Don’t miss out
Look out for emails from employability and placement teams and Careers Service, keeping you in the loop and preparing you for placement and your career ahead.

Placement visit
Discuss how to make the most of your placement and how to prepare for your career ahead. You can book appointments with the Careers Service any time during your placement year. careers.hud.ac.uk

Explore your career options
Speak to different people in the organisation about their roles. This is also a great way to make connections. hud.ac/m95

Look forward
Keep an eye on graduate job vacancies advertised at this time of year for final year students.

Stay on track
Update/create your SMART action plan with some goals whilst you are on placement. hud.ac/kkn

Continuous Professional Development
Take advantage of staff training opportunities at the organisation you work in and keep a detailed record of your skills and experience.

Check your progress
Review your SMART action plan and whether you’re on track. Access support from employability and placement teams to stay on track. hud.ac/kkn careers.hud.ac.uk

Keep in touch
Look out for Keeping in Touch events and other sessions at the University to help make the most of your placement.

Prepare for graduate recruitment
Update your CV and/or LinkedIn profile on completion of your placement and before the start of your final year. See our online guides and appointments. careers.hud.ac.uk

Prepare over the summer
Once you’ve finished your placement, use the summer to get ready to apply for graduate roles or postgraduate study in September of your final year.

Use our resources
Practise psychometric tests, learn about new recruitment practices and prepare for interviews. hud.ac/sgkq

Throughout the year
- Use each year wisely – Look at the Career Timelines for the years ahead.
- Keep a record of what you do by regularly updating your placement log. You’ll need this evidence when you apply for opportunities throughout your degree and after graduation.
- Book a 45-minute careers guidance appointment with one of our team: hud.ac/n8y.
- Attend one of our range of events: hud.ac/kgo.
- Watch our “How to” video series to support you with your next steps.
- If you’re an international student, visit: hud.ac/kfr.
- Check out support from the Enterprise team who offer support throughout your studies hud.ac/jdu.
- We stay open throughout the academic year including vacation times – read our e-newsletters for opportunities we promote.
- Find job opportunities, events and book guidance appointments: careers.hud.ac.uk.

The Careers and Employability Service have devised this timeline to help you focus on the steps you should be taking to improve your employability during first year. Get ahead and take a look at the full Careers Timeline series: hud.ac/kfm

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