

Activity 1. Employability Quiz

Work your way through the quiz and answer each question, choosing the answer that **most closely** matches what you think. Make a note of the letter of each of your answers then refer to the quiz guide for feedback.

Question 1

Do you have a specific career in mind?

- (a) Definitely
- (b) Some idea but still unsure
- (c) No idea at all

Question 2

When will you start applying for jobs?

- (a) I am already thinking about possible applications
- (b) In my final year
- (c) When my final exams have finished

Question 3

Is your CV up to date with all relevant work experience detailed?

- (a) Yes
- (b) It needs updating but most of the relevant information is included
- (c) I have not written my CV

Question 4

Do you want to remain within the discipline of your degree?

- (a) Definitely, I really enjoy this discipline/subject
- (b) I enjoy some aspects of it but I'm not sure whether I would like to continue in it
- (c) No, I want to do something different

Question 5

Have you considered whether you would like to travel as part of your job?

- (a) Yes that's very important to me
- (b) I would like to incorporate some element of travel if I could
- (c) I definitely would not enjoy working away from home

Question 6

Have you already had an appointment at your careers service?

- (a) Yes
- (b) No, but I intend to make an appointment in my final year/soon
- (c) I don't think the careers service can help me in deciding what I want to do

Question 7

Do you plan to spend some time researching different jobs and getting ideas about possible careers?

- (a) No I don't need to, I know what I want to do
- (b) Yes, I aim to do that very soon
- (c) I intend to but will wait until after my final exams

Question 8

Are you choosing modules to give you the widest range of options when you graduate?

- a) I feel I have picked the more specialised options I need for my chosen career
- b) Yes, I want to keep my options open
- c) All my modules are compulsory/I choose options that appeal to me

Question 9

Have you gained any work experience?

- a) Yes, I work every summer/during the year
- b) I have limited work experience but I do not think it will be relevant to the jobs I will be applying for
- c) No

Question 10

Are you an active member of any societies, clubs or charities?

- a) Yes
- b) I used to be but didn't keep up the commitment
- c) No

Activity 1. Employability Quiz Feedback

If you answered mostly (a)

Clearly you have a focused vision of where you want to be in the future. Make sure you are not limiting yourself too much; it's always a good plan to have a few other ideas in reserve. If you are to follow your chosen path is there any experience that you need before you start making applications? If so, work out the best way to do this; it may involve work shadowing, voluntary or summer work. It's also a good idea to find out if there are any fixed criteria for that profession e.g. if only a 2.i or 1st class degree is acceptable, is this achievable? Planning what you need to do before making any applications will give you a strong advantage over the competition. Remember to highlight any involvement in societies showing, for example, where you may have been placed in positions of trust or responsibility.

Activity 1. Employability Quiz Feedback

If you answered mostly (b)

If you have not already made an appointment at the careers service now is the time to go and have a chat. In order to make the most of your time with the careers officer have a look through some past job advertisements to see if there is anything that appeals to you or which may give you ideas of any jobs/careers that might be interesting. If there is a careers library at your university spend some time browsing. There is no need to panic; by making the most of your course you should develop a range of transferable skills that will be applicable to a wide range of careers from 'science to the City'. Even though you may not be currently active in any societies you can still refer to any skills you developed during other activities. Any work experience that you have can be used to highlight skills development for application forms. Even if the job was totally unrelated to any of the areas you apply for it can still be used to demonstrate your abilities.

Activity 1. Employability Quiz Feedback

If you answered mostly (c)

You need to think about what areas may interest you. Try looking at job advertisements and on the Internet to see what's out there. A careers appointment for an initial talk would be a good idea. If you can, go to a recruitment fair. Even though you are not ready to apply yet, they will be useful in providing ideas and give you a clear indication of what employers are looking for. Even though you don't yet know which direction you want to go in, now is the time to start thinking about drafting your CV. You can make a rough draft and get some feedback; this will also help you collate your experiences and achievements. Try not to leave everything until the last minute, these are important choices that will affect your future, you don't want to rush into a decision just because you think it is the only option available. If you have a few hours a week to spare why not consider doing some voluntary work? This will be of tremendous benefit to the organisation and will give evidence of some of your transferable skills and level of commitment to an employer. It may also help to give you a few ideas about possible careers.

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