Support for your Sussex Graduate Programme staff member

The Careers and Employability Centre (CEC) will provide the following support to the graduate staff member:

**One-to-one appointments**
- An hour-long meeting with a Careers and Employability Consultant during their induction, to include a skills audit and introduction to learning logs
- An hour-long appointment mid-way through the programme, to include a review of learning logs, a CV review and a general progress report
- An hour-long meeting towards the end of the programme and prior to their presentation, to include a further review of learning logs, guidance for completing the presentation and advice on the post-programme job hunt

**Learning logs**
- On a monthly basis, the graduate will submit a reflective learning log on CareerHub. This will be visible only to the Intern and CEC, as a private self-reflection space

**Presentation**
- Towards the end of the programme, the graduate will be required to make a presentation to your department, CEC and invited colleagues – they will be asked to reflect on their experience, learning points, benefits, and any recommendations for change (latter to be discussed with recruiting managers beforehand)

If you have any questions, please contact graduateopportunities@sussex.ac.uk