Employability Checklist

The following examines employability, alongside the Student Life Cycle. For each stage in life cycle or the academic process, typical key questions are identified as well as who should be involved in asking these questions.

1.1 **At the Strategic Approval stage of a new programme – Market Intelligence (Programme Proposer)**

- Is there a clearly identified need for this programme and what is the evidence base for this?
- Does it address a gap in the labour market?
- How have employers been involved in identifying the need for this programme?
- Are there any other stakeholders (eg employers/NHS/Government) that could help in creating a new market?

1.2 **During programme development (Programme Team, Career Destinations, School Programmes Committee)**

- How has the programme development process been informed by employers?
- Is the issue of employability addressed in the rationale for the programme?
- Could careers education and employability activities be embedded in the curriculum and attract credit?
- Have you considered including opportunities for work-related learning in your programme?
- Have you considered the issue of employability in relationship to the diversity agenda (i.e. the range of students who attend the University in terms of ethnicity, religion, gender, disability and the relationship with internationalisation of the student body and widening participation)?

1.3 Recruitment (Programme Leads, Comms & Marketing, UK Student Recruitment and Outreach, Faculty SAAA team.

- Does the programme publicity give details about possible employment opportunities for graduates of the course?
- Does the programme publicity identify the employability skills and attributes that a student will gain from the programme?
- Do you talk about employability at Open Days and recruitment events?
- Do student employment profiles feature in publications or as posters within your School?

1.4 Admissions (SAAA Team in Registry and Faculty Admissions Officers)

- In contacts with students during admissions, do they get information about employment and the range of services provided by the University which promote employability?

1.5 Induction (Programme Leaders, Programme Teams, Career Destinations, Students' Union)

- Is employability addressed as an important and on-going issue in the induction course?
- Is the importance of extra-curricular activities in gaining employment explained to students at an early stage?
- Are your students made aware of the opportunities for volunteering and the career advantages associated with such activities?

1.6 During the programme (School Programmes Committee, Programme Leads, Programme Teams, Career Destinations

- Has your programme team undertaken an employability audit to see whether the programme could better meet the needs of students?
- Do students have the opportunity to visit employers as part of their programme?
- Do students have the opportunity to undertake a work based placement?
- Do staff actively promote employability throughout the course?
- Do staff know who employs your graduates?

- How are your post-graduate students encouraged to think about career planning and their employability?
- Do you encourage visiting speakers to talk about their career pathways to students?
- Are your students encouraged to take advantage of careers advisory service workshops and events by academic members of staff?
- Is reflection and review of the development of skills, knowledge and understanding of students encouraged throughout the programme?

1.7 In the final year (School Programmes Committee, Programme Leads, Course Teams, Career Destinations)

- Are students encouraged to consider career planning by staff as an on-going part of their continuous professional development?
- Has the School or programme team considered providing a Leavers Pack which deals with employability?
- Do you invite employers to attend final year students' project presentations?
- Do students get active help with career development as part of their programme e.g. development of the cv, interview practice, role play?

1.8 At Results (Programme Leads, Career Destinations)

- What provision is available for students to get assistance with career planning?

1.9 Graduation (School Programmes Committee, Programme Leads, Career Destinations)

- Do you encourage students to provide employment data for the University?
- Do you explain the importance of the type of information required and its significance in terms of performance indicators?
- Do students get further details of how the University can assist them in getting their first job and in the early part of their career?
- Do you ensure that your students know about the services for alumni?

1.10   In Graduation + 1 year (School Programmes Committee, Programme Leads, Career Destinations, Marketing Officers)

- How do you keep in contact with your alumni?
- Do you follow them up to find out whether they have found employment and in what type of job?

1.11   In Graduation + 2 and more years (Programme Leads, Marketing Officers, Development Office)

- Do you maintain a relationship with your alumni through regular events?
- Do you encourage alumni to get involved in the work of the School or discipline?
- How do you follow up alumni in terms of marketing future courses and lifelong learning opportunities?

1.12   Alumni (Programme Leads, Marketing Officers, Development Office)

- How does your programme maintain and develop links with alumni?
- Are alumni involved in careers events in your School?
- Do you use alumni to provide work experience, placement or project opportunities for your students?

1.13   Potential employers (Dean (or nominee), Programme Leads, Career Destinations, Marketing Officers, Development Office)

- How are potential employers linked to the School through annual events, careers fairs, conferences etc?
- Have you made potential employers aware of the skills and attributes of your graduates? (cf Employability Profiles)
- Does your team know what the employers' perception is of your students' strengths and weaknesses?
- Is your School/discipline on the list of favoured institutions of employers?
- Are potential employers aware of what your School and the University of Southampton has to offer in terms of graduates, staff expertise and knowledge transfer?

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