Routes into Practice

Business and HR Management Degree Guide

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Introduction

Dear Student,

This resource pack has been created for the purpose of supporting you whilst you are studying your Business and Human Resource Management degree to secure graduate employment.

This interactive document has various hyperlinks that can guide you in understanding what doors your degree can open for you in terms of job roles, as well as how to make those crucial first steps to planning your career. This guide will also support you in job searching, as well as outlining the useful tools that the university has to offer such as Career Zone and the Enterprise Hub. Our employability and careers services are available to you not only as a student, but also after you graduate or become alumni (a former student that has completed a qualification at a university) - remember it is not a one-off provision, we are here to support you all the way!

What Can I Do with My Degree?

Most of us pursue a degree because we like the subject, or we know someone who has studied the same course, but have you given any thought to what happens after university? Are you aware of what roles you can go into with the degree you gain, as well as what these roles entail?

Below you will find a list of careers you can pursue once you have graduated. Each role is hyperlinked to take you to a website that has the job profile for the role, including information on the job description and requirements as well as career progression and key skills. In addition to this, each role (if applicable) has alternative job titles for the same role so that you are aware of what key words to use when carrying out your job searches.

Not sure what the entry level role will be? Remember that entry level positions are roles that require little or no experience in the role so it's a great place to start if you want to get into a new role. Most entry level roles require a few key words before the job title (e.g. Entry Level Human Resources Officer) or the title of the entry level position (e.g. an entry level position for a Human Resources Officer will be a Human Resources Assistant). If you require further support with this, please contact the employability team.

Industries you can go into with your degree
ALL INDUSTRIES

Roles directly related to degree

HUMAN RESOURCES OFFICER (Personnel Officer)
HIGHER EDUCATION LECTURER (University Lecturer)
RECRUITMENT COORDINATOR (Recruitment Executive)
TRAINING & DEVELOPMENT OFFICER (Learning & Development Officer, Training & Development Coordinator)

COMPLIANCE OFFICER (Equal Opportunities Officer, Regulatory Affairs Specialist)
EQUALITY, DIVERSITY & INCLUSION OFFICER (Diversity Officer, Equality Officer)
STAFF COORDINATOR
EMPLOYEE RELATIONS SPECIALIST (Employee Relations Officer)
OFFICER MANAGER (Clerical Manager)
TALENT AGENT (Talent Acquisition Specialist, Recruiter, Internal Recruiter)
FACILITATOR (Training Facilitator)
INDUSTRIAL RELATIONS OFFICER (Labour Relations Officer)
PAYROLL ADMINISTRATOR (Payroll Officer, Payroll Specialist)
COMPENSATION SPECIALIST (Compensation & Benefits Specialist)

Roles where your degree will be useful

RECRUITMENT CONSULTANT
BUSINESS ADVISOR (Business Consultant, Enterprise Adviser, Business Coach)
CAREERS ADVISER (Careers Officer, Careers Consultant, Careers Specialist, Careers Coach, Employability Officer, Employability Adviser, Employability Coach, Employability Consultant)

LIFE COACH
MEDIATOR
MANAGEMENT CONSULTANT
TRADE UNION RESEARCH OFFICER (Trade Union Representative)
SALES EXECUTIVE
RISK MANAGER (Operational Risk Manager, Risk Compliance Manager, Risk Control Manager)
OPERATIONAL RESEARCHER (Management Scientist)

*To find an entry level position for these roles, you can type in 'Entry Level', 'Graduate' or 'Junior' in front of the job title. With some roles, you can replace the last part of the title (e.g. 'Manager', Consultant, 'Executive' with the word 'Assistant'.

Graduate Destination Outcomes

Research conducted by the Higher Education Statistics Agency and AGCAS via Prospects has shown the graduate destinations from 2017/2018 in terms of where graduates have gone on to do in terms of further study and employment.

