

# Using your Careers & Employability Service – Exploring your Options | Building your skills.

**Natasha Marron**

Careers Adviser

Careers & Employability Service



# Plan for today....

**Exploring your options and building your skills -**

**How the Careers & Employability Service can support you**

# The Careers & Employability Service Team



Máire Buckley



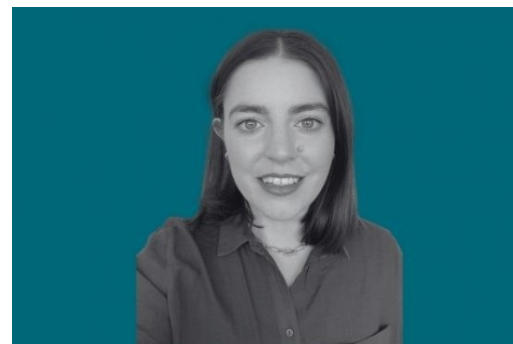
Martina Bourgoïn



Barbara McGoldrick



Natasha Marron



Rebecca Boyle



Aaron Eaton



Anne Mooney



Eanan Strain



Seamus O'Neill



Aisling Masterson



## How the Careers and Employability Service works

- From 1<sup>st</sup> year to final year PhD and recent graduates
- **Any careers related questions**
- Help in getting started when you don't know what to do
- **Careers Information**
- **Careers Interest tests**
- Upskill Programmes (SPUR, MUSE and more)
- Postgrad study questions
- Summer Internships (before final year)
- Explore **Graduate Jobs** (apply in final year of your programme)
- Accredited Placements (as part of your course)



- Use **Careers Connect** to engage with us
  - Appointments
  - Send us your Questions
  - Resources | UpSkill

[www.maynoothuniversity.ie/careers](http://www.maynoothuniversity.ie/careers)



# Students use the Careers and Employability Service for help with...

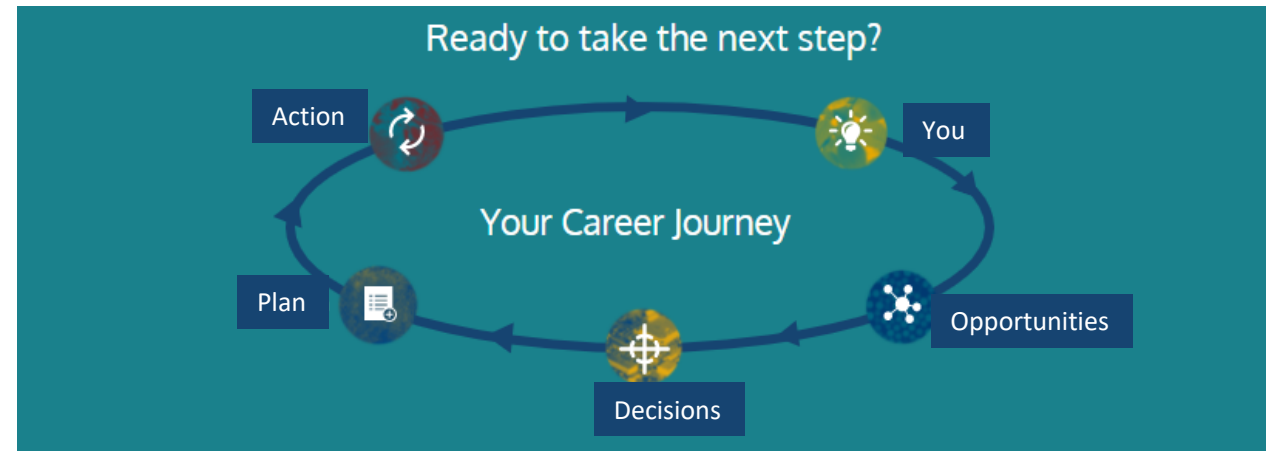
## Planning your next step

### Generating career options

Starting out you might have

- No clear idea
- Some idea
- Several options
- Clear idea

Come to us at each/any stage in this process



**Maynooth University**  
National University  
of Ireland Maynooth

# Subject Choice... good to know

## Key messages

- Don't be afraid to change your mind – pushing through is not always best – deciding to change course can be the most courageous option
- **Grades are important going forward**
- Choosing a subject solely because there are jobs in that area or because it will look good on your CV is not always wise
- Choose subjects that you like and are interested in – will likely do better

