

# CAREERS AND EMPLOYABILITY SERVICE

*Here to help you*



# HERE TO HELP YOU!

## **We are committed to successfully preparing you for employment and further study.**

### **What we offer**

- A comprehensive careers website
- Information booklets
- Online careers award and learning resources
- Skills workshops
- Presentations by employers
- Annual Careers Fair
- One-to-one guidance with careers advisers
- Daily 'quick advice' sessions
- Help with CVs and application forms
- Practice interviews
- Funding for unpaid work experience
- Commitment to equality, diversity and inclusivity in all our practices.

### **Employability Festival**

#### **Autumn term**

Featuring presentations, workshops, hackathons, networking or panel events from university academic and professional staff, industry experts, graduate employers and Kent alumni. The focus of the Employability Festival (EmpFest) is on industry insights and skills development and is your chance to explore careers you may not have considered previously.  
[www.kent.ac.uk/ces/empfest](http://www.kent.ac.uk/ces/empfest)

### **Careers Fair**

#### **Autumn term**

The annual Careers Fair welcomes a wide range of graduate employers from a variety of industries to meet one-to-one with University of Kent students to discuss placement, graduate and postgraduate opportunities.  
[www.kent.ac.uk/ces/careersfair](http://www.kent.ac.uk/ces/careersfair)

### **Presentations and workshops**

#### **Throughout the year**

Our workshop programme supports you throughout your career journey from career management to succeeding in the recruitment process. Employer events enable you to gain insight into an organisation, the opportunities they offer, and have your questions answered directly. You can also learn new 'soft' skills to enhance your employability by taking part in one of our Study Plus courses.  
[www.kent.ac.uk/ces/events](http://www.kent.ac.uk/ces/events)  
[www.kent.ac.uk/study-plus](http://www.kent.ac.uk/study-plus)

### **Finding jobs, placements and internships**

Our vacancy database has hundreds of opportunities for graduates, placement students, interns and volunteers with local, regional, national and international employers. <https://careers.kent.ac.uk>

We also have a Work and Opportunities Fund. If you find a really great chance to get work experience, but it is unpaid, you could be entitled to up to £250 from the Careers and Employability Service to contribute towards your expenses. The fund is also available for attending training and network events related to your career development.  
[www.kent.ac.uk/ces/funding.html](http://www.kent.ac.uk/ces/funding.html)

### **Target Connect**

Our portal for students and recent graduates (within three years of graduation) to book for careers events and appointments and find internship, placement, graduate and volunteering vacancies.  
<https://careers.kent.ac.uk>

### **Graduate Attributes and Kent Extra**

Employers look for a range of attributes in their graduate recruits including confidence, creativity and innovation, critical reflection, global and cultural awareness, integrity and accountability, intellectual curiosity and resilience. These are qualities you can develop through your time at Kent. Kent Extra describes a range of extra-curricular and co-curricular activities to enhance your employability and add a new dimension to student life. You can gain work experience, volunteer, learn a language, attend a summer school or add an extra year to your course to gain knowledge in a different discipline.  
[www.kent.ac.uk/guides/grad-goals](http://www.kent.ac.uk/guides/grad-goals)  
[www.kent.ac.uk/kent-extra](http://www.kent.ac.uk/kent-extra)

## Employability Points



The Employability Points Scheme rewards students for their active engagement with co-curricular activities with experiences of work. For each co-curricular activity completed, students can claim 'Employability Points', which can be cashed-in for the chance to apply for exclusive internships, work placements, training and more! [www.kent.ac.uk/employability-points](http://www.kent.ac.uk/employability-points)

## Online resources

### Careers information

Our website includes sections on career options, job searching, applications and interviews.

We have a series of information booklets including Career Planning Guides for undergraduate and postgraduate students and booklets on 'Making Applications', 'Interview Skills' and 'Choosing a Career'. These can be downloaded from our website: [www.kent.ac.uk/ces](http://www.kent.ac.uk/ces)

### Careers Award on Moodle

Improve your career planning and job hunting skills with this online programme. The programme covers how to develop your career action plan, CV support, video interview and psychometric testing practice with feedback online or through an appointment. [www.kent.ac.uk/ces](http://www.kent.ac.uk/ces)

### CareerSet

Upload your CV to receive instant feedback. You can also learn how to target your CV and cover letter to a particular job. <https://careerset.io/kent>

## Graduates First

This platform enables you to practise psychometric/selection tests and video interviews. It also includes videos on how to improve your scores. [www.graduatesfirst.com/university-career-services/kent](http://www.graduatesfirst.com/university-career-services/kent)

## Shortlist.Me

Video interviews are an important part of the recruitment process and you can use this system to practise a range of employer video interviews. [www.kent.ac.uk/ces/protected/ShortlistMe.html](http://www.kent.ac.uk/ces/protected/ShortlistMe.html)

## GoinGlobal

If you are interested in working or studying abroad, you can use this resource to explore 120 country and city guides. It includes country-specific information on visa requirements, CV guidelines, job searching and more. [www.kent.ac.uk/ces/protected/GoinGlobal.html](http://www.kent.ac.uk/ces/protected/GoinGlobal.html)

## Speak to an adviser

### Quick advice

Careers and employability advisers are on duty at regular times to help with quick queries such as giving feedback on your CV, advice on job hunting or interview advice. Book an appointment to speak to an adviser for approximately 15 minutes. <https://careers.kent.ac.uk>

### Guidance interviews

Careers advisers can give you advice, information and help related to more complex issues such as 'I have no idea what I want to do!', 'What can I do with my degree

subject?', anything connected with your plans for your future career, postgraduate study, time out and much more. Book an appointment to speak to an adviser for up to 45 minutes. <https://careers.kent.ac.uk>

## Opening times

### Term time and vacation

Mondays 10.30-17.00

Tuesday – Friday 09.00-17.00

## Locations

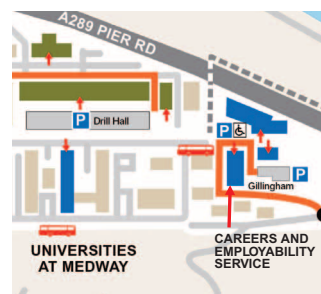
### Canterbury campus

Careers and Employability Service building, next to Keynes College.



### Medway campus

Room G0-06, ground floor, Gillingham building.



# VISIT US ONLINE

[www.kent.ac.uk/ces](http://www.kent.ac.uk/ces)

## Canterbury



@unikentemploy



@ukces



unikentces

## Medway



@ukmemploy



@ukmemployability



MedwayCareers

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[www.kent.ac.uk/ces](http://www.kent.ac.uk/ces)

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