



GRAD PLANNER CAREERS EMPLOYABILITY & START-UP



LJMU STUDENT FUTURES



SHAPE THE FUTURE



- Share your graduate success with us and with others through the **Graduate Outcomes Survey** and by **staying in touch** through **LJMU Connect** and **Student Futures LinkedIn**.
- You'll be **sent an invitation to complete the Graduate Outcomes Survey 15 months after you graduate**. It captures what you're doing with your career, what you're getting out of it and your thoughts on how LJMU supported you.
- Your input will help inspire others, **help us tailor our support to you and your fellow alumni** so we can make a bigger difference and **improve teaching and learning for the graduates of the future**.

Stay Connected with us at:

[LJMUconnect.com](https://ljudconnect.com)



COUNTDOWN TO GRADUATION



Coming to the end of university can cause mixed feelings. Leaving friends and the familiarisation of university life can be a shock, however, LJMU Student Futures is here to help support your transition into your next steps.

Students take many options, including further study, both at LJMU and other universities, go into employment, relocate or return home, stay in the city, take part-time jobs whilst exploring passions and building portfolios in other areas, travelling or taking a year out to pursue passions. There is no 'right' option and everyone's circumstances are different.

Don't panic, it's never too late to get started by making a plan. Take a look inside this Grad Planner for your next steps as an LJMU final year student.

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DID YOU KNOW ...?



75%

of graduate roles are open to graduates from any degree discipline, research reveals



47.1%

of all employed LJMU graduates go on to work in the Liverpool City Region



70.6%

of all employed LJMU graduates go on to work in the North West

VALUES

Whether you are planning to find work, become self-employed, continue to further study or take some time off, this Grad Planner will help you start to prepare for what comes next.

Values are like guiding principles that shape who you are and how you navigate life.

Examples: Passion for Learning, Innovation and Creativity, Diversity and Inclusion, Social Responsibility.

MY TOP 5 VALUES			
	What is important to you?	What values do you want to see in a company or the people you work with? Example: keeping promises, honesty, respect, sustainability, ethical	Examples of companies or people you feel represent these values
1			
2			
3			
4			
5			

RESEARCH POTENTIAL EMPLOYERS

Look beyond job titles and research companies to understand their culture, values and reputation. A workplace that aligns with your own values is more likely to be a fulfilling work environment. Choose 3 companies, organisations or brands you might like to work for and research their values, culture and reputation.

Name of company, organisation or brand:	Their values, culture and reputation:
1.	
2.	
3.	

Websites such as Glassdoor show employee ratings for many companies.

graduate advice ...

“ In my view, the best way to align yourself with the values of an employer is to evidence how you share those values or why those values are important to you. It is easy to say an employer’s values are important to you, I think it is evidencing why they are important to you that makes you stand out. When applying to the CPS, I used both work experience and personal experiences to evidence that. ”

Emily Thorbjornsen, LLB Law, 2021 Graduate

What matters most to you? Once you have identified your values, the next step is to consider your priorities. Knowing what you value the most helps you filter through job opportunities.

Which factors are most important to you in a paid job role?	Number 1-16 with 1 being most important	Notes
Good career prospects		
Equality, diversity and inclusion		
Job security		
Interesting work		
Training and development		
Good work-life balance		
Friendly colleagues		
Sustainability and ethics		
Excellent role models		
Chance to make a difference		
Flexible and Hybrid working		
High starting salary		
Innovation		
High personal responsibility		
Employer brand		
Status and prestige		

Employer characteristics taken from CIBYL Graduate Research UK 2022 Report

Here are some other things to consider when thinking about your values and priorities:

Consider growth opportunities	Does the company offer training programmes, mentorship and a clear career path?
Evaluate pay and benefits	Assess salary and benefits
Work-life balance	Think about the balance between work and life. Do you want a job where you work entirely remotely, a mixture of both (hybrid working), or in a physical workplace? Think about the location of the workplace and the commute. Does it fit with your goals?

