



YOUR STUDENT EMPLOYABILITY GUIDE

 /careers-the-university-of-salford

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 salford.ac.uk/careers

 askus@salford.ac.uk

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WELCOME

Using this guide will help you explore the services, opportunities, and support that can help you shape your future and reach your career and life goals. It's full of ways to help you succeed in your studies, build valuable skills, and make the most of your time at university and beyond. Whatever stage you are at in your journey, we're here to help you think about your next steps and achieve your ambitions — whether that's landing a job, starting your own business, continuing your studies, or exploring a different path. The job market is competitive, so standing out matters. **Getting involved with the opportunities and support in this guide can help you boost your confidence, grow your experience, and improve your prospects.**

EMPLOYABILITY CHECKLIST FOR SUCCESS



If you want to develop your employability, use this checklist to ensure you are making the most of your time at the University of Salford. There is more information about everything in this checklist through the employability guide.



Please tick as you complete each task.



Build Your Employability Skills

Identify what you have and what you need
Think about the skills you already have, those you would like to develop and the skills you will need for future roles. Use the 'Employability Skills' section in this guide and explore various activities on our website.

→ bit.ly/build-employability-skills



Get Ready to Learn

Strengthen your academic, professional and digital skills
Find resources that prepare you for independent learning, and lifelong skills development.

→ salford.ac.uk/skills/get-ready

→ salford.ac.uk/skills



Explore Career Options Early

Discover what's possible from the start
Use Careers resources on our website to explore future jobs, further study or self-employment. Attend careers fairs to meet employers recruiting students and graduates.

→ salford.ac.uk/careers/career-planning

→ salford.ac.uk/careers/support/careers-fairs



Find Part-Time Work

Gain experience and earn money
Apply for part-time roles with the University, SU and local employers. Attend the trimester 1 part-time jobs fair and search online for student-friendly vacancies.

→ bit.ly/jobs-work-experience

→ bit.ly/unitemps-salford



Consider a Placement

Explore placement options to gain industry experience
Many courses include a placement option, and your School Employability Team can help you find opportunities and understand what placements involve.

→ bit.ly/school-based-support

→ bit.ly/placements-work-experience



Get Involved with the Students' Union

Meet new people, try new things and build your skills
Joining societies or sports clubs can help you develop new skills, make friends and have fun.

→ salfordstudents.com/sport

→ salfordstudents.com/societies



Explore Entrepreneurship & Freelancing

Interested in starting a business or working for yourself?
Our Enterprise Advisers offer one to one support, workshops, funding advice and freelancing guidance. You may also be interested in Launch, the University's business incubation space.

→ salford.ac.uk/careers

→ salford.ac.uk/our-facilities/launch-salford



Boost Your Applications

Learn how to apply with impact
Access support with each stage of the recruitment process, from CVs to practice interviews. We have lots of advice on our website. The Careers team are here to support you.

→ bit.ly/cvs-applications-and-interviews

→ salford.ac.uk/careers/support



Build a career in local government



Grow a meaningful career in the public sector and do work that impacts communities for the better.

Impact and Pathways to Planning are graduate schemes that enable you to get your start in local government. Our graduates get full-time roles, and are supported as they complete a fully-funded postgraduate qualification. We recruit graduates from all backgrounds and degrees; our aim is to reflect our diverse communities.

Apply now for our graduate schemes:

pathwaystopanning.org | local.gov.uk/impact-candidates



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CAREERS HUB

Accessing the Hub

Visit the Careers Service, located on The Broadwalk, within the Lady Hale Building ('H' on the Campus Map salford.ac.uk/travel)

Our Hub is fully accessible to students and the majority of our services are also available online. If you have specific requirements in order to access an appointment or event please contact us on 0161 295 5000 or email askus@salford.ac.uk

You can view building access guides for the university here accessible.co.uk/university-of-salford and updates about accessibility can be found at salford.ac.uk/accessibility-on-campus



Careers Hub Opening Times

Trimester 1 & 2: Monday to Friday 10:00-17:00

Trimester 3 & vacation periods: Monday to Friday 11:00-16:30

CAREERS AND EMPLOYABILITY SUPPORT

The University's Careers team is here to help you make the most of your skills and experience, preparing you for the next stage of your career. We provide information, advice and support to help you explore your future career options, including information on setting up your own business and working for yourself, as well as helping you to evidence your employability to potential employers.

