



Careers Service – Guide for Personal Tutors

Inspiring futures

Student advice at key points

Students should be encouraged to engage with their personal and career development from day one. Good habits early on will help students fulfil their career potential and compete at the highest level. It's tempting to leave career planning until year 4 or 5, but this is often too late.

How you can help

Early years:

- Highlight the benefits of extra-curricular or co-curricular activity, part-time or summer work.
- Echo our message that early career exploration is a good investment, even if they are unsure of direction.
- Prompt them to take action – this will avoid panic and overload in later years.
- Encourage them to be 'career curious' – now is the time to be inspired!

Penultimate year:

- Remind them to make use of us – we can help them find internships, refine their options and build their networks.
- Stress the value of making informed decisions – going to alumni events, employer sessions and careers fairs will all help.

Final year:

- Check how their plans are developing – closing dates for graduate schemes can be very early in semester 1.
- Make sure they're aware of the process and timescales for PG study.
- Suggest a 1:1 consultation if they are confused, stuck, or trying to weigh up their options.
- Reassure them we can offer continued support beyond graduation.

Your Careers Consultant contact is
Steve Norman Steve.Norman@ed.ac.uk
(Ext 511475)

Signposting to us

Our events, workshops, jobs and internships are available on our portal **MyCareerHub**.

Students can:

Start by looking at the resources on the Careers website -

Talk to our Information Advisers at our Information Centres.

Book an appointment with a Careers Consultant via MyCareerHub.

Use the 'Ask A Question' facility on MyCareerHub.

We also have additional **online resources for Personal Tutors**

How we can help students

Advice & guidance Support with career choice, decision making & career strategy

School-specific careers information Recruitment & selection Feedback on applications, personal statements & practice interviews

Work experience & internships Finding work experience, internships & hidden vacancies

Careers events, fairs & workshops Talks, workshops & panel events to inspire & inform & opportunities to meet employers & alumni

MyDevelopmentHub Portal to the diverse range of personal development opportunities open to students