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Your Future. Your Choice.

LUMS Employability and Careers Activities 2011/12
www.lums.lancs.ac.uk/careers





You may have just started in the Management School or be returning to complete your second or final year of study but whatever your circumstances there are lots of opportunities available to you to ensure you will be able to make informed decisions about your future and become equipped to succeed in a highly competitive graduate labour market.

The activities in this brochure have been designed specifically for Management School students. They are all interactive, fun and informative and more importantly about YOUR future development. They will complement the subject specific knowledge you will gain

from your main programme of study and also the activities offered by the main careers service. You will further develop your skills in reflective thinking, self awareness, career planning, problem solving, creativity, team working, commercial awareness and communication – all skills highly prized by graduate employers.

The activities are all free of charge with absolutely no assessments! They are easy to book – just choose the ones that interest you, book on at: www.lums.lancs.ac.uk/careers/events and make the first steps to a bright future.



Meet the LUMS Careers Team

For initial enquiries please feel free to call in and see us. You can find us in LUMS A217 (near LT4 and breakout area). Our office hours are: 10am–3pm.



Louise Briggs

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Ajaz Hussain

Postgraduate Careers Adviser
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“The help I have received from the LUMS Careers Team has been incredible. Everything from the ‘get that job’ workshop to the psychometric test books and 1-1 sessions helped me enormously in the very tough selection process of a big four firm. I am very grateful to the team, because they helped me gain confidence in tackling every stage of the selection process. Without them I would never have got an offer”

Mohamed Babu, BA (Hons) Accounting & Finance 2011
Assurance Associate, PricewaterhouseCoopers





Your Careers Resources Room

The LUMS Careers Team is here to give you the advice you need at every stage of your career planning and have a range of resources and knowledge to help you.

Finding your Path & Exploring the Graduate Labour Market

From your first year of study we encourage you to research the graduate labour market, meet employers and find out about the types of roles that might interest you. Make the most of the LUMS employer led presentations & drop-in days throughout Michaelmas and Lent term. For further information and how to book on visit:

www.lums.lancs.ac.uk/careers/events

Internships & Work Experience

Internships are a great way to experience first-hand what it's like in the work place and a fantastic way to boost your CV and employability skills. Throughout October & November 2011 we will be running a range of informative skills sessions as well

as the LUMS Work Experience Fair. Come along and find out more about Internships, Placements and Work Experience opportunities on offer in 2012.

Employability & Careers Advice

Undergraduate Drop-in Clinic

Tuesday, 10am–12noon
Thursday, 3pm–5pm

Postgraduate Drop-in Clinic

Wednesday, 4pm–6pm
Friday, 2pm–4pm

Come along for help with your CV, cover letter, application form, psychometric testing and interview skills etc.

To organise a 1-1 appointment for career advice, you should email us stating your availability.

Undergraduate Advice:
l.a.briggs@lancaster.ac.uk

Postgraduate Advice:
a.hussain1@lancaster.ac.uk

Employability and Careers Resources Room

The LUMS Employability and Careers Resources Room located in A23 (opposite the undergraduate study area) has lots of information about careers for management school students, vacancy lists, opportunities for work experience, and PCs in quiet areas for you to complete psychometric tests and application forms. Drop in any time and use the facilities.

We also have some really useful books & DVD's to help you throughout the application process. Please visit our office if you would like to borrow these free resources

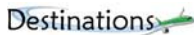
Accountancy & Finance at LUMS is rated 2nd in the UK for graduate prospects by the Times Good University Guide and Independent Complete University Guide

Destinations

An online careers resource which takes you through every aspect of searching for and applying for a job. With example CVs and interview questions and lots of advice this is a really fantastic resource.

For further details:

www.lums.lancs.ac.uk/destinations



CEEC 4 JOBS

Using this on-line database you can search for graduate vacancies, work experience, placements, vacation work and part time jobs. Enter your interests and you will be informed when we receive suitable vacancies.

Register now at:

www.jobs.lancs.ac.uk



Practice Psychometric Testing

Many employers include psychometric testing as part of their recruitment process and we have teamed up with Profiling for Success to enable you to gain practice of the common tests on-line. You'll receive the results direct to your email.

On our web pages, there are lots of links to practice tests. Or visit our office for paper tests and practice books.

For further details:

www.lums.lancs.ac.uk/psychometrics



Going Global

Searching for jobs as far away as China, India, Australia or USA or nearer in the UK or Europe... Going Global is a useful resource which allows Management School Students to:

- Search job or internship vacancies in any country in the world
- Clarify work permit and visa issues
- Find out how to write an effective CV

For further details:

www.lums.lancs.ac.uk/goingglobal



Career Insider

LUMS subscribe to Career Insider giving Management School students an exclusive insight into:

Insider employee surveys for major employers: BP, UBS, PWC, Oxfam and many more! Career information on top industries including: Consulting, Investment Banking, HR, Marketing.

Career advice on every part of the recruitment process including CV's, cover letters, interviews and assessment centres.

For further details:

<http://www.lums.lancs.ac.uk/careers/vault/>



10 Minutes With...

An educational website, designed for students of universities and business schools. Every week interviews are held with senior directors in various roles where they are asked to explain their jobs and day-to-day activities in exactly 10 minutes. The interviews help students understand the true nature of different roles and skills they require before launching specific career paths. Quite simply, 10 Minutes With helps students understand what working in a particular function would look like.