# Subject Choice... good to know

- Graduate recruiters actively engage with us each year seeking to recruit students
  - Summer Internships
  - Accredited Placements/Internships
  - Graduate Programmes/job
- **For many organisations, there is more interest in degree standard and evidence of continuous learning/self development than specific degree subject(s)**
- Recruitment cycles begin early in final year (for graduate roles)
- Opportunities to “UpSkill” and develop future focused and work-related skills will be available from first year onwards

Follow interest rather than trying to predict what an employer will want

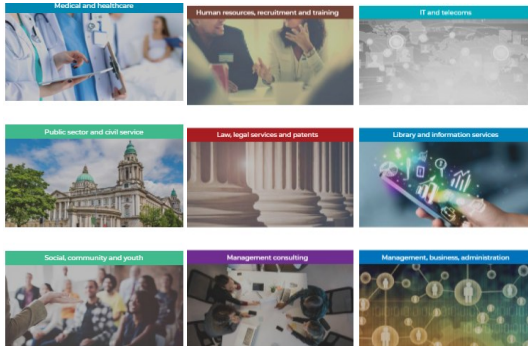
# Students use the Careers and Employability Service for help with...

## Planning your next step - Generating career options

### Careers Information

<https://www.maynoothuniversity.ie/careers/students/information-and-resources>

<http://gradireland.com/career-sectors>



### Careers Interest Tests



### More Ideas

### Graduate Stories

### Careers Website





<https://www.maynoothuniversity.ie/careers/students/starting-out#tests>

## ✓ Careers Interest Tests

Careers Interest Tests, Psychometric Tests & Self-Assessment Tests: use the Assessment Tests below to identify your characteristics and to generate career options that match.

### Prospects Planner

As a job exploration tool, [Prospects Planner](#) aims to help you to:

- Identify what you want out of a job.
- Generate and evaluate job ideas.
- Identify what you can offer to the job/employer.
- Compare options and identify the right types of jobs to apply for.

### Profiling for Success

This is an assessment tool which explores skills, interests, personality and learning styles. Use your Maynooth University email address to log in [here: Profiling for Success](#). When you have completed the tests your report will be emailed to you.

Available Tests:

- Verbal Analogies (v1)
- Numerical Reasoning Tutorial Test (vA)
- Verbal Reasoning Tutorial Test (vA)
- Abstract Reasoning Tutorial Test (vA)
- Situational Judgement Tutorial Test (v1)
- Numerical Reasoning Practice (2019) (v3)
- Verbal Reasoning Practice (2019) (v3)
- Abstract Reasoning Practice (2019) (v3)
- Learning Styles Indicator (v1)
- Type Dynamics Indicator Form O (v1)
- Values-based Indicator of Motivation (v1)
- Career Interest Inventory (Dodec) (v1)

**Maynooth University**  
National University of Ireland Maynooth

Already have an account? [Sign in](#)

**Create an account**

First part of your email... @mumail.ie

Password

Your password must be more than 8 characters long, should contain at least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character (?!@#\$%^&\*~).

