



# The Careers Service

Welcome and Introduction

Phil Simcock, Interim Head of Careers



ROYAL  
HOLLOWAY  
UNIVERSITY  
OF LONDON

# Team introductions

## Careers Consultants

We offer support to help you narrow down your options, work out the best way forward and apply for jobs or further study. We also work closely with academic departments to provide tailored advice and events linked to your discipline or area.

You can contact the team by emailing: [careers@rhul.ac.uk](mailto:careers@rhul.ac.uk)

## Employer Engagement and Communications

We bring employers onto campus to help you find jobs, refine your career choices and improve your chances of application success, through our varied programme of fairs, alumni panels, employer presentations, skills sessions and one-to-ones. We also oversee the communications from the central Careers Service.

You can get in touch with the team by emailing [employers@royalholloway.ac.uk](mailto:employers@royalholloway.ac.uk)

## Placements

We run the Summer Skills Placement Programme for First and Second Year undergraduate students of Black Heritage, Care-leavers, low-income backgrounds, first in family to go to university and students registered with the College's Disability & Neurodiversity Service, working closely with the academic schools.

You can get in touch with the team by emailing: [careersplacements@rhul.ac.uk](mailto:careersplacements@rhul.ac.uk)

## Volunteering

We support students to pursue amazing opportunities in the community. Participating in Volunteering can help develop skills, meet new people and make a difference through community engagement. The Volunteering Hub is open on Egham campus termtime Monday to Friday 10am-4pm, and students can explore opportunities and register on our Volunteering Platform at: [volunteering.royalholloway.ac.uk](http://volunteering.royalholloway.ac.uk)

## Enterprise

We seek to engage students interested in starting up a business or social enterprise. Discuss ideas and attend a workshop series about the business model stages; product/service, defining need and the market, value proposition and taking to market, financial planning and stress testing, funding requirement and strategy.

You can contact the team by emailing: [careers@rhul.ac.uk](mailto:careers@rhul.ac.uk)

# What does the Careers Service offer?

1-2-1 guidance appointments

Sector-themed weeks

Information & resources

Volunteering opportunities and Work Placements

CV and application support

Careers fairs and employer networking events

Summer Skills Placement programme

Alumni panels

Recorded events and workshops

Employer-led skills and application workshops

Social media presence

Supporting your careers journey from start to finish

Focus on diversity and inclusion within careers

Online jobs portal and application support

...and much more!

# Community Research Hub

Royal Holloway's Community Research Hub is a Royal Holloway Volunteering initiative that matches students who want experience applying research skills with charities and non-profits needing support with surveys, analysis, reports, literature reviews, desk-based research, ethnographic research and more.

## Benefits

- Applying classroom learning to real world settings.
- Developing research related skills.
- Extra-curricular CV content.
- Having exposure to contacts, data and scenarios which can often be used as a basis for publications and further research.
- Record your volunteering hours towards our Vaward accreditation
- PhD students' participation in Community Research Hub activities
- contributes to their Research Development Programme training requirements

Email Louise McGarr at [CommunityResearchHub@royalholloway.ac.uk](mailto:CommunityResearchHub@royalholloway.ac.uk) for more information.

# Upcoming events and sector-themed weeks



# Autumn Term Events Overview

<b>Business &amp; Finance Week</b>	<b>w/c 2 October</b>
Government & Public Sector Week	<b>w/c 9 October</b>
Law Week	<b>w/c 16 October</b>
Careers and Placements Fair 2023	<b>Wed 25 October</b>
Career Essentials Week	<b>w/c 23 October</b>
Bio-Science and Healthcare Week	<b>w/c 6 November</b>
Discovery of Tech Week	<b>w/c 13 November</b>
Teaching Week	<b>w/c 20 November</b>
LinkedIn Day	<b>Wednesday 22 November</b>
HR & Recruitment Day	<b>w/c 27 November</b>
International Students Talk (Online)	<b>Tuesday 28 November</b>