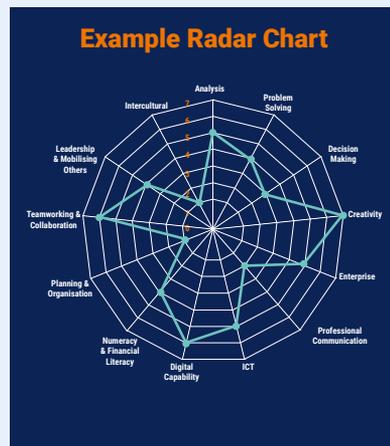
SKILLS AUDIT

Take a moment to reflect on the wealth of skills you have acquired within your degree programme and through extracurricular activities, volunteering, internships, placements and part-time jobs. Skills like communication, teamwork, problem solving, and leadership are valuable to all employers and make you a sought after candidate in the graduate jobs market. Being able to reflect, recognise and appreciate your employability skills will help you stand out and thrive in the professional world.

Rank your skills against LJMU’s employability skills which are reflective of the top rated skills sought-after by graduate employers. Looking for a digital version? Check out Skills Checker on Careers Zone 24/7.

Recognise employability skills (sometimes called transferable skills) and build examples and evidence of these skills. Use your degree, work experience, volunteering, awards, societies, interests, sports, fundraising or extra-curricular activities to draw from. You will definitely have at least one example for each skill, but if you need help identifying these, speak to one of our Careers and Employability Advisors at a 1-2-1 careers meeting or use Skills Checker online at Careers Zone 24/7.

How would you rank your employability skills against the top rated skills by graduate employers? Complete your ranking on the radar chart below:



BUILD YOUR SKILLS

Think of examples of times when you have used employability skills. Use these examples to begin to build your skills bank of STAR answers to use during future application and interview stages. Evidencing your skills in this way will be part of any graduate recruitment process.

Be the STAR: Evidence your skills using the STAR method and share your student experiences in a structured and impressive way.

S	Situation	Set the scene and describe the situation where you faced a challenge or did something impressive.
T	Task	Write about the task/objective you were given. What were you supposed to achieve?
A	Action	Share the steps you took, the decisions you made and how you tackled the task. Shine and show off your skills.
R	Result	What was the outcome of your actions? Did it work? Did you learn something new? Show the impact of what you did.

Complete the table below with your STAR examples

LJMU Employability Skill	Brief definition:*	STAR Example: (Short version)**
Professional Communication	The ability to convey information clearly and effectively, both verbally and in writing.	STAR: S: During my time at university, I was part of a team project in my marketing class. T: We were tasked with creating a promotional campaign for a local business. A: I took the lead in communicating our ideas to the team, ensuring everyone understood their roles. I also drafted the presentation and regularly updated the team on progress. R: The campaign was a success, and our clear communication played a crucial role in our positive feedback from both the class and the business owner.
Analysis, Problem Solving and Decision Making	The skill of identifying challenges, analysing them, and developing effective solutions.	STAR:
Creativity and Enterprise	The ability to think outside the box, come up with innovative ideas, and apply them in practical ways.	STAR:
ICT Skills and Digital Capability	Proficiency in using Information and Communication Technology (ICT) tools. This includes using software, navigating online platforms, and leveraging technology for various purposes.	STAR:
Numeracy and Financial Literacy	Proficiency in understanding and working with numbers including budgeting, borrowing and debt.	STAR:
Planning and Organisation	The capacity to set goals, prioritise tasks, and efficiently manage time and resources to achieve objectives.	STAR:
Teamworking and Collaboration	The capacity to collaborate with others, share responsibilities, and work collectively towards a common goal.	STAR:
Leadership	The capability to guide, inspire, and influence a group towards achieving a common objective.	STAR:
Intercultural	The ability to interact effectively and respectfully with people from diverse cultural backgrounds. This includes understanding and appreciating cultural differences.	STAR:

*For more detailed definitions of LJMU Employability Skills visit [Skills Checker on Careers Zone 24/7](#)

** For help with STAR examples and creating more detailed answers visit [Careers Zone 24/7 e-learning employability modules](#) or book a 1-2-1 careers meeting.

Developing employability skills is a continuous process. Stay proactive and be open to new experiences!