[Read our Privacy statement](#)

Create account

# Students use the Careers and Employability Service for help with...

## Moving forward –

Where to find relevant Experience

Enhancing your skills

Using other supports available to you

- **Accredited Placement (as part of your degree)**
  - Some degrees have a placement/internship/co-op built into their degree
  - Excellent to enhance employability, develop skills and confidence and clarify interests/preferences
- **UpSkill Programmes**
- **Volunteering**



volunteer ireland  
obair dheonach éireann



**Maynooth  
University**  
National University  
of Ireland Maynooth

### **Skills for Success - 2<sup>nd</sup> year Elective Module**

- 5 credit module taken in either Semester 1 or Semester 2 of 2<sup>nd</sup> Year
- Gain an insight into organisational culture and preferred working styles.
- Develop self-awareness and understand the importance of reflective practice and its role in effective, continuous professional development
- Reflect on information to help inform future career planning.
- Structure and articulate ideas effectively, orally and in writing.
- Recognise the skills, qualities and abilities graduate employers seek in employees, and how they are evaluated.
- Identify methods used to assess candidates during selection processes.

### **SPUR - Summer Programme for Undergraduate Research**

- Gain practical research experience that will help you stand out from your peers
- Enhance your personal and professional development
- Applications open in February each year
- Projects take place between June and August
- 6 weeks full time or 12 weeks part time in duration
- **Open to pre final year undergraduate MU students**
- Apply via Careers Connect

### MUSE

- Student Experience Award that recognises student contribution beyond the classroom (non- credit bearing activities). Apply via Careers Connect (Applications open in October).
- Must be activities while they were a registered student. Awards ceremony in May for Gold and Platinum awardees.
- **Undergraduates and Postgraduates | Any year, any discipline.**

### Micro-Internships

- Short Term professional work experience opportunities. 20-100 hours typically with professional service units in the university.
- Paid at €15.05 per hour. Advertised on Careers Connect during the year.
- **Undergraduates and Postgraduates | Any year, any discipline.**

### Alumni Mentoring –

- Mentored by an alumni that is out in the world of work. Good opportunity to see where your degree can take you. Applications open now, and the mentoring experience takes place between February – June.
- **Penultimate and Final Year undergraduates.**
- Limited number of postgraduate spaces.



# Postgraduate Study?

Depending on interests – looking into postgraduate study early can be useful  
Conversion courses provide options to change direction

For some courses there are steps you can take from 1<sup>st</sup>/2<sup>nd</sup> year onwards  
Grades are very important sometimes in 2<sup>nd</sup> year e.g.

Post-Primary teaching

Primary teaching

Psychology conversion courses?

many other masters programmes

Subjects and modules are important

Relevant experience



Type	Course e.g.
Taught (Level 9*)	Higher Diploma* (Level 8) Postgraduate Diploma Professional Diploma Masters (MA, MSc) Professional Masters (e.g. PME) M.Soc.Sc
Research (Level 9)	MA, MLitt, PhD
Research (Level 10)	PhD, EdD Professional Doctorate

# Jobs



Maynooth University  
National University of Ireland Maynooth

Search

Book

Skills

My Career Pas

Jobs

Organisations

UpSkill Programme list



## Jobs

Home / Search / Jobs

### Jobs

Search below for Graduate Jobs, Graduate Program immediate start graduate jobs & relevant part-time Find further graduate roles on [gradireland.com](https://gradireland.com)

Find Working Abroad jobs at [Summer / Year-Out jobs](#)  
Find Teaching Jobs at [EducationPosts.ie](#)  
Find [Teaching Jobs Abroad here](#)

Active filters

1 to 50 of 6 results

Economics X

Reset

Save this search

Quick search

Text search

Reference ID search

Organisation search

UpSkill Programme

Job type

Job sectors

Locations

Salary

Posted on

Expires on

Country

Degree(s)



gradireland

Get hired

Advice

Employers

Events

Further study



Log in

Post a job

## Your ultimate graduate careers hub

Launch your career with gradireland. Whether you're looking for careers advice from industry experts, events where you can meet leading employers or, graduate jobs and internships - we've got you!

## 2025 Graduate Programmes Now Open for Application - November Deadlines

Explore these November deadlines for 2025 graduate programme applications



Posted by CareersPortal  
Friday, October 11, 2024



covered. You can search for gradireland below.

