

4. MAKE IT HAPPEN

(reflects the **Plan and Make it Happen** module of the SEA Award)

UNDERSTAND THE RECRUITMENT PROCESS

Whether a student is applying for part time work, an internship, postgraduate study or a graduate job they need to understand the many stages of the recruitment process and the time scale involved; how long in advance will they need to apply and how long will the process take?

TAKE ACTION

Having identified a goal and carried out a SWOT analysis a student is ready to develop an action plan. A strong one will increase the chance of the goal being reached, and will cover issues such as:

- What steps do they need to take to achieve their goal?
- When do they need to do these by?
- What setbacks are they likely to face?
- Who/what can help them overcome these?

SUGGESTED DISCUSSION POINTS:

- Does the student have a thought through action plan they can articulate?
- Would it help them to write this down?
- Do they have a fall back plan i.e. are they multi tracking rather than single tracking?
- Are they forming their plan on current and objective information?

SUGGESTED ACTIONS FOR STUDENTS:

DATE

Draft an action plan using the advice and template at myuni.swansea.ac.uk/employability/action-planning

Attend SEA events such as the Employer Skills and Talks programmes, Careers Fairs etc. to learn about the recruitment process. See myuni.swansea.ac.uk/employability

Explore the CVs and recruitment section of myuni.swansea.ac.uk/employability

Explore postgraduate study at myuni.swansea.ac.uk/employability/postgraduate-study-introduction and attend relevant open days

Complete the Plan and Make it Happen module of the SEA Award

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Additional actions

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