For further details:

www.lums.lancs.ac.uk/careers/10-minutes-with



2012 Work Experience Fair

Undertaking summer internships, year placements or carrying out voluntary work are all great ways of gaining valuable experience and improving your CV. Visit this fair and chat to employers and careers consultants about the opportunities on offer in 2012.



Duration 3 hours
Time Drop in anytime between
12noon–3pm
Dates 25/10/11

For further information
www.lums.lancs.ac.uk/careers/events

Placement & Internship Opportunities with Unilever

We offer 12 month Industrial Placements and 12 week Summer Internships across our different business areas. With opportunities in Financial Management, Supply Chain Management, Business & Technology Management, Research & Development, Human Resources, Customer Development and Marketing, there really is something for everyone.



Duration 1 hour
Time 4–5pm
Dates 25th October 2011

Book your place at
www.lums.lancs.ac.uk/careers/events



Give your career a kick start and work abroad – Parenthèse

Are you looking for a paid internship or summer job in the United States, Singapore, Canada or Australia? Parenthèse sends over 2000 participants a year for paid placements and summer job programmes abroad. You could be one of them!

We'll guide you through the process of finding your employer, negotiating your salary and last but not least, applying for your visa.

Let us help you and show you how simple it can be!



Duration 1 hour
Time 3–4pm
Dates 25th October 2011

Book your place at
www.lums.lancs.ac.uk/careers/events



Spend your summer in the States with BUNAC!

Taking part in a work, summer camp or volunteer programme with BUNAC gives you the chance to live, work and travel in a new and exciting country. Established in 1962 we have lots of experience to help you.

Come along and find out more!



Duration 1 hour
Time 6–7pm
Dates 1st November 2011

Book your place at
www.lums.lancs.ac.uk/careers/events



Speed Networking!

Not quite speed dating but every bit as fun! A chance to put your questions to a wide range of employers including Centrica, Barclays, Deloitte, PWC, HSBC, Hilti, Accenture, SF Group, Unilever, L'Oreal, EY, Mazars & IBM. There will be refreshments and lots of opportunities for networking.



Duration 2 hours
Time 6–8pm
Dates 25/10/11
For Final year students

Book your place at
www.lums.lancs.ac.uk/careers/events

Employer Events

Book your place at www.lums.lancs.ac.uk/careers/events

Career Opportunities Fair – Great Hall

Whether you are looking for work experience, full-time graduate vacancies, postgraduate and further study, or merely interested in finding out more about career prospects in general, attending the fair will help you to increase your awareness about career opportunities. Over 80 organisations attend each year – make sure you don't miss out!

Time Open 11:30am–4pm
Dates 26/10/11



For further information
<http://careersfair.lancs.ac.uk/>

Meet the Employer Event – LUMS Hub Café

Come along to this event and meet graduate employers from a wide range of organisations who have been invited as they offer great opportunities for Management School students. Receive valuable feedback and advice about how to succeed in the recruitment process.

Time Drop in anytime between
11am–2pm
Dates 01/02/12



For further information
www.lums.lancs.ac.uk/careers/events

Finance, Business and Consultancy Fair and visit Graduate Employer Offices

We will be providing a free coach to this national fair for those interested in a career in finance, business or management consultancy. All exhibitors have vacancies for autumn 2012. A diverse range of companies are represented with hundreds of vacancies and they want to target you! Whilst in Manchester there will also be an opportunity to visit the offices of KPMG, Pricewaterhouse Coopers and Mazars.

Date Thursday 20/10/11
Time 9am–4pm
Venue G-MEX Centre, Manchester



Book your place at
www.lums.lancs.ac.uk/careers/events



Employer Drop-in Days & 1-1 Appointments

www.lums.lancs.ac.uk/careers

Make a note in your diary to come and meet these leading employers. Either drop-in or get individual advice by signing up for a 1-1 appointment outside the LUMS Careers Team Office.

Accenture

This event provides you with the opportunity to meet with representatives from Accenture. Whether you're thinking of applying or just want to find out more about this global organisation then this is the perfect opportunity to have your questions answered.



Dates 25th October 2011, 3-5pm
Dates 10th November 2011,
1:30pm-4pm

Location LUMS Spine Entrance Corridor



BAE Systems

Are you considering applying to the BAE Systems Graduate Scheme? Do you have questions about the process, or do you just want to find out a bit more about the scheme itself? During this informal drop-in session, current graduates will be on hand to answer all your queries, whatever they may be. This session is a great opportunity to find out what a global organisation like BAE Systems can offer you!

Time 10:30am-3pm
Dates 26th October 2011

Location LUMS Spine Entrance Corridor



Centrica

Centrica is a FTSE30 integrated energy company involved in all aspects of the energy supply chain. The largest part of our business in the UK is British Gas. We offer summer internship and graduate programme opportunities in the following areas: Engineering, Customer Operations, Marketing, HR, Analyst, Finance and Information Systems. Come along to meet members of the recruitment team, find out more about our programmes and find out what we're really looking for.

Dates 21st October 2011,
11am-3:30pm
Dates 17th November 2011,
10:30am-11:30am &
2:30pm onwards

Location LUMS Spine Entrance Corridor



CII – Chartered Insurance Institute

Identifying Risk and creating products that let people get on with their lives has created a huge profession with bags of opportunities. Visit the Discover Risk stand and we'll tell you how you can be part of the Risk and Financial Services profession. We'll give you information about job opportunities, graduate schemes, professional qualifications, salaries, and more.