Many transferable skills, as well as knowledge of business operations, frameworks, and marketing, are developed throughout Business-related degrees. This skillset includes:

- Project management
- Communication and active listening
- Self-awareness and self-management
- Cross-cultural awareness
- Interpersonal skills
- Research skills
- Negotiation and influencing skills
- Creativity
- Organisation and time management skills
- Problem solving and analytical skills

49% of graduates that have studied Human Resource Management are working within the HR sector around 15 months after they have graduated:

- *Human Resources & Industrial Relation Officer – 35%*
- *Human Resources Administrative Officers – 10%*
- *Human Resources Managers & Directors – 4%*

The tables below show the percentages of what students have gone onto to do after they have graduated.

DESTINATIONS	PERCENTAGE
Employed	70.6%
Further Study	10.6%
Working & studying	6.6%
Unemployed	7.4%
Other	4.8%

GRADUATE DESTINATIONS – TYPE OF WORK	PERCENTAGE
Business, Human Resources & Finance	42.1%
Secretarial & Numerical Clerks	26.3%
Managers	7.7%
Retail, Catering & Bar Staff	5.5%
Other	18.4

Statistics taken from Prospects.ac.uk – Data by the Higher Education Statistics Agency

Career Planning

A career plan is a step-by-step guide using long-term, mid-term and short-term goals to identify strengths and barriers to achieve a career goal. It can be used not only to secure a first-time role, but also to secure a promotion if you are already in employment, or it can be used to plan a career change. Career plans involve looking at your current qualifications, skillset, interests, and experience so you can make an informed decision as to what career you would like to pursue. As well as this, it involves analysing what you currently have in order to create realistic goals leading up to securing your career aspirations.

As well as being familiar with the roles you can secure with the degree you are studying or have studied, it may be useful to take a careers assessment or quiz, to get a deep understanding of industries or alternative roles you may be suited to. Examples of these are below:

- Buzz Quiz – A short, fun quiz which uses the Myer-Briggs personality factors to determine what careers may suit you (as well as other things).

- National Careers Service Skills Assessment – An assessment that supports you in identifying your transferable skills as well as finding out what interests and motivates you.

- National Careers Services Skills Health Check – An in-depth assessment identifying your work-based and personal skillset.

- Prospects – Offers a 'Career Planner' which is a detailed career quiz as well as the 'Job Match Beta' which asks questions on interests as well as what you find purposeful and rewarding, matching your answers with job roles.

Career Planning – Stage One, Reflection
When creating a career plan, as well as completing career assessments, it's important to identify your experience, qualifications, and skills – but what's as important is identifying your values in terms of what you like in a job and what's important to you. Self-awareness is also key as you will

need to include your interests and preferences within your career plan. This can be done by completing preference-based tests such as personality questionnaires.

Career Planning – Stage Two, Exploration

Once you have identified the above, you can begin your research by reading job profiles as well as job advertisements on websites such as Prospects, National Careers Service and Target Jobs for the roles you are interested in as well as watching videos on platforms such as Career Zone and YouTube to find out what it's like to work in that role. Additionally, networking online with professionals who are currently in the roles of interest using social media platforms such as LinkedIn can also give you an incentive as to whether you would like to pursue a career in that particular role. The next step is to gain exposure to that role through volunteering, work shadowing, finding a work experience placement or securing an internship.

Career Planning – Stage Three, Decisions

This stage will help you to decide on what role or roles you would like to pursue a career in. It's important to use all of your research you have gathered and consider your voluntary experience to see what you can do to reach your career goal. Examples of these could be any skills you would like to gain that is needed in the career you want to pursue or any additional qualifications you wish to complete that will get you ahead of the crowd. Additionally, you can look at the pros and cons of each role. When you have identified the tools needed to support you in securing your career goal, you can put short-term, mid-term and long-term SMART goals in place.

SMART Goals

Specific – The narrower your goal, the more you'll understand the steps necessary to achieve it. Be as clear and specific as possible with what you want to achieve.

Measurable - What evidence will prove you're making progress toward your goal? Setting milestones along the way will give you the opportunity to re-evaluate and correct as needed. When you achieve your milestones, remember to reward yourself in small but meaningful ways.

