

# YOUR CAREER JOURNEY

Developing your employability as an undergraduate

## YEAR ONE

Start building your career and employability profile. Be curious and open to trying new things; find out what motivates and interests you.

SEMESTER ONE

Attend a Career and Employability induction session

Take a look at the Careers website and open your account on Handshake Career Centre for part-time jobs, placements, events and appointments

Follow Careers on Facebook and Instagram

Come and say hello at the Careers stand at the Freshers' Fair

Attend the Part-time Jobs Fair and check out our student job picks every Thursday on our Facebook page

Drop in to Careers for an initial CV check or other queries you may have

Get involved with a UBU society or take up a Bradford Employability Award

Get involved in University Activities Week in November

Apply for the Open Innovation Programme (enterprise business programme)

Check out the Autumn Careers Fair and explore placements and career possibilities









## MIDDLE YEARS

Look for opportunities to build your skills, experience and networks. Start developing your career plan.

Update your preferences on Handshake Career Centre for tailored part-time jobs, placements and events by email

Get a part-time job or volunteering opportunity

Stay involved with your UBU society or join a new one

Take up a new Bradford Employability Award - become an Active Career Planner!

Book an appointment with the Careers team to explore your career options

Get involved in University Activities Week (November)

Apply for the Bradford Mentoring Programme

Book onto our weekly Careers Workshops and Webinars to start developing employability skills and get industry insights

Start applying for a placement year in the UK or abroad

Apply for the Open Innovation Programme

Develop your LinkedIn profile and link with Careers to start connecting with people

Check out the Autumn Careers Fair - find out what skills and experience graduate recruiters expect







## FINAL YEAR

Recognise and value your knowledge, skills and experience and start making good quality applications for graduate jobs or postgraduate study.

Update your account on Handshake Career Centre to get the latest graduate job vacancies by email

Book a 45-minute in-depth appointment with Careers staff to focus your career plans and actions

Make sure your CV is up to date and is relevant to the career you are interested in

Start making applications to graduate jobs/post graduate courses

Practice your interview skills on Interview 360 and check out assessment centre activities on Build My Career

Attend our Careers Workshops and Webinars regularly

Use LinkedIn to connect with people and companies you're interested in

Stay involved with your UBU society or join a new one

Take up a new Bradford Employability Award - it's never too late!

Get involved in University Activities Week (November)

Attend the Autumn Careers Fair to meet graduate recruiters





SEMESTER TWO

Dip into the weekly Careers Workshops and Webinars

Apply for a Summer Experience internship

Start to find out about study abroad opportunities and funding available

Explore the interactive resources on Build My Career

Build your LinkedIn profile

Get involved in University Activities Week (February)

Complete a Summer Experience internship

Get a summer job

Come along to the Summer Careers Fair - part time jobs, placements and more



Update your CV with your recent experience and skills developed

Practise psychometric selection tests on the Graduates First portal

Apply for a Summer Experience internship

Apply for short international programmes and funding

Get involved in University Activities Week (February)

Complete your personal skills and personality traits profile on Build My Career

Come along to the Summer Careers Fair for part time jobs and placements

Complete a Summer Experience internship or get a summer job to develop your skills





Book one or more appointments with an adviser - practice your interview skills, target your applications

Apply for a funded graduate work placement abroad

Be resilient - keep focused on graduate applications and interview preparation

Practise psychometric selection tests on the Graduates First portal

CELEBRATE YOUR GRADUATION!

Switch to graduate accounts in Handshake Career Centre and Build My Career and update your LinkedIn profile

Look out for graduate news from Careers, and don't forget you can use our services for FIVE YEARS after you graduate!