Law graduate jobs

All jobs & opportunities

gradireland

- Careers website

<https://www.maynoothuniversity.ie/careers/students/information-and-resources#CV>

Connect

Graduate Career Stories

Student Skills and Success

About Us

Archive

Contact

Events

FAQs

News

People

➤ Salary And Labour Market Information

▼ Sample CVs And Cover Letter Tips

We recommend these formats for CV layouts as they allow an employer to easily identify your qualification experience. We have also created templates for various subject areas to highlight your specific skills.

**Sample CVs**

- [General Sample CV](#)
- [Accounting CV](#)
- [Bioinformatics CV](#)
- [Biology CV](#)
- [Biotechnology CV](#)
- [Chemistry CV](#)
- [Computer Science CV](#)
- [Community and Youth Work CV](#)
- [CV i nGaeilge](#)
- [Engineering CV](#)
- [Experimental Physics CV](#)
- [Law CV](#)
- [Media CV](#)
- [Psychology CV](#)
- [Sociology CV](#)
- [Software Engineering CV](#)
- [Skills CV](#)

**Education CVs**

- [Professional Master of Education \(Post-Primary\) CV](#)
- [Professional Master of Education \(Primary\) CV](#)
- [Primary Teaching CV](#)
- [BSc Science with Education CV](#)
- [BA Early Childhood Education - Teaching and Learning](#)
- [BSc Mathematics with Education CV](#)
- [PME Post Primary \(Finding first placement\) CV](#)

**Cover Letter / Litir Chumhdaigh**

- [Cover Letter Tips](#)