Achievable - Have you set an achievable goal? Setting goals, you can reasonably accomplish within a certain timeframe will help keep you motivated and focused. Before you begin working toward a goal, decide whether it's something you can achieve now or whether there are additional preliminary steps you should take to become better prepared.

Relevant/Realistic - When setting goals for yourself, consider whether they are relevant. Each of your goals should align with your values and larger, long-term goals. If a goal doesn't contribute toward your broader objectives, you might want to rethink it. Ask yourself why the goal is important to you, how achieving it will help you and how it will contribute towards your long-term goals.

Time Based - What is your goal timeframe? An end-date can help provide motivation and help you prioritize.

How To Build Up Your Skills and Experience

Whilst you are studying your degree, it's always a good idea to acquire some relevant work experience to develop your skills and gain exposure to roles that will help you in securing your graduate position after university. A few ways to do this are through volunteering or applying for an internship. Whilst volunteering is gaining unpaid work experience and is very flexible, an internship is a short-term contract (usually less than a year) with set hours and most likely is paid although unpaid internships do exist. Regardless of what you are trying to find to gain work experience the methods below will inform you of the different ways you can find these opportunities. These methods will work for finding both volunteering and internship opportunities as well as graduate employment. Remember that the more methods you use, the quicker and easier it will be to secure that role!

How To Find Graduate Employment

Graduate Schemes

Graduate schemes are training programmes at an entry level for those who have obtained an undergraduate or postgraduate degree. These schemes are used by organisations to bring new employees into their departments and support them professionally. These schemes usually give the successful candidates hands-on experience in different departments allowing them to gain exposure to different roles and tasks. Some graduate schemes are accelerated courses with the new employees studying towards a master's degree at the end of the programme. You can find business related graduate programmes advertised on specialist websites for undergraduates and postgraduates such as Prospects as well as researching specific organisations that offer them.

Organisations in every sector need HR professionals, so you can explore financial services, healthcare, pharmaceuticals and construction industries etc - there are various human resources graduate schemes to consider in most industries.

Networking & Events

Networking is a process by which information is shared by professionals and can take many forms such as informal or formal conversations, exchanging business cards or contact details and striking up a conversation with someone who is already discussing a professional topic you may be interested in. It is an extremely important part of modern-day business. However, networking is not a 'one-off' task, but something that should be exercised where possible online or in person. In order to seek the benefits of networking, we need to be constantly building and keeping a good rapport with our network. This is something that will take time and the benefits themselves may take months or even years. An example of this is if a contact needs someone for a certain job role and they remember that you wanted to pursue a role in that field, they could reach out to you but only if you have developed a good professional relationship with that person.

Attending events such as fairs, conferences, seminars, or workshops is an excellent way to network with hosts, organisers and other guests. Look at the list of attendees or speakers beforehand and identify key speakers or employers that you would like to meet. You can find events via LinkedIn as well as on the well-known website Eventbrite in which you can create and attend all kinds of events. Being proactive and attending events such as careers fairs and those hosted by sector specific organisations, can help you in meeting professionals that work in the industry and in the job roles you are interested in. Building effective networks can ensure that you are on an employer's raider when looking for work experience or finding internships or employment. You never know when you will be recommended for a job by one of your contacts! In addition to this, you can also network online via social media platforms such as LinkedIn by connecting with other people in groups or as part of your network.

