

Resources – bristol.ac.uk/careers/resources

Careers Catalogue	bristol.ac.uk/careers/catalogue
Careers Catalogue is a searchable catalogue of print and electronic resources (such as books, journals and websites)	
Careers support from Bristol graduates Careers Network	bristol.ac.uk/careers/network
Careers Network database allows you to contact Bristol graduate volunteers able and willing to provide careers support; some volunteers can offer vacation work, work experience and/or mentoring opportunities	
Content from careers events Careers Downloads	bristol.ac.uk/careers/downloads
Careers Downloads database offers you the chance to catch up with content from selected past careers events, including audio recordings of guest speakers (MP3 files) and slides	
DVDs – online videos about how to gain a job*	bristol.ac.uk/careers/resources/dvds.asp
Watch online DVD content about various selection processes include applications, assessment centres and interviews with contributions from students and employers	
Employer Directory	bristol.ac.uk/careers/employer-directory
Information about c.1300 companies that feature in various national league tables, such as the Times Top 100 SMEs, as well as company data from the FTSE (Financial Times Stock Exchange) 100 and FTSE 250	
Employers seeking Bristol students and graduates Employer Links	bristol.ac.uk/careers/jobs/emplinks.asp
Search our Employer Links database for employers who have recruited, or who have sought to recruit, Bristol students and graduates	
Further study	bristol.ac.uk/careers/postgrad
Information about further study including courses and research, applications, personal statements, and funding	
Graduate aptitude (psychometric) tests	bristol.ac.uk/careers/advice/numeracy.asp
Your chance to practice online verbal, numerical and abstract reasoning tests	
Graduate case studies	bristol.ac.uk/careers/grads/dlhe/casestudies
Bristol graduates share their experiences of job hunting and employment to provide you with some ideas and inspiration for possible career paths or job hunting strategies of your own	
How to research employers	bristol.ac.uk/careers/essentials/infocenemp.asp
Tools and tips for researching employers	
International work and study	bristol.ac.uk/careers/resources/international
Global, regional and country-specific work and study resources including the <i>Going Global</i> * database	
Journals	bristol.ac.uk/careers/resources/journals.asp
Careers-related trade press, ranging from <i>Campaign</i> (advertising industry) to <i>Third Sector</i> (charity sector)	
My degree – where next?	bristol.ac.uk/careers/dept
Information on the work and study destinations of Bristol graduates who studied your subject	
Occupational information I want to work in...	bristol.ac.uk/careers/careersin
Explore our I want to work in... guides for tailored information about different occupational areas, ranging from Advertising & PR to Transport & logistics	
Vault Career Insider*	bristol.ac.uk/careers/vault
Downloadable career guides (PDF files), and employer profiles and rankings	
Video Directory	bristol.ac.uk/careers/video-directory
Videos about CVs, interviews, job hunting, career planning and career change	
WetFeet*	bristol.ac.uk/careers/wetfeet
Downloadable insider guides (PDF files), Industry profiles from Accounting to Venture capital, Career profiles from Account Management to Web development, and an Employer list	

* Electronic resources are not available to Bristol graduates due to licence restrictions imposed by content providers



Careers Service stock, services, facilities and staff

Stock

- Books, journals and other print publications – mostly reference only (except where we have duplicate copies). Stock is arranged into the following broad areas:
 - Getting started [includes CVs, applications, interviews, assessment centres] – classmark scheme 1-8
 - Occupations [green files] – classmark scheme A-Z
 - Further study and funding – classmark scheme 1-8
 - Employers [blue files] – classmark scheme 100-550
 - International work and study – classmark scheme 1-8
- Newspapers – Guardian [Monday to Friday] as well as the Bristol Evening Post [Wednesday only]

Please note:

- Details of all resources are available at: bristol.ac.uk/careers/resources/
- Locate print and electronic documents by searching the Careers Catalogue: bristol.ac.uk/careers/catalogue/
- Free publications, including employer directories and sector-specific guides, can be taken away but stock marked 'For Reference Only' must remain in the Careers Service

Services

- Welcome Desk – for requesting an appointment to talk to someone, to pay a deposit for an event, to purchase Careers Service publications and for all other general queries
- Resources Help Desk – for information specialist support in locating and exploiting resources
- Talk to a Careers Adviser – details at: bristol.ac.uk/careers/advice/talk-to-an-adviser.asp

Please note:

Many services, including the ability to *View vacancies* and *Sign up to events*, are available from the Careers Service website only: bristol.ac.uk/careers/

You may find the 'How to...guides' a useful starting point: bristol.ac.uk/careers/advice/talk-to-an-adviser.asp#how2

Facilities

- Self-service standalone Careers Catalogue online public access computer
- Public computers – eight computers provide access to Microsoft applications, email and the web, plus the TARGETjobs and Prospects Planner careers guidance programs
- Printer/photocopier connected to the Printer Accounting System: bristol.ac.uk/it-services/applications/printing/
- Loan stock – take loan items, identified by a 'red dot' on the spine, to the Welcome Desk for issuing
- Study space including a number of leather sofas
- Wireless access
- Water cooler
- Training and consultation rooms

Staff

Please ask Welcome Desk staff for help in the first instance. Staff may refer you to an information specialist at the Resources Help Desk or offer you an appointment with a careers adviser.