# Business & Finance Week

Event Name	Date/Time	Location	
Green Finance Panel	Monday 2 October 2023 6.00pm to 7.00pm	Online – MS Teams	
Employer CV Check & Networking	Wednesday 4 October 2023 12.00pm to 3.00pm	Enterprise & Careers Hub, Davison Building	
KPMG – How to Ace an Assessment Centre	Thursday 5 October 2023 12.30pm to 1.30pm	Event Space, Davison Building	
Speed Interviews with Employers & Networking	Thursday 5 October 2023 1.30pm to 4.30pm	Enterprise & Careers Hub, Davison Building	
Sanctuary Graduates Mock Assessment Centre	Friday 6 October 2023 12.00pm to 2.00pm	Event Space, Davison Building	

# Government, Policy & Public Sector Week

Event Name	Date/Time	Location	
How Activism turns into Policy: Alumni Panel	Monday 9 October 2023 6.30pm – 7.30pm	Online – MS Teams	
How the Government tackles Climate: Alumni Panel	Tuesday 10 October 2023 6.30pm – 7.30pm	Online – MS Teams	
Speed Interviews and Networking with Employers	Wednesday 11 October 2023 12pm to 3pm	Enterprise & Careers Hub, Davison Building	
Public Sector, Government & Policy Fair	Thurs 12 October 2023 12pm to 3pm	Main Atrium, Davison Building	
Demystifying the Civil Service	Friday 13 October 2023 12pm to 1pm	Online - MS Teams	



# Law Week

Event Name	Date/Time	Location	
If not now, when? Challenging Self-Limiting beliefs with The University of Law	Monday 16 October 2023 12pm to 1pm	Online - MS Teams	
Alumni Law Panel	Monday 16 October 2023 6.30pm – 7.30pm	Online - MS Teams	
Graduate opportunities within the CMA's Legal Service department	Tuesday 17 October 2023 12pm to 1pm	Event Space, Davison Building	
Speed Interviews and Networking with Employers	Wednesday 18 October 2023 12pm to 3pm	Enterprise & Careers Hub, Davison Building	

# Law Week - Continued

Event Name	Date/Time	Location	
Are you ready for SQE1?	Wednesday 18 October 2023 6pm to 7pm	Online - MS Teams	
Legal Interview Masterclass with Reed Smith: How to ace a strengths-based interview	Thursday 19 October 2023 12-12.45pm / 1-1.45pm	Event Space, Davison Building	
Routes to Qualification with BPP University Law School	Thursday 19 October 2023 5.30pm - 6.30pm	Event Space, Davison Building	
SQE2 - Skills for Lawyers	Friday 20 October 2023 12pm -1pm	Online - MS Teams	

# Career Essentials Week

Event Name	Date/Time	Location	
Getting started with LinkedIn	Monday 23 October 2023 1pm – 1.50pm	Event Space, Davison Building	
What to do when you don't know what to do	Tuesday 24 October 2023 1pm – 1.50pm	Event Space, Davison Building	
CVs, Cover Letters and Application Forms	Wednesday 25 October 2023 12pm-12.50pm	Online – MS Teams	
Finding Jobs, Placements and Internships	Thursday 26 October 2023 1pm-1.50pm	Event Space, Davison Building	

# Careers and Placements Fair 2023

## Careers and Placements Fair 2023

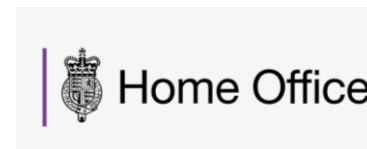
Wednesday 25 October

11am – 3pm

Picture Gallery, Founder's Building, Egham Campus

The Careers and Placements Fair is our flagship event of the year, for students from any academic discipline looking for placements, internships and graduate schemes. It is a fantastic opportunity to discover what's on offer and have in-person discussions with recruiters.

This is one not to be missed!



