

EMPLOYABILITY GUIDE

 **WORCESTER**
STUDENTS' UNION



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INTRODUCTION

Welcome to WSU Employability Guide.

Whether you're exploring career options, seeking internships, or preparing for graduation, this guide offers invaluable insights and practical advice to enhance your employability skills through roles within your Students' Union. In addition to this guide, students should be encouraged to book an appointment with the University's careers advisor from the **Careers and Employability Service**.

During your appointment, you can ask about:

- How to increase your employability
- Take free **psychometric** tests to determine your learning styles, your career interests, and your readiness to enter employment
- Employability events, workshops, and careers fairs
- How to write a CV, cover letter and where to search for jobs
- What opportunities might be available to you on your course: paid placements, internships, and partner institutions
- How to earn while you learn

Enhancing your employability is as much about the journey as the destination. The skills and experiences you gain along the way will shape you into a well-rounded individual and prepare you for your future career. Embrace opportunities like crafting your CV, networking, and acing interviews with enthusiasm and determination. Worcester Students' Union wishes you the best of luck with your career journey!

Disclaimer – Please note that while this guide offers valuable general advice, for tailored employability guidance related to your specific field of study, we encourage you to explore the University of Worcester's **myCareer page**. There, you'll find specialised resources and support to help you further enhance your career prospects.

PERSONAL DEVELOPMENT GOALS (PDG'S)



The Students' Union provides a range of opportunities and activities for you to develop your skills and knowledge throughout your time at university. Our Personal Development Goals highlight all of the skills you can gain from taking part in everything we have going on at the SU.

Communication Skills

- The ability to convey information clearly, actively listen to others, and become a dynamic communicator who can adapt messaging to different audiences.
- Employers value communication skills as it creates stronger relationships, increases collaboration and increases productivity.



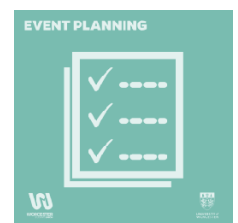
Creativity

- Using your imagination and innovation to think outside the box to generate original ideas.
- Employers appreciate creativity as contributing unique ideas can improve processes and drive business growth.



Event Planning

- Demonstrates strong organisational, time management, and problem-solving skills.
- Employers seek individuals who can handle multiple tasks, coordinate with diverse teams and execute under pressure.



Finance Management

- The process of planning, organising and controlling financial resources.
- Employers value finance management as it leads to reduced financial risk, increases profits and leads to optimal utilisation of funds.



Interpersonal Skills

- The ability to communicate and build relationships with others effectively.
- Enables collaboration, effective communication and positive relationships with colleagues and clients.



IT Skills & Digital Citizenship

- The ability to use technology effectively to solve problems, manage data and perform tasks safely and adhering to ethical standards.
- Increases productivity, ensures online safety and security, and supports the development of digitally fluent individuals.



Leadership

- The ability to motivate and guide individuals, take initiative and make important decisions.
- Employers seek capable individuals who can manage projects and lead others effectively.



Problem Solving

- The ability to identify and resolve issues by applying effective and creative solutions, and thoughtful inquiry.
- Shows you can handle challenges independently, think critically under pressure and overcome obstacles.



Teamwork

- The ability to work effectively with others and contribute to a group's success.
- Employers value teamwork as it promotes collaboration and creativity, creating a harmonious workplace.



Time Management

- The ability to allocate time effectively to achieve goals efficiently.
- Employers value time management as it demonstrates an employee's ability to stay organised and achieve goals on time.



Reflection

- The process of thinking critically about your own actions and experiences to learn and improve from them.
- Employers value reflection as it enables employees to identify areas for improvement, continuously develop their skills, and grow as inclusive and lifelong learners.



Social Responsibility

- The ability to recognise and take actions that positively contribute to society.
- This demonstrates a commitment to ethical practice, sustainability and community which many employers look for.



Sustainable Citizenship

- The practice of managing that balances goals with social, environmental and ethical responsibilities.
- Employers value sustainable leadership as it reduces costs and improves brand reputation.



CRAFTING A COMPELLING CV



Here are some tips on how to put together an effective CV...

