EVERY YEAR: GET INVOLVED

1. **Make CareerHub your first step.** Sign in to browse tonnes of jobs and book into exclusive careers events. Log in with your Essex username and password for your backstage pass. Job done.

2. **Drop in and keep updated.** Wondering how to go about finding part-time work, don’t know what you want to do after uni, or want to prepare for an interview? We’re here for you. Keep updated via our blog, website, social media and email bulletin.

3. **Job Markets.** Need a job right now? Come to our job markets twice a year for loads of part-time, volunteering and internship opportunities.

4. **Employability Week.** Want to get to know us better? We love meeting new people, so how about an informal, themed yearly get-together in Square 2 with free food and prize draws? Sound good? It does to us. We’ll be there, will you?

5. **The Careers Fair.** Meet top graduate employers without leaving campus! Start building relationships with the people who may one day appraise your CV, and find out about everything from insight days to graduate schemes.

6. **The Big Essex Award.** Prove you play as hard as you work. Pick and mix extracurricular units from Languages for All to volunteering, and stand out from the crowd. With three levels, what’s stopping you? Go for gold.

7. **Essex Startups.** We know you’ve got guts. So take the plunge and start your own business. We’ve got the experience and resources to support you, to ensure your growing business makes a big impact.

8. **Frontrunners.** Our award-winning, paid, on-campus opportunities available exclusively to you! With over 250 vacancies each year there’s always something new to try. And they count towards your Big Essex Award! That’s smart multitasking.

9. **Internships.** A perfect way to explore different businesses and get paid to learn alongside study. Check out Essex Interns, Prospects and Targetjobs for fantastic opportunities.

10. **Career Mentoring.** 6 hours. 6 months. Change your life. Tap into the talent that’s gone before you: get tailored support with dedicated time and space to achieve your career goals.

1ST YEAR: EXPLORE

1. **Make your first year count.** Map out the first stages of your road to success. It’s never too early to start and it’s a great chance for you to meet us face-to-face, so come along to find out about opportunities you may never have realised existed!

2. **CV Essentials/CV Review.** If you don’t already have a CV this is the time to write one. It’s your way to secure part-time work now and full-time work later. Visit a CV Essentials workshop for great advice, then get an individual CV review.

3. **Get experience.** Want more on your CV than just academic achievements? Employers value evidence of your skills, so consider part-time work or volunteering to demonstrate essential skills like teamwork and reliability, earn money and give back.

4. **Events/workshops.** Get stuck in to careers! Be spoilt for choice: hear from employers about their recruitment processes and inside tips or learn about writing a perfect job application and what different jobs involve. Don’t miss out!

5. **Insight days.** Be nosey: see what it’s really like to work for multimillion pound companies by applying through their websites. A good impression could lead to a summer internship, then a placement year, graduate scheme and beyond!

6. **Prospects’ career planner.** Figure out what might suit you. We know graduation seems ages away and we don’t all know what we want to do from age 0. The options are endless, so explore what’s out there to find your dream career.

7. **Peer mentor.** Learn how to get fully involved in student life from someone who’s been there and done it. Societies, volunteering, work and sports all look great on your CV and demonstrate your skills. This is Essex. Work hard. Play hard.

8. **Investigate placement year.** Gain experience in the real world while building industry connections for your future and get paid to do it! You’re in control: who do you want to work for? We’ll help you open that door.

9. **Study abroad.** Feeling adventurous? Consider studying overseas for up to a year. With 150 worldwide partner schools will you make like Paddington and visit darkest Peru or enjoy colder climates like Norway? The world’s your oyster.

10. **Summer plans.** Phew! We know how quickly the year goes. Luckily, summer’s perfect to catch up on anything you didn’t get around to in term-time. Will you work, do an internship, volunteer, travel or explore your subject further?
2ND YEAR: FOCUS

1. **Make your second year count.** We kick-started your first year, we’re not dropping you in the deep end now. Find out how to get the most out of your second year and sail through year two in style. Sorted.