We offer opportunities to meet employers through events such as careers fairs and can also help you to find job vacancies and enhance your interview skills. Our team provides a range of online resources, workshops and 1:1 appointments to help you explore your future career path and develop your employability.

You might have heard the word 'employability' being used when people are talking about graduate jobs. But what is it? Employability is all about what skills you have and how you can demonstrate to employers that you have these skills.

Much of the ordinary, everyday activity that you undertake as a student can contribute to your employability development, e.g. working in groups, planning projects, undertaking part-time work and giving presentations.



As well as specialist technical skills that are usually related to very specific occupations (e.g. C++ programming in IT jobs or different types of engineering jobs), a lot of employability skills are soft skills (e.g. communication or problem solving), which are the ones that enable you to become more effective in your day-to-day working role, and which you will keep developing throughout your working life.

Employers expect candidates to offer more than a good academic record and degree. They also look for work experience (relevant if possible) and evidence of employability skills such as teamwork, organisation and creativity. Employers also look for rounded individuals – they want evidence that you have developed your skills outside of your studies, through involvement in clubs and societies or through part-time jobs and voluntary work.

Our Services

/ Career Planning

CVs, applications and interview preparation, developing your skills, information on further study and your future career.

/ Work for Yourself

Support with starting a business, and to develop creative thinking, pitching, management and other enterprise skills.

/ Application Advice

Impartial and confidential advice and guidance for students and graduates. We can advise you on CVs, applications, further study, placements, job-hunting and more.

/ Finding a Job and a Work Placement

Use our online vacancy service to search for graduate roles advertised by employers working directly with the University.



OPPORTUNITIES TO ENGAGE WITH EMPLOYERS

There are lots of ways to build connections with employers to help develop employability skills and learn about employment opportunities. Whether this be through employer drop-ins at the Careers Hub or Library Foyer, attending Careers Fairs or via the School specific Employability Team activities. Make sure to regularly check the vacancy portal so you can search for all the latest internships, placements and jobs, along with employer related sessions and events.



CAREERS FAIRS

Careers Fairs are a great way to start to talk directly to employers to find out about upcoming opportunities. Discover information on recruitment processes, get tips and guidance on what skills and competencies they look for in candidates, build your professional network and find new roles you may not have previously considered. Don't forget to research which organisations are attending ahead of the event to make the most of your time.

The majority of Careers Fairs run in the Autumn, with the Spring Careers Fair taking place in March.

Look out for information on our forthcoming events:
salford.ac.uk/careers/support/careers-fairs



JOBS AND PLACEMENTS



We offer a range of opportunities to help you gain real-world experience and develop your skills during your time at Salford.

As a student, you'll have access to part time jobs, paid work placements, summer internships, graduate roles, and volunteering opportunities – all advertised through our dedicated vacancies portal. Whatever stage you're at, there's something to help you take the next step.

Looking for part time work alongside your studies? Register with Unitemps, our on campus recruitment agency. They advertise flexible temporary roles designed to fit around your degree, as well as permanent opportunities for when you graduate. Find out more at salford.ac.uk/unitemps

You'll also be supported by your School Employability Team, who are there to help you make sense of your options and connect you to valuable real world experiences. They promote work experience opportunities, run drop in sessions, and organise a variety of employer events and industry activities throughout the year.

To learn more about the employability support available in your school, visit:

salford.ac.uk/careers/support/school-based-support



GET AHEAD IN YOUR STUDIES

Thinking about what skills you might need to succeed at Salford? If you're not feeling ready, and concerned about everything you don't know, don't worry, so is everyone else.

Starting university is an exciting time, and whatever your background, the step up to university-level study can be challenging as well as rewarding. You are starting your journey as an independent learner to become an expert in your subject, and leave as a highly employable graduate. Your course will guide you on that learning journey, and develop your skills and experience along the way.