Tailor: Customise your CV for each job application to highlight relevant skills and experiences. It's essential to give careful attention to the person specification, as this serves as the benchmark against which employers evaluate your suitability for the position.

Clarity: Keep your CV clear, concise, and well-organised to make it easy for employers to read.

Accuracy: Ensure all information, including dates, qualifications, and job titles, is accurate and up to date.

Proofread: Thoroughly check your CV for grammar, punctuation, and spelling errors, and ask others to review it as well.

Contact Information: Include updated contact details so employers can easily reach you for interviews.

Relevance: Focus on relevant skills and experiences that align with the job requirements and company culture.

Confidence: Present yourself positively and confidently, showcasing your unique strengths and attributes.

Impact: Use action verbs and quantifiable achievements to demonstrate your contributions in previous roles.

Keywords: Incorporate industry-specific keywords from the job description.

Formatting: Choose a professional layout and font and avoid using excessive colours or graphics.

WELL-BEING AROUND JOB SEEKING



Job hunting can be thrilling yet nerve-wracking. Rejections and setbacks can take a toll on your mental well-being. Remember, it's okay to prioritise self-care throughout the process. Here are some tips to help you maintain your mental health:

Establish Boundaries: Set limits on job search activities to prevent burnout. Allocate dedicated downtime to recharge and rejuvenate.

Quality Over Quantity: Rather than casting a wide net, focus on fewer applications tailored to your strengths and preferences. Invest time in crafting personalised CVs and applications for a better chance of success.

Acknowledge Feelings: It's normal to feel disappointed or discouraged after rejection. Recognise and accept your emotions, but don't let them define your worth.

Find Positives: Reflect on what went well in your applications. Did you conduct thorough research? Tailor your CV effectively? Celebrate your achievements and learn from each experience.

Be Kind to Yourself: Don't be too hard on yourself if things don't go as planned. Remember, sometimes the fit isn't right, and that's okay. Focus on your strengths and seek feedback for improvement.

Seek Support: Don't hesitate to reach out for guidance from friends, family, or career services. University resources and mental health charities are also available to help. Contact Firstpoint to find out which support service is best for you.

Financial Assistance: If you need financial support during your job search, contact Firstpoint to book an appointment with a money advisor.

THE IMPORTANCE OF 'GREEN SKILLS'

In today's rapidly evolving world, the **importance of green skills** transcends traditional environmental sectors, extending its relevance to all industries and professions.

Green skills encompass a range of abilities and knowledge related to sustainability, energy efficiency, waste management, and environmental stewardship. In an era where climate change and environmental degradation pose significant challenges, integrating green skills into all jobs becomes **essential**.



Whether you're in finance, technology, healthcare, or any other field, understanding and applying sustainable practices not only contribute to environmental protection but also drive innovation, efficiency, and resilience within organisations.

Employers increasingly value individuals who possess green skills, as they demonstrate a commitment to corporate social responsibility and contribute to building a sustainable future for generations to come. Therefore, cultivating green skills is not just about addressing environmental concerns—it's about ensuring the long-term viability and success of businesses and societies worldwide.

Students involved in **Students' Union** roles—such as Welcome Desk staff, graphic designers, bar staff, academic representatives, or members of clubs, societies and Networks'—can contribute to sustainability projects, gaining valuable skills and experience. Another great reason to get involved!

If you have any questions about how you can strengthen and develop your green skills at the Students' Union, please email susustainability@worc.ac.uk

SPORTS CLUBS & SOCIETIES

Being a on a committee for a Sports Club or Society is a great way to enhance your employability skills.

As a committee member these are just some of the skills you develop in your role:

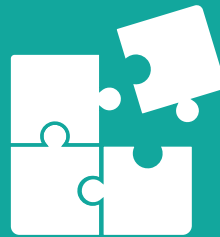
SHOW OFF YOUR SKILLS



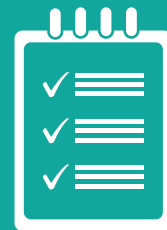
Leadership



Financial Management






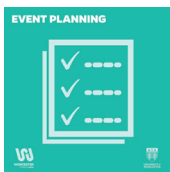
Problem Solving



Event Planning

Sports Clubs and Societies hold committee elections in Semester 2 to recruit for the next academic year. Interested? Talk to your current committee or contact the SU at studentsunion@worc.ac.uk. You can also start your own Club or Society.

