

# Getting the most out of Aston Futures

**Careers  
+ Placements**



# What is Aston Futures?



**For those who aren't aware, Aston Futures is brought to you by Careers+Placements.**

It's an online platform that enables you to...

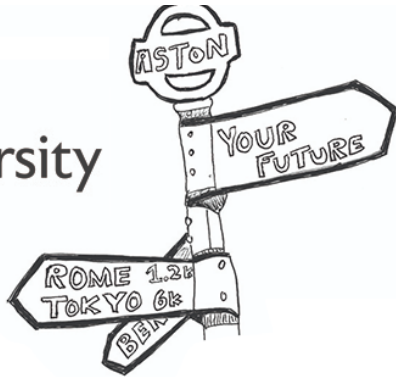
- Search and apply for opportunities – whether that be internships, placements, graduate jobs, part-time work or volunteering roles.
- Book an appointment with the JobShop, Placement Coordinators or Careers Consultants to get support and advice.
- Browse and book your spot at events including fairs, workshops, and employer drop-in sessions.

# Why Aston Futures is awesome

- We check the employers we work with are genuine.
- We work closely with employers to maintain strong relationships – some of the roles advertised will be exclusive to Aston.
- Employers hosting events with us are doing so because they are interested in recruiting Aston students and graduates.
- It has been known for students to get fast-tracked for placement and graduate roles by attending events advertised on Aston Futures.
- Get a competitive edge with part-time and volunteering work experience.



# Log in using your student log-in details



Meet your new best friend, **Aston Futures**

Brought to you by  
**Careers+Placements**

**Careers  
+ Placements**

### Welcome

Welcome to Aston Futures brought to you by  
Careers+Placements

If you are a current undergraduate or postgraduate student  
at Aston please select **Student login** from the options below

Find out about other support on offer to help you prepare for  
your future at: [www.aston.ac.uk/careers](http://www.aston.ac.uk/careers)

Student sign in

Graduate sign in

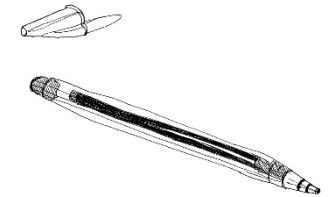
Academic Staff

Placement Tutors

### Organisation login

Welcome to Aston Futures, exclusively for you to target  
Aston students and recent graduates in your recruitment  
drive. If you have forgotten your password please select  
'reset organisation password' link below.

Organisation sign in



## Did you know?

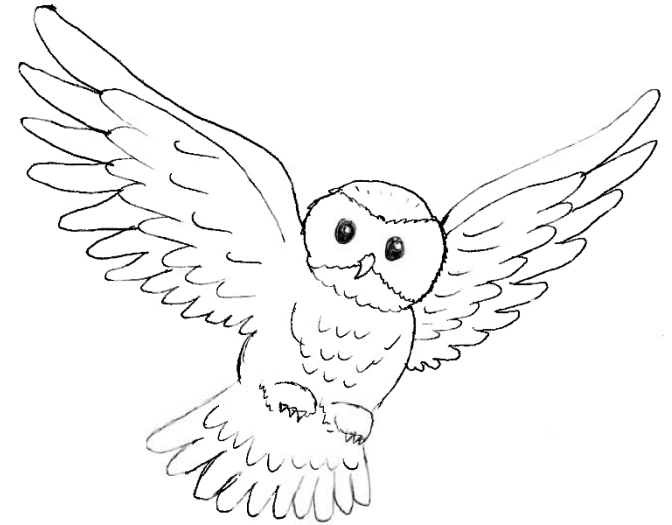
**If you graduate from Aston within the last three years, you can still use Aston Futures. You will just need to create a graduate account using your personal email address.**

# Setting up and maintaining your profile

**Setting up your profile is simple. You'll need to answer a few questions about yourself, including your preferences, then you're good to go. The world is your oyster.**

## **Our tips...**

- Choose what kind of opportunities you're interested in. Fancy an English-speaking placement abroad? No problem, tick the box. Got your sights set on summer internships in the UK? You've got it, tick the box.
- Select occupational areas. If you've got your heart set on project management roles, select your preference, and we'll send you roles about project management. Easy peasy.
- Make sure you update your profile preferences throughout your time at Aston. Things change, and we'd hate for you to get emails about things you couldn't give two hoots about.