Our Academic Skills support offers you essential tools to help you get where you want to go. You'll find lots of interactive and engaging e-learning content on our website salford.ac.uk/skills. This is designed to help you succeed by developing your academic, professional and digital skills. Our friendly team also offer year-round workshops, on campus and online, and can provide one-to-one support too if you need it. So, whether it's writing that first essay or report, giving a presentation, navigating ethical AI use or using new digital tools, we can help you achieve your best.

If you'd like to get a head start on your learning journey, visit:
salford.ac.uk/skills/get-ready

WORKING FOR YOURSELF

Supporting Freelancing, Self-Employment, and Entrepreneurship

Entrepreneurship – It's a word you should know, even if you're not a business student. Entrepreneurship can involve freelancing, starting a business, creating a social enterprise, or even leading a smaller project. Do you have a business idea you need help with, or are you looking to develop your business skills to make you more attractive to potential employers?

Why Working for Yourself Matters

Working for yourself isn't just about having a business idea it's also about developing valuable skills that employers look for. Whether you're freelancing, self-employed, or running a business, the experience helps you build skills like problem-solving, creativity, and adaptability. These skills are highly valued by employers, making you more attractive in the job market. So, while working for yourself can help grow your business idea, it also helps you grow personally and professionally.

We run an exciting programme of events across the academic year, providing opportunities for you to develop your entrepreneurial skills.

Visit: salford.ac.uk/careers/work-for-yourself



Start-up Support

The University provides access to a range of events for students looking to explore new ideas or accelerate the growth of a business venture.

You can attend various events designed to help you develop your business and entrepreneurial skills. The Work for Yourself Team can also connect you to available opportunities across the wider University and business community.

If you have an innovative project or idea and need support to make it happen, why not take a look at FundUs, the University's crowdfunding site specifically designed to support student success.

Visit: fundus.salford.ac.uk

Skills and Resources for Working for Yourself

Our Work for Yourself toolkit is full of helpful tips, advice, and resources so you can learn more about what it means to work for yourself and how to build important business skills. Our practical resources are also here for you to learn about becoming self-employed and to help you plan your next steps.

These include live workshops led by business advisers, as well as on-demand tutorials available via LinkedIn Learning. We also offer 1:1 business mentoring support with our Work for Yourself advisers and a day-long start-up school held a minimum of three times a year.

If you have a business idea, the Work for Yourself Team would love to meet with you to discuss how they can help.

Call us on 0161 295 5000 to speak to one of our friendly team or email askus@salford.ac.uk

Find out more at: salford.ac.uk/careers



SELF EMPLOYMENT SKILLS AND RESOURCES

Our Work for Yourself toolkit is full of helpful tips, advice and resources so you can learn more about what it means to be enterprising and how to build important business skills. Our practical resources are also here for you to learn about becoming self-employed and to help you plan your next steps.



These include live workshops led by business advisers as well as on demand tutorials available via LinkedIn Learning. We also offer 1:1 business mentoring support with our Work for Yourself advisers and several start-up schools held three times a year.

If you have a business idea, the Work for Yourself team would love to meet with you to discuss how they can help.

Call us on 0161 295 5000 to speak to one of our friendly team members or email askus@salford.ac.uk.

Find out more at:
salford.ac.uk/careers



Student social enterprise network / Enactus

Enactus is an international non-profit organisation dedicated to inspiring students to improve the world through entrepreneurial action. Participation in Enactus provides you with the opportunity to make a meaningful difference in your community.

As a member of an Enactus team, you'll be joining a worldwide network of more than 75,000 other students all making their own contribution toward the shared mission of creating a better world. Through Enactus you'll have the chance to network with recruiters from some top companies and have access to career resources to help you transition from university to the workplace.

For further details:
salford.ac.uk/careers/work-for-yourself/enactus

LAUNCH @SALFORDUNI

Launch @SalfordUni is our very own business incubator for students and alumni to work on business ideas, become successful freelancers and unlock your entrepreneurial potential. At Launch, you can share your journey within a community of other start-up businesses and freelancers.