Time 10:30am-12:30pm &
2:15pm-3:30pm
Dates 31st October 2011

Location LUMS Spine Entrance Corridor



Employer Drop-in Days & 1-1 Appointments

www.lums.lancs.ac.uk/careers

Deloitte

Want to know more about the kinds of roles on offer at Deloitte, the world's largest professional services firm? Want to know what you will really be doing? Recent graduates from Deloitte will be on campus offering the opportunity for you to have 1-1 discussions. Maybe you want to hear more about the culture, training and support you'll receive, to help prepare for the Deloitte recruitment process?

Time 10am–3:30pm
Dates 1st November 2011



Location LUMS Spine Entrance Corridor

Please register your interest at:
www.deloitte.co.uk/graduates

Deloitte.

Ernst & Young

At Ernst & Young, we help organisations improve the way they work in four different areas: Advisory, Assurance, Corporate Finance and Tax. With more than 141,000 people in 700 locations across 140 countries, we're one of the world's biggest professional services firms. Still wondering what it is that Ernst & Young has to offer? Drop in and meet with some of our representatives where you can gain an insight into what we do and the opportunities we have on offer for both undergraduates and graduates.

Time 11am–3pm
Dates 17th October 2011



Location LUMS Spine Entrance Corridor

ERNST & YOUNG
Quality In Everything We Do

KPMG

This event provides you with the opportunity to meet a number of graduate trainees currently working in KPMG's Audit, Tax, Advisory and Business Services teams. You'll have the chance to ask questions about our business and career options, and get some advice on which programme might be best for you and it's also a useful way of getting hints and tips on our recruitment process!

Time 11am–3pm
Dates 24th October 2011



Location LUMS Hub Cafe

KPMG

IBM

Whether you are looking to take a placement year, 2nd year seeking an exciting summer internship, or perhaps you're in your final year thinking about what to do next. Drop in and meet with IBM representatives who will be on hand to answer any questions you may have and will be able to provide hints and tips on the application process.

Time 10:30am–2pm & 3pm onwards
Dates 27th October 2011



Location LUMS Spine Entrance Corridor

IBM



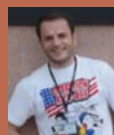
"Thank you ever so much for your unwavering help and support throughout the last four years, I have really appreciated knowing that I could contact you with any queries I had and I have benefitted greatly from your advice"

Daniel Mowat, BBA (Hons) European Management (Spanish) Transaction Services, Deloitte.

Employer Drop-in Days & 1-1 Appointments

www.lums.lancs.ac.uk/careers

"The fact that I currently work for Accenture is a direct result from the personal assistance that I received from the LUMS Careers Team. They provided me with step-by-step support starting from how to write my CV and best present myself to 1-1 mock interviews. Numerous events and workshops with top graduate employers enabled me to develop my personal network and familiarize myself with my target companies. All in all, the LUMS Career Team's friendly attitude and commitment turned them into my allies and assisted me in pursuing my perfect job."



Konstantinos Vathakos
MSc ITMOC 2010
Analyst Consulting Group,
Accenture (London).

Kraft Foods Ltd

Meet a current graduate on a commercial graduate scheme to find out what working in a large FMCG organisation is like. Sign up for a 1-1 session to help you establish your goals and find out what Kraft Foods looks for in its graduates.

Opportunities in Finance • Supply Chain
• Engineering • Manufacturing • Sales & Marketing • RD&Q • Industrial Placements

Time 10am–1pm & 3-5pm
Dates 3rd November 2011



Location LUMS Spine Entrance Corridor



Mazars

Mazars is an international, integrated and independent organisation, specialising in audit, accountancy, tax, legal and advisory services. We have 15 offices in the UK, ranked as the eight largest UK partnership by audit fee income, and one of Europe's largest accounting firms with a huge global presence.

We are currently recruiting talented graduates for the following training opportunities: Accountancy, Tax, Financial Planning, Business Recovery, Governance Risk and Internal Audit, Actuarial.

Time 10:30am–3:30pm
Dates 28th October 2011



Location LUMS Spine Entrance Corridor



PwC (PricewaterhouseCoopers)

Get an expert assessment of your current employability skills and an insight into what the big graduate employers are looking for, valuable advice that will help boost your chances of getting the job you really want. These half-hour 1-1 sessions with senior recruiters at PwC can really make your prospects brighter. Not only will you discover where your strengths and weaknesses lie, you'll also be able to pinpoint what you could do to make yourself more attractive to graduate recruiters.

Time 10am–3pm
Dates 21st November 2011



Location LUMS Spine Entrance Corridor



Unilever

Come along and meet with Unilever representatives to find out about 12 month Industrial Placements and 12 week summer placements in Financial Management, Supply Chain Management, Business & Technology Management, Research & Development, Human Resources, Customer Development and Marketing. You can sign up to for 1-1 appointments with a current graduate who can give you more details on the company, the functions and placements, and how to apply.

Time 11am–3:30pm
Dates 1st December 2011

Location LUMS Spine Entrance Corridor



Deloitte Presentation Evening

Come to Deloitte's main presentation to find out all you need to know about a rewarding career in our Audit, Tax, Consulting and Corporate Finance service lines. Meet our staff and find out what life is like in one of the UK's leading professional services firms from those who know and have been in your shoes.



