

## **Graduate employability in the everyday university curriculum: Student Worksheet Instructions**

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This worksheet has been designed to support students and educators to improve graduate employability in the everyday university curriculum. Graduate employability means that higher education alumni have developed the capacity to obtain and/or create work. It also means that institutions and employers have supported the student knowledge, skills, attributes, reflective disposition and identity that graduates need to succeed in the workforce. This worksheet has been designed based on the data from 700+ surveys and interviews/focus groups, with 147 people. Support for the production of this worksheet has been provided by the Australian Government Office for Learning and Teaching. The views expressed in this framework do not necessarily reflect their views. Suggested reference for this worksheet:

Kinash, S., Crane, L., Judd, M-M., Mitchell, K., McLean, M., Knight, C., & Dowling, D. (2015). Graduate Employability Worksheet. Supporting graduate employability from generalist disciplines through employer and private institution collaboration. Sydney, NSW: Australian Government Office for Learning and Teaching.  
<http://GraduateEmployability.com>

### *Instructions for worksheet completion*

1. Fill-in the date, your name and other information at the top of the page.
2. In the centre circle, insert the titles of three careers you might consider and something that makes you distinctive in recruitment, or in other words, what might make you stand-out among other graduates and serve as a personal brand (My Career Identity).
3. Move outwards to the next circle; this circle is about knowledge, skills, attributes and extra-curricular in your intended career/s. In the pink section, write-in what you will need to know to be successful in those careers. In the yellow section, write-in the hard and soft skills that you will need to have mastered. In the blue section, write-in the attributes that you expect will serve you well (e.g. critical thinking, communications). In the green section, write-in the extra-curricular that employers will look-for in recruitment (e.g. volunteer work).
4. Move outwards to the next circle; this circle is about knowledge, skills, attributes and co-curricular you are learning through your subject and/or program. In the pink section, write-in what key knowledge you will be learning; a good place to look for this information is in the learning outcomes. In the yellow section, write-in the hard and soft skills that you will be developing; a good place to look for this information is in your assessment guidelines. In the blue section, write-in the attributes that you will be developing through this subject / program (e.g. critical thinking, communications); good sources of this information are your program and/or university graduate attributes. In the green section, write-in the co-curricular activities that your university will be supporting you to participate in and weave into your studies (e.g. will you be reflecting on the skills you are gaining through sport or student society leadership as part of your assessment?)
5. Move again to the outer circle. These are the other factors and people who are key to your employability. To the right or left of the word "family" write-in how your family supports your employability. Likewise for friends. Next to "networks" write-in the people or associations you should be getting to know and leveraging for employability while in university. Do not forget your professors and career development centre personnel. Finally, next to "employers" write-in particular employers that you would like to research and ideas for getting to know them during your studies.

We recommend that you return to this sheet, refining, revising and adding-to frequently throughout your university studies. Engage with the other resources, ideas and videos throughout our website.

<http://GraduateEmployability.com>

### ***Final Recommended Activity:***

**Email us the contact information from the top of the worksheet, as well as three to six specific goals for taking charge of and improving your graduate employability. Remember to commit to completion dates for these goals. e.g. By the 30<sup>th</sup> October, I will have met with my university career centre to apply for an internship. In six-months we will follow-up with you to see whether you have actioned your goals.**

**Email: Madelaine-Marie Judd [mjudd@bond.edu.au](mailto:mjudd@bond.edu.au)**