

Employability Checklist

1.1 The following table examines employability, alongside the Student Life Cycle. It consists of three parts. In the first column the stage in life cycle or the academic process is identified. In column two, typical key questions are identified which will assist us to address employability. In column three, we identify who should be involved in asking these questions.

Stage in the Student Life Cycle/curriculum process	Questions to be asked	Responsibility
At the Strategic Approval stage of a new programme – Market Intelligence	<ul style="list-style-type: none"> • 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? 	Programme Proposer
During programme development	<ul style="list-style-type: none"> • 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)? 	Programme Team Career Destinations School Programmes Committee
Recruitment	<ul style="list-style-type: none"> • 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? 	Programme Leads Comms & Marketing UK Student Recruitment and Outreach Faculty SAA team
Admissions	<ul style="list-style-type: none"> • In contacts with students during admissions, do they get information about employment and the range of services provided by the University which promote employability? 	SAA Team in Registry and Faculty Admissions Officers
Induction	<ul style="list-style-type: none"> • 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? 	Programme Leaders Programme Teams Career Destinations Students' Union
During the programme	<ul style="list-style-type: none"> • Has your programme team undertaken an employability audit to see whether the 	School Programmes Committee Programme Leads

	<p>programme could better meet the needs of students?</p> <ul style="list-style-type: none"> • 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? 	<p>Programme Teams Career Destinations</p>
In the final year	<ul style="list-style-type: none"> • 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 eg development of the cv, interview practice, role play? 	<p>School Programmes Committee Programme Leads Course Teams Career Destinations</p>
At Results	<ul style="list-style-type: none"> • What provision is available for students to get assistance with career planning? 	<p>Programme Leads Career Destinations</p>
Graduation	<ul style="list-style-type: none"> • 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? 	<p>School Programmes Committee Programme Leads Career Destinations</p>
In Graduation + 1 year	<ul style="list-style-type: none"> • 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? 	<p>School Programmes Committee Programme Leads Career Destinations Marketing Officers</p>
In Graduation + 2 and more years	<ul style="list-style-type: none"> • 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? 	<p>Programme Leads Marketing Officers Development Office</p>
Alumni	<ul style="list-style-type: none"> • How does your programme maintain and develop links with alumni? • Are alumni involved in careers events in your School? 	<p>Programme Leads Marketing Officers Development Office</p>

	<ul style="list-style-type: none"> • Do you use alumni to provide work experience, placement or project opportunities for your students? 	
Potential employers	<ul style="list-style-type: none"> • 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? 	Dean (or nominee) Programme Leads Career Destinations Marketing Officers Development Office

Document Information	
Author	Student Services
Owner (committee)	Academic Quality and Standards Committee
Approved Date	February 2006, July 2007, June 2011, July 2011, March 2012, November 2014
Last Revision	October 2018
Type of Document	Checklist