UG Course Unit Outline

EC3107: Employability 3

2019/20

Term: Autumn
Course Leader: Dr Pierre-Olivier Fortin
Office: Horton H214
Email: pierre-olivier.fortin@rhul.ac.uk
Office hours:
Tuesdays and Wednesdays from 11am to 12

BEWARE: This is a mandatory course unit for all Economics students.

AIMS
This course unit aims to prepare Economics students for their future employment open to them before and after graduation. This course unit will allow students to implement the Royal Holloway career aspiration strategy: evaluate, explore, enacts. It contains information of the challenges of finding employment, detail what skills they will develop as part of their studies as well of the training of specific employability skills. This third-year course unit will focus on preparing student for employment after graduation.

LEARNING OUTCOMES
By the end of this course unit, students should:

- Be able to evaluate their personal employments abilities
- Had an overview of existing dimensions of employment, by exploring the various career path available
- Understand the challenges of finding employment
- Be aware of the steps for implementing their chosen career path
COURSE UNIT DELIVERY

This course unit has the following components:

<table>
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<tr>
<th></th>
<th>What job are open to Economists?</th>
<th>A one-hour lecture from Dr Fortin describing some jobs available for Economics students.</th>
<th>Thursday October the 3 at 1pm or 4pm in the Art Lecture theatre 1</th>
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<tr>
<td>2</td>
<td>Recruitment processes</td>
<td>A one-hour lecture from Dr Fortin detailing the usual recruitment process in order to make sure you are ready for the actual recruitment.</td>
<td>Thursday October the 24th at 1pm or 4pm in the Art Lecture theatre 1</td>
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<td>3</td>
<td>Psychometric test</td>
<td>Workshop organised by CeDAS in which they describe and train you on how to be ready for a very common test employer are using to select employee</td>
<td>Thursday November the 14th at 1pm or 4pm in the Art Lecture theatre 1</td>
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<td>4</td>
<td>How to apply for a job</td>
<td>Workshop organise by Ed McLean from the Careers and Employability services to help you obtain employment after graduation.</td>
<td>Week 3 (October 7th to 11th)</td>
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<td>5</td>
<td>Assignment on How to apply for a job</td>
<td>You are required to submit the online assignment on how to apply for an job</td>
<td>Week 4 (October 14th to 18th)</td>
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<td>6</td>
<td>Video Interview</td>
<td>You are required to take a video interview mirroring real life video interview use by many employer</td>
<td>Week 5 (October 21st to 25th)</td>
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<td>7</td>
<td>Mock Interview</td>
<td>Simulation of an actual corporate interview, it is done in two parts; you have a human resources interview, followed by a professional interview. This is by practicing that you can be put all the chance on your side for a real interview.</td>
<td>November the 13th and the 20th from 9am to 4pm in Founders LBR</td>
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<td>8</td>
<td>Econ@Work</td>
<td>Series of talks with Economics alumni, economics and finance professional talking about how economist works in real life</td>
<td>Tuesdays from 6pm during term in Horton Lecture Theatre 2</td>
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ASSESSMENT

To pass EC3107 students need to participate in 4 out the 8 components.

Participation for components 1, 2, 3, 4, 7 and 8 is achieved by attending the relevant activities. You need to attend Econ@Work only once to validate the component 8. To achieve participation in component 6, video interview, each student will have to submit a video interview. It is important to note, the number of places for component 7, mock interview, is limited.
READING
We recommend students to read the Careers and Employability Moodle material:
https://moodle.royalholloway.ac.uk/course/view.php?id=3259

In this Moodle site you can find help on the following topics:
- Interviews
- Assessment centres
- Online training
- Career options
- Job hunting
- Internships etc
- Apply: CVs etc
- Employer tests
- Masters/PhD
- Global careers
- Disability
- Workshop slides
- Employer in Residence
- LinkedIn
- Personal Tutors
- ...

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