

## **Week commencing 5/10 - Lecture week 1, University week 2**

This week we introduced the 30 day career challenge as a possible resource which you can use to help you schedule tasks to enable you to put in place activities to help plan for your future career actions and gain extra insights so you are able to make the best of the COMPI205 CV coursework. We suggested you work through the actions. This document summarises the challenges alongside an outline plan for the first four weeks of COMPI205

### **Career challenge day 1:** Take the Career Readiness Test

To get you going, why not have a go at completing our Career Readiness Test to give you an idea of what you are already great at and what you might want to focus on next to get you ready for your dream career <https://bit.ly/UoSCPPage>

### **Career challenge day 2:** Research occupations across a range of sectors

Research occupations across a range of sectors and see if your interests, values and skills match up <http://prospects.ac.uk/job-profiles>

### **Career challenge day 3:** Look for ways to enhance your skills

Look for learning opportunities to enhance your employability and develop new skills. Coursera and LinkedIn Learning are great resources available to all UOS students <https://bit.ly/3fc5wdB>

### **Career challenge day 4:** Start a plan

Start scheduling time into your diary to learn the skill you want to develop or to enhance one of your capitals <https://bit.ly/2De2JmM>

### **Career challenge day 5:** Get inspired

Read a blog or an article that inspires you! For a good place to start, try <https://careersavvy.co.uk>

### **Career challenge day 6:** Find a mentor

Find a mentor! Did you know that we offer mentoring services? Get more info here: <https://bit.ly/30YU3c7>

### **Career challenge day 7:** Explore STEM recruitment agencies

Spend some time to discover recruitment agencies for your career sector and reach out to see if they have any top tips <https://bit.ly/2EXZ8dt>

Congratulations on reaching the end of your first week of university teaching.

Find some quiet time to reflect.

- What has gone well?
- What could have gone better?
- What can you do differently next time to make things different?

## **Week commencing 12/10 Lecture week 2 University week 3**

Remember:

- Keep checking your emails and regularly visit the COMPI205 module page to see details of the timetable programme.
- Also you will only be able to get onto Teams meetings for COMPI205 if you are logging in/identified as a member of the University of Southampton. We don't allow guests in from the lobby.

You will be invited to the CV tutorial and two guest lectures.

There will be surveys scheduled for you to complete during the week.

Look out for class emails and check the online module page. Make sure you put the teams meetings into your diary.

During this week in COMPI205 you will be asked to work on your career development plan.

There will be survey questions which are designed walk you through the four components of each line in your plan.

**Career challenge day 8:** conduct a social media audit

Do a social media audit: does your social media feed reflect the person you want employers to see? You can view our support on creating a LinkedIn profile or attend one of our interactive workshops <https://bit.ly/30xXPuf>

**Career challenge day 9:** Make a list of accomplishments and life experiences you have had thus far that could, in some way, help you in your future career.

**Career challenge day 10:** Two weeks in! Take a break today and go outside for a walk, some fresh air or maybe try a new outdoor activity like SUP?

**Career challenge day 11:** Quiz time

Quiz yourself on what you are looking for in a career and what you want out of life. <https://bit.ly/3ftmdRO>

**Career challenge day 12:** Become well informed

Sign up to trade publication emails and blogs so you can stay in the know about what's happening in your industry. Find useful contacts in your sector of interest here <https://bit.ly/31tXeJ0>

**Career challenge day 13:** Make your own opportunities

Research what you can do in addition to following your degree programme (internships, volunteering, job, etc.) and write a list of all the options that interest you <https://bit.ly/2DHZ5SA>

**Career challenge day 14:** Know your values

Go through the job profiles on the Prospects site, do the responsibilities sound like they match up with your values? <http://ow.ly/6UOf50AZgil>

### **End of week actions and reflections**

Virtual careers fair - book your place

Careers are hosting the largest Virtual Careers Fair for the 2020/21 academic year on the 22nd and 23rd October 2020.

Register your interest now <https://bit.ly/34CYgpx>

### **Weekly reflection time**

- How does this week compare with last?
- Do you have any career fair outcomes to follow up?
- What else is happening?
- How are you managing your life/work balance?
- Have you made sufficient progress on your COMPI205 coursework?

## Week commencing 19/10 - Lecture week 3, University week 4

In COMPI205 you will be looking forward, learning about research skills and preparing for group presentations.

- You may also have learnt about courseworks for other modules.
- Think about how you can organise your time, balance competing demands, and get everything done comfortably before the deadlines?

Week four at University is notorious as the time when freshers flu is at its worst and feelings of home sickness can become quite prevalent.

We don't know what to expect this year but if you feel in need of support, find someone to confide in. Its always easier to address problems before they become too large.

ECS has senior tutors whose role is to support our students, and often just talking about how you are feeling can help ease anxiety and clarify your thoughts on what to do next.

There is a Virtual Careers Fair on the Wednesday and Thursday this week, the 22nd and 23rd October 2020.