Joining Launch will position you to:

- Research, model and validate your idea
- Define your buyer profile, target market segments, position and USP
- Access to grants and the opportunity to pitch for vital start-up funding
- Promote yourself, build your network, exchange ideas and Collaborate
- Build relationships with a diverse cohort of fellow like-minded entrepreneurs
- Exposure to the wider Greater Manchester Enterprise support Eco-system
- Develop and evidence valuable intrapreneurship and employability skills

Launch Digital is our online programme open to Home and International students and alumni which includes 20+ pre-recorded modules, monthly workshops, access to Launch Extra events, links to external news and competitions. This programme covers everything from starting up to scaling up, presented by a team of leading start-up experts where you will learn to research, plan and explore your idea for a business or social enterprise.

All Launch programmes are FREE for University of Salford students and alumni but you will need to apply for a place to join the programmes.



Find out more at:
bit.ly/launch-incubator or
scan the QR code.



GREEN CAREERS

Green career opportunities are expected to grow across all industries. Careers can focus either directly or indirectly on sustainability and a greener future. Find out more about sustainable careers



www.salford.ac.uk/careers/green-careers



University of
Salford
MANCHESTER



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Your Career, Their Future

coop.co.uk/teach

**PROFESSIONAL
DEVELOPMENT
INSTITUTE**



Academies Trust

ENHANCE YOUR EMPLOYABILITY WITH SALFORD SU



Salford SU is the representative body for all students at the University of Salford. We work in partnership with the University and other stakeholders to ensure that all students love their life at Salford.

We're led by five Student Officers who are elected from our membership each year. We support over 500 student course representatives and provide professional advice to around 2,000 students each year.

The Students' Union also encompasses championship winning sports teams, over 50 student societies, events drawing thousands of students, campaigns, as well as a café, a bar, and a nightclub.

Salford SU Student Staff jobs are paid roles that are open to current Salford Students. There are lots of different positions available including: working in our bar, kitchen or coffee hut; creative roles, such as graphic designers, videographers, and writers; delivering our events, sports, and activities; supporting student-led change; and more. Whatever you're interested in, we have a role for you! Head over to our website to see roles we are recruiting for throughout the year:

salfordsu.com/who-we-are/jobs



Clubs and societies

Lead a Student Group

Salford SU has over 90 clubs and societies that are led by students volunteers who hold a range of roles and responsibilities including Chairperson, Treasurer, Captains and Wellbeing officers. In these roles you lead your peers, gain valuable real workplace skills, and make memories to last. Getting involved in an SU Student Group looks great on your CV and can open doors later in your career.

You can find a full list of our Groups here - salfordsu.com/get-involved/

Can't find the group that's right for you? You can also set up your own group and create a community of like minded students on campus - You can find more information here - salfordsu.com/get-involved/societies/start-a-society

Become a course representative

Every level of every programme has a student who volunteers to represent the academic interests of their peers to the University, known as a Course Rep. As a Course Rep your role is to feedback on how the course is going and to bring about change to ensure students receive quality education.

Being a Course Rep is a voluntary role you can do alongside your studies. Often requiring less than an hour per week during term time, this is an excellent opportunity to gain key employability skills to help you at university and your career afterwards. Communicating with your peers and staff by gathering feedback and attending meetings, you will ensure the student voice is heard and you are a co-creator of your education.

For more info on our reps and how to take part, visit: salfordsu.com/changeandengage/student-representation



GAIN EXTRA SKILLS AND INCOME WITH UNITEMPS



Unitemps is our on-campus recruitment agency that offers paid part-time and temporary work that will boost your CV and provide valuable workplace experience. Unitemps works with different schools and departments at the university on a casual and part time basis which is great way to earn whilst you learn. It also gives you some solid experience to add to your CV when it comes to applying for that all important job during or after your study.

If you aren't entirely sure what career path you want to take after graduation, Unitemps offers you the chance to try different jobs to help you decide what you want to do in the future. There are a variety of opportunities available including marketing, events, administrative work, project-based assignments and much more.

Unitemps also works with local companies in Manchester and Salford and are able to offer full time roles as paid 'graduate internship schemes.'



Find out more and register:

salford.ac.uk/jobs-unitemps.com

We are based on campus at University house.

