



Careers and Employment Service Events

The Careers and Employment Service at The University of Bolton offers a range of events throughout the academic year.

Why attend?

These events are designed to help you become more aware of the opportunities that are available to you, to enhance your employability skills and also to support you in networking with your chosen industries. You will be better prepared and more confident in knowing what to expect for job applications, interviews and assessment days. They will assist you to identify and develop the resources

You will need to reach your career goals. You will gain information about professional careers and study routes, with the workshops providing a practical insight into what careers entail. They will help you to plan your time more effectively at University and understand what opportunities are available.

To book a place or find out what is happening, you can do this by logging onto the events section of the student hub <https://studenthub.bolton.ac.uk/>

Careers Fair

This is held throughout the academic year. We invite a large number of employers from a range of industries to come along and have a stand, speak to the students, advertise vacancies and graduate schemes etc. There are normally up to 70 employers who attend. It's a great chance to speak to employers, do some networking, and find out more about companies you might want to work for.

Careers and Professional Skills Workshops

We have a wide range of careers and employability workshops available each academic year. The workshops are designed to equip you with the skills and knowledge required to develop your future and ensure you are ready for the world of work. They will give you the confidence to plan, apply for jobs, attend interviews and also explore self-employment. All our workshops are 60 minutes in length and are suitable for any student on any course. You can attend as many workshops as you like but space is limited, so you need to book your place in advance online.

The workshops are focused around improving your employability and supporting you with things such as CV writing, Application forms, Interview techniques, setting up linked in, how and where to find a graduate position etc.

External Events

- Hosted by employers external to the University
- Offer valuable from industry experts
- Great for networking with employers
- Develop your professional skills

Be prepared

When meeting with employers especially at a careers fair there are some things to remember:

- It is always good to be prepared, have a CV that you can take with you
- Be confident and polite, be prepared to talk about yourself and what makes you a good candidate
- Dress smart
- Make a note of the people you have spoken to so you can add them / connect with them on linked in, mention them in the recruitment process

There are also some things to avoid doing:

- Don't follow other people around and stand observing what they say
- Don't just take the freebies
- Don't walk up to an employer and ask what do they do and how much do they pay, show you have researched them and are interested in opportunities that might be available

How to find out what's going on.

You can log onto the student hub and search for events that are happening <https://studenthub.bolton.ac.uk/>

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Some events require pre booking – you can do this on Student Hub. You can also search for resources, book an appointment, upload your CV for a CV check and find out more about the Bolton Award.

Access LEAP Online at: www.bolton.ac.uk/leaponline