Time 6pm
Dates 17th October 2011
Location LUMS LT1 & Hub Cafe

To register your attendance at this event please go to:
www.deloitte.co.uk/graduates/events



The Ernst & Young Challenge and Reception

Find out what we do and experience what makes Ernst & Young a different place to work at our Challenge and Reception. You'll learn why we think your natural strengths are important, and how using them will lead to a happy, fulfilling career. You'll also meet inspiring people from Ernst & Young, and you can ask them anything you like.



Time 6:30pm
Dates 20th October 2011
Location LUMS LT1 & Hub Cafe

Register here online:
www.ey.com/uk/milkround



PwC Autumn Presentation Evening

The words of inspirational experts stay with you – Don't miss out on the opportunity to get to know PwC better at our Autumn Careers Presentation. Come and meet our staff from recent joiners to managers and partners and you'll discover why PwC is the first choice for a career in business; why students have voted us number one in The Times Top 100 Graduate Employers survey for eight years running and why, right from day one, you'll feel part of something special.



Time 6.30pm
Dates 3rd November 2011
Location LUMS Hub Cafe

Register your interest online and get there early as places fill up fast. It's first come first served so start the ball rolling at www.pwc.com/uk/careers



Graduate & Placement Opportunities with IBM

Are you a student looking for a placement year? a second year interested in an exciting summer internship? or in your final year thinking about what to do next. This session will cover what opportunities are currently available with us. The session will be lead by Lancaster alumni who will answer any questions you may have and to provide hints and tips on the application process. Networking drinks will be available after the presentation.



Time 6-8pm
Dates 15th November 2011
Location LUMS Hub Cafe

Book your place at
www.lums.lancs.ac.uk/careers/events



Johnson & Johnson

Our consumer companies produce many of the world's most trusted brands. Johnson & Johnson is a truly extraordinary environment in which to begin your career. A fast-moving, professional, team-orientated and achievement focused organisation. A truly global organisation; our philosophy is to empower local businesses and people. J&J Ltd offer Graduate opportunities across Marketing and Sales. Sign up to discover more about J&J's 2012 Graduate opportunities.

Duration 1 hour
Time 12noon-1pm
Dates 6th December 2011

Book your place at
www.lums.lancs.ac.uk



An Introduction to Management Consultancy

Have you ever wondered what it would be like to be a Management Consultant? These interactive sessions facilitated by Accenture and Deloitte will answer all the questions you thought may have been too silly to ask – How demanding is the lifestyle? Where will you be working? Who are the clients? What will you do?



Duration 1 hour (plus opportunity for Q&A)
Date 18th October 2011 –
Deloitte – 2pm–3pm
Date 10th November 2011 –
Accenture – 11am–12noon

Careers in Professional Services

Professional Services Firms provide specialist advice and solutions to their clients and are one of the largest recruiters of graduates in the UK. The roles include accountancy, business consultancy, business development and taxation. These workshops will be facilitated by leading Professional Services Firms, KPMG and PwC.



Duration 1 hour (plus 1 hour Q&A)
Date 24th October 2011 –
KPMG – 3:30pm–5:30pm
Date 22nd November 2011 –
PwC – 2pm–4pm
Book your place at
www.lums.lancs.ac.uk/careers/events

Careers in Finance

Finance is a very popular career choice. It's well paid and as a major British Industry it offers varied opportunities. These interactive sessions facilitated by Ernst & Young will explore the many areas you can work in including auditing, business advice, tax and corporate finance and opportunities for career progression and personal and professional development.



Duration 1 hour
(plus opportunity for Q&A)
Time 12noon–1:30pm
Date 7th November 2011 – E&Y
Book your place at
www.lums.lancs.ac.uk/careers/events

Careers in Insurance Risk and Financial Services

Risk is one of the most important areas of finance and yet one of the least understood. Combined with Financial Planning, the professions form one-third of all UK financial services roles.

This session, led by the CII will tell you why now is the right time to get into the sector. We will give you an insight into the diverse world of risk, an opportunity to speak to practitioners within the profession and an insight into key skills and graduate opportunities.



Duration 1 hour
(plus opportunity for Q&A)
Time 1pm–2pm
Date 31st October 2011 – CII
Book your place at
www.lums.lancs.ac.uk/careers/events

Careers & Internships in Human Resources

A career in Human Resources offers a broad variety of work from determining training needs within an organisation to constructing and delivering appraisal systems and the management of grievance and disciplinary procedures. If you would like to find out more about this important organisational role then this workshop is for you.




Duration 1 hour
Time 10am–11am
Date 21st October 2011 – Centrica
Book your place at
www.lums.lancs.ac.uk/careers/events

Careers in Sales & Marketing

With brands like Oreo, Cadbury Dairy Milk, Trebor, Kenco and Philadelphia there are so many world-famous brands at Kraft Foods, each one every bit as delicious as the next. For an inquisitive graduate it's the chance to see behind the famous brands and into the workings of globally successful organisation. Gain an insight into the application process.

Opportunities in Finance • Supply Chain
• Engineering • Manufacturing • Sales & Marketing • RD&Q • Industrial Placements




Duration	1 hour (plus 1 hour Q&A)
Time	2pm-3pm
Date	3rd November 2011 – Kraft

Book your place at
www.lums.lancs.ac.uk/careers/events

Life in a Fast Moving Consumer Goods Company

Do challenges motivate you? Do your friends describe you as competitive? Have you ever wondered what life in FMCG is like? If the answer to any of those questions is yes, then this presentation led by Procter & Gamble employees & recruiters is just for you. Designed to explain what it means to work at the leading FMCG company in the world. The presentation describes what we do and how we win!



