In order for students to be fully prepared when they graduate, and for them to make the most of their time whilst studying, we ask you to encourage your students to take part in the training, networking opportunities and employer events available to them.

For students to be ready to enter the graduate recruitment market they need to start engaging with skills development and career planning from their first year of study. Employability and Graduate Development (EGD) provide a comprehensive range of services to support your tutees under the name ‘Career Zone’ This includes help to find PG study opportunities and ‘time out’ activities. In addition to the services available centrally, each College has time allocated from the Careers Consultants to work in your College and support your students’ needs.

Careers also have Employability Officers who work closely with EGD to support the employability development of the students in your College.

www.exeter.ac.uk/careers/staff/collegehelp/
www.exeter.ac.uk/careers/staff/contacts/

Career Zone
Student facing activities are based in The Career Zone at the heart of the Forum Building on the Streatham Campus, and for students at Tremough, the Career Zone will be located within the Compass of the Exchange building. At St Luke’s campus, a Careers Consultant and Information Officer will be available on a weekly basis during term time and students based at St Luke’s are also welcome to use the facilities in the Career Zone.

In addition to the wealth of information available online at www.exeter.ac.uk/careers/, current students and recent graduates of the University of Exeter are encouraged to sign up to our online system My Career Zone to:
• find graduate-level jobs
• book onto employability events
• look for part-time and casual work
• find internship opportunities
• book appointments with Careers Consultants
• search employability factsheets and FAQs
• view upcoming careers drop-in sessions
• ask careers related enquiries
• search for international opportunities

The staff section of the Careers website provides a range of resources to support you, and can be found at: www.exeter.ac.uk/careers/staff/resources/

Resources include:
• EGD at a glance
• Timeline – what students should do and when
• Personal tutor materials
• Careers sheets
• Guidelines for providing references for students
Getting started early

The ‘Getting started’ section of the website www.exeter.ac.uk/careers/research/start/ provides students with the information they need to start the process of career planning.

Careers Fairs
These provide the ideal opportunity for students to interact with employers keen to recruit to their part time positions, internships, placements and graduate vacancies. They are open to students of all year groups and disciplines across all three campuses.

www.exeter.ac.uk/careers/events/careersfairs

eXfactor: employability and professional development course. First years will attend a mandatory two day experience learning session designed to introduced students to employability and professional development skills and encourage students to make the most of opportunities available to them.

www.exeter.ac.uk/careers/events/eXfactor

Global Employability
• International graduate jobs, work placements and internships
• International Virtual Careers Fair
• Global employer presentations, workshops & drop-ins
• Application advice
• Placement contracts and supporting documentation

www.exeter.ac.uk/globaljobs

Did you know? Graduates can receive advice and guidance from EGD for up to three years after they graduate.

www.exeter.ac.uk/globaljobs
Email: globaljobs@exeter.ac.uk

Careers and Employability Talk (3,2,1) – mandatory talks for undergraduates of all years, highlighting what students should do in each year of study.

Work experience – all graduate recruiters value work experience highly, this is increasingly important for students to be able to secure graduate level employment. We advertise opportunities through My Career Zone and have many opportunities for students to gain experience on and off campus (SCPs).

Destination of Leavers from Higher Education
Employability and Graduate Development is required by the Government to collect information about whether our graduates are employed, in further study or unemployed six months after graduation. The data from the Destination of Leavers from Higher Education (DLHE) Survey is used to construct the league tables that are scrutinised by prospective students and employers.

Encouraging your students to keep their contact details up to date for this purpose is crucial to EGD collecting these data. If you have any information on what your students are doing after graduation please email DLHE@exeter.ac.uk. This information can be very useful to us.

Career Zone, Streatham Campus
Tel: 01392 724493
Email: careers@exeter.ac.uk

For the Career Zone drop in at St. Luke’s campus, students can see My Career Zone appointments for details.

Career Zone, Tremough Campus
Tel: 01326 253735
Email: cc-careers@exeter.ac.uk

The Career Zones are open Monday–Friday, 9am–5pm throughout the year except for Bank Holidays and the period between Christmas and New Year.

Any questions? Students can ask us a question through My Career Zone at www.exeter.ac.uk/mycareerzone or come and see us in the Career Zone, open weekdays 9am – 5pm.

www.exeter.ac.uk/careers/staff