### **Did you know?**

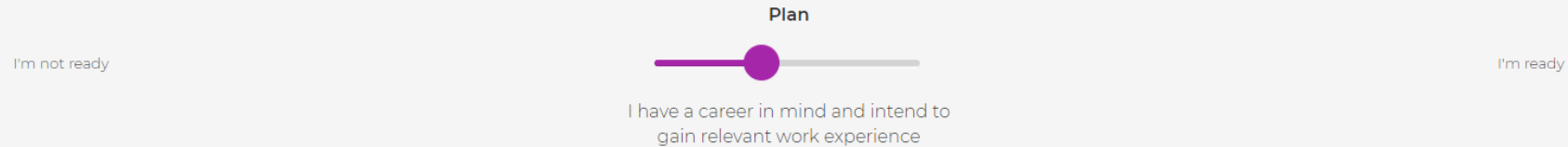
**You can choose whether you want to receive email alerts daily or weekly.**

# A closer look at your profile

After filling in your contact details and email preferences, this is what you'll see on your profile. Make sure to use the slider to tell us where you are on your career journey – from not ready at all to already applying to opportunities – and fill out your opportunity type and occupational area preferences. There's also a section where you can add any skills you already have and languages you know.

## 3. Where are you on your career journey?

**Career readiness** - Use the slider to choose a statement that best fits where you are in your career journey.



## 4. Refine what you see and receive

I am interested in the following opportunity types:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> English Speaking Placement Abroad | <input checked="" type="checkbox"/> Placements UK                              |
| <input type="checkbox"/> French Speaking Placement Abroad             | <input type="checkbox"/> Spanish Speaking Placement Abroad                     |
| <input type="checkbox"/> German Speaking Placement Abroad             | <input type="checkbox"/> Student Paid Work (unlimited hours outside term time) |
| <input type="checkbox"/> Graduate Employment Abroad                   | <input type="checkbox"/> Student Paid Work (up to 20 hours term time)          |
| <input type="checkbox"/> Graduate Employment in the UK                | <input type="checkbox"/> Summer Internships Abroad (up to 3 months)            |
| <input type="checkbox"/> Insight Programmes in the UK                 | <input type="checkbox"/> Summer Internships in the UK (up to 3 months)         |
| <input type="checkbox"/> Law Vacation Schemes in the UK               | <input type="checkbox"/> Volunteering with a National Charity in the UK        |
| <input type="checkbox"/> Other Languages Placement Abroad             |  |

I am interested in the following occupational areas: \*

Select... ▼

Consultancy ✕ Investment Banking ✕ General Business ✕ Project Management ✕ Management ✕ Accountancy/Tax ✕ Statistics ✕ Analytics & Strategy ✕

☐ I am undecided on my occupational areas.

I know the following languages:

# Here's what you might see in that overflowing inbox of yours...

Weekly Opportunities Alert from the **Aston Futures**



astonfutures@aston.ac.uk

S  
T



Dear Fantastic Student

[Researcher - The Jonathan Ross Show \(3 month graduate internship starting Feb 2019\)](#) at Creative Access

Closing Date: 27-Jan-2019

[Graduate 2019 - Contracts Specialist](#) at Fluor Ltd

Closing Date: 31-Jan-2019

[Graduate GEOCELL Sales Engineer 2019 \(immediate start\)](#) at University of Exeter

Closing Date: 03-Feb-2019

[Funded CRCC Asia China Internship Programme \(British Council Generation UK\)](#) at CRCC Asia Ltd

Closing Date: 12-Feb-2019

[Researcher - Westminster eForum \(Graduate 2019\)](#) at Westminster Forum Projects

Closing Date: 17-Feb-2019

[Graduate Integrated Support Engineer - Aerospace 2019](#) at Graduate Recruitment Bureau (GRB)

Closing Date: 17-Feb-2019

# Helpful things on your dashboard

**Once you're logged in, you'll see your dashboard. This has all kinds of super helpful and interesting information.**

## Notices

Check these for any important messages. The C+P team will use this to send you messages about things you might be interested in, so do take a look.

## Appointments

When you make appointments on Aston Futures (we'll get to that shortly, don't you worry), you get a handy little reminder of them on your dashboard.

## Queries

If you've asked us questions about events or roles, you'll be able to view them on your dashboard and see if we've answered them yet.

## Events

A great little space to see all the events you've booked onto. You know, in case you forget.

## Opportunities

A list of opportunities you might be interested in. You're welcome.

