APPLICATION TIMELINE

<table>
<thead>
<tr>
<th>First Year</th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Attend selected <strong>ACI lectures</strong>&lt;br&gt;- Attend Freshers’ Fair and join clubs and societies/consider volunteering opportunities/other ways to develop your CV as detailed above&lt;br&gt;- Get registered on <strong>Doc’s Corporate Partnership Programme Portal (CPP)</strong> and <strong>JobsLive</strong> set your profile to receive your preferred vacancies/alerts&lt;br&gt;- If you do not have a LinkedIn profile, create one&lt;br&gt;- Begin to research career options&lt;br&gt;- Attend careers events and fairs (IT &amp; Technology Fair is usually in early November)&lt;br&gt;- Research internships, ‘<strong>Insight Programmes</strong>’ or ‘Spring Weeks’ and start applying. Deadlines for internships/insights range from October – March. Generally the banks and large graduate recruiters will have the earliest deadlines (Oct-Nov) with small organisations deadlines ranging from January – March.&lt;br&gt;- Prepare your CV&lt;br&gt;- Prepare for interviews/assessment centres</td>
<td>- Final deadlines for internships and insights&lt;br&gt;- Insights and Spring Weeks usually take place over Easter&lt;br&gt;- Consider your plans for summer if you do not already have an internship secured</td>
<td>- Consider running for a students’ union society committee position or as an academic representative in your department&lt;br&gt;- Visit the Careers Service during their ‘quiet season’ (which extends into the Summer Vacation) to:</td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>Make the most of your summer with an internship/summer job/volunteering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Second Year**|                                                                 |}
| **Autumn Term** | - Attend selected **ACI lectures**  
|                | - Continue with career planning activities started in first year Autumn term  
|                | - Update your [CPP Portal](#), JobsLive and LinkedIn profiles  
|                | - If you are BEng this is a key time to make penultimate year internship applications  
|                | - If you are MEng you can still apply for Insights  
|                | - If you are planning to complete an MEng Computing degree, and want your 3rd year placement to be at Facebook, apply for a second year internship with them, as this is the only route to getting a 3rd year 6 month placements (Joint Maths and Computing MEng students do not need to do this, as Facebook offer 4 month placements) |
| **Spring Term** | - Final internship/insights deadlines  
|                | - Carefully consider your choice of Second Year Group project, to ensure that it enhances your CV as well as gaining you academic credit and enjoyment |
| **Summer Term** | - Visit the Careers Service to:  
|                |   - Start planning for placement/graduate job search and decide which companies you would like to target  
|                |   - Review CV and covering letter  
| **Summer Vacation** | Make the most of your summer with an internship/insight/summer job/volunteering |
| **Third Year** |                                                                 |}
| **Autumn Term** | **BEng:**  
|                |   - Update your [CPP Portal](#), JobsLive and LinkedIn profiles  
|                |   - Carefully consider your choice of Third Year Group project, to ensure that it enhances your CV as well as gaining you academic credit and enjoyment  
|                |   - Attend selected **ACI lectures** with an eye on graduate positions  
|                |   - If you are BEng this is a key time to make penultimate year internship applications  
|                |   - Apply for graduate jobs/further study  
|                | **MEng:**  
|                |   - Aim to attend as many **ACI lectures** as possible to expand your networks and knowledge of sectors and available opportunities  
|                |   - Carefully consider your choice of Third Year Group project, to ensure that it enhances your CV as well as gaining you academic credit and enjoyment  
|                |   - Update your [CPP Portal](#), JobsLive and LinkedIn profiles  
|                |   - If you are BEng this is a key time to make penultimate year internship applications  
|                |   - Finalise CV (send to Victoria Nicholl, Industrial Liaison Manager, DoC)  
|                |   - Check application drafts via 20 minute consultations at Careers Service or lunchtime appointments in DoC  
|                |   - Apply for placements  
|                |   - Prepare for interviews/assessment centres - book a mock interview with Rich Carruthers (Careers Consultant, Careers Service)  
|                |   - Read up about the **Erasmus** scheme if you are planning to do a placement in Europe, this might well be an extra source of funding for you  
| **Spring Term** | - Interviews/assessment centres for graduate jobs and placements continue  
|                | - Review interview performance:  
|                |   - Which questions did you feel comfortable answering?  
|                |   - Which ones did you find difficult? |
Researching Your Career Options

Obtaining a Computing degree from Imperial College will make you highly employable as the skills developed on your degree are greatly sought after by employers in every sector. You should ensure you research your career options and consider what industry sector you would prefer so that you can choose to complete an internship in a sector that maximises the benefits for your career.

Things to consider:

- Would you prefer to work for a small start-up or a large multi-national company?
- What sector would you be interested in gaining experience in? This could range from education, government, finance, consultancy, games, software companies and more. All job sectors will require computing students.
- What job role are you keen to explore? Job titles include software developer, applications developer, systems developer, analyst, IT consultant, games developer, data scientist. Find out more on the Careers Service Information Technology page or the Prospects website
- Have a look at what previous Imperial Computing students have done after graduation to give you some ideas
- Find out where previous DoC students have gone for their 6 month industrial placement
- Attend ‘Applications of Computing in Industry’ lectures

Developing Your Skills

Being successful in the race for an internship means starting early. Recruiters are looking for a range of transferable and technical skills so in order to be considered for a position you need to start building the evidence of how you meet those skills early on in your degree.