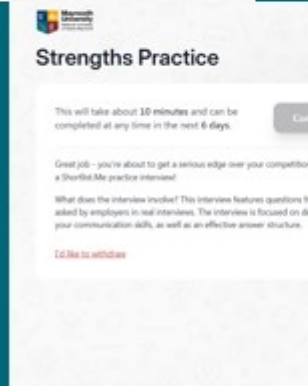
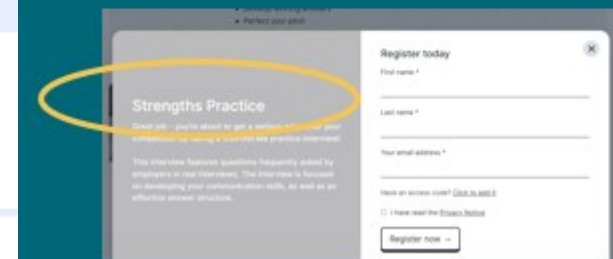
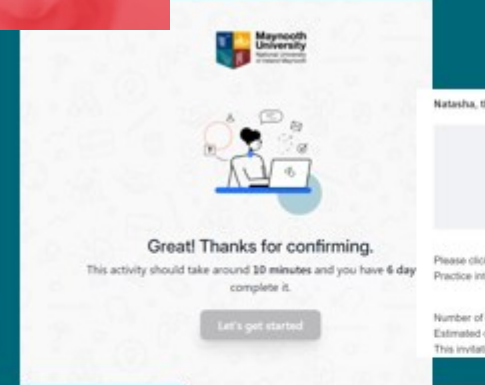
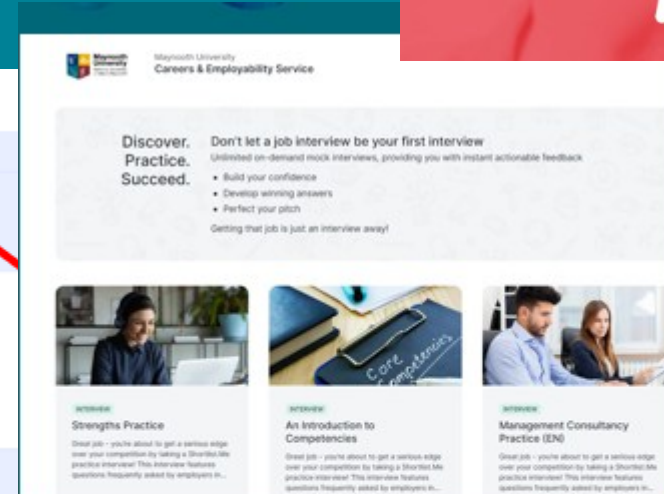
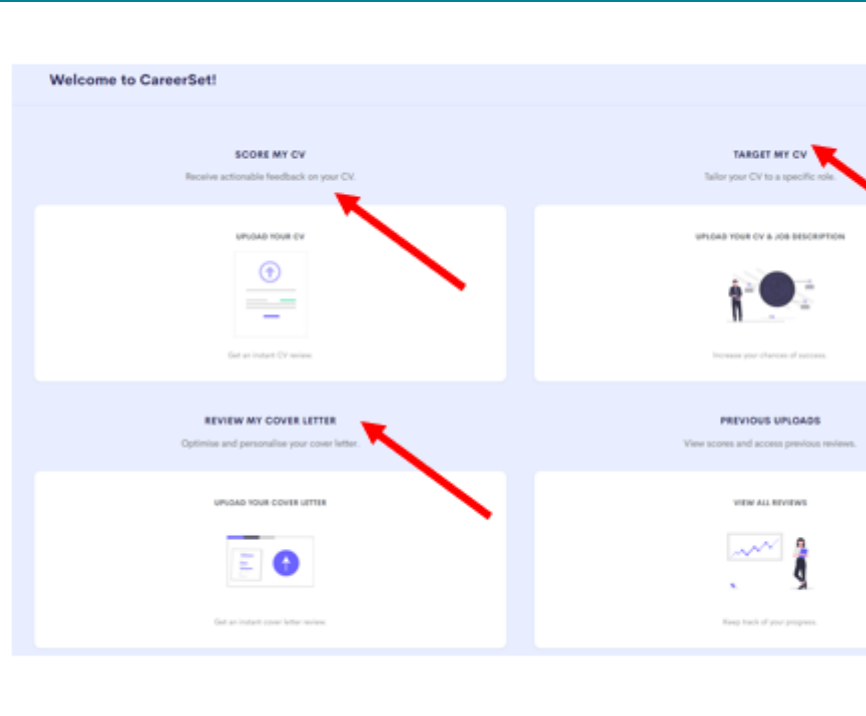
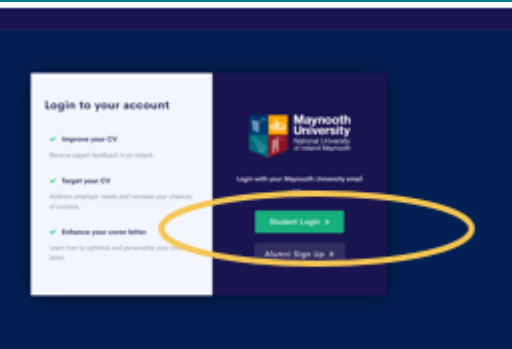
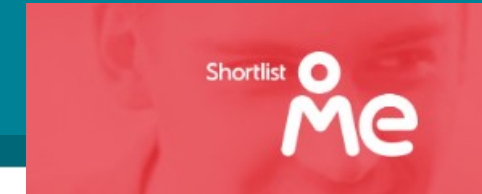
# Planning your Next Step...