# Bio-Science & Healthcare Week

Event Name	Date/Time	Location	
NHS Scientist Training Programme - Q&A Session	Monday 6 November 2023 4.00pm to 5.00pm	Windsor 1.02	
Research & Development Alumni Panel	Tuesday 7 November 2023 6.00pm to 7.00pm	Online – MS Teams	
Employer Speed Interviews, followed by Networking	Wednesday 8 November 2023 12.00pm to 3.00pm	Enterprise & Careers Hub, Davison Building	
Employer CV Checks, followed by Networking	Wednesday 8 November 2023 12.00pm to 3.00pm	Enterprise & Careers Hub, Davison Building	
Diverse Careers in the NHS Alumni Panel	Thursday 9 November 2023 6.00pm to 7.00pm	Online – MS Teams	

# Discovery of Tech Week

Event Name	Date/Time	Location	
Fin Tech Alumni Panel	Tuesday 14 November 2023 6.00pm to 7.00pm	Online - MS Teams	
Employer CV Check & Networking	Wednesday 15 November 2023 12.00pm to 3.00pm	Enterprise & Careers Hub, Davison Building	
Employer Speed Interviews & Networking	Wednesday 15 November 2023 12.00pm to 3.00pm	Enterprise & Careers Hub, Davison Building	

# LinkedIn Day Profile Checks & Photobooth

Our LinkedIn Day will give you the chance to have your profile checked for free by some of our fantastic employers, from a recruiter's perspective.

You will also have the opportunity to have a free professional LinkedIn profile photo taken on the day in our Photobooth.


This event is open to all students.

Event Name	Date/Time	Location
LinkedIn Day Profile Checks	Wednesday 22 November 2023 12.00pm to 4.00pm	Enterprise & Careers Hub, Davison Building
LinkedIn Day Photobooth	Wednesday 22 November 2023 12.00pm to 4.00pm	Event Space, Davison Building

# International Students Talk (Online)

This event is an exclusive session for international students.

In this session, you will hear from our resident expert, Tom Pease – Head of International and Money Advice at Royal Holloway, on how to navigate the visa implications of remaining in the UK after graduation.

Event Name	Date/Time	Location
<b>International Students Talk:</b> How to navigate the visa implications of remaining in the UK post-graduation	Tuesday 28 November 2023 6pm – 7pm	Online – MS Teams 



# Save the Dates!

w/c 25 September	w/c 2 October	w/c 09 October	w/c 16 October	w/c 23 October	w/c 30 Oct (Reading Week)	w/c 5 November	w/c 13 November	w/c 20 November	w/c 27 November	w/c 4 December
PART-TIME JOBS FAIR (27/09)	Business & Finance Week	Govt & Public Sector Week	Law Week	CAREERS & PLACEMENTS FAIR  Career Essential Workshops		Bio Science & Healthcare Week	Technology Week	Teaching Week  LinkedIn Day	HR & Recruitment Day  International Students Talk	
w/c 15 January	w/c 22 January	w/c 29 January	w/c 5 February	w/c 12 February (Reading Week)	w/c 19 February	w/c 26 February	w/c 4 March	w/c 11 March	Easter Vacation	w/c 27 May
PART-TIME JOBS FAIR (17/01)	Media & Creative Industries	DIVERSITY FAIR (31/01)	Marketing PR and Comms		Museums, Galleries and Heritage	Sustainability Week	LinkedIn Day  Multi-employer Drop-in	Teaching Fair  Careers & Enterprise Collaboration		SUMMER FAIR  LinkedIn Day

# Come and see us in-person!

You can find us on the ground floor of the Emily Wilding Davison Building at;

## **Enterprise and Careers Hub, and Volunteering Hub**

- Get advice on CVs, applications and finding jobs
- Book a 1:1 appointment with a Careers Consultant
- Find out more about opportunities and upcoming events
- Ask us a question or find out more about the support and resources on offer!



# Stay up to date and follow us!

## Contact us:

Email – [careers@royalholloway.ac.uk](mailto:careers@royalholloway.ac.uk)

## Follow us:



@RHCareers  
@royalhollowayvolunteering



@RH Careers Service  
@RHVolunteering



@RHCareers  
@RHVolunteering

## Go Online:

**Moodle:** 'Careers Service'

**Careers Portal:** [careersportal.royalholloway.ac.uk](https://careersportal.royalholloway.ac.uk)

**Volunteering Platform:** [volunteering.royalholloway.ac.uk](https://volunteering.royalholloway.ac.uk)



## Stay Updated:

Drop by the Enterprise & Careers Hub and Volunteering Hub in Davison building

Take a look at our noticeboard in the Founder's Building