Henley Careers

Where business comes to life

Henley Business School
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Careers Support
Full-time MSc Programmes

Jane Batchelor
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AACSB ACCREDITED
EFMD EQUIS ACCREDITED
ASSOCIATION OF MBAS ACCREDITED

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Engage, Enable, Empower - A service from day one to after graduation – Alumni Service

- Engage –helping you to make the most of your time
- Enable –understanding yourself, understanding the opportunities and developing skills
- Empower – Only you can achieve it, with the right attitude you will.

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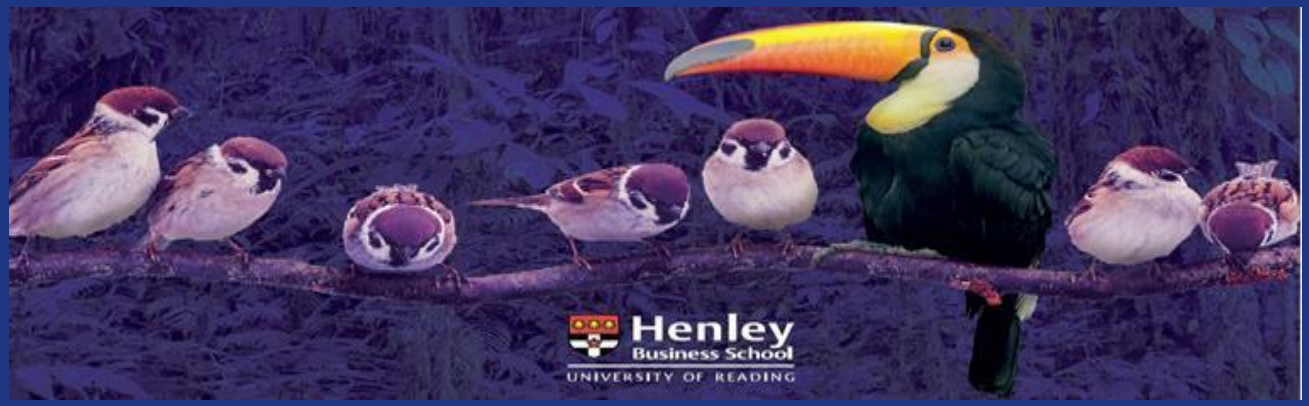
- Specialist career consultants – coaching approach
- Optional lunchtime workshops
- Employer Events
- Business Skills Workshops
- Online Support



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How we can help?

- Wider awareness of sector
- Understanding YOUR strengths, USP, reflection on your Brand, making the right impact
- Decision making on employer types
- Employer / skill based workshops
- Employer presentations (SME networking reception)
- CV / covering letters, applications, mock interviews – phone, video & face to face, practice presentations, case studies
- Assessment centre practice / psychometric tests practice, insight into group exercises, networking
- Weekly email updates – Job adverts

WHO RECRUITS REP GRADUATES ?

What are property employers looking for?

in an extremely competitive job market, you need…

- Strong academic background
- Interesting extra curricular activities
- Commercial / business awareness
- Professional work experience – related or not
- All to evidence your transferable skills / competencies

Why is an internship important?

- Gain experience to use within other graduate recruitment processes
- Improve your business focus
- Help with making educated decisions about your career
- Increase your awareness by speaking to a wide range of people across sectors & services
- Building important relationships / networks of contacts
- To challenge yourself and learn more about yourself and chosen sector
- You can get to know the graduate team!

How to Tackle those Competencies Questions

- Typical question:

"Please give an example of a challenge that you have set yourself and describe how you have gone about achieving it?"

S - situation

T - task

A – action

R - result

I was an intern in the sales department at Oracle and part of my role was to get all the sales figures back from the field team at the end of every month. This was a real problem as these were very busy people and often didn't submit on time, which held up my report. I had been asking for the figures by email with a spreadsheet attached but I decided to use my initiative and take a fresh approach to this. By planning ahead I accessed their diaries and put a 20 minute phone meeting in each of their diaries. As I understood exactly what I was looking for during that meeting, I add this into the diary invite and then I'd send them a text message a day before, reminding them of what was needed for our call the next day so that they'd be ready and save them time.

During the call, I would record the figures straight onto the main spreadsheet checking they were accurate, which also saved me time and ensure we had the right data. The sales team reported back that they much preferred this way of doing things and started to trust the work I was doing and reporting on. My hit rate returns increased by 50%.

Timings

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NOW - apply for summer internships
September - start course
October – structured /Graduate scheme applications open
November - structured /Graduate scheme close
Nov / Dec – 1st round recruitment stages
Jan / Feb – 2nd / final round recruitment stages / offers made
March ➡ – open market / direct entry roles advertised
Summer – finish course / start work ……
Autumn - begin a graduate role with employer, undertake gap year, longer internships, PhD……

APC - RICS/RTPI - 2.5+ years professional accreditation

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Internships Deadlines

• **Cushman & Wakefield**	17th March
• **Gerald Eve**	31st March
• **Allsop**	31st March
• **LaSalle Investments**	31st March
• **Montagu Evans**	31st March
• **Colliers**	31st March
• **Savills**	3rd April
• **BNPPRE**	5th April
• **CBRE**	15th April
• **Deloitte**	Ongoing

• Work experience / Speculative approach

Summer Pre Arrival pod cast

All HBS master students invited to participate in

- Pre-Sessional webinars
- career management OOC

Topics covered -

Career Readiness
Self Assessment
Researching the market
Careers in……

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Career Advice for now

- Start researching the different companies

  - apply to the companies that suit your personality & ambitions
  - understand what they are looking for in their employees

- Keep a daily diary of your internship activities

- Reflect on all your experiences for competencies stories for graduate applications

- And think about how YOU can stand out

Finally…

There are no guarantees of a job, but the Reading experience will ultimately enhance your employability

Jane Batchelor

Career Development Advisor

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