

PsyCaD CAREER TOOLKIT



PsyCaD
CENTRE FOR
PSYCHOLOGICAL SERVICES
AND CAREER DEVELOPMENT



**The Future
Reimagined**

Introduction

Career development is a lifelong decision making process that includes, inter alia, the process of self-knowledge and career exploration. It involves continuous navigation of occupational options to choose and train for jobs that suit your personality, skills, and interests.

PsyCaD offers students a wide range of services to assist students with these processes.



	https://www.uj.ac.za/corporateservices/ads/psycad/Pages/Career-Services.aspx
	https://www.facebook.com/PsyCaDCareerServices
	https://twitter.com/ujcareerservice
	https://www.instagram.com/p/CStr4K8gopd/
	https://www.linkedin.com/company/centre-for-psychological-services-and-career-development-psycad/
	https://wa.me/message/TR5K2TJPY62VF1

Get to know yourself

There are multiple personal characteristics, such as our personality type, interests, aptitudes, and work-related values that will determine how we fit into specific careers. These characteristics play a big role in career development since they influence which occupations we find satisfying, as well as the types of work environments in which we will succeed. That is why, when you are in the process of choosing a career, it is strongly recommended that you have a career assessment that done at some point in your life. This will not only give you an opportunity that will help you learn about yourself but also assist you in making an informed career decision.



Below you will find a couple options to do a self-assessment:

- **Career plan:** <https://www.uj.ac.za/wp-content/uploads/2021/10/cs-quick-tips-job-search-process-a4-2019.pdf>
- **PACE Interest Questionnaires:** <https://www.gostudy.net/uj>

- **PsyCaD Personality Questionnaire:** <https://forms.gle/ddFVAQu9p4SBM2a78>
- **PsyCaD Career Cluster (Personality and Interests):** <https://forms.gle/FGP1LnYwp3QMpdf8>
- **UJ Careers Workbook:** <https://www.uj.ac.za/teaching-and-learning/academic-development-and-support/centre-for-psychological-services-and-career-development-psyca-d/career-services/>

You may prefer more individualized assessment opportunities, or once you have done an assessment to discuss your results with a career counsellor. You can book an appointment for a career assessment by clicking on this link: psychservices@uj.ac.za

Faculty Career Guides

In order to assist you to choose the most appropriate academic program, or to look at possible careers that are aligned to your academic program, click on the link below:

Humanities: https://www.uj.ac.za/wp-content/uploads/2022/05/2022-03-uj-humanities_career-guide_v01_spread_web-1.pdf



Preparation for the World of Work

Although a qualification is essential to find a job, there are also many other aspects that potential employers look at before you are employed. Remember that the job market is extremely competitive so it is important to make sure that you have a high quality CV, that you know where to look for jobs and that you perform well in your interview.



While new businesses and sectors are continuously emerging all the time, and along with that, that new positions are being created, many job opportunities being lost. To make the most of future opportunities, it is necessary to develop an entrepreneurial mind-set. A 5 day entrepreneurship development program will also be offered during the course of the academic year.

Click on the links below for hints and tips for any of the aforementioned:

- **Work Readiness:** <https://youtu.be/7OEPsWXe-QU>
- **CV writing:** https://youtu.be/Ox6Tck9iM_o
- **CV writing tip sheet** <https://www.uj.ac.za/wp-content/uploads/2021/10/cs-quick-tips-cv-writing-a4-2019.pdf>
- **Job search skills** <https://youtu.be/wPDbyEl4a7Q>
- **Job searching tip skills** <https://www.uj.ac.za/wp-content/uploads/2021/10/cs-quick-tips-job-search-process-a4-2019.pdf>
- **Cover letter writing tips** <https://www.uj.ac.za/wp-content/uploads/2021/10/cs-quick-tips-cover-letter-writing-a4-2019.pdf>

- Interviewing skills <https://youtu.be/EJNOitzUOCE>
- Interview tips from the recruitment team: <https://youtu.be/UJL0dDVZSzY>
- Interviewing skills tip sheet <https://www.uj.ac.za/wp-content/uploads/2021/10/cs-quick-tips-interviewing-skills-a4-2019.pdf>
- Entrepreneurship skills tips <https://www.uj.ac.za/wp-content/uploads/2021/10/cs-quick-tips-entrepreneurship-a4-2019.pdf>
- UJ Recruitment Guide <https://online.flippingbook.com/view/254621411/>

Career Exploration

In order to expose the UJ students to a wide range of careers and job opportunities a number of events are organized during the course of the year. These include, inter alia:

- Career Fairs
- Company show cases
- Industry talks
- Instagram live sessions

These events will be advertised on all the social media platforms mentioned in the introduction.