## Organisations

If we think there's an organisation you might like the look of, we'll list it here so that you can find out more.



# Searching for marvellous opportunities

We've got more opportunities on Aston Futures than you can shake a stick at. Summer internships, part-time jobs, volunteering roles, placements, graduate jobs – we've got everything you could ever want (except fluffy kittens, we don't provide those sadly).

## Tip 1

There's a filter on the left-hand side of the screen. Use this to narrow down your search.

Choose your...

- **Opportunity Type**

Examples include: Volunteering with a national charity in the UK, Placements UK, Graduate Employment Abroad.

- **Business Area**

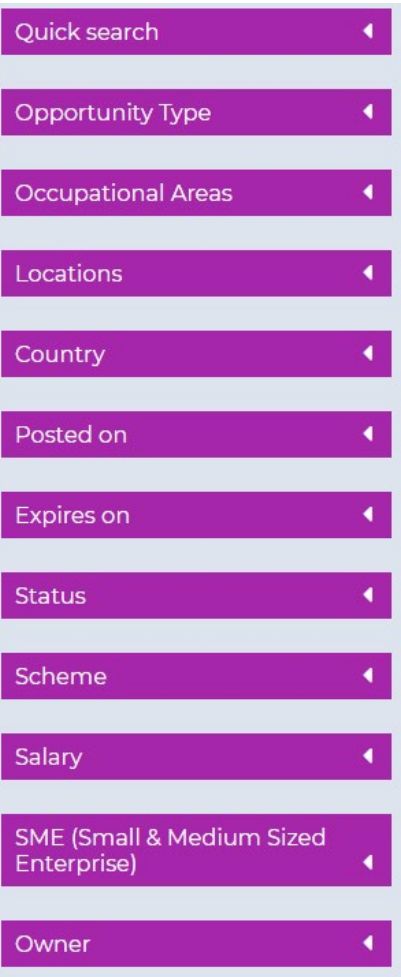
Examples include: Banking, Engineering, Healthcare, Marketing and Supply Chain Management.

- **Location**

Examples include: Birmingham, Scotland, London, Wales, Northern Ireland.

- **Size of company**

Choose whether you'd like to work in an SME or not (FYI – SME = small or medium-sized enterprise).



A vertical sidebar of filter categories for job searching. Each category is in a purple box with a white left-pointing arrow. The categories are: Quick search, Opportunity Type, Occupational Areas, Locations, Country, Posted on, Expires on, Status, Scheme, Salary, SME (Small & Medium Sized Enterprise), and Owner.

- Quick search
- Opportunity Type
- Occupational Areas
- Locations
- Country
- Posted on
- Expires on
- Status
- Scheme
- Salary
- SME (Small & Medium Sized Enterprise)
- Owner

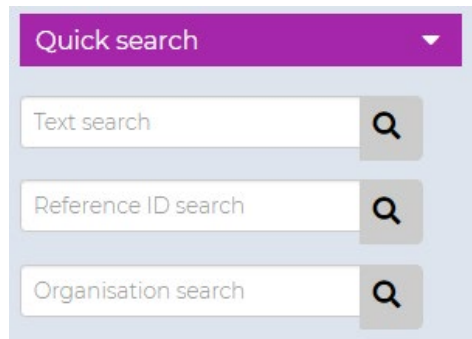
# More tips for opportunity searching

## Tip 2

### Use the Quick Search

The quick search allows you to search using key words, a reference ID, or an organisation.

For example, if you desperately want some experience with BMW Group, you can type their name in the Organisation Search, hit enter, and you'll see all the live vacancies they have. Pretty handy, right?



Quick search ▾

Text search 🔍

Reference ID search 🔍

Organisation search 🔍

#### Birmingham Region Research And Marketing Promotion 2020 - Postgraduate Work Experience/Placement



WeiPoint Ltd

Birmingham | Salary: Voluntary

WeiPoint is a Birmingham based firm that aims to promote the Midlands and its regional cities. WeiPoint develops local events calendars to promote the region. WeiPoint produces content on the region and its history to help those who do not have English as a first language to experience Birmingham... [more...](#)

[Closes on 19-Jul-2020](#)

#### Marketing & Business Development Officer Placement 2020/21



Serve and Protect Credit Union

Birmingham | Salary: Paid

Serve and Protect CU are one of the largest credit unions in the UK and currently serve over 32,000 members throughout the Police, Military, Prison, Fire and Health Service. Our team are passionate about improving the financial resilience of all those who serve and protect the nation – making a ... [more...](#)