Duration	1 hour
Time	10am-11am
Dates	26th October 2011

Book your place at
www.lums.lancs.ac.uk/careers/events

Careers in the City

What happens in The City? What opportunities are there? What can you do to become a credible applicant? This session is led by Richard Smith who formed Haskett Smith Consultancy in 2000 after 23 years at Chase Manhattan where for the last 10 years he was Head of Northern Europe Corporate Finance, responsible for origination of capital markets deals both in the US & Europe, M & A and loan syndications.




Duration	2 hours
Time	1-3pm
Dates	9th November 2011

Book your place at
www.lums.lancs.ac.uk/careers/events

Technology Careers in Banking with Barclays

Barclays Future Leaders Development Programme is a 2 year development programme designed to prepare you for a top-level career in Barclays Retail and Business Banking. We want you to make tomorrow even more exciting than today, combining the strategic vision to conceive our future with the strength of character to go about creating it. You'll be an inspiration to colleagues, a facilitator to customers and a lightning rod for innovation across the business.



Duration	1 hours
Time	4-5pm
Dates	19th October 2011

Book your place at
www.lums.lancs.ac.uk/careers/events



The LUMS Careers Team invest a significant amount of time and personal support to their students, in their search for placements and graduate positions. The regular dialogue between themselves and employers results in a more personal approach which they are able to provide their students. The varied events being run provide a great platform for students to meet multiple employers at one time, which is of benefit to all!

Darren Page, Graduate Recruitment Manager Deloitte

Employability Skills & Personal Development Workshops

Book your place at www.lums.lancs.ac.uk/careers/events

From the LUMS Careers Team I gained a lot of practical knowledge about the graduate recruitment process, what I should do and what I should not. When I had some questions, it was always possible to arrange a meeting or send an e-mail with a question to sort it out. The result of collaboration with the career's team was amazing, as I secured three internships.

Andrejs Ozolins – BSc (Hons) Finance, current final year student.


**Intern Private Equity,
Baltcap Management**

**Intern Asset Management,
THS Partners**

**Intern Mergers & Acquisitions,
Arlig Capital**

Finding a Summer Internship

Many graduate employers recruit students who have undertaken internships with them at the end of their penultimate year. This workshop enables you to explore the many opportunities to gain an internship in summer 2012. You will learn how to research opportunities and how to apply effectively.




Duration	1 hour
Dates	(choose either)
Session 1	25th October 2011, 4–5pm
Session 2	17th November 2011, 12noon–1pm

Book your place at
www.lums.lancs.ac.uk/careers/events

CVs, Application Forms and Cover Letters – All you need to know!

Approximately 60% of all applications to graduate employers fail. This workshop provides top tips on how to complete winning CVs, application forms and cover letters. Learn what employers are looking for and how to improve your prospects of proceeding to the next stage in the selection process.




Duration	1 hour (with optional 1 hour Q&A)
Dates	(choose either)
Session 1	27th October 2011, 12noon–1pm
Session 2	21st November 2011, 4–5pm
Session 3	1st December 2011, 10–11am

Book your place at
www.lums.lancs.ac.uk/careers/events

Improving the Language of your Job Application

Is English not your first language? This session especially for international students will help you polish up the grammar, vocabulary and style of your CV and covering letters.

If you can only make it for the first hour, you are still very welcome to attend; the last half hour will be for individual queries.




Duration	1 hour & 30mins Q&A
Dates	(choose either)
Session 1	18th October 2011, 1:30pm–3pm
Session 2	23rd January 2012, 3pm–4:30pm

Book your place at
www.lums.lancs.ac.uk/careers/events

Succeed at Psychometrics

Over 70% of employers use psychometric tests. This session will provide you with top tips to help you succeed with aptitude & personality tests.

Find out more about the range of resources available to help you succeed.



Duration	1 hour
Dates	(choose either)
Session 1	13th October 2011, 11am–12noon
Session 2	22nd November 2011, 10am–11am
Session 3	6th December 2011, 2pm–3pm

Book your place at
www.lums.lancs.ac.uk/careers/events

Employability Skills & Personal Development Workshops

Book your place at www.lums.lancs.ac.uk/careers/events

Surviving Assessment Centres

Looking for hints and tips on how to be successful during assessment centres? Scared at the thought of attending your first one? Join us at this session in which we will run through some best practices and common pitfalls to avoid when attending assessment centres. Also, you'll be given the opportunity to participate in a live assessment centre and receive some real feedback from people who assess applicants on a daily basis. Don't miss out!



Duration	2 hours
Dates	(choose either)
Session 1	1st November 2011, 3:30pm–5:30pm
Session 2	16th November 2011, 10am–12noon
Session 3	1st December 2011, 10am–12noon

Book your place at
www.lums.lancs.ac.uk/careers/events

Soaring to Success: Applications & Assessment Centres

Graduate scheme applications and assessment centres can seem like daunting prospects. This session, facilitated by current BAE Systems Graduates, will offer help and advice on how to successfully negotiate this process.

The information gained from this workshop will equip you with the skills to write a high-quality application and provide a detailed insight into the assessment centre process.