Generic Job Websites & industry-specific Job Websites

Using websites that advertise roles such as Indeed, Reed and Total Jobs, is an excellent way of finding any role within any industry at any level. These jobsites are generic and are used by many organisations to promote their opportunities. Alternatively, there are industry specific job websites that help candidates that want to work in a particular sector rather than using many generic jobsites. There are many recruitment agencies and recruitment jobsites that target many sectors:

- Business

- Banking

- Finance

- Accountancy

- Insurance

- Human Resources

- Administration

- Economics

- Graduates/Postgraduates - Prospects

- Graduate/Postgraduate – Target Jobs

Speculative Applications

Not all jobs are advertised - to find these hidden roles you'll need to write a speculative application to a company you're interested in working for. Being proactive in this way can give you access to a much wider variety of roles and increase your chances of success in the competitive job market. A speculative application is when the job seeker conducts research and directly contacts a company they wish to work for to see if there are any employment opportunities, such as a full-time job, an internship or work experience, despite the fact that these roles are not advertised. This involves sending a speculative application cover letter and a CV. Although jobs are advertised in many ways, this is just one of the job-hunting strategies used to find employment, especially in certain fields such as the creative sector and charities.

Speculative applications provide a direct route into the company and contacting recruiters can lead to:

- Temporary or permanent work

- Internships or work shadowing opportunities
- Increased business connections

Even if it turns out there isn't a job available, your positive approach may impress the employer sufficiently that they'll bear you in mind for future vacancies that arise.

Recruitment Agencies

Another way of searching for roles is by using recruitment agencies. Recruitment agencies work with organisations directly to help fill their vacancies. They are consultants that match candidates to job roles through interviews and application support. There are many agencies that work within the UK, and some are sector specific, meaning they recruit for certain industries. Contacting recruitment agencies is another way of maximising your chances of finding roles as they contact you if a role that suits your interests, skills, knowledge, and experience becomes available. Here a few recruitment agencies that work well with graduates are below:

- [Hays](#)
- [Adecco](#)
- [Morgan Hunt](#)
- [Tiger Recruitment](#)
- [Huntress Group](#)

Professional Bodies

Professional bodies are organisations run by individuals that are experts in a particular sector e.g., accountancy, project management, banking, marketing etc. These organisations maintain inspection over the conduct, knowledge and key skillset and practices of that profession. These professional bodies offer membership to those working in the sector or profession, so they can have access to labour market information, trends, conferences, workshops, seminars, and exclusive job opportunities. Becoming a member of a professional body gives you full access to these events and vacancies which is another way you can find roles via networking or direct applications. As well as this, it is another way of showing seriousness and continuous professional development of the career you want to pursue or are currently pursuing. Here are some examples of professional bodies:

- [CIPD: The Professional Body for Human Resources and People Development](#)
- [Human Resource Professionals](#)
- [City HR Association](#)

LinkedIn

LinkedIn is a social media platform made for professionals to connect with one another. As well as the tools it has such as the ability for users to post material, comments, media and much more, LinkedIn has a jobs board and is used by various recruiters. In addition to this, recruiters use a slightly different version of LinkedIn in which they can find talent through using key words to find profiles that match be they skills, experience, or knowledge. Therefore, it is extremely important to showcase yourself effectively on LinkedIn and be very clear as to what careers or roles you are looking for. LinkedIn also has a feature for users to change their pictures to include a banner saying '#Lookingforwork' or

'#Hiring'. It is encouraged for job seekers to include this banner as it is easier for recruiters to see who is available from the glimpse of an eye. As opposed to this, job seekers are encouraged to connect with those that have the '#Hiring' banner as they too are using LinkedIn to fill positions within their organisation.

LinkedIn also has the hashtag (#) function as well as groups. Regarding hashtags, this is a fantastic way to spread your post or even your CV all over LinkedIn. Any LinkedIn user that includes a hashtag in their post means that any user that follows that hashtag will have that post appear in their newsfeed. You can use as many hashtags as you see fit and this is a great way to connect with people all over the world. Some hashtag suggestions are: #Jobseeker, #GraduateCareers, #Graduate (subject of study) etc.