Our opening hours are:

Monday to Friday 8.30am – to 4.30pm

You can contact us on:

0161 295 0407

Unitemps@salford.ac.uk



Here's what our Unitemps students are saying about us:

"Working with Unitemps has been absolutely fantastic. The jobs are very flexible and allows for one to earn while studying in a convenient way. Unitemps provides a friendly atmosphere as one can walk in with any complains and be sure to be well attended to. In all my years of working for Unitemps, I have always had a listening ear and a solution has always been provided if I get stuck. I love working with Unitemps and the pay is great."

"I have had a really great time with Unitemps in both the seamless application process and the quick and friendly response from staff. The work experience from the jobs I have completed with Unitemps availed me the opportunity to update my resume with relevant work which, even now in my internship, I am able to appreciate the benefits of and have a better understanding of how to approach certain tasks."

"I had a fantastic experience with Unitemps, where they helped me land a job. My consultant was friendly, patient, and provided excellent support throughout the process. The communication was clear and efficient, making my job search stress free. I highly recommend Unitemps for students and graduates seeking employment opportunities."

INTERNATIONAL OPPORTUNITIES

Experience the opportunity of a lifetime and take your studies or work overseas. International Opportunities offers you a chance to:

- / Enhance your employability
- / Improve your grades
- / Become a global citizen

More students than ever understand the importance of international experience and employers are increasingly interested in students who have global awareness.

Students who take part in our International Opportunities programmes reap the academic, professional and personal benefits of an international experience for future employment in the UK and overseas.

Studying or working abroad, plus international activities at home in class or through events run by the University, give you the opportunity to see more of the world, understand the global environment and experience a different style of education (if studying at a partner university). You may also be able to learn a new language and get to know another culture. It's a fantastic opportunity for you to develop yourself both personally and professionally, while making new friends from across the globe and acquiring skills that are attractive to potential employers.

At Salford, we are here to help you make this happen, with our range of global study exchange programmes and short-term opportunities, as well as a programme of virtual activities and events for all students to get involved in and benefit from a global education. Depending on your programme, you may also be eligible for funded work placements.

Find out more about our international opportunities at salford.ac.uk/io

EMPLOYABILITY SKILLS

We want to enable you to develop employability skills, sometimes called competencies by employers, that will help you succeed in your studies, as well as help you secure and succeed in employment or in working for yourself in the future.

Employability skills are transferable to a wide range of career and life goals. Using graduate labour market research and the experiences and views of our staff, students and employers, we've listed some of the most valued employability skills below to encourage you to start identifying which skills you may already have, and which skills you want to develop to equip yourself to succeed in your studies and beyond.

We are eager to support you to:

- / Explore and understand each skill.
- / Explore relevance of each skill to your potential future career options.
- / Identify your own strengths and development needs for each skill.
- / Identify and take actions to develop or improve skills, including accessing our support.
- / Develop a bank of evidence of using these skills effectively, to outline to potential employers, or to evidence with potential customers and investors if you become self-employed.



Key employability skills

Communication - Critical thinking and problem solving - Data literate - Digitally literate - Industry aware - Innovative and creative - Organised and effective - Proactive leader - Reflective lifelong learner - Team worker

We want to help you to be ready for your future by supporting you to:



Be professional

Adapt your behaviour to each situation, be punctual, well-presented and emotionally intelligent.



Be an effective communicator

Clearly articulate through verbal and written communication, through presentations and develop appropriate questioning and listening techniques.



Be adaptable

Respond to challenging and evolving situations.



Be proactive, determined and ready to take chances

Make things happen when dealing with challenges and be resilient in the face of setbacks.



Be connected

Interact face-to-face and through social networks and digital platforms.



Be ready to work with others

Able to work alone, value the input of others, recognise the skills needed to maximise the contributions of other team members.



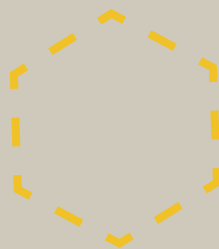
Be curious and reflective

Have an inquisitive mind that enables you to question, evaluate and challenge assumptions.