Time	10am–1pm (followed by networking lunch)
Dates	2nd February 2012

Book your place at
www.lums.lancs.ac.uk/careers/events

P&G CV Workshops

Ever wondered what employers really look for in a CV or what aspects of your CV actually get you to interview? Give your application to P&G's Christmas Academy a head start by attending either of these workshops. The sessions will be very informal and interactive, with a lecture style discussion followed by 1-1 sessions. We're not going to write your CV for you, so in order to get the most out of the sessions, bring your CV along – we would love the opportunity to talk it through it with you.



Workshop 1	18th October 2011, 12noon–1pm
Workshop 2	18th October 2011, 2pm–3pm
Workshop 3	19th October 2011, 10am–11am

Book your place at
www.lums.lancs.ac.uk/careers/events

Bloomberg Assessment Test (BAT)

Get ahead in finance. Take the BAT (Bloomberg Assessment Test) for free.

In today's job market, hard-won finance jobs are taken by the most outstanding candidates. If you want to stand out from the crowd and make a positive impact on recruiters and managers at financial institutions, you need to take the BAT.

The BAT will allow you to advertise your availability and score to 20,000 global financial employers and give you an independent assessment of your skills,



Duration	3 hours
Session 1	19th October 2011
Session 2	18th November 2011

For further information
www.lums.lancs.ac.uk/careers/events

knowledge and areas for improvement as well as the finance role which might best suit someone with your abilities.

In addition should you perform well Bloomberg LP have committed to reach out to the top 15% global test takers regarding internships and full-time employment opportunities.

“Bloomberg Institute is happy to be partnering with Lancaster University to bring students new opportunities for financial careers”

Employability Skills & Personal Development Workshops

Book your place at www.lums.lancs.ac.uk/careers/events

I found the LUMS career team to be very supportive and informative. They have in store ample resources to match each individual's unique skills and interests. More than the resources it is the personalized support that one receives in each phase of the recruitment process that makes the team unique. From reviewing my resume to my assessment day, they have taught me how to highlight the best in me and separate myself from the competition. Also, the LUMS careers team frequently organizes employer connect sessions which gave me the opportunity to network with future employers.

**Geetashri Bhuyan – MSc ITMOC 2011 Graduate recruit
PricewaterhouseCoopers**

How to Succeed at Interviews

This workshop explores what makes a 'good' interview, examines what employers are looking for and how to demonstrate that you have the appropriate skills. There will be opportunity to practice interview questions in a safe environment and learn techniques to help you succeed.

Duration	1 hour
Dates	(choose either)
Session 1	22nd November 2011, 12noon–1pm
Session 2	5th December 2011, 4pm–5pm
Session 3	26th January 2012, 10am–11am

Book your place at
www.lums.lancs.ac.uk/careers/events



Working in the UK & Intercultural Awareness for International Students

This session will cover current legislation about working in the UK. You will be introduced to the importance of working within and across cultures, an essential element for the global labour market place. Facilitated by the LUMS Postgraduate Careers Adviser and Dearson Winyard, a specialist company offering advice and guidance on the international rules and regulations relating to UK work permit and visas.

Date	23rd November 2011
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To sign up and find out more about this session please visit: www.lums.lancs.ac.uk/careers/events



Global Career Development Programme for Postgraduates

This programme will help you to become more strategic about your career, understand the importance of the postgraduate career timeline and keep you focused on your career goal.

You will learn about the key elements of recruitment and selection success, including: writing a winning CV and covering letter; making effective applications; develop your interview skills

and understand the successful behaviours necessary to launch your global career. There will be an opportunity to find out about assessment centres and psychometric testing.

- > Becoming Strategic About Your Career
- > The Global Labour Market: Focus: UK, Focus: China and Focus: India
- > CVs, Applications and Covering Letters
- > Interview Skills and Assessment Centres

Duration	1 x 4 hour sessions
Time	1pm-5pm
Dates	(choose either)
Course 1	Saturday, 12th November 2011
Course 2	Saturday, 28th January 2012
Course 3	Saturday, 12th May 2012
For	Postgraduate students
Book your place at	www.lums.lancs.ac.uk/careers/events



Employability Skills & Personal Development Workshops

Book your place at www.lums.lancs.ac.uk/careers/events

LinkedIn for Beginners

Connecting 120+ million professionals worldwide across 200 countries, LinkedIn – the ‘Facebook for professionals’ is one of the largest professional networks on the internet. This session will introduce the key features of LinkedIn and how to create an impressive profile, presenting your skills, knowledge and experiences, while helping you to clearly articulate a career goal and achieve high visibility from online search engines.



Time 1pm–3pm
Dates 7th November 2011
Dates 1st February 2012

Book your place at
www.lums.lancs.ac.uk/careers/events

LinkedIn for a Purpose

Now that your profile is complete, this session will explore how to use LinkedIn to achieve a clearly defined career goal and identify who would be able to support you in achieving your goal. You will analyse case studies, understand the search function and how to connect with potential recruiters and get introductions.



Time 1pm–3pm
Dates 21st November 2011
Dates 15th February 2012

Book your place at
www.lums.lancs.ac.uk/careers/events

An Introduction to the Lancaster Award

This workshop is your first step in achieving the Lancaster Award. It will explain the process, show you the paperwork, answer all your questions and motivate you to gain this prestigious Employability Award.



