Hello and welcome to this short video guide for PPLS students

My name is Rebecca Valentine, I’m the careers consultant for students in the School and I work at the university’s careers service. It’s my job to help you make the most of your time at Edinburgh university and to plan your next steps after graduation

I’m really glad you’ve found these webpages as they’re full of lots of useful resources, information and advice to help you.

In this guide I’m going to tell you a bit about all the resources and help you’ll find on these webpages and I’ll tell you all about the careers service, what we do and how we can help you during and after your time at Edinburgh

At the end of the video if you then have any further questions or need more help you’re very welcome to get in touch

So first of all a little bit about the careers service and the first thing to say is that you can use the service from day 1 of university and for up to 2 years after you graduate and all of our staff are professionally trained to help you and we can help you in lots of ways from making the most of university and all the opportunities we have on offer at Edinburgh including extra curricular activities and work experience and if course we’re here to help you with planning your next steps after graduation, whatever you want to do including helping you with things like looking for work or postgraduate courses, applications, CVs and interviews

We have two offices, one on the central campus on the 3rd floor of the main library building in George square and one at Murchison House at King’s Buildings and you’re welcome to come and see us at either office, whatever is best for you

We’re also on social media including facebook and twitter and we have a blog full of information and advice to help you so you can keep informed and up to date with everything we’re doing

We have a large team of careers consultants and each of us work with different schools in the university. I’m the link consultant for the School of PPLS but the good news is all of us are trained to give advice on any career area so you can come and see any of the team if you’re needing individual help and advice

And here’s a bit about some of the many different ways we can help you and things that we do

Firstly we have an online portal called MyCareerHub which you all have access to where you’ll find job vacancies advertised for Edinburgh students and graduates including part time jobs, internships and graduate jobs. You’ll also find details and booking information for all of the events we run and lots of resources too

As well as MyCareerHub we have a website which is full of information and advice too. I’ve highlighted just a few things on this slide that you might be interested in including advice on CVs, job applications and interviews, advice on job hunting and advice on the wide range of options available to you

I’ve already mentioned events on MyCareerHub and during the year we run a really wide range of talks, events and workshops including big events like our 3 day careers fair in October as well as workshops on things like job applications and interviews and lots of employers come on campus to run workshops and presentations too. I recommend you look at MyCareerHub to get a good idea of the wide range of events on offer to you this year

As well as all of our events and resources some of you will have questions and might need individual advice and guidance and if this is you then you’re welcome to get in touch. We have a Helpdesk at both of our offices and you can drop in if you have any questions – we always have a member of the team on the desk to help you. If you prefer you can ask a question on MyCareerHub or email us and we’ll get back to you

And finally if you need in depth guidance and support you can book an appointment to see a careers consultant – as I mentioned we’re all trained to give advice on any area so you can book to see any member of the team

so just to tell you a bit about what you’ll find on these webpages, there’s lots of really useful resources here to get you started so do please take a look

As you’ll see there’s advice for each of the different subject areas in PPLS so start by clicking in to the section for your subject area.

In there you’ll then find lots of tailored advice and resources including things like how you can get started with planning for your future, what you can do with your degree and some of the more practical things like how to find job vacancies

I’ve also done some short video guides with advice on what to do during each year that you’re here at Edinburgh from your first to final year for undergraduates and advice for your masters year for those of you who are postgraduates

And finally there’s advice about what to do if you’ve used all these resources and still need help from us and how you can get in touch

So finally just a few tips from me

Firstly take some time to look through these webpages and find out what your options are, they really are a great starting point

Please do get involved – Edinburgh is a great university with lots on offer to help you develop your skills and experience so take time to get work experience and get involved with all the university has to offer

Then get ready and get prepared – make sure you know what you need to be successful in moving on to your next step whatever that is and plan how you’re going to get there – these webpages will start to help you do that

And finally ask for help when you need it – use all of our resources and come along to some of our events but get in touch with us if you need more help, we’re here to support you.