[Closes on 21-Jul-2020](#)

#### (REMOTE) Marketing & Communication Assistant Placement 2020/21

Spain Internship

Europe | Salary: Paid

International Placements Some international placements are uploaded directly to Aston Futures by international placements providers. Students should exercise caution if the recruiter asks for a payment of an administration fee. Aston University will not be responsible for any losses incurred. ... [more...](#)

[Closes on 30-Sep-2020](#)

# Opportunity Fact File

Once you've found an opportunity you're interested in, take a look at the Fact File section.

Part-Time Pharmacy Assistant

We are currently looking for a Pharmacy Student to work at our Solihull branch. You must be studying for your MPharm Degree and provide a university document confirming; University Name, Your Name and Course Title.

- Your overall responsibility will be to participate in the whole dispensing process. The role will also involve establishing and developing long term relationships with customers ensuring to always deliver courteous and effective customer service.
- You will be required to assist in the delivery of all commercial pharmacy services where appropriate. In this role you will be required to complete administrative records, and ensure that these records are adequately maintained.
- You will effectively manage pharmaceutical stock which includes receiving, storing and maintaining adequate stock levels. This will be required for the stock in the shop aswell as the dispensary.
- You may be required to deliver healthcare advice and signpost where necessary.

<input checked="" type="checkbox"/> Employer Status	Existing
SME (Small & Medium Sized Enterprise)	Yes
Contract Type	Temporary
Duration	Continuous
<input checked="" type="checkbox"/> School(s)	LHS
Specify the number you intend to recruit for this role	1
Person Specification	We are currently looking for a Pharmacy Student to work at our Solihull branch. You must be studying for your MPharm Degree and provide a university document confirming; University Name, Your Name and Course Title.

- If you can't find the information you're looking for, you can ask us a question about the role.
- Click on the organisation and see all the roles they currently have available, as well as any events they're attending.
- Check salary, location, and occupational areas.




# Making the most of appointment bookings

If you'd like to chat with one of our fab Careers Consultants, Placement Coordinators or JobShop, you can book appointments with them on Aston Futures.

- There are different types of appointments you can book, depending on your year and what type of advice you need.
- You can select the kind of appointment you need and view available slots.
- Virtual, telephone or face-to-face (when the Centre re-opens) appointments can be booked, which means we can be flexible around your needs.
- Indicate the kind of support you need – whether it's CV feedback, exploring your options, or psychometric testing.
- You can also add additional notes to your appointment booking *and* you can upload documents (sending us your CV in advance would be super helpful, thanks).

**P.S. You'll get an email confirmation of your appointment, and you'll be able to see it on the dashboard, so you won't forget!**



### Careers Advice (All Years)

Our team of Careers Consultants are on hand to answer your careers related questions, discuss ...  
[Find out more](#)

[View appointments](#)

Choose your appointment slot Show only available appointments ☐

Date	Time	Staff Member	Location	Action
14-Jul-2020	11:00 - 11:30	Samira Dar	Telephone/Video Call Appointment - PLEASE DON'T ATTEND THE C+P CENTRE IN PERSON	Already booked
14-Jul-2020	11:00 - 11:30	Emily Cunningham	Telephone/Video Call Appointment - PLEASE DON'T ATTEND THE C+P CENTRE IN PERSON	<a href="#">Book</a>
14-Jul-2020	11:30 - 12:00	Jim Reall	Telephone/Video Call Appointment - PLEASE DON'T ATTEND THE C+P CENTRE IN PERSON	Already booked
14-Jul-2020	12:00 - 12:30	Jim Reall	Telephone/Video Call Appointment - PLEASE DON'T ATTEND THE C+P CENTRE IN PERSON	Already booked
14-Jul-2020	12:30 - 13:00	Jim Reall	Telephone/Video Call Appointment - PLEASE DON'T ATTEND THE C+P CENTRE IN PERSON	Already booked
15-Jul-2020	11:00 - 11:30	Samira Dar	Telephone/Video Call Appointment - PLEASE DON'T ATTEND THE C+P CENTRE IN PERSON	Already booked
16-Jul-2020	10:30 - 11:00	Iwan Griffiths	Telephone/Video Call Appointment - PLEASE DON'T ATTEND THE C+P CENTRE IN PERSON	Already booked



