# Virtual Careers Fair Action Planner

**When researching this toolkit, a high number of students shared that although they enjoyed attending virtual fairs,** they did not make any applications.

This planner has been created with the intention of turning those positive chats into applications and then graduate jobs.

**How to use**

* Read the "Prepare for the Fair" section and then record your objectives and skills
* Go through the checklist and countdown sections in the toolkit
* Open the Employer conversations section before you go into 1:1s or group session; record your notes directly into it and track your progress
* Use the SMART plan to hold yourself to account, structure your actions and maintain resilience.

# Goals

A common careers fair mistake students make is treating it as a one-off event. The purpose of this section is to help you contextualise the career fair within your wider career aim which you can discuss with employers and create a measurable aim to guide your activity.

Use the examples below and the information in the "Prepare for the fair" section to complete the boxes below. If you do not know the role, industry or what you want to get out of a job do not let that put you off, amend the goal to focus discovering possibilities.

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| --- | --- |
| **Career goal** | *Secure a (INSERT TYPE) role, with (ORGANISATION TYPE) which allows me to achieve (IMPACT/DEVELOPMENTAL/ FINANCIAL/ FLEXIBILITY RELATED AIM OR AIMS).*  |
| **What you want to get out of this fair** | *At this fair I aim to talk to a minimum of 10 employers, gaining information about xxxxx which will help me to xxxxx.* |

# Skills

Spend a short amount of time reflecting on which you have and where you have gained them. This will help you recognise which roles you are suited for, start conversations with employers, plan your development and give you the basis for articulating skills.

Below are a list of skills sought by graduate employers.

Use the prompts below to detail your skills. The list is not exhaustive and you should add your own.

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| --- | --- | --- | --- |
| **Skills** | **Evidence from work experience, internship part time work, volunteering, community** | **Evidence from extra-curricular activities** | **Evidence from education** |
| *Communication (Verbal and written)* |   |   | 68% grade for pitch presentation in Policy and practice module. |
| *Teamwork* |   |   |   |
| *Attention to detail / Accuracy* |   |   |   |
| *Commercial awareness* |   |   |   |
| *Organising and planning* | Successful management of rota working as Supervisor at Tesco |   |   |
| *Problem solving* |   |   |   |
| *Working under pressure* |   |   |   |
| *Decision making* |   |   |   |
| *Resilience* |   |   |   |
| *Analytical skills* |   |   |   |
| *IT skills* |   |   |   |

# Employer notes

The purpose of this section is to help you get the right information from employer conversations, and to then translate that information into applications.

Add to/delete the questions below to get the information you want and record the answers in the relevant notes field.

**Right fit for you**

* What are the roles you are recruiting for? Get the links
* Do you target any specific subject areas?
* How does the company culture celebrate diversity?
* What experience would I get here that I wouldn’t with get a different company?

**Successful application**

* What are the key things that will make me stand out in the recruitment process?
* Where do most people fall down? How can I avoid that?
* What are the stages of the recruitment process?

**Building a future network**

* Can I add you to my network and contact you with any further questions?
* How did you end up here?
* What training and development opportunities are there?

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| --- | --- | --- | --- | --- | --- | --- |
| **Employer name** | **Contact name and email address/ LinkedIn**  | **Notes** | **Application deadline** | **When am I going to apply** | **Application made?** | **Outcome** |
|   |   | *Notes here …*  |   |   |   |   |
|   |   | *Notes here …*  |   |   |   |   |
|   |   | *Notes here …*  |   |   |   |   |
|   |   | *Notes here …*  |   |   |   |   |
|   |   | *Notes here …*  |   |   |   |   |
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|   |   | *Notes here …*  |   |   |   |   |
|   |   | *Notes here …*  |   |   |   |   |
|   |   | *Notes here …*  |   |   |   |   |

# Planning your applications

Lots of students have a great time at careers fairs but do not turn great conversations into applications

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| --- | --- |
| Application Goal | Revisit your initial goal from the start of the fair and weave  |
|   |  Ask careers professionals, contacts you met at the fair for insights into the number of applications you should be making, as well as potential barriers |
| SSpecific | Your goal should be well defined, detailed and clear. |
|   |  Centre your goal around quantity and quality of applications, also focus on the support and networks you are going to use to achieve it.  |
| M Measurable | Is your goal measurable? You should be able to tell when you reach your goal. |
|   | *Stating specific employers and numbers of applications will help here, also factoring in application deadlines.* |
| AAchievable | Can you reach the goal, taking into account your available time and application skills? |
|   | *An application takes me an average of X hours, I have ring-fenced that time every INSERT DAY.**Skills- have you had your CV and applications checked? Are you practicing psychometric tests? These are extra time investments that are likely to pay dividends.**Have you built in time to check your applications for spelling and grammar mistakes. These are areas which could get you sifted out of the application process.*  |
| RRealistic | Is your goal realistically achievable within the given time frame and with the available resources? |
|   | *Look at assignment deadlines/ other commitments, and do revisit this if applications are taking you longer.*   |
| TTimely | Set a start and finish date for your goal. |
|   |  Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Finish Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| SMART Goal | Bring your answers in the boxes above together to make a clear plan which you can revisit to check your progress  |
|   |     |

**Action Plan**

**What steps do you need to take to get you to your goal?**

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| --- | --- | --- |
| Action Items | Expected Completion Date | Actual Completion Date |
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|   |   |   |
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**Potential Obstacles and Solutions**

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| --- | --- |
| Potential Obstacles | Potential Solutions |
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