Prospects Career Planner
www.prospects.ac.uk/planner

Career planning and job hunting starts here

What is Prospects Career Planner?
Prospects Career Planner is an online career planning and job hunting tool designed to help students and graduates explore career possibilities, based on their responses to various questions and scenarios. Developed in collaboration with university careers services, Prospects Career Planner identifies your skills, motivations and desires for your job role from the information you provide, and matches them to occupations and current opportunities.

Why use it?
Prospects Career Planner is a valuable tool, recommended by university career advisers, for exploring your options and planning your future career.

It can help you:
• Identify what you want out of a job.
• Generate job ideas which you can explore in greater detail.
• Determine why some roles are more suitable for you than others and what you can work on in order to be a closer match to your preferred careers.
• Immediately see current opportunities in the occupations generated.

It can’t however:
• Tell you what you should do – choosing a job or career is a complex and personal process.
• Come up with a list of ‘the Top 10 graduate jobs’ – your list will be a personal one.
• Get you a job – Prospects Career Planner can give you a sound basis for why you may be the right candidate for a job but it is up to you to convey this in your CV and interviews.

How to use it
• Visit www.prospects.ac.uk/planner. You will need to log in with your My Prospects details or register for an account.
• It is advisable to set aside enough time to engage with the process, reflect on the answers you are giving and explore the results. However, your work will be saved as you go along so you can return to My Prospects to complete or amend your responses, or view your results, at any time.
• There are four stages to complete, each consisting of a number of statements, relating to you, your skills and what you want out of a job. Simply use the slider to select the degree to which the statement applies to you.

1 First steps
This is all about learning a little more about yourself and your abilities, and what you want out of a job.

2 Skills
This section identifies your skills and what you can bring to a job role from an employer’s perspective.

3 Motivations
What motivates you? What situations or activities would you thrive on, and what would you rather avoid?

4 Desires
What activities do you actually want to do and what would you like to experience in your everyday job?

Sample questions
I am interested in global issues

| Definitely not | | Yes, definitely |
|---------------|-----------------|
| I can give presentations to groups | I am not good at this | I do this very well |
| I want to work mainly alone | I would not like this at all | I would like this very much |

Your response:
I don’t feel strongly about it
I am not particularly good at this
I would like this

You can save your progress and view your occupation matches after completing each stage; however, the more answers you give and the more stages you complete, the more accurate your matches will be.
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What time?
- Take time to digest the results. Click on one of your matched occupations to see why it has been generated as a 'very good', 'good' or other match. Follow the links for advice and guidance to read about the role in more detail.
- Get feedback on the ideas that have been generated – talk to careers advisers, employers, friends, family, contacts etc.
- If you are not happy with some of the results, undertake further self-analysis of what you can really offer an employer and what you really want from your ideal job and update your responses.

Once you have an idea about the type of career you might want to pursue, use Prospects.ac.uk to:
- Search for jobs or internships in your chosen profession at www.prospects.ac.uk/jobs
- Find more than 55,000 postgraduate courses and research opportunities at www.prospects.ac.uk/courses
- Write a winning CV and covering letter at www.prospects.ac.uk/cvs.htm
- Get interview tips at www.prospects.ac.uk/interview_tips.htm

For a full list of the careers advice services from Prospects, visit www.prospects.ac.uk/careers.

FAQs

My degree is in Physics/Modern Languages/Fine Art… won’t Prospects Career Planner push me into jobs in this kind of area?
Absolutely not. If Prospects Career Planner suggests exploring job areas which are linked to your degree subject, then this is solely because of the way you have described yourself, and not because of your degree discipline. However, the tool can be used very effectively to confirm a career direction which is predicated on studying a particular topic – usually vocational in nature.

Are all the possible graduate jobs listed in Prospects Career Planner?
There are more than 400 job types listed in the database, which is an extremely good representative sample of what’s available. Nevertheless, there are many more graduate job types than that. What Prospects Career Planner can do is to help you start looking in the right areas, so that you can begin to refine your ideas and start targeting specific job areas for potential graduate employment opportunities.

How long will it take?
Initially between 30-40 minutes. Maximum benefit can also be achieved if you take time out to discuss the results with a careers adviser, so you might need to earmark some time for that as well. However, you can return to Prospects Career Planner to complete it or amend your responses at any time.

My results contain a huge number of matched occupations. Where do I start?
The results are ordered according to how well matched the occupations are to you, so it would be a good idea to start looking at the top of the list at the ones that are indicated as being a "good" or "very good" match for you. If you need to reduce this list, then you might want to revisit your skills, interests and motivations profiles; this can be a great way of sorting out which aspects of the world of work are important to you, and those which are not.

Prospects Career Planner only came up with a very small list, none of which interested me. Is my situation hopeless?
Be reassured that you are not in a hopeless situation. Try revisiting your skills, motivations and desires to see if there was anything you could be clearer about. Alternatively, choose some job types that you think you might like and compare their profiles with your profile – where are the matches and where do you differ? If your skills profile didn’t match well to the job profile, do you need to develop particular skills, gain some experience or training? If your motivations profile didn’t match well to the job profile, then is this really the preferred job for you or do you need to reassess this profile?

Prospects Career Planner told me to be an airline pilot, but I’m petrified of flying!
Don’t get hung up on this one. Prospects Career Planner does not take every possible aspect of work into consideration. What it is saying is that you have described yourself in a very similar way to someone who is doing that job. Look again at the job types contained in your Planner report for the sort of jobs being suggested. What they will have in common with each other, and you, are the type of skills, interests and motivational factors that you indicated were important in your chosen job types.