Time 11am–1:30pm
Dates 14th November 2011

Book your place at
www.lums.lancs.ac.uk/careers/events

Myers-Briggs Personality Type Indicator (MBTI)

MBTI is a tool designed to help you understand your personal preferences. This information will enhance your understanding of yourself, your motivations, your natural strengths and your potential areas for growth. Really helpful with career planning MBTI is used to highlight what kinds of work you might enjoy and be successful at doing.



Duration 2 x 1 hour sessions
(choose either)
Course 1 30th November & 2nd December 2011, 10am–11am
Course 2 24th January & 26th January 2012, 12noon–1pm
Course 3 4th May 2012 & 7th May 2012, 4pm–5pm

Book your place at
www.lums.lancs.ac.uk/careers/events

Creative Thinking Workshop

This workshop will demystify ‘creative thinking’, a skill commonly requested by graduate employers. Come and find out:-

- What is it and why telling a joke is the same as creative thinking
- Why it's vital for business and career planning
- Some creative thinking techniques that will condition the brain to be more creative
- How to judge whether or not your ideas are good ones



Duration 1 hour
Date 3rd November 2011, 1–2pm

Book your place at
www.lums.lancs.ac.uk/careers/events

Employability Skills & Personal Development Workshops

Book your place at www.lums.lancs.ac.uk/careers/events

Knowing Your Strengths Workshop

At Ernst & Young, we believe you already have the skills and strengths you need for a great career. Wherever you are, if you work to your strengths you'll feel interested, energetic and inspired. Come along to this skills session to learn more about your own strengths, and how you can use them to help you get ahead.

Duration 1 hour
Date 7th November 2011,
2pm-3:30pm

Book your place at
www.lums.lancs.ac.uk/careers/events



How to Develop Your Commercial Awareness

Come and attend our interactive Commercial Awareness workshop. We'll help you understand what commercial awareness is, and its importance in today's world. You'll find out just how commercially aware you are, and we'll look at ways to improve your knowledge on commercial issues that will assist in future interviews.

Date 8th November 2011,
12noon-1.30pm

Book your place at
www.lums.lancs.ac.uk/careers/events



Be More Series from Barclays

Barclays is best known as one of the world's leading banks; a far-reaching global financial services organisation, with 147,000 colleagues in over 50 countries serving more than 48 million customers. Barclays Retail and Business Banking provides banking and credit card solutions and services to personal and small business customers. It goes without saying that your academic record will be of the highest order (a minimum 2.1 and 300 UCAS points to be precise). But what we're really interested in is your potential, which is why we've identified key behavioural sets that mark out our future leaders. We will look at your ability to inspire and collaborate with others, to be bold and drive change, and to see the business through our customer's eyes.

These sessions are designed to help you stand out in the recruitment process.

Be More Commercial – Commercial Awareness in Business

Commercial Awareness is one area where most students fall down in the application process. This session will help you to develop your commercial awareness and guide you on what employers really want to know.

Duration 1 hour
Date 24th November 2011, 12noon-1pm

Be More Connected – Network your way to success

This interactive session will stress the importance of how successful networking and personal brand will increase your chances of success in any organisation. You will learn how to capitalise on networking your way round an organisation.

Duration 1 hour
Date 24th November 2011, 1pm-2pm

Be More Prepared – How to create a first class application and CV

Your CV is one of the most important documents you will write in your application process. This interactive session will guide you on how to make a first impression on paper, how to structure your CV and cover letter and best demonstrate your skills and experience.

Duration 1 hour
Date 25th November 2011, 12noon – 1pm

Be More Confident – How to deliver a winning presentation at Assessment Centres

Presentations can be a nerve wracking experience for anyone. This interactive session will prepare you for tackling the most complex presentation at assessment. The session will enable you to practice skills and equip you with hints and tips on how to ace this difficult subject.

Duration 1 hour
Date 25th November 2011, 1pm-2pm

Student Clubs and Societies

A great way to develop the transferable skills graduate employers are looking for is to join a student club or society. Find out about the huge choice available at <http://my.lusu.co.uk/societies> Here are some that may particularly interest Management School Students

LUMSA

In 2010 all the LUMS societies combined and founded Lancaster University Management School Association (LUMSA).

LUMSA will be enhanced by a comprehensive tiered sponsorship plan to consolidate the sponsorship process. The mission of LUMSA is to maximise student welfare by helping and advising societies for increased quality activities in LUMS. The LUMSA board serves as a forum for enhanced communication and coordination between societies. All major societies at Lancaster University Management School are participating, with more than 1000 members combined.

For further details visit: <http://www.lums.lancs.ac.uk/undergraduate/lumsa/>

Email: lumsa@lancaster.ac.uk

Economics Society

As the biggest of the LUMS societies, currently with over 200 members ranging from first year undergraduates to PhD students; the Economics Society arranges various activities from employer talks and economic debates to enjoyable socials. In 2011/12 it will expand further, striving harder than ever to improve the variety and quality of its events. It's not all about the numbers!

For further details please visit: <http://economics.lusu.co.uk>

Email: economics.society@lancaster.ac.uk

Investment & Finance Society

Lancaster University Investment and Finance Society is a leading society at Lancaster University aiming to increase member's financial knowledge and awareness of opportunities in the city. Our members benefit from many exceptional events. These include the City Careers Weekend where members are able to gain insight from city professionals, the second annual Investment Management Conference and information and application seminars. Members will be able to take part in our society's Investment Fund to gain real world experience and video conferences with professionals from the City. Member access to Lancaster Investment Journal will give valuable careers advice, market news and insight into different finance areas.

