

# Your Employability Guide

Exploring, Connecting, Shaping

**Foundation Year  
& First-Year Students**

## Welcome to Sorbonne University Abu Dhabi.

As a Foundation Year or first-year Bachelor student, you are at the very beginning of your academic and professional journey.

You may not yet know what career path you wish to follow—and that's perfectly fine. What matters is starting to explore your options early, gaining exposure, and making use of the support available to you throughout your time at SUAD.

This Employability Guide has been designed specifically for you. It introduces practical steps you can take from your first weeks at university to begin shaping your future. From understanding your strengths to discovering potential career paths and preparing your first CV, this guide offers tools and resources to help you move forward with confidence.

You are not expected to have all the answers now. But by taking small, intentional steps, you will be better prepared for the decisions ahead—and we are here to support you throughout that journey.



## Step 1: Getting Started

### What is it ?

Activating your JobTeaser account [here](#) is your very first step towards building your career journey. It unlocks access to all services provided by the Career Centre, including individual advising, CV and cover letter reviews, interview prep, and more.

### Where can you find the information ?

JobTeaser.com using your SUAD email; attend "JobTeaser 101" sessions; consult the [JobTeaser Guidebook](#) and visit our Career Centre's [Instagram page](#) and follow us on [LinkedIn](#).

### Quick point :

JobTeaser is not just a job board — it's your personalised career space. Make sure your profile is complete and up to date to get relevant opportunities and alerts.

### Takeaways :

- You have access to dedicated support from your first weeks at university.
- Your JobTeaser account is your gateway to internships, jobs, workshops, and events.



## Step 2: Meet the Career Crew

### What is it ?

Your Career Centre team are your go-to guides for all things career-related at university. Whether you're just starting to think about your future or already have a plan in mind, we're here to support you every step of the way.

### Where can you find the information ?

Come see us at The Career Centre, centrally located on campus. You can also book an appointment through JobTeaser or simply drop by for quick advice during office hours. [Book an appointment](#) with a Career Advisor on JobTeaser.

### Quick point :

No question is too small or too early; and there's no "wrong" time to visit us – your career matters from day one !

### Takeaways :

- Know who to talk to for career guidance
- Understand the kind of support you can expect (CV tips, career exploration, finding part-time jobs and internships).

## Step 3: *Unlock Your Potential*

### What is it ?

Understanding yourself is the first step towards making informed career decisions. Unlocking your potential starts with gaining self-awareness—knowing your strengths, preferences, interests, and how you naturally interact with others. To begin, take part in self-assessment activities such as the [MARCO](#) and [HESTER](#) tools offered by The Career Centre.

### Where can you find the information ?

On JobTeaser under Assessments. These tools will help you explore :

- Your key personality traits and how they impact your working style.
- The soft skills you already have—and the ones you can develop further.
- Your motivations and areas of interest that align with future career options.

### Quick point :

Self-assessments are not tests—they're tools to help you reflect and grow. There are no right or wrong answers, just insights that help you better understand yourself. Use your results to reflect on your strengths and career fit.

### Takeaways :

- Discover your personal strengths and preferences.
- Learn which soft skills you can strengthen.
- Build a strong foundation for future goal setting.



## Step 4: *Cultivate Your Skills from Day 1*

### What is it ?

Getting involved in student life is more than just fun—it's one of the best ways to start developing essential skills from your very first weeks at university. Whether you join a student club, volunteer for a community