The Careers and Employability Service have devised this timeline to help you think about the steps to take in year 2 to improve your employability.

**Year 2 Career Timeline**

**Term 1**
- **Placements and work experience**
  Prepare to apply for a placement year and contact your placement team if your course includes one. hud.ac/kfo
  If not, look into alternative work experience. hud.ac/kgr
- **Explore your options**
  Graduate jobs and placements are advertised at this time of year, find out what employers look for and attend our events. hud.ac/kkk
- **Stay motivated, stay on track**
  Create some short-term and long-term SMART goals to achieve your Year 2 and future goals.
- **Keep developing your skills and boosting your CV**
  Gain experience through volunteering, virtual work experience, internships, part-time jobs, free short courses, enterprise opportunities and more. careers.hud.ac.uk
- **Prepare for the recruitment process**
  Update your CV, also practise interview skills and practise psychometric tests in preparation for placement and graduate roles. hud.ac/kgs
- **Use LinkedIn**
  Update your profile and follow companies you want to work for during placement year or in the future. Connect with contacts in areas of work which interest you. hud.ac/kgt

**Term 2**
- **Check your progress**
  Review progress with 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
- **Clear career path in mind?**
  If the answer is yes, research skills and experience needed and whether postgraduate study is needed. hud.ac/kfl
- **Still feel unsure about your future career?**
  Use our online resources to explore options, attend employer talks and book a careers guidance appointment. hud.ac/kkk careers.hud.ac.uk

**Term 3 and summer**
- **Make the most of summer**
  Continue to develop skills, gain experience, book an appointment, use our resources and boost your employability. careers.hud.ac.uk
- **Going straight to final year?**
  If yes, get ready to apply for roles in September. Identify employers you’d like to work for, look at available vacancies. Prepare for graduate employment - spruce up your CV, practice online tests and get feedback on draft applications. Research postgraduate courses and arrange an appointment if you’d like to talk things through.
- **Prepare for placement**
  If you are starting a placement, good luck! Use our services whilst on placement and be ready to apply for grad roles or postgraduate study at the start of final year.

**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.