Tips to develop skills further	I will (tick box)	Done (tick box)
Take Skills Checker on Careers Zone 24/7 to understand your skills level and access free e-learning modules	<input type="checkbox"/>	<input type="checkbox"/>
Take Career Pulse on Careers Zone 24/7 to start your Final Year Employability Programme	<input type="checkbox"/>	<input type="checkbox"/>
Reach out to lecturers and friends for feedback on your strengths and skills	<input type="checkbox"/>	<input type="checkbox"/>
Attend workshops and events from Student Futures and Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>
Find a mentor on LJMU Connect from your degree discipline	<input type="checkbox"/>	<input type="checkbox"/>
Join LinkedIn and start to build your network	<input type="checkbox"/>	<input type="checkbox"/>
Join extracurricular activities, i.e. societies and volunteering that align with your interests	<input type="checkbox"/>	<input type="checkbox"/>
Enhance your digital skills by familiarising yourself with relevant software, tools and platforms in your field	<input type="checkbox"/>	<input type="checkbox"/>
Embrace new situations and challenges and be open to new skills	<input type="checkbox"/>	<input type="checkbox"/>
My own ideas:		
	<input type="checkbox"/>	<input type="checkbox"/>



SKILLS CHECKER

Skills Checker helps you recognise and evidence your skills against **key employability skills employers look for in new graduates**. Take the free e-learning modules to learn more and try the AI practice interviews.

To get started with Skills Checker, scan the code or visit:

bit.ly/LJMUSkillsChecker



YOUR CAREER JOURNEY - WHERE ARE YOU?

It's perfectly okay to not know what you want to do after university. Student Futures is here to help you navigate your options. Take a look at the statements below and see which resonates most with you, and follow the steps listed to help you move forward.

Decide	Plan	Compete	Sorted
I am not ready to start thinking about my career yet	I have a career in mind and intend to gain relevant work experience/build a portfolio	I am ready/have already started applying for graduate level/professional opportunities	I have a job, further study or my own business plan confirmed.

Write your thoughts in the Grad Planner. If you need help ask family, friends or book a 1-2-1 careers meeting with a Careers and Employability Advisor

Decide

1. Think about what you enjoy and are good at. Make a list
2. What do you enjoy about any part-time work or work experience? For example, working in a team, helping people, solving problems
3. Take the Careers Quiz at prospects.ac.uk to match your skills to job profiles
4. Start to job search on graduate jobs boards like Careers Zone 24/7 and TargetJobs for different ideas. Write down any of interest
5. Check out 'What can I do with my degree?' at prospects.ac.uk - remember most graduate jobs do not ask for a particular degree discipline so use this for ideas, it's not an exhaustive list. Write down some ideas.
6. Explore your skills, strengths and career possibilities by taking Career Pulse on Careers Zone 24/7

Plan

1. Talk to employers and recent graduates through LJMU sessions
2. Set up a LinkedIn profile and start to follow companies, #trends, and people
3. Register with UNITEMPS to gain work experience and develop your skills
4. Book a careers meeting to explore your ideas, options and next steps
5. Take Skills Checker online and follow e-learning resources to understand your skills better
6. Read student stories from previous LJMU students on your course: ljmu.ac.uk/studentfutures/case-studies

Compete

1. Start applying for graduate opportunities and/or postgraduate courses
2. Check your CV/applications are competitive in the graduate jobs market
3. Book a Business Advisor appointment to learn more about entrepreneurial ambitions
4. Book a mock interview or practise on Careers Zone 24/7 AI interview which converts your CV skills to interview questions
5. Practise psychometric tests online at Careers Zone 24/7
6. Listen to our Student Futures on-demand careers sessions, including assessment centre advice on our YouTube channel - bit.ly/StudentFuturesYouTube

Sorted

1. If you already know your next steps, please share your onward journey with us at studentfutures@ljmu.ac.uk. We'd love to keep in touch
2. Don't forget to look out for the Graduate Outcomes Survey 15-months after finishing your course and tell us what you're doing!

If you are feeling unsure, book a careers meeting with a Careers and Employability Advisor or visit us at a Careers Zone on campus.

UNLOCKING NETWORKING

Networking can be intimidating, but building genuine connections can propel you into exciting opportunities. Start small, build confidence and remember it's a journey, not a destination.

