Employability

What is it?

Employability is a measure of how easily new graduates can gain employment and achieve success in the world of work. Potential employers will look at all your achievements and experiences when considering you for employment, so make sure you develop your transferable skills and get some practical experience to make yourself more employable.

Who’s here to help?

It’s never too early to start thinking about your career. We’ve developed an Employability Timeline to help you to make the most of your time at ARU. Follow the Timeline (on page 5), use the information in this guide and get in touch with the advisers in the Employability and Careers Team and Employment Bureau. They’ll support you from your first day on campus until after you graduate.
Employability and Careers Team

We’re here to help you make the most of your time.

Our Faculty Employability Advisers will help you build and develop skills through workshops, careers fairs and employer events. They will guide you through finding and securing work experience, introduce you to employers and help you secure a graduate job once you finish your degree. We run drop in sessions daily for any career related questions or you could come along to a CV surgery for help with work related applications.

If you haven’t decided which career path is the right one for you, don’t worry. Our Careers Advisers will help you consider your options through group sessions, by phone or in a one to one guidance session. To find out more or to contact a Faculty Employability Adviser or Careers Adviser please email employability@anglia.ac.uk

Visit anglia.ac.uk/employability

Employment Bureau

A great way to gain practical experience is to get some part time temporary work to fit around your studies. Register with the Employment Bureau, our on-site recruitment agency, to find out about flexible work that will help you gain new skills to add to your CV whilst earning some money. The Employment Bureau will also help you find a permanent position once you’ve graduated.

Visit eb.anglia.ac.uk
In year 1...

Register with the Employment Bureau

Work experience is a vital part of improving your employability. Develop new skills and earn some extra money through part-time temporary work.

Visit eb.anglia.ac.uk

Create a CV to use for part time & vacation work

Use your spare time and vacations to gain experience, develop new skills and start building up your industry contacts. Volunteering, work experience, placements or internships are all great ways to do this. Log in to the Employability and Careers Portal and use our CV Builder to get you started.

Volunteer

Volunteering is a great way to help your community, see a real-life workplace and build your transferable skills. Finding a voluntary role that’s enjoyable and relevant to a potential career looks great on your CV. Register with the Students’ Union Volunteering Service at angliastudent.com/volunteering

Get involved with uni life – Sports, Societies and Projects

Being part of a sports team or society shows dedication, teamwork and commitment – things employers love to see. Both are great ways to meet people with similar interests, and if there isn’t a society you fancy, you can show initiative and create your own - making sure to add this to your CV.

There are also loads of projects you can get involved in, for example The Big Pitch where you can pitch your business idea and win money to develop it and live projects set by employers.

Find us online

Log in to the Employability and Careers Portal where you will find lots of useful resources. Follow the Employability Service and the Employment Bureau on Facebook and Twitter to keep updated on valuable information and event reminders.

Create your LinkedIn Profile

Employers often search for candidates online so your online presence needs to be professional and current. We can help you create an impactful LinkedIn account for potential employers to explore.

Make the most of your summer

Build your CV by volunteering or getting some work experience over the summer.

Visit anglia.ac.uk/employability/skills
It’s never too early to start thinking about your career. Stick to this timeline to make sure you’re doing all you can to stand out from the crowd in the job market once you graduate.

Before you arrive
- Log in to the Employability and Careers Portal
- Take a skills test on the Portal
- Register with the Employment Bureau for paid work opportunities
- Create a CV on the Portal

Summer
- Create your LinkedIn profile
- Volunteer or secure some work experience
- Volunteer and build your experience
- Get involved with uni life, sports and projects
- Apply for placements and summer internships

Penultimate year
- Explore your career options with a Careers Adviser
- Update your CV and LinkedIn profile
- Meet employers and attend careers fairs
- Apply for placements and summer internships

Final year
- Network with employers and add to your LinkedIn profile
- Finalise your graduate CV
- Get ‘work ready’ with support from your Employability Adviser
- Complete the Graduate Outcomes survey

Graduation
- Complete the Anglia Ruskin Employability Programme
- Land your dream job
- Join the Alumni Network
- Become a mentor
- Complete the Graduate Outcomes survey

Summer
- Work on the Anglia Ruskin Employability Programme
- Get support to start your own business
- Volunteer or secure some work experience
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In your penultimate year...

