Developing Employability for Business

Maryvonne Lumley, James Wilkinson

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Employability is central to all university study; in an increasingly competitive graduate job market students enter Higher Education with their eyes already fixed on securing a job - their final destination.

Written specifically for students, *Developing Employability* is an outstanding guide to the skills involved in job-hunting and entering the workplace. Straightforward, practical, and accessible, it allows students to develop, experience, and refine the techniques that will help them stand out from the crowd as they look forward to their future careers.

Students are encouraged to engage and progress through the book; reflecting on their own skills and opportunities, and building up a wealth of practical expertise as they prepare to embark on the world of graduate employment for the first time. *Developing Employability* is not merely focused on students finding a job, but succeeding at work and moving on in their careers.

A "project" woven throughout the book invites students to participate in practical, active learning; this step-by-step guide leads students through creating their own resources, such as personal development plans, e-portfolios, learning logs and CVs ensuring they are well prepared for the world of work. A breadth of invaluable employability skills can be acquired alongside, and aided by, academic study as *Developing Employability* covers entrepreneurship, social media and non-traditional routes into work, alongside conventional graduate employers.

Developing Employability 1/e is supported by an extensive Online Resource Centre, featuring:

Student resources:
Skills audit form
Examples of online application form questions
Targeted web links
Audio podcasts with practitioners, students and graduates

Lecturer resources:
Brief notes guiding lecturers on how to run the project
Tutorial activities for those who are not running the project
Notes on how to guide students in their own skills audit

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