	Committee Responsibility	Skill	Example	Impact
Chair	To coordinate the committee and ensure members fulfil their roles efficiently and effectively.	Leadership 	I organised regular committee meetings to share updates, identify support needs, and make decisions.	Committee felt supported and involved in decision making.
Vice Chair Finance & Admin	Take responsibility for the finances of the sports club/society	Financial Management 	I set the annual budget for the sports club/society in conjunction with the Students' Union.	This allowed us to manage our spending through the year and buy new kit for our team.

Vice Chair Inclusivity & Promotions	To remove barriers to participation	Problem Solving Creativity 	Introduced a buddy scheme pairing prospective members with current members to walk to their first training session.	This led to higher turnout and increased membership, as new students felt more comfortable attending.
Social Secretary	Organise fundraising events	Event Planning 	I organised X and created an event plan to ensure every detail was covered.	The event ran smoothly and resulted in us raising £X.

LINKING YOUR SKILLS AND EXPERIENCES IN APPLICATIONS

Applications often have word limits so think about how you can combine skills like in these examples below using the structure:

Skill + **Evidence**

As the chair of the [insert club or society name] I was responsible for managing a committee of students and the affairs of the club/society and ensured the club/society functioned properly. This demonstrated both my leadership and communication skills as I ensured that any club/soc matters were discussed and that as a committee, effective decisions were taken, communicated and enacted.

The vice chair finance and admin of the [insert name of club or society] is the key information and reference point of the chair, committee members and members. Through this role I developed my organisational and administrative skills as well as my written communication skills. I did this through writing meeting minutes and agendas and having the ultimate responsibility for overseeing financial matters. I ensured detailed notes were taken and distributed in a timely manner and kept in regular contact with the Students' Union regarding our financial account which meant club/society's admin ran smoothly and information was readily available to committee members when needed to allow us to plan activities and events or buy equipment.






The purpose of this role is to manage the club's social media and promotions, making sure members know about what is going and to work with the rest of the club/society committee to increase memberships, focusing particularly on students who face barriers to participation. This role has been instrumental in the development of my knowledge of equality, diversity and inclusion through the focus on trying to lower barriers to participation.

I created a welcome video which was posted during the first week of term for first years to know what to expect at training sessions. This resulted in a (insert number/percentage) increase in memberships. It has also helped me be creative, develop my technology skills and interpersonal skills.

The purpose of this role is to be responsible for ensuring socials are a fundamental part of the club/society. This specific role is extremely diverse, as it requires planning, organisation, delivery of the social and, generally providing fun and engaging and inclusive activities for members to enjoy. Member satisfaction was high and we had a great turnout every week. This role has been crucial to the development of my organisation skills as well as my communication skills.

NETWORKS

Being part of a Student Network at Worcester Students' Union can enhance your employability skills. It encourages resilience and adaptability as you navigate and overcome unique challenges in your role. You develop strong communication skills by advocating for yourself and your community, and networking abilities by connecting with diverse individuals. Additionally, you can gain leadership skills through being a Chair or Vice Chair on the committee. This experience also enhances your cultural competence, making you more effective in diverse work environments.

Skills Developed		Duties and Responsibilities that reflect this...	
Communication			Working with other student groups to hold events. Contacting other student groups to gain an insight into various aspects of life.
Collaboration			Talking to various people whether that be your network members, members of the public or staff at the University and Students' Union.
Problem Solving			Being a member of an underrepresented group and representing your network can sometimes bring challenges including talking about sensitive subjects, discussing political topics and managing people.
Leadership			As a committee member you will possess leadership skills to create a sense of belonging within a group of people. The role of Chair and Vice Chair make decisions on behalf of the network, delegate tasks, motivate and support fellow underrepresented students.
Professionalism			Contacting University Staff, Students' Union Officers and external speakers. Attending various formal meetings and maintaining professionalism (Meeting etiquette).