For further details please visit: <http://luifs.org/>

Students in Free Enterprise (SIFE)

SIFE Lancaster is one of over 1700 teams worldwide that aim to have real impact in the local community by transferring knowledge in its projects. Join this award-winning student team and add value to your CV while experiencing something different at university! This is a tremendous opportunity to develop team-working and leadership skills, network with like-minded students and business professionals, and be involved in a global student movement sponsored by over 40 top graduate recruiters!

For further details please visit: <http://www.sifelancaster.co.uk>

Email: Enquiries@sifelancaster.co.uk

Facebook: www.facebook.com/sifelancaster

Student Clubs and Societies



Lancaster Entrepreneurs

Open to everyone, not just budding entrepreneurs Lancaster Entrepreneurs runs weekly events such as business games, networking events and guest speakers. Helping you to create the future you want.

For further details visit:

<http://lancasterentrepreneurs.co.uk/>

Marketing Society

Lancaster University Marketing Society helps students understand that marketing goes far beyond the theoretical knowledge given during lectures. To involve students with current business and expand their knowledge, the society invites guest speakers from the industry and organizes socials and competitions for its members.

For further details visit:

www.studentsmarketing.co.uk

email: marketing.soc@lancaster.ac.uk

<https://www.facebook.com/students.marketing>

Bright Futures Society

Bright Futures Lancaster is a careers event-based society that aims to connect students with their future employer, stimulate aspirations and arm students with a set of CV competencies; helping them secure their first job and fuel their future career.

For further details visit:

<http://www.lancasterfutures.com/>

Activities to Boost Your Employability



Have you heard about the Lancaster Award?

It's a brand NEW opportunity to gain official recognition for all the employability enhancing activities you complete whilst at Lancaster University. Whether you join a student society, do work experience, take up voluntary work, learn a new skill, play sport, organise events or are involved in your college JCR – they all count!

For further information:

www.lancs.ac.uk/careers/award/



Unite with business

A fantastic new work experience placement scheme designed to help you get high-quality, bite-sized work experience.

The programme is unique and is flexible enough to fit in around you and your other commitments, and is open to all years and all subjects.

All the placements are with small and medium sized North West regional businesses, allowing you to be a "big fish in a small pond" and really make a difference.

Placements are offered all year round and are competitive.

Email: unite@lancaster.ac.uk to be added to our mailing list to receive the latest vacancies.



LUSU involve

Based in two offices on Alexandra Square and partnered with Green Lancaster near the venue, LUSU involve offers opportunities to volunteer and to start your own business:

Volunteer

We have tons of opportunities to volunteer with schools, vulnerable adults and even internationally on our projects in India and Malaysia, as well as the possibility to create a project from your own idea.

Green Lancaster

If you are particularly interested in environmental volunteering, such as supporting a community orchard or helping us maintain our organic garden and free range chickens then come to Green Lancaster to find out more.

To find out more about any of the above go to <http://involve.lusu.co.uk/> or just come to one of our intro talks:

Community & Vulnerable Adult Volunteering
Cavendish LT – 7pm–24th October
Schools Volunteering
Frankland LT – 6:15pm–25th October
International Volunteering
Frankland LT – 6:15pm–26th October
Green Lancaster
Frankland LT – 6:15pm 27th October

Enterprise

LUSU involve offers students who want to start their own business the opportunity to do so, with financial support and advice available come to the office next to Greggs if you have an idea you want to make a reality or even if you don't have an idea but want to try running a business we can still help you! Visit the involve office next to Greggs or e-mail Joe Buglass: j.buglass@lancs.ac.uk

www.lums.lancs.ac.uk/careers

Just a few of the organisations employing LUMS students in 2011:

3M, Abercrombie and Fitch/Hollister, Accenture, Age Concern, Airbus, Ansar Finance Group, Anson McCade, Anspear LTD, Arcadia, AREVA, ASDA, Aston Martin Lagonda Ltd, Avanti, Axa Insurance, Babcocks Engineering, BAE Systems, Barclays Capital, Barratt Developments PLC, Bayer, Beiersdorf, Blue Chip Marketing, BP Global, BrightTalk, British Aerospace, British Airways, British Heart Foundation, Centour Publications, Centrica, Chartered Institute of Purchasing and Supply, CII Insurance, CLB Coopers, Coca Cola, Co-operative Financial Services, Co-operative Group, Debenhams, Deloitte, Enterprise Rent-A-Car, Ernst & Young, General Electric – GEWind Energy, GfK, Global Radio, Goldman Sachs, Goodyear Dunlop, Google, Greater Manchester Public Transport Executive, Heinz, Halifax Bank, Hewlett Packard, IBM, Innocent Drinks, Iris Advertising, John Lewis, Johnson & Johnson Ltd, Kaplan, Karen Millen, KPMG, Levi Straus, Leyland Trucks, Majestic Wine, Marks & Spencer, Mars, McKinsey and Co., Millward Brown, Moore and Smalley LLP, Nationwide Building Society, Next, NHS, Northern Foods, Oracle PLC, Oxfam, P&G, PwC, RBS, Reckitt Benckiser, Rolls Royce, Royal Mail Group, Sainsburys, Santander, Sara Lee, Tesco, Towers Watson, Watson Moore, JP Morgan Chase...