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

### 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.
- Attend one of our range of events, bookable through MyCareer.
- Watch our “How to” video series on MyCareer Plus 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 on MyCareer: careers.hud.ac.uk.

### Term 1

**Create or update your CV**
Create or update your CV to 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/kkk

**Enhance your employability**
Apply for part-time jobs, volunteering, (virtual) work experience and positions of responsibility e.g. Academic Rep/SU societies. hud.ac/kfk hud.ac/kgp

**International students**
Check whether you need to apply for a National Insurance number. 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.

### 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

### 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

**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/kgo