## Information / Application Support

CareerSet – CV Review Tool

Sample CVs

ShortList.Me – Interview Prep Tool

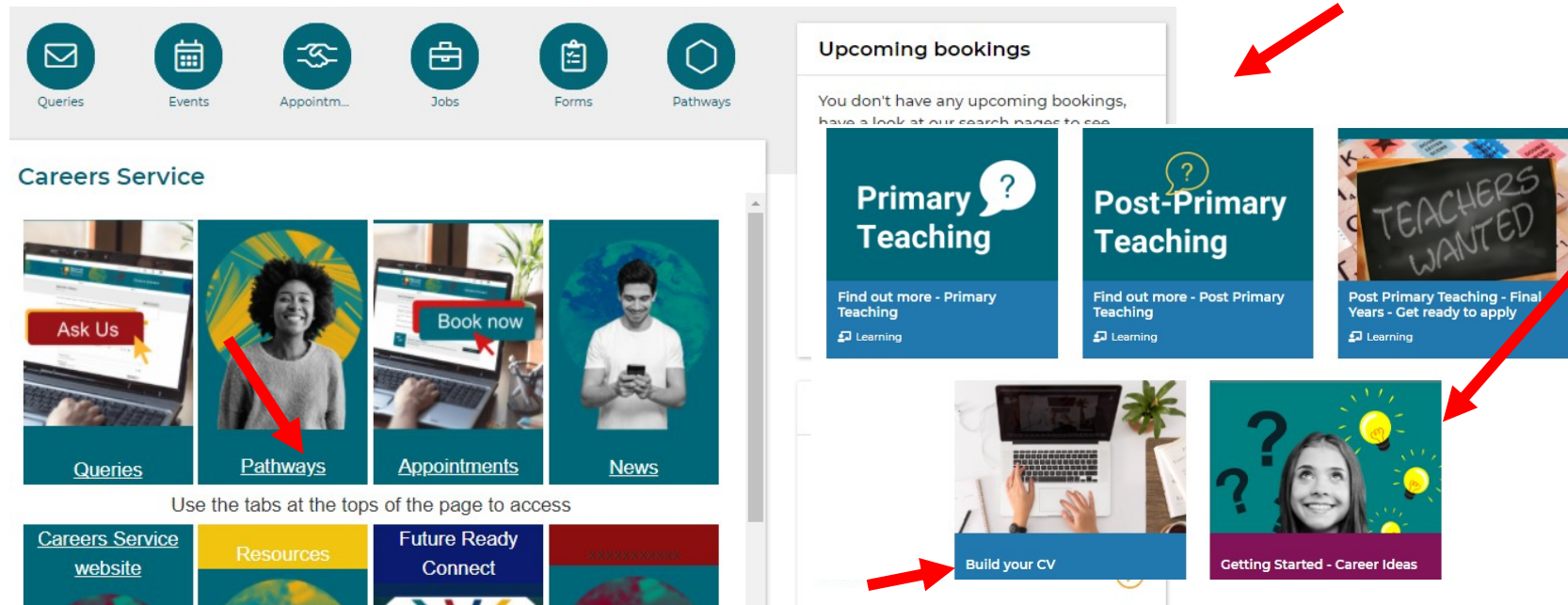


Employability Service



# What can you do now?

Careers Pathways – can help to move through all the information in an organized way – Pathways are available on Careers Connect





<http://www.maynoothuniversity.ie/careers/students>

- Careers and Employability Service
- Students**
- Starting Out
  - Some Ideas
  - Clear Idea
  - Upskill
  - Placement
  - Jobs And Experience
  - Postgraduate Study
  - Key Information And Resources
  - Talk With Us
- Employers**
- Staff**
- Careers Connect | Placement Connect
- Graduate Career Stories
- Student Skills and Success

- About Us
- Archive
- Contact
- Events
- FAQs
- News

I need help getting started.

I have some ideas of my next step

I have a clear idea of my next step

Upskill Programmes

Academic Placement

Jobs And Experience

Postgraduate Study

Key Information And Resources

Talk To Us (Questions & Appointments)

- Careers and Employability Service
- Students**
- Starting Out
  - Some Ideas
  - Clear Idea
  - Upskill
  - Placement
  - Jobs And Experience
  - Postgraduate Study
  - Key Information And Resources
  - Talk With Us
- Employers**
- Staff**
- Careers Connect | Placement Connect
- Graduate Career Stories
- Student Skills and Success
- About Us**
- Archive
- Contact
- Events
- FAQs
- News
- People

View Edit Revisions Access control

[Clone content](#)

**Send us a query or book an appointment in Careers Connect | Placement Connect**

**Using Careers Connect | Placement Connect - Current Students**

**Using Careers Connect - Alumni**

**Appointment Terms & Conditions**

Search ▾

Book ▾

Skills

My Career Passport

Career Discovery

## Appointments

[Home](#) / [Book](#) / [Appointments](#)

Current MU Students – We offer both In-Person and MS Teams appointments – Please select an appointment time below and click book.