My Network	Make a Networking Action Plan	Do It!
Key people to help me realise my goals are: 1. 2. 3. 4. 5.		
Networking 101: The nervous beginner	<ul style="list-style-type: none"> ■ Overcome nervousness ■ Make an initial connection 	<ul style="list-style-type: none"> ■ Start small with events or workshops in your field or a university event ■ Prepare a short introduction about yourself (elevator pitch) and practice it
Networking 202: Building confidence	<ul style="list-style-type: none"> ■ Expand your network ■ Engage in conversation 	<ul style="list-style-type: none"> ■ Join class mates, lecturers and professionals on LinkedIn ■ Research what graduates from your degree are doing now and connect! ■ Reach out to professionals for information interviews
Networking 303: A confident networker	<ul style="list-style-type: none"> ■ Contribute to discussions ■ Build your network 	<ul style="list-style-type: none"> ■ Participate in discussions, share your insights and ask questions ■ Find a Mentor

Visit Careers Zone 24/7 e-learning modules for more tips on networking and sign up to a Student Futures 'How to' LinkedIn session.

STUDENT FUTURES EVENTS 2024



DATE	TIME	EVENT	LOCATION/ONLINE
Wednesday 14 February	12pm-2pm	Volunteering Fair (run by JMSU)	Student Life Building
Wednesday 21 February	11 am-2pm	Final Year Support and Jobs Fair	Student Life Building
Wednesday 13 March	12-2pm	Sustainable Businesses and Green Careers Insights Fair	Student Life Building
13-17 May 2024	Various	Grad Academy (in-person week)	On-campus
20-24 May 2024	Various	Grad Academy (online week)	Online events
22-26 July 2024	Various	Grad Academy (online week)	Online events
23 October 2024	12-3pm	Graduate and Placement Jobs Fair (part of 'Future Week' events)	Student Life Building

Start-Up Hub



PLANNING TO START A BUSINESS, FREELANCE OR BECOME SELF-EMPLOYED

From architects to app developers, coders to craft bakers, script writers to sports nutritionists, find out how the Start-up Hub team can help you!

Do you want to find out more about starting up your own business? Are you thinking about becoming self-employed or working as a freelancer? Perhaps you have an idea that you want to explore further – or maybe you’re ready to launch your venture or grow your fledgling business?

The Start-up Hub can help all LJMU students and alumni (who have graduated in the last 5 years). Our experienced and well-connected team can help you validate your idea, understand your customer base and connect you to the local start-up eco system.

We do this by:

- Practical workshops and webinars
- Expert advice and signposting
- Meetups and networking opportunities
- Support with funding

Find out more:

- 🌐 www.ljmu.ac.uk/startup
- ✉ startup@ljmu.ac.uk

graduate advice ...

“ I went to the Start-up Hub to get some support and advice to help launch my coaching business. The team are really approachable and practical and helped me work through all the things I needed to do. The pitch preparation and access to funding really helped me. They have really helpful training sessions and webinars and a great network to refer you to. I recommend you pay them a visit! ”

Jack Jenkins, MSc Sports Psychology, 2023 graduate

Final year students, assess and develop your confidence to enter the job market, by checking your ...



Career Pulse has been designed to **support final year students to make the transition from university** and help you **plan your next steps**. It will help you to assess your confidence levels in terms of your:

- self awareness
- workplace skills
- preparing for work
- CVs and applications
- career possibilities
- job hunting
- career wellbeing

By understanding your current knowledge and skills in these areas, you can then go on to develop them by working through the associated employability skills development programme and gain a certificate upon completion.

- STEP 1:** Self-assess your employability skills
- STEP 2:** Complete the development programme
- STEP 3:** Create an action plan to prepare for your next steps
- STEP 4:** Reassess your employability skills to determine your learning and confidence gain

Give Career Pulse a try:

bit.ly/LJMUCareerPulse



The programme should take around 2 hours to complete, depending on the number and type of tasks you choose to complete

Student Futures:
LJMU Careers, Employability
& Start-up Service



CONNECT WITH US:

studentfutures@ljmu.ac.uk | 0151 231 2048/3719
ljmu.ac.uk/studentfutures

PLANNING TO CONTINUE INTO FURTHER STUDY



Many undergraduates go on to study a postgraduate degree, the most popular are Master's (MA, MSc) which are usually 1-2 years of further study through lecture modules with a larger written assignment or research opportunity. Many students opt to expand their knowledge or work towards entering particular professions, for example, teacher training via the PGCE pathway. Studying a postgraduate course can be a chance to specialise or diversify, some LJMU students pursue this out of a love of their subject and a desire to continue to study, or for others it's a requirement for their careers goals. Whatever your reason for exploring postgraduate study, including routes to PhD, book a 1-2-1 careers meeting to talk through your options, get advice on your applications and personal statements and practice your interview skills.