EMPLOYABILITY SUPPORT IN YOUR SCHOOL

Each School has an Employability Hub connecting you to valuable opportunities including placements, internships, and team projects. Gain industry-specific skills and explore your career and life goals, while making yourself a competitive candidate. Contact the dedicated Advisors in your School for personalised support, drop-in sessions, events, and access to a range of activities that help you develop your employability. Don't miss out on enhancing your academic knowledge through real-world experiences. Access this support today!



Salford Business School

✉ SBS-employability@salford.ac.uk

The SBS Employability Team supports undergraduate and postgraduate students gain work experience and placements across all business and law disciplines. Drop-ins are held on the 6th floor, Maxwell Building, 14:00-16:00 on Monday, Tuesday, Wednesday and Thursday. A range of events are hosted each academic year, including Employability Weeks that includes students engaging with industry partners in live presentations, speed networking, and interactive workshops. Make contact by email to ask a question and book an appointment with an adviser for employability and placement related support at

bit.ly/sbsemployability

School of Art Media & Creative Technology

✉ AM-engagement@salford.ac.uk

The School of Arts, Media and Creative Technology Engagement Team support students to gain work experience, placements, and creative industry opportunities which will boost your employability! You have a range of opportunities to support and connect with creative industries through live briefs, careers events, networking sessions and employability workshops, plus much more. You can find out more about these opportunities via Blackboard, emails, socials and Sharepoint. You can also book a 1:1 appointment for any advice and queries. Contact the email above to speak to the team.

bit.ly/amengagement

School of Science, Engineering & Environment

✉ see-placements-industry@salford.ac.uk

Within SEE, a Year in Industry option is available for students after their second year of study on most undergraduate programmes. Industry collaboration opportunities are also provided, for instance the annual HackCamp brings together organisations and computing students to work on real-world technical challenges.

In addition, The Maker Space provides a range of facilities to develop skills using equipment such as 3D printers, laser cutting machines and electronic circuit boards in conjunction with academic or personal projects.

Industry speakers are also invited to speak either at lectures or as part of initiatives such as the SEE Pathways programme. Students are also able to arrange one-to-one meetings or attend drop-ins during term time.

School of Health & Society

✉ HSS-Employability@salford.ac.uk

The Health & Society Employability Team supports students across the School of Health and Society, including in particular Sports, Social Sciences and Psychology related undergraduate programmes.

You can find out more about how you can access tailored one-to-one support, work-integrated learning opportunities, a range of employability-related events, and amazing resources to help you succeed on your employability journey via Blackboard, emails and our SHS Employability website:

bit.ly/health-and-society

CAREERS & ENTREPRENEURIAL SUPPORT FOR LIFE



Our support doesn't end when your course does. If you've studied at University of Salford you have lifelong access to Careers and the services we offer.

From personalised career guidance and job hunting advice to career change conversations, access to employability events and entrepreneurship support, we're here to help.

Our resources are designed to not only assist with next steps after your studies but also in building and evolving your career over time.



Support and services you continue to have access to includes:



Use our Website

24-hour access to a wide range of essential and useful information and advice. Explore key information and advice, access e-learning content, find details of upcoming fairs and employer visits, and links to self-book appointments or places at workshops and events.



Events

Our events are great opportunities to get advice from Careers but also to network with other professionals and employers. Throughout the year we run careers fairs and industry insight sessions. We host employer visits and organise activities including guest speakers, workshops and competitions.



Vacancy Portal

Our searchable database of paid and volunteer opportunities, graduate jobs, placements, work experience and internships.



Workshops

Available in-person and online, our workshops cover a range of careers related topics. Book your place to explore skills development, career planning, job searching strategies, CVs and applications, business planning, being entrepreneurial and working freelance.



One-to-One Advice and Guidance Appointments

Meet with experienced Careers or Enterprise Advisers, in person or online. In depth careers and entrepreneurship conversations with personalised advice and guidance tailored to your specific interests or queries.

To find out more about these services, and to contact the Careers team for further help and guidance, visit: bit.ly/graduates-and-alumni





FOLLOW US AND STAY INFORMED

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 askus@salford.ac.uk

 **salford.ac.uk/careers**

**Employability
Guide 2026-27**