Empathy



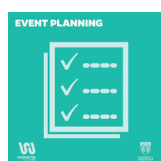
Being a member of an underrepresented group requires empathy. Being in connection with students from various backgrounds/communities and understanding everyone's different perspectives and experiences throughout life.

Time Management



Balancing committee responsibilities (for example attending councils, meetings & events) with academic work, meeting deadlines for planning and communication, prioritising tasks effectively.

Event/Campaign Planning



Coordinating with network members to manage logistics and ensuring events run smoothly and successfully. Regularly contacting the essential people to help assist with hosting events/campaigns. Using social media to promote events. Designing posters, flyers and online content and building engagement with the student community.

Advocacy & Representation



Representing student concerns/feedback to both the Students' Union and University by campaigning on important issues and by making a difference in student experience.

LINKING YOUR SKILLS AND EXPERIENCES IN APPLICATIONS

Skill + Evidence

Leadership & Advocacy








As Chair of [Network Name], I led a committee to create an inclusive space for underrepresented students, ensuring their voices were heard. I coordinated meetings, delegated tasks, and motivated members to run campaigns on key student issues. One initiative involved advocating for improved mental health support, where I gathered student feedback, presented findings to the Students' Union, and collaborated with university staff to implement additional resources. As a result, the University [Insert resulting action and impact]. This experience strengthened my leadership, problem-solving, and communication skills while demonstrating my ability to create tangible change.

COURSE REPS



Being a Course Rep is a great way to enhance your CV. As an elected student representative, you'll represent your course mates, acting as their voice at meetings with University staff. You'll collaborate with the Vice President Education, your Course Leader, the Academic Representation Coordinator, and other Reps. Your key responsibility is to represent student views at Student Staff Liaison committee meetings (SSLCs), contributing positively to discussions. While Course Reps don't directly solve problems, they work with staff to develop solutions. You'll also communicate the outcomes of feedback to your cohort, closing the feedback loop.

Employers prefer candidates who highlight their skills with examples of how they've applied them. The table below outlines the role's key duties and related skills. In your applications and interviews, provide specific examples to demonstrate these skills and show why you're a strong candidate.

Duties & Responsibilities	Skills Demonstrated
Attend and participate in training sessions or online training	Self-management, organisation, commitment to learning 
Establish communication with students, Course Reps, and the Students' Union	Verbal and written communication, IT skills, empathy, networking  
Attend and contribute to Course Rep meetings	Time management, responsibility, preparation 
Attend and contribute to the Course Rep Forum	Communication, professionalism, responsibility 
Promote the National Student Survey and internal surveys	Communication, responsibility 
Promote the Student Academic Representative system	Communication, passion 