HEAR FROM LJMU GRADUATES ABOUT STUDYING A POSTGRADUATE COURSE AT LJMU

FIND OUT MORE

You could also be eligible for a

20% DISCOUNT

on your postgraduate tuition fees at LJMU

.....

Search for LJMU Alumni Award at:

ljmu.ac.uk

USEFUL LINKS:

- www.ljmu.ac.uk/study/postgraduate-students
- www.findamasters.com/

- www.prospects.ac.uk/
- www.postgrad.com/

DISCOVER MENTORSHIP AND FIND A MENTOR

A mentor can offer advice on career paths, industry trends and potential opportunities. They can provide guidance on developing specific skills relevant to your field and can help you navigate workplace dynamics providing important insights into professional life. Having a mentor during your final year can significantly impact your transition into the professional world, providing a valuable support system, enhancing your learning and accelerating your career growth.

Research	Read Careers Zone 24/7 e-learning module on Mentoring. I. How to find a mentor II. What to look for III. Making mentoring work
Decide on your goal to help you align with the right expertise	What do you hope to gain from the mentorship?
Use LJMU Connect Alumni and Mentoring Platform	LJMU's alumni network is waiting to connect with you. Through LJMU Connect seek out a mentor who resonates with you - LJMUConnect.com
Attend alumni events	Attend events where LJMU graduates return to LJMU to share their experiences and guidance.
Engage on LinkedIn	Connect to professionals in your field, follow posts and threads and engage in conversation.
Ask for recommendations	Ask lecturers, friends and family.
Talk to Student Futures	Attend a 1-2-1 careers meeting about finding a mentor in your field or call into the Careers Zones at the Student Life Building or Byrom Street.



LJMU CONNECT

Your LJMU journey doesn't end at graduation; there is an ever-growing online community of LJMU alumni around the world and we encourage all graduates to join so you can stay connected with each other and with your university. Whether you're asking for support or offering expertise, LJMU Connect gives you the tools to:

- **(RE)CONNECT** - Stay in touch with your friends and lecturers wherever life takes you
- **GET AHEAD** - Boost your professional network and find the people you need to know
- **GET INVOLVED** - Hear about and attend social/networking events, reunions and lectures
- **CONTRIBUTE** - share your own events, jobs, resources and news
- **MENTORSHIP PROGRAMME** - New for 2024! Alumni and students matched to get or give help in your career. Share your insight with current students and inspire future graduates

STAY CONNECTED AT:

LJMUconnect.com



YOUR FINAL SEMESTER

Make the most of the resources provided by LJMU in your final semester. Seek support from academic staff and your LJMU support services to help you stay motivated and focused on your goals.

Top things to do before you leave to help you transition into professional life or further study:

1. Register on Careers Zone 24/7, personalise your profile to receive tailored jobs in your field of interest and keep up-to-date with Student Futures workshops and events.
2. Join a CV café to check your CV is competitive for the graduate job market.
3. Visit our Next Steps For Final Year Students webpage at: www.ljmu.ac.uk/studentfutures/support-for-final-year-students



Access Careers Zone 24/7 after you graduate

You can continue to access Careers Zone 24/7, LJMU's digital careers platform, for life after you graduate. Before you leave, switch your account to a graduate account via the 'My Profile' link. This way you'll still be able to access our jobs board, which lists graduate jobs and placements, as well as all of the tools, assessments and videos to help you secure the future that you want.



LIFE AFTER GRADUATION

Don't forget you can stay connected with Student Futures once your course has finished and continue to access all of our great in-person and digital careers resources. It's never too late to start!

Top things to do 0-6 months after finishing your course:

1. Celebrate your graduation! You've done amazing!
2. Book a 1-2-1 careers meeting to talk through your next steps and get advice from the Careers, Employability and Start-up Team. We're open all summer!
3. Join a Grad Academy Training Day to level up your skills and CV (May or July) and join us at our Autumn Careers and Jobs Fair to connect with over 60+employers.



graduate advice ...