If you have not already registered, you can do so here

<https://bit.ly/34CYgpx>

You hand in your coursework next week.

- We are asking tutors to discuss their tutees' CVs at their meeting by the end of this week.
- Your tutor may have already done this with you, or they may have something planned.
- You need to have at least a rough draft CV and also perhaps a draft of your career development plan.
- Discussing your CV with your tutor is a great way for them to get to know you and find out a little about your hopes for your degree and your possible ambitions in the longer term.

### **Career challenge day 15:** Reflect on progress

Even though you can't take the later stages at a more leisurely pace, reflection on your progress right now can be useful. You're halfway through the 30 day challenge! Reflect on your progress so far, maybe look ahead and schedule further steps.

### **Career challenge day 16:** Prepare for writing

Tomorrow's challenge is writing your CV! So for today, create a playlist that will motivate and inspire you.

### **Career challenge day 17:** First Draft

Start writing your CV as though you are applying for the job you found on Day 2 of the challenge. You can get some useful tips and examples to help you make a start here: <https://bit.ly/UoSCV>

### **Career challenge day 18:** Review and revise

Take a fresh look at your draft CV and use our resources to fine-tune it. <http://ow.ly/bTfD50AZhf5>

Have you got the career challenge bug - or do you want to ease the pace?

From here on in, feel free to schedule your completion of the 30 day challenge in a way that works for you.

Other courseworks may be competing for your time, and it's good if you can organise yourself in a way that works for all of your objectives right now.

### **Weekly reflection time**

- How does this week compare with last?
- Do you have any career fair outcomes to follow up?
- What else is happening?
- How are you managing your life/work balance?
- Have you made sufficient progress on your COMPI205 coursework?

**Week commencing 26/10 - Lecture week 4, University week 5**

In COMPI205 you will be learning about teamwork and participating in guest lectures. The details of the programme are yet to be confirmed

You hand in your CV coursework at the end of this week.

Make a final check of the requirements for the CV handin.

There is quite a lot to do besides actually writing your CV

Why not submit a draft of your CV so you know what to expect from the process and are aware of how long it is likely to take?

**Friday 30th October** 16:00 is the deadline for you to hand in your CV

## **Additional Career Challenges**

Look at the rest of the 30 day career challenge

Many of the components of this challenge will also be relevant to you developing a successful approach to learning and studying throughout your university career.

Even if you don't decide to follow the challenge in detail, read though the suggestions. You may want to select some actions which you think will be useful.

### **Career challenge day 19: Covering Letters**

Now that your CV is complete, write your covering letter! Check out our examples: <http://ow.ly/gSf450AZhOH>

### **Career challenge day 20: Fine tuning**

Finish and review your cover letter and use our resources to fine-tune it! <http://ow.ly/ATCI50AZhVj>

### **Career challenge day 21: Book a feedback slot**

With your CV and covering letter finished, contact one of our Careers advisors to gain valuable 1:1 feedback by emailing us at: [careers@soton.ac.uk](mailto:careers@soton.ac.uk)

### **Career challenge day 22: Prepare for interviews**

Next step, get interview-ready by looking at our example interview questions. You can also attend one of our interview workshops! <http://ow.ly/GeVC50B4gNF>

### **Career challenge day 23: Learn to manage stress**

Do you get nervous thinking about interviews? Use today to learn some stress management techniques. Let us help! <https://bit.ly/2Z41eQE>

### **Career challenge day 24: Find time to practice**

Practice makes perfect! Use today to review what you've done with your interview prep and practice your interview. Contact us if you want help with it! [Careers@soton.ac.uk](mailto:Careers@soton.ac.uk)

### **Career challenge day 25: Celebrate your progress**

You're doing great! With only 5 days to go, you have earned yourself a well deserved break. Laze around, catch up with friends, complete a puzzle, or do whatever makes you happy and relaxed!

### **Career challenge day 26: Publish or polish your online profile**

Update or create a LinkedIn profile. Networking is key! Check out our tips for making the most of LinkedIn <http://ow.ly/FWkj50B4i1V>

### **Career challenge day 27: Learn about resilience**

Learn how to be resilient. It is a good trait to have when job hunting. You can find some helpful resources here: <https://bit.ly/38ISm5X>

### **Career challenge day 28: Prepare for online job assessments**

It is good to get in some practice of using online tests as many recruiters are using these at the initial recruitment stage. You can access and complete our free suite of tests here: <https://bit.ly/2O69eKo>

### **Career challenge day 29: Step away from the screen**

Take some time away from the screen and give yourself a moment to reflect. Where are you now? Where do you want to be? What do you need to do to get there?

### **Career challenge day 30: Finish line, reflect and review**

It's the last day of the challenge, congratulations for making it to the end! Reflect on the challenge and set your own goals for the next couple of months! You can find many more resources on our website: <http://ow.ly/2wrf50B4ijr>