This set of guidelines for discussion with your personal tutor on employability is designed to help you consider how to make the most of your University experience, both within and out with the curriculum. Employability is not just about ‘getting a graduate job’, it’s about developing skills and a portfolio of experience while at University that will equip you for life and your long term career. The University of Stirling wants you to maximise the student experience and take advantage of the diverse and interesting experiences open to you. Use this action plan as a way to explore how you can do this with your personal tutor.

**Year 1**
- Settle in to University life and study
- Join clubs and societies
- Part time work

Discuss with your tutor and note below what kinds of activities you are interested in.

**Year 2**
- Start to develop a CV
- Start planning ahead for summer work
- Identify and articulate skills – create a CV.
- Gain relevant work experience
- Think about an international study/work experience

Discuss with your tutor what kinds of activities you are interested in.
Year 3

- Reflect on career choice: what do I want and where am I going?
- Consider what you want to do through informed research
- Work experience * Network * Attend events

Discuss with your tutor and note below what kinds of activities you are interested in.

Year 4

- Start early and get the right job
- Take action – set out a strategy
- Set out a project plan – timelines and dates for applications
- Be proactive and take the initiative in job hunting

Discuss with your tutor and note below what kinds of activities you are interested in.