

Student employability timeline

Year 1

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| September | <ul style="list-style-type: none"> ○ Take a look at myCareer and set your preferences ○ Complete CV Builder and create a CV ○ Find part time work ○ Make a careers appointment if need help finding job ○ Join clubs & societies |
| November | <ul style="list-style-type: none"> ○ Start volunteering ○ Complete the Skills Audit ○ Talk to tutor about future plans ○ Research career interests |
| December | <ul style="list-style-type: none"> ○ Consider summer plans & apply for summer camps/internships |
| March | <ul style="list-style-type: none"> ○ Apply for leadership posts in clubs/societies ○ Apply to be a course/school rep |
| May | <ul style="list-style-type: none"> ○ Create a LinkedIn profile |
| Summer | <ul style="list-style-type: none"> ○ Work experience/volunteering |

Year 2

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| September | <ul style="list-style-type: none"> ○ Make a careers appointment to discuss your plans ○ Complete the Career Development Planner ○ Apply for internships/placements for next year ○ Attend Careers Events |
| November | <ul style="list-style-type: none"> ○ Attend Careers workshops & events ○ Complete the Skills Audit to see how your skills have developed ○ Complete the Strengths, Values & Motivations assessments on Shortlist.me |
| December | <ul style="list-style-type: none"> ○ Look out for vacation research positions |
| March | <ul style="list-style-type: none"> ○ Attend careers workshops ○ Update CV |
| May | <ul style="list-style-type: none"> ○ Use LinkedIn to network with employers |
| Summer | <ul style="list-style-type: none"> ○ Work experience/volunteering ○ Research potential employers |

Year 3

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| September | <ul style="list-style-type: none"> ○ Update CV/LinkedIn profile ○ Update your myCareer preferences and job alerts ○ Book Careers Appointment to check plans/applications ○ Apply graduate schemes/postgraduate study |
| October | <ul style="list-style-type: none"> ○ Practice your interview skills through Shortlist.me ○ Practice aptitude tests through Shortlist.me ○ Attend careers workshops e.g., Assessment Centres, Interviews |
| November | <ul style="list-style-type: none"> ○ Use LinkedIn to network with employers ○ Complete the Skills Audit to see how your skills have developed |
| March | <ul style="list-style-type: none"> ○ Apply for jobs with smaller companies and in public/third sector |
| June | <ul style="list-style-type: none"> ○ Finals, register as a graduate on myCareer |
| Ongoing | <ul style="list-style-type: none"> ○ Continue to use Careers & Employability for support & keep in touch for the Graduate Outcomes survey. |