

Term 1

Create or update your CV

Get ready to apply for opportunities and tailor your CV to roles you apply for.
hud.ac/kfk

Explore potential career options

Start to find out what skills and experience employers want and opportunities they offer - attend our careers fair and employer webinars.
hud.ac/m95

Enhance your employability

Apply for part-time jobs, volunteering, (virtual) work experience and positions of responsibility e.g. Academic Rep/SU societies.
hud.ac/kfl
hud.ac/pgkq

International students

Check whether you need to apply for a National Insurance number.
www.gov.uk/apply-national-insurance-number

Internships, Insight Days and events

Start to apply for summer opportunities, internships and insight days in the autumn and spring terms.

Create a professional online presence

Create a LinkedIn profile if you don't already have one. Attend our How To session on creating a profile.
hud.ac/kg0

Term 2

Stay motivated, stay on track

Create some short-term SMART goals to achieve before you enter Year 2.
hud.ac/kkn

Internships, Insight Days & Events

Keep a look out for employer events, summer opportunities, internships and insight days (some online).

Consider placements ready for year 2

Familiarise yourself with employability and placement support services and Enterprise Placement Years in your school. Some placements will be advertised from September in year 2.
hud.ac/kfo

Throughout the year

- Use each year wisely - Look at the Career Timelines for the years ahead.
- Keep a record of what you do, 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/kg0.
- 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.

Term 3 and summer

Be proactive get ready

Look at year 2 and final year Career Timelines - some graduate roles are advertised from the start of your final year.
hud.ac/kfm

Make the most of summer


Continue to gain experience and develop your skills - volunteering, internships, online courses and internships - you may need to apply before the summer for some of these opportunities.

Utilise the Careers Service

Utilise the Careers Service over the summer - book an appointment, use our resources and boost your employability.
careers.hud.ac.uk

Year 1 Career Timeline

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

 hud.ac/careers

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