

Your Career Timeline – get ahead of the competition!

Year 1

Oct Nov Dec Jan Feb Mar April May June July Aug Sept

Penultimate Year

Oct Nov Dec Jan Feb Mar April May June July Aug Sept

Final Year

Oct Nov Dec Jan Feb Mar April May June July Aug Sept Oct Nov Dec

Engage with the employability related opportunities delivered through your degree scheme

What jobs or further study can you do with your degree?

Gain work experience, paid or voluntary work

Develop your employability skills

Start developing your CV

Explore graduate level employment and further study options in detail

Prepare for application and selection processes

Gain relevant work experience

Secure graduate level employment or further study

Submit application forms

Attend interviews

Start employment or further study

Key

Generic aims

Specific activities

A NOTE FOR POSTGRADUATE STUDENTS

If you haven't already given thought to these milestones during your previous studies you will need to focus on your career planning as soon as possible. Many job application deadlines fall in the Autumn term so you will need to act quickly so that you don't miss out! Think about the skills required in your preferred occupations. What relevant skills will you gain on your course? Are there any additional skills and experience you need to gain elsewhere? Research students should enquire about the dedicated career planning programmes available through Academic Services.

Remember, you can still make use of the Careers and Employment Service once you have graduated.

email: careers@exeter.ac.uk
telephone: 01392 724493
or come in in person.

What jobs or further study can you do with your degree?

- Visit 'What can I do with my degree?' webpages
- Create your Prospects Planner profile

Gain work experience, paid or voluntary work

- Register with The Works for part-time work
- Go to the Part Time Jobs Fairs
- Visit Activities Fair or the Students' Guild
- Explore the Exeter Student Ambassador Scheme
- Look out for University of Exeter Internships
- Find out about volunteering opportunities
- Talk to your College Work Placement Co-ordinator

Develop your employability skills (Year 1)

- Register for The Exeter Award
- Attend skills sessions and training activities
- Investigate taking relevant modules in Year 2
- CV prize draw and Online Application Competition
- Join clubs and societies
- Attend the Team Development Programme

Start developing your CV

- Attend a CV Skills session
- Use the Online CV Creator
- Record your experiences and skills you have developed in your Personal Development Plan
- Review CV with Careers Adviser
- Listen to the Podcast 'If only I had known...'

Explore graduate level employment and further study options in detail

- Attend the Choosing a Graduate Direction Session
- Come to the Careers and Placement Fair
- Come to the Law Careers Fair
- Visit the Virtual Fair
- Attend Widen your Options sessions
- Apply to Career Mentor Scheme
- Sign up to Exepert to get Careers advice from Alumni
- Look at the 'I want to work in...' webpages
- Browse hundreds of employers in the Information Room
- Use Adult Directions Online – a career and skills matching tool available in the Information Room
- Use Funderfinder database
- Look at Goingglobal for overseas jobs
- Book to see a Careers Adviser

- Attend Postgraduate study talks
- Global Entrepreneurship Week sessions (autumn)
- Attend Alumni and Employer Presentations

Prepare for application and selection processes

- Attend the Effective Application Form skills session
- Practice Psychometric Tests online
- Attend Preparing for an Assessment Centre session
- Attend The Interview Experience
- Book your Mock Interview with an Employer
- Research competencies required by employer

Gain relevant work experience

- Go to Jobsurfing Intern for details of internship and placement opportunities
- Use your own networks to create opportunities

Secure graduate level employment or further study

Submit application forms

- Protocol for online applications?
- Get CV or application checked by a Careers Adviser

Attend interviews

- Talk to a Careers Adviser to prepare for your interview

Start employment or further study

- Inform the University of your graduate level employment or further study details (DLHE)
- Give the Development and Alumni Relations Office your contact details