Job search platforms

The final step in your career development is to find a job. PsyCaD has its own platform, i.e. the UJCareerWiz Platform (click here for more information https://www.uj.ac.za/wp-content/uploads/2021/10/ujcareerwiz-_students.pdf) as well as some platforms that are hosted by PsyCaD (see below). In addition to these, there are also multiple other sites that will assist you in finding a job (see table below).



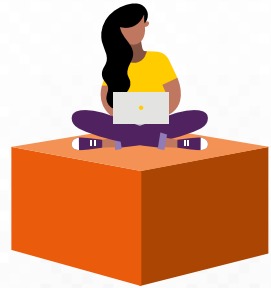
One of the most important aspects of finding a job is previous work experience. Although PsyCaD will keep you up to date on WIL, Internship, holiday and casual work opportunities, it may also be worth your while to visit the links below to look for opportunities.

PSYCAD HOSTED PLATFORMS	
UJCareerWiz Platform	www.ujcareerwiz.co.za
GradStar Platform/App	https://www.gradstar.online/
Peoplehawk	<p>UJenius students - https://peoplehawk.com/university-of-johannesburg/</p> <p>General UJ students - https://peoplehawk.com/university-of-johannesburg-2022/</p>

OTHER PLATFORMS	
BCom Connect	http://www.bcomconnect.com
Bestjobs	http://www.bestjobs.co.za
Career Jump	http://www.careerjump.co.za/index.php
Career Web (ICT Jobs)	http://www.careerweb.co.za
Careerjet	http://www.careerjet.co.za
Careerjunction	http://www.careerjunction.co.za
Careers 24	http://www.careers24.com
Executive Placements	https://www.executiveplacements.com/
Glassdoor	https://www.glassdoor.com/index.htm
Grad X	http://www.gradx.net
Indeed	http://www.indeed.co.za
IOL Jobs	http://www.ioljobs.co.za
Job Connection	http://www.jobconnection.co.za
Jobmail	http://www.jobmail.co.za
Jobox	https://joinjobox.com/
Jobs	http://www.jobs.co.za
Jobspace	http://www.jobspace.co.za
Jobtome	https://za.jobtome.com/#gref
LinkedIn	https://www.linkedin.com/
Localised	https://www.localized.world/organizations/476/university-of-johannesburg
MBA Connect	http://www.mbaconnect.com
Neuvoo	http://neuvoo.co.za/en
Pnet	http://www.pnet.co.za
Professional Globe Careers	http://www.professionglobe.com
Quantify Virtual Internship programmes	https://south-african-graduate-employers-association.breezy.hr/p/87024bde2b64-quantifyyourfuture-virtual-internship
Rent a Student	http://www.rent-a-student.co.za
Trovit	http://jobs.trovit.co.za/academic-jobs
U21	https://universitas21.com/news-and-events

Digital Job Boards

Click on the link below for a range of digital job boards:
<https://careersidekick.com/best-tech-job-boards/>



Centre for Psychological Services and Career Development (PsyCaD)

The services we offer include:

- Career Services: guidance, counselling, CV writing, job search skills, recruitment
- Assessments: Career Assessments and Career Transition Assessments
- Counselling: for all psycho-social-emotional and day-to-day issues

If you are not sure, please check with reception, or email psychservices@uj.ac.za. Additionally, please make use of our walk-in services on all campuses from 08:00 to 15:30.

To book a consultation with one of our professionals, please take note of the below numbers:

APK: 011 559 3333 / 011 559 2394 / 011 559 3324

APB: 011 559 1318

SWC: 011 559 5752

DFC: 011 559 6042

Please also take note of our **Crisis line (082 054 1137)** and our PsyCaD Mobile App: Download from the Google Play Store: **psycad@uj**

We are here to assist you to reach your optimal potential in all aspects of life.