## Did you know?

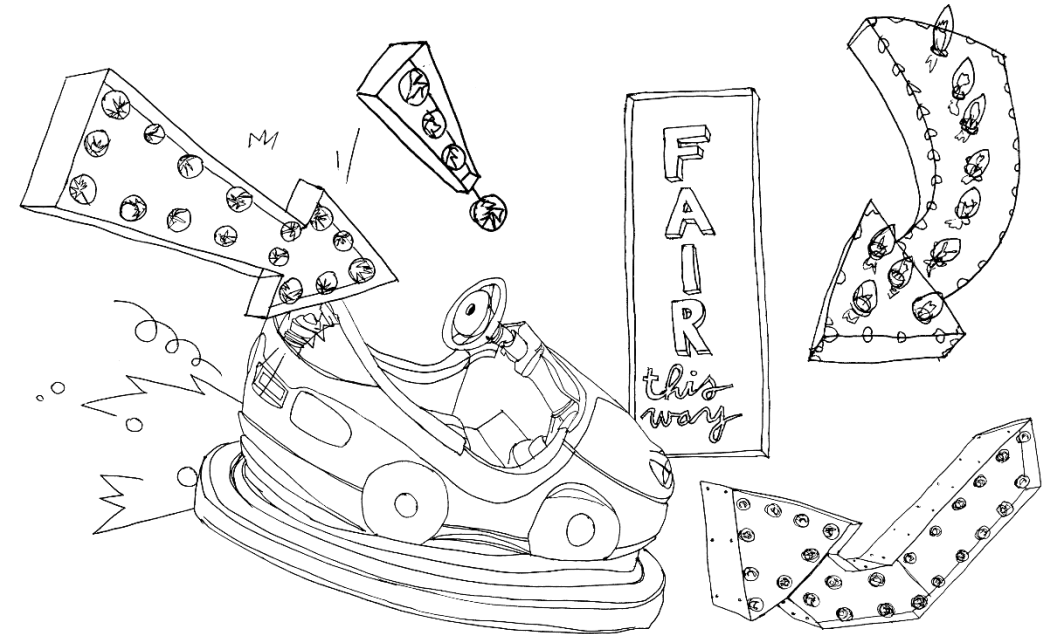
**Appointments are released online every day at 7am and early booking is advised. So no sleeping in!**

# Finding events to come to

**We host so many events for you that we've lost count. Luckily, you can find them all on Aston Futures.**

**The best way for you to browse our events is to use the Event Calendar, that you can find on the menu bar at the top.**

- We host lots of different types of events that you can find on Aston Futures, including Careers Fairs, drop-in sessions with employers, workshops, mock interviews and more.
- The events that you can see are specific to your year group and School of study. Feel free to flick through the weeks and see if anything tickles your fancy.
- It's a good idea to book early – some of them fill up faster than the speed of light.
- You can also ask us questions about events!



# Here's an example of an event you can book

## HSBC Online: Creative Confidence

Employer Events > Skills Session (presented by an employer)

Organisation > [HSBC](#)

Staff Member Fatima Ahamed

Event Description

### Creative Confidence

#### Details:



With the landscape of the world evolving faster than ever before, creativity is being seen as a vital business skill. But how are creativity and confidence linked and what does "Creative Confidence" actually mean?


This hour-long workshop will explore the connection between the two, why this skill should be high on your agenda and how it can help you to achieve goals in both a personal and professional capacity.

**How:** Please sign up using the sign-up link of the session you are interested in. Two days before the session we will send you an e-mail with the joining details.

#### Sign up link:

<https://targetfeedback.gtisolutions.co.uk/surveys/embedded/#/instance/0a0e7476-9eb9-46cb-9c39-ef0f15d86676/en-GB>

 22-Jul-2020  13:00 - 14:00

 This event does not have online bookings enabled.

Location

Webinar (online event) hosted by employer

webinar hosted by employer contact

# Need more help using Aston Futures?

Hopefully you now have all the knowledge you need and are just itching to get start exploring Aston Futures for yourself. If you've still got questions though, feel free to get in touch with us:

[careers@aston.ac.uk](mailto:careers@aston.ac.uk)

We also recommend you take a little look at our webpages which are crammed full of useful advice, resources and online tools which will help you secure the role of your dreams:

[www.aston.ac.uk/careers](http://www.aston.ac.uk/careers)