### MS Teams Appointments –

MU Current Students, \*\* Link to join the Teams Meeting will be in your Booking Confirmation email.

### In-Person Appointments –

Your Appointment venue will be visible when booking and will also be listed in your Booking Confirmation email.

If you require a meeting to discuss Job Interview Preparation, please send us an [Interview Preparation Meeting request](#) by clicking "Queries" above.

Alumni users cannot book directly – please submit a Meeting request Query, indicating when you are available and we will book you in for an appointment

Additional appointments are added frequently so please check back to view latest availability.



### MS Teams: One to One Careers Meeting

Meet with a careers adviser to discuss any of your career quest... [Find out more](#)

View appointments ▾



### In-Person: One to One Careers Meeting

Meet with a careers adviser to discuss any of your career quest... [Find out more](#)

View appointments ▾

Book a meeting with  
our careers advisers

**Careers and  
Employability Service**





Careers Connect



**Maynooth University**  
National University  
of Ireland Maynooth

Careers Connect

Search

Book

Skills

My Career Passport

Career Discovery



Queries



Events



Appointm...



Jobs



UpSkill Pro...



Forms

View my Queries

## Careers and Employability Service

Do you have a careers question or want to contact a careers adviser? Use the Query form below to get in touch with us.

You will also find some useful information on our [Useful Resources](#) and [FAQs](#) pages

We aim to respond to your query within 1-2 working days, CV Review Queries may take longer/ During busy periods there may be a delay in our response.

Use Ask Us to send  
questions in  
Careers Connect

**Query details**

We aim to respond to Queries within 1 working days.

Type of question \*

Select One

Subject \*

Query details \*

File Edit View Insert Format Tools Table

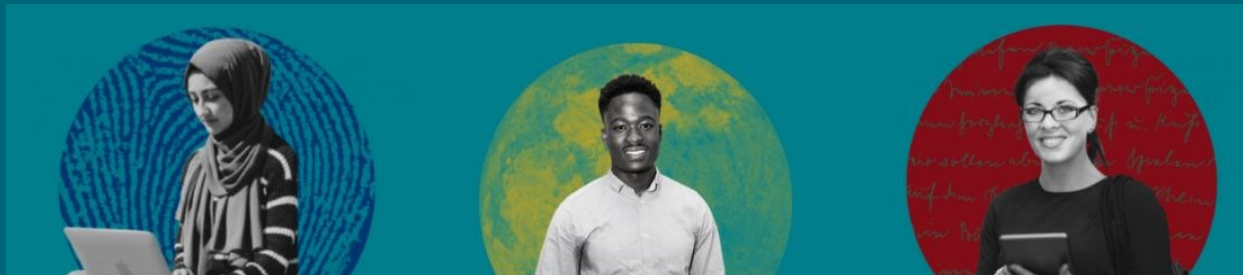
Paragraph B I U System Font 12pt



Careers and  
Employability Service

Send us your questions - <https://careers.mufutureconnect.maynoothuniversity.ie/leap/queries.html>





# Any questions?

- Use **Careers Connect** to engage with us

- Appointments

- Teams Appointments

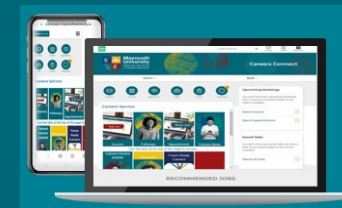


or

- In-Person Appointments



- Send us your Questions - Click Ask us 



CAREERS CONNECT PORTAL