

# Scheduling your Activities

**Advertising Vacancies:** We offer a range of services for employers wishing to advertise opportunities to University of Sheffield current students and graduates.

Timing: Throughout the year

**Presentations:** These provide an excellent opportunity to disseminate basic information about your organisation to a group of students.

Timing: 3 October – 2 December 2011; 6 February – 30 March 2012

**One-to-ones:** These allow students to meet you in an informal setting and ask a range of questions before applying.

Timing: 3 October – 2 December 2011; 6 February – 30 March 2012

**Fairs:** We offer a range of events designed to bring students into contact with employers.

Timing: Fairs take place throughout the year. See Calendar on reverse for dates of each Fair.

**Skills for Success:** A programme which gives students the opportunity to learn about the skills employers want through employer-led sessions.

Timing: 3 October – 2 December 2011; 6 February – 30 March 2012

**Occupational Talks & Events:** These provide students with a broad understanding of what an area of work involves through a series of activities.

Timing: 3 October – 2 December 2011; 6 February – 30 March 2012; 23 April – 18 May 2012

**Mock Interviews:** These enable students to find out what happens in an interview situation, and give you the opportunity to have direct contact with students.

Timing: 3 October – 2 December 2011; 6 February – 30 March 2012; 23 April – 18 May 2012

**Applications Workshops:** Designed to provide you with an opportunity to guide students through your application process.

Timing: 3 October – 2 December 2011; 6 February – 30 March 2012; 23 April – 18 May 2012

**Supporting Employability Initiatives:** This allows you to associate your organisation with high-profile student-facing activities designed to help them enhance their employability.

Timing: Throughout the year

**Taste of Work:** Allows you to act as a host organisation for students wishing to build up work experience.

Timing: Throughout the year

**Sponsorship:** A way of promoting your organisation through financial support for events, activities or publications.

Timing: Throughout the year

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# Calendar of Activities 2011-12

	FIRST SEMESTER 26 Sept 2011 – 4 Feb 2012						SECOND SEMESTER 6 Feb – 8 June 2012					SUMMER VACATION 9 June – 24 Sept 2012		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
				Vacation	Exam			Vacation	Exam	Vacation				
<b>RECRUITMENT ACTIVITIES</b>														
Advertising Vacancies														
Presentations														
One-to-ones														
<b>FAIRS AND EVENTS</b>														
Part-time Jobs & Volunteering Fair: 5 Oct 11														
Engineering, Science and IT Fair: 1 Nov 2011														
Business and Finance Fair: 2 Nov 2011														
Modern Languages Fair: 16 Nov 11														
Legal Fair: 23 Nov 2011														
Summer Experience Online Fair: 30 Jan - 4 May 2012														
Spring into Jobs Fair: 7 Mar 2012														
Summer Graduate Recruitment Fair: 11-22 June 2012														
<b>OTHER OPPORTUNITIES TO RAISE YOUR PROFILE</b>														
Skills for Success Sessions														
Occupational Talks & Events														
Mock Interviews														
Applications Workshops														
Supporting Employability Initiatives														
Taste of Work														
Sponsorship														

## Notes

- Christmas vacation is 17 December 2011 - 15 January 2012.
- Easter vacation is 31 March - 23 April 2012.
- Semester examinations are taken by students in all years of study and will take place 16 January to 3 February and 21 May to 8 June 2012.
- In a number of departments, examinations ending in February are followed by a Reading Week.