

# A Guide to using CareersZONE

CareersZONE is the Careers Service's online careers management system for searching for jobs, events, internships, voluntary work and employers. You can also book certain types of careers appointments on the system as well, and explore further information and resources linked to your preferences.

When you first log in to [CareersZONE](#), you will need to set up your profile. Current students are automatically registered, so you just need to use your SOAS username and password to access CareersZONE via the Student Sign in option.

If you are have recently graduated, your student account will automatically be transferred to a graduate account and your SOAS username and password should still work for a short while. You will then need to register your non-SOAS email and access CareersZONE through the Alumni Sign in button.

Once you have logged in, you will need to click on 'Profile' to register your email preferences within your profile setting. You cannot access the system until you done this - you will only need to do this once each year, although you can update your preferences at any time. This includes:

- Choosing your profile settings to receive daily/weekly email alerts about job vacancies and events according to what types of work you are interested in
- Selecting the type of opportunity/opportunities you are looking for, and the area (sector) of interest. The jobs have been selected and approved by The Careers Group, University of London.
- Registering with TargetJobs - this is not mandatory, and you can de-select this option by unchecking the relevant box

## How can CareersZONE help me?

Once you have set up your profile, you will be able to:

- Search for graduate roles, traineeships, part time jobs, internships and voluntary positions, some of which are SOAS specific where employers are actively seeking for SOAS students and graduate
- Search for employers and organisations to see all of the opportunities they have on offer
- Search for, and book yourself a place onto SOAS Careers fairs and events. You can also cancel your place if you subsequently cannot attend
- After referral from Careers staff, book yourself onto certain types of appointments

## Career Discovery

The content shown is based on your preferences, activity and what others with similar interests and behaviours to you are viewing. The more you engage with [Career Discovery](#), the better it becomes at understanding your interests and highlighting new content relevant to you. It also highlights content that is trending

at university and national level meaning you won't miss out on the latest news and hot topics.

When you first access Career Discovery, if you are not already registered to TARGETjobs you will be presented with a pop-up asking if you wish to personalise your feed. This will allow you to receive recommended content and personalised carousels based on your activity, preferences and national trends.

If you choose not to personalise, trending content will still appear, but the search tool will be an invaluable resource for you to use. You will then be able to save useful content for future reference by clicking the heart icon, and share content with your university peers and network with the share icon.

## Resources

Click on the Resources tab for access to more digital resources for further careers information and advice, including GoinGlobal, InterviewStream and Graduates First.

## Further assistance

If you are unable to access CareersZONE, please pop to SL62, or contact SOAS Careers on 020 7898 4115 / email [careers@soas.ac.uk](mailto:careers@soas.ac.uk)