars cover many different topics to help you plan and manage your career and are delivered by our team of Careers Consultants. As well as the opportunity to ask questions to the team and connect with other students, we also invite a variety of guests, including employers, recruiters and academics, to share their experience and expertise. Our webinars are recorded so you can access them anytime and our forums are available read-only for a year after being open.