With regards to the groups, you can be part of as many groups as you want but will need to receive confirmation you have been accepted into the group. Here you will be able to post material, be part of conversations and even post your CV. This is an excellent chance to engage with people who work in the field you want to work in or have just graduated as they may have other connections who they may want to introduce you – you never know who will get you that graduate role!
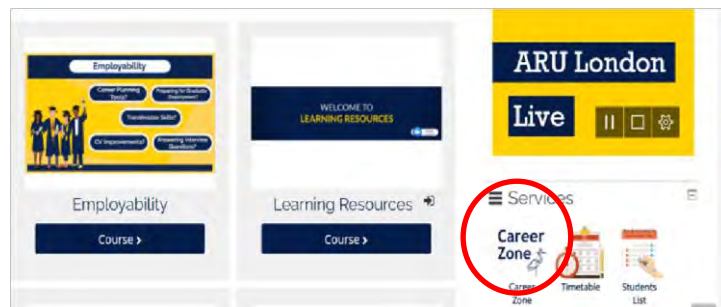

Career Zone

Career Zone is an exceptional employability platform maintained by the Employability Team to help you secure your dream job. It is available to you 24/7 and provides up to date information on industries as well as exclusive job roles, employer advice videos and an interview simulator along with many other features.

Accessing Career Zone

To access Career Zone, log into the VLE platform. On the right side of the screen, you will see 'Services' where you can click on the Career Zone button. As logging onto the platform is a single sign-on process, you will not be required to provide your login details again. If you have any issues logging in, please contact the Employability team.

### Career Zone – Graduate Access
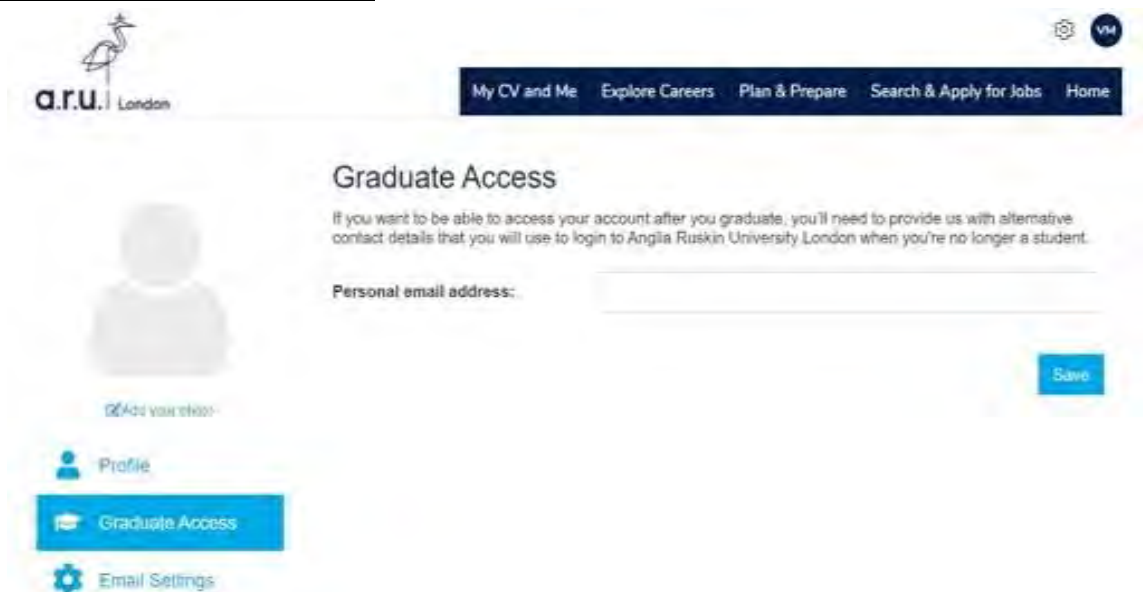
Once you have reached your final trimester, be sure to change your account to 'graduate access.' This means you will be able to access the platform outside of the VLE as this will be closed once you become an alumnus. To access Careers Zone away from the VLE, log in to your VLE portal and look under the 'services' section where you can access the platform. Click on the small circle with your initials that lead to your profile and go to 'graduate access'. Type in your personal email and register. You should receive an email from Abintegro (the organisation who runs the site) with an external link, username, and password to access Career Zone externally.