Contribute to Course Management Committees and represent students' views

Communication, professionalism, responsibility, research



Relay messages from the Students' Union and provide feedback

Communication, organisation, time management

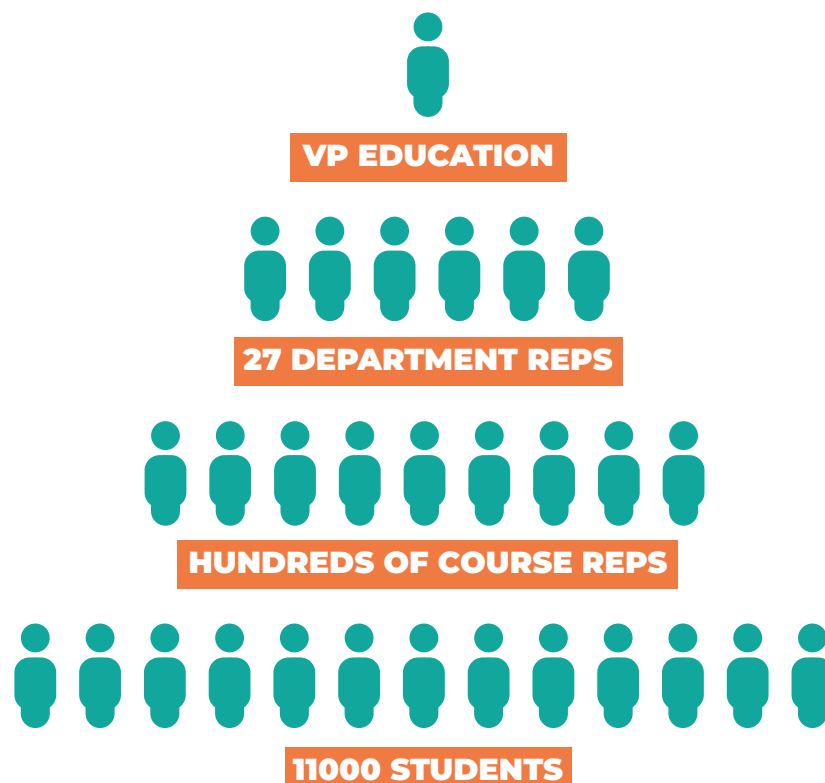


EXAMPLE OF SKILLS

Skill + Evidence

As a course rep, I developed strong communication skills by collecting feedback from students and effectively conveying their concerns to staff. I attended meetings where I actively contributed to discussions, helping to improve the student experience and ensuring that students' views were represented.

THE REP STRUCTURE



DEPARTMENT REPS

Department Reps link Course Reps with senior staff, liaising with the Vice President Education and Academic Representation Coordinator (ARC) to keep the Students' Union and University informed of issues affecting students. Their key task is to represent students' views at department level by attending and contributing to meetings, including School-level meetings. Department Reps consult with students, especially Course Reps, present findings at meetings, provide feedback, and help develop solutions to student issues.

Duties & Responsibilities	Skills Demonstrated
Represent the diverse views of students in the department.	Professionalism, responsibility, adaptability, feedback skills. 
Act as a communication channel between Course Reps, other Reps, and staff.	Communication (written & verbal), networking, presentation skills. 
Attend training, complete Rep Journals, and attend meetings.	Self-management, responsibility, organisation. 
Assist with induction talks, NSS/CES promotion, and training for Course Reps.	Presentation skills, verbal communication, creativity. 
Support activities related to student recruitment, retention, and experience.	Awareness, delegation, responsibility. 
Work with the Students' Union on national and local campaigns.	Verbal communication, advocacy, research. 
Attend and contribute to Course Rep Forums, Conference, and Change Week.	Self-management, responsibility, organisation, confidence. 
Promote the Student Academic Representation system.	Advocacy, confidence. 
Keep records of activities and submit forms on time.	Time management, administration, organisation. 

EXAMPLE OF SKILLS

Skill + Evidence

In my role, I represent students' views by attending key School-level meetings and making positive contributions. Effective representation requires consulting with students and Course Reps, presenting findings at meetings, and providing feedback to students. This experience has enhanced my written and verbal communication skills, improved my ability to build relationships, and strengthened my organisation skills.

SIGNPOSTING FOR SUPPORT

As you continue your journey toward employability, there are several resources available to provide additional support and guidance:



University of Worcester Careers Service

For detailed career advice, CV support, job hunting strategies, and interview preparation, visit the University of Worcester Careers Service for expert guidance.



University of Worcester Money Advisors

If you're managing a budget or seeking financial support during your job hunt, the Money Advisors can help you plan your finances effectively.



University of Worcester Counselling and Mental Health Service

Job hunting can be stressful, and it's important to look after your mental health. The Counselling and Mental Health Service offers support to help you develop resilience and take care of yourself during this time.



University of Worcester Student Life Advisors

For support with wellbeing, especially if you're juggling multiple commitments, the Student Life Advisors can assist you with managing the demands of life while job hunting.



Worcester Students' Union

Interested in gaining more experience? The Worcester Students' Union offers various roles and volunteering opportunities that help develop employability skills. Contact them to learn more.



Graduate Career Development Services

Explore services such as the Graduate Careers Service for post-graduation support, including finding graduate-level roles and building your career after university.



National Careers Service

The National Careers Service provides free, impartial advice on careers, CVs, and job searching.



Each of these services is here to help you succeed, so don't hesitate to reach out for the support you need!