---

### GETTING PREPARED

<table>
<thead>
<tr>
<th>Summer Term</th>
<th>MEng placements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Vacation</td>
<td>MEng Placements</td>
</tr>
</tbody>
</table>

### Fourth Year

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Reflect on your placement (what were the positives, key achievements, challenges, would you consider a career with this employer/sector/job role). Discuss with one of the Careers Service team if required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Term</td>
<td>Continue to make applications for graduate jobs/further study</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Continue to make applications for graduate jobs/further study</td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>Hopefully you have a job lined up and can have a lovely relaxing summer!</td>
</tr>
</tbody>
</table>
Demonstrate your transferable skills through:

- Taking part in clubs and societies – Imperial College Student Union has hundreds that you can get involved in
- Take on a committee position or become an academic representative (this will show leadership experience, plus planning an event or group meetings shows your organisational abilities and any challenges you face along the way will be great to demonstrate problem solving)
- Volunteering (consider teaching with Team-Up and the Imperial Union Volunteering website has lots of opportunities)
- Limited part-time work, perhaps a Saturday job (find opportunities on JobsLive or other student jobs boards, remember to take note of Imperial’s student employment during studies policy). Remember, your degree is extremely demanding, so we recommend carefully considering whether you can meet your academic obligations if you take on even a few hours a week of work
- Start your own business – get help from Imperial Create Lab

Technical skills will be developed through your course and any projects you undertake but many people also choose to further develop their technical skills outside of their course. You could consider:

- Finding out which programming languages are used in the particular company or sector you are considering and then teaching yourself any languages that you don’t already know using websites like Codecademy.
- Design your own apps/software – if there is commercial potential get help from Imperial Create Lab
- Take part in competitions and challenges

**Attending Careers Workshops/Appointments**

**Workshops**

The Careers Service runs daily afternoon seminars (16.15 – 17.15) to prepare you for all aspects of the internship application process including CVs, application forms, interviews and assessment centres. Longer lunchtime workshops (12.30 – 14.00) each day provide a chance to practice all aspects of the interview and assessment centre process.

The Careers Service also delivers talks in Computing specifically for DoC students – look out for emails from the department with more details.

**Appointments**

20 minute appointments are run daily in the Careers Service on Level 5, Sherfield Building (bookable from 07.00 on the day), as well as weekly lunchtime appointments in the Computing department.

All appointments and central Careers Service workshops can be booked on JobsLive.
FINDING INTERNSHIPS AND PLACEMENTS

Advertised Roles

- Sign up to the CPP Portal and make sure your profile displays you to full advantage. See what opportunities and events are listed.
- Visit JobsLive and ensure you set your profile to receive notifications of relevant new vacancies.
- Visit the DoC webpage detailing vacancies notified to the department
- There is a separate website with placement vacancies
- There are many other internship jobs boards such as Step (see more in the resources section below) A Google search will uncover lots more! Don’t forget to register your email address so that new vacancies are sent to you.

Speculative Applications

Find a company to approach by using:

- The advanced company search on LinkedIn (LinkedIn can also be helpful to find contacts to approach in the company)
- For smaller companies try the Silicon Milkroundabout which run careers fairs and also list tech start-ups that they have previously worked with. Built in London also lists various tech start-ups as does this DueDil blog.
- Using social media such as LinkedIn, Facebook or Twitter can be useful in both sourcing jobs or companies to approach and providing research into that company for use in your application.
- See the Resources section below for some useful websites to help with your search

For further advice on advertised and speculative approaches visit the Careers Service Internships & Placements website.

RESOURCES

Researching Career Options

Imperial

- Careers Service: Occupations and Job Sectors
- Careers Service: Information Technology
- Imperial Alumni Mentoring Scheme
- Imperial ‘Ask an Alumnus’ Scheme

External Sites

- Prospects Job Sectors
- Prospects Types of Jobs
- Tech Nation Report 2016
Finding advertised internships & placements

**Imperial**
- CPP Portal
- JobsLive
- DoC vacancy webpage
- DoC placement vacancies
- Getting an Internship in Digital & Tech Prezi

**External Sites**
- Boolerang
- Google Campus London Jobs
- Gradcracker – Computing/Technology
- Stack Overflow - Careers
- Student Ladder
- Tech City Jobs
- unicornhunt.io
- Work in Startups

Making speculative internship applications

- Careers Service: Speculative Applications
- Built in London
- Silicon Milkroundabout

Events and Networking Opportunities

**Imperial**
- ACI lectures
- Careers Service events
- IT & Technology Fair

**External Sites**
- 3 Beards
- Find a Tech Job - Events
- London Technology Week
- Silicon Milkroundabout
- Tech Hub Events - London

Application & Selection
(including CVs & Covering Letters, Application Forms, Interviews & Assessment Centres)

- Careers Service Advice
- Careers Service Handouts

**KEY CONTACTS**

TBC
Department of Computing
doc-placements@imperial.ac.uk

Rich Carruthers
Careers Consultant
Careers Service
r.carruthers@imperial.ac.uk

Barnaby Mollett
Placement & Internship Adviser
Careers Service
b.mollett@imperial.ac.uk