Explore your career options with your Careers Adviser. Email employability@anglia.ac.uk for an appointment.

📅 Come to our events and workshops

There's a wide variety of employability events taking place throughout the year - from careers fairs to workshops. These events will help you learn more about opportunities, giving you the chance to find out what professions you might be interested in.

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Update your CV and LinkedIn profile

Your CV is often the first point of contact with a potential employer so it’s important to keep it updated with all your new experiences. Attend our CV Surgery and workshops to learn how to adapt your CV to fit the job you’re applying for and use your online profile to build your employer network.

👥 Meet employers & attend careers fairs

Use the on-campus recruitment fairs and employer events to network and meet potential employers. Make a good impression by being prepared and well presented, with a copy of your current CV to hand. Many events are run in conjunction with industry employers so they’re a good way to get crucial information direct from the source.

📝 Apply for placements and summer internships

Whether it be a year out placement or short term work experience opportunities, employers value all kinds of work experience. Take a look at our job board and get help from your Faculty Employability Adviser to find the right opportunity for you.

Visit eb.anglia.ac.uk

💡 Consider self-employment/going freelance

Have a think about whether you’d like to start your own business. Attend our Be Your Own Boss seminars to find out more, or book a one-to-one session with our dedicated self-employment /freelance professionals at our ‘Going it Alone’ days, or speak to a Careers Adviser to discuss your options. The StartupLab provides dedicated space for students with early-stage business concepts and provides practical help and support including mentoring.

Visit anglia.ac.uk/startup

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In your final year...

Get ‘work ready’
Meet your Faculty Employability Adviser to review your applications and get hints and tips on effective interview preparation.

Finalise your graduate CV & visit the Employment Bureau
Don’t forget the Employment Bureau recruits for graduate jobs. It’s vital that you update your details before you leave or register if you haven’t already done so.

Apply for graduate jobs or post graduate study
Graduate schemes often recruit early so be prepared. If you are looking to continue your studies, start applying now. Also there are lots of resources on the Employability and Careers Portal to help you too.

Network with employers
Take every opportunity to build your employer network both through university and external events. Join relevant groups on LinkedIn and get involved in discussions. Don’t forget to add any contacts you make to your LinkedIn profile.

Complete the Anglia Ruskin Employability Programme
Finish the Anglia Ruskin Employability Programme before you graduate to add to your portfolio for employers.

Visit eb.anglia.ac.uk
Once you graduate...

Join the **Alumni Network**

The Alumni Network is a way for you to keep connected with us and former students. Stay in touch by sending your contact details to alumni@anglia.ac.uk

Become a mentor

You can become a mentor and guide current students through the transition from study to employment. Email employability@anglia.ac.uk to register your interest.

Tell us what you’re doing

We want to know how you’re getting on once you leave us. We do this through the Graduate Outcomes survey which is conducted around 15 months after you graduate, so stay in touch. The survey provides information on the range of careers our students go in to which helps inspire and motivate others and helps them understand the value of a degree from Anglia Ruskin.
Where to find us...

Employability Drop-in

Come and see our Faculty Employability Advisers for help with your CV, job applications, interview preparation, and anything else to help you prepare for the world of work.

**Cambridge**
Monday to Friday 12 noon – 2pm, HEL073

**Chelmsford**
Monday to Thursday 12 noon – 2pm, 2nd floor, Tindal Building

CV Surgery

Get help with your CV and applications. No need to book, just turn up:

**Cambridge**
Tuesday 1.30 - 3.30pm and Thursday 11.30am - 1.30pm
Open Access Area, 1st floor, LAB

**Chelmsford**
Tuesday and Thursday 12 noon - 2pm,
2nd floor, Tindal Building

Employment Bureau

Visit the Employment Bureau

**Cambridge**
HEL073

**Chelmsford**
MAR009
For more information please contact:

**Employment Bureau**

📞 01245 68 3616

📧 employment-bureau@anglia.ac.uk

📧 eb.anglia.ac.uk

**Employability Service**

📞 01245 68 6700

📧 employability@anglia.ac.uk

📧 anglia.ac.uk/employability