Enterprise Hub

The Enterprise Hub is an entrepreneurial support service provided to current students and alumni who wish to establish their own businesses. The Enterprise Team is comprised of experts who possess a wide range of specialist business skills and experience. This includes a group of students and alumni entrepreneurs who offer not only their insights to running a successful business but also provides additional guidance as peer mentors. The Hub offers bespoke workshops to those already running businesses as well as those seeking to establish new start-ups.

To register your interest for the Enterprise Hub or for more information please contact our Enterprise team via email - enterprise@london.aru.ac.uk.
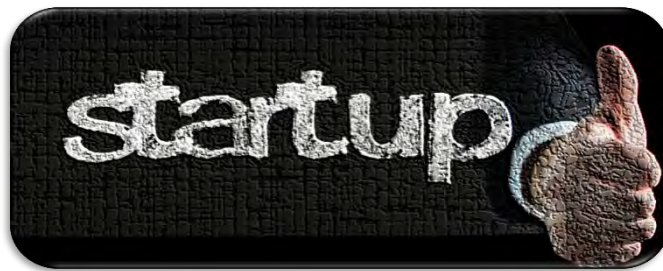
Get In Touch

If you want to discuss any employability or careers topic with one of our Careers Consultants, you can book a one-to-one appointment for 30 minutes. These topics can range from tailoring your CV to a role you want to apply for to preparing for an assessment centre.

If this is of interest, please drop us an email at Employability@london.aru.ac.uk or call us 0207 400 6789 on. Follow us on LinkedIn as well!

Additional Websites – Events & Graduate Schemes/Programmes

EVENTS
PWC
Deloitte

EY	
Goldman Sachs	
KPMG	
LinkedIn (Events)	
Eventbrite	
Rate My Placement	

GRADUATE SCHEMES/PROGRAMMES	SECTOR
Barking & Dagenham Council	Local Government/Public Sector
Barnet Council	Local Government/Public Sector
Brent Council	Local Government/Public Sector
Camden Council	Local Government/Public Sector
Enfield Council	Local Government/Public Sector
Greenwich Council	Local Government/Public Sector
Haringey Council	Local Government/Public Sector
Harrow Council	Local Government/Public Sector
Islington Council	Local Government/Public Sector
Newham Council	Local Government/Public Sector
Redbridge Council	Local Government/Public Sector
Southwark Council	Local Government/Public Sector
Sutton Council	Local Government/Public Sector
Waltham Forest	Local Government/Public Sector
Richmond & Wandsworth Council	Local Government/Public Sector
Civil Service	Local Government/Public Sector
NHS	Healthcare/Business
Lloyds	Investment Banking/Business & Finance
Barclays	Investment Banking/Business & Finance
Bank of England	Investment Banking/Business & Finance
HSBC	Investment Banking/Business & Finance
JP Morgan	Investment Banking/Business & Finance
Goldman Sachs	Investment Banking/Business & Finance
Morgan Stanley	Investment Banking/Business & Finance
Blackrock	Investment Banking/Business & Finance
Citi	Investment Banking/Business & Finance
Credit Suisse	Investment Banking/Business & Finance
EY	Investment Banking/Business & Finance
PWC	Investment Banking/Business & Finance
Deloitte	Investment Banking/Business & Finance
Morrisons	Retail
Lidl	Retail

Asda	Retail
Aldi	Retail
Ocado	Retail
Tesco	Retail
M&S	Retail
Fujitsu	Technology
Capita	Professional Services
PA Consulting	Technology/Consultancy
Pegasus Group	Residential/Consultancy
Vodafone	Telecommunications
Siemens	Telecommunications
HM Treasure	Local Government
Southwest College	Education
Newton	Private Sector
Enterprise Rent-A-Car	Private Sector
Nestle	Food & Drink
National Audit Office	Finance
Capgemini	Technology/Consultancy
Aston Carter	Accounting & Finance
Grayce	Finance
Airbus	Aviation
Jaguar Land Rover	Automotive
NFU	Agriculture
MI5	Security
TTI	Private Sector
CGI	Technology/Consultancy