2. **Investigate options.** We can’t physically do everything for you. But we can help you understand how to explore your options: bring out your inner Sherlock and check out our website or drop in to discover more.

3. **Identify skill gaps.** Where do your strengths and weaknesses lie? Fill any gaps in your knowledge and experience now. Visit us for advice on how to build those examples of teamwork and self-motivation and take the pressure off your final year.

4. **Careers Adviser.** Take time to chat one-on-one with one of our Careers Advisers about your options - whether you know definitively what they are or not. We love to listen and help clarify your ideas. Our doors and ears are open.

5. **Networking.** Start thinking about making connections for the future while nurturing and solidifying existing contacts. Can you build on an existing relationship with your part-time employer or try something new through Essex Interns?

6. **Experience hunting.** Preparation is key! Companies have openings but also have early deadlines. Keep on it: regularly check Prospects and Targetjobs for opportunities and update your CV and cover letter ready to apply ahead of the rush.

7. **Speculative applications.** Open doors. Be successful with a great CV, cover letter and phone introduction. Be tenacious when times get tough. Apply for summer work in spring and keep in touch to make sure the company remembers you.

8. **Essex Interns.** Offering paid local opportunities, register to enjoy new openings emailed to you, then apply to the ones you like. Want to become sales director 3 years after graduation? Our interns make it happen.

9. **Pre interview advice/application review.** Remember the 5 Ps: Proper Planning Prevents Poor Performance. So book your application review and pre-interview advice session in plenty of time and let us help you make the best first impression.

10. **Summer reading!** Take home *The Times Top 100 Graduate Employers* and *postgraduate funding* for light summer reading. Actually *The Times* is quite heavy. But it makes a great doorstop once you’ve finished. And it is essential reading.

FINAL YEAR: APPLY

1. **Make your final year count.** We know not everyone in life is a planner. Fortunately, not everyone has to be. This succinct workshop identifies the essential points you should be thinking about. So you can sleep easy knowing it’s taken care of.

2. **Get applying/application review.** Time flies when you’re having fun. Get familiar with graduate scheme deadlines, especially the big ones which close before Christmas. Then book a review with us to ensure your application soars.

3. **Pre/post interview advice.** Don’t rely on “I’ll get it right on the day”. Visit us for pre-interview advice to be confident and relaxed at interview. And since we know life offers unexpected scenarios, we also offer post-interview advice to help you find success.

4. **Networking.** Accessing people to network with is easier than ever, but increasingly hard to navigate. We help you make the right impression and build genuine contacts with a combination of LinkedIn lab and face-to-face alumni sessions.

5. **Creative job search.** Only 25% of job opportunities are advertised. That’s like Canteen displaying toast for breakfast but hiding sausage, egg and beans behind the counter. We know there’s more out there, so speak to us to make sure your plate’s full.

6. **It’s going to take time!** Your ideal option is unlikely to land on your plate to order and may not know what you fancy yet. So be patient, work hard, explore different ideas and keep at it. We’ll help you strategise and plan for different scenarios.

7. **Careers Fair.** Eyes on the prize. Keep focused: perfect your CV and research attendees to have worthwhile conversations with recruiters with real jobs to fill. Make a lasting impression to nab yourself a swanky graduate job.

8. **Psychometric tests.** Don’t be psyched out worrying about the unexpected. Relax and prepare with our online sample assessments, many of which are from the same companies that graduate recruiters use. Psychedelic baby!

9. **Assessment centre prep.** Like Marmite; you’ll love or hate assessment centres. Companies love them so they’re an essential hoop to jump through. Understand what to expect with online resources, employer-led workshops and mock assessment days.

10. **Ongoing support.** As part of our Essex family we’re always here for you. Even if you haven’t done any of the above yet, we’re here to help with our exclusive graduate support package for you.