“ My advice going into your final semester is to stay calm, breathe and remember there are so many amazing services at LJMU to support you as you embark on the transition from student to new graduate. Student Futures can offer advice and knowledge and help you to choose the career path that best suits you. You don't have to have it all worked out straight away, explore different opportunities and most importantly chase your dreams. ”

Sam Scragg, International Relations and Politics, 2023 graduate

PLANNING ON TRAVELLING/GAP YEAR



If you are planning some time off before deciding on your next step, spend some time recording your key skills and experiences from your degree, this way you will have a clear reference when you return.

Employability skills and transferable skills are needed in travelling – and can be connected. Think about the skills you'll use. Record your experience through blogs, social media, videos and not only will you have amazing stories to share, you'll be increasing your digital capabilities and communications!

Financial Literacy	Managing your budget so you don't run out of money in the first week/month. Understanding different currency rates and paying for food, hostels and travel.
Planning and Organising	Working out routes, visa, vaccinations, understanding cultural differences, different laws, travel timetables and foreign and commonwealth restrictions
Think about other skills you will need / use:	

Student Futures are open throughout the summer to help grow your future!

www.ljmu.ac.uk/grow-your-future

STUDENT FUTURES RESOURCES - QUICK LINKS



BOOK A CAREERS MEETING

Talk to our experienced Careers and Employability Advisors about your next steps



BOOK A START-UP MEETING

Get support from the Start-up Team on enterprise, freelancing, business start-up and building up your portfolio



CAREERS ZONE 24/7 AND JOBS BOARD

Discover a range of digital resources and AI tools accessible 24 hours a day, 365 days a year and search the LJMU graduate jobs board



UNITEMPS

Register for Level 6 Discovery Internships and work for up to two years post graduation through UNITEMPS



ATTEND AN EVENT

Join a Careers, Employability and Start-up event, webinar or workshop



RECENT GRADUATES AND ALUMNI WEBPAGE

Stay connected and find out all the activities open to you after you finish your course



STEPS NEXT YOUR



ljmu.ac.uk/studentfutures/support-for-final-year-students

- Meet with a Careers and Employability Advisor to discuss your options (online or face-to-face)
- Get support to find part-time work, internships and graduate opportunities, and ace the recruitment process
- Find out more about postgraduate study and teaching options
- Explore starting your own business or freelancing
- Attend a range of employer events and grow your professional network



SUSTAINABLE BUSINESSES AND GREEN CAREERS INSIGHTS FAIR

WEDNESDAY 13 MARCH, 12-2PM, STUDENT LIFE BUILDING



Meet and network with guests from a range of 'Green Careers' areas and find out more about the opportunities for work experience and jobs in this sector

For more information and to book a place, scan the QR code, or visit:

studentfutures.ljmu.ac.uk



Student Futures:
LJMU Careers, Employability
& Start-up Service



CONNECT WITH US:
studentfutures@ljmu.ac.uk | 0151 231 2048/3719
ljmu.ac.uk/studentfutures



UNITEMPS

www.unitemps.com

Graduate Opportunities with Unitemps at LJMU

AS WELL AS ACCESSING OPPORTUNITIES DURING YOUR FINAL SEMESTER, YOU CAN ALSO WORK VIA UNITEMPS FOR UP TO TWO YEARS AFTER GRADUATING

Access to amazing job opportunities through Unitemps at LJMU, ringfenced to LJMU students and graduates. Unitemps provides you with flexible employment opportunities offering interesting and varied positions, both on-campus and at local businesses within the Liverpool City Region. Our team is committed to finding the right role for you.

Why Unitemps at LJMU?

- Work part-time and become financially independent while you study
- Get summer work to bridge the gap while you wait for a graduate role to begin or to earn money for travel/gap year
- Gain further experience and skills, enhance your CV and career prospects

TO FIND OUT MORE AND TO REGISTER FOR UNITEMPS:



☎ 0151 231 8888

✉ unitemps@ljmu.ac.uk

🌐 unitemps.com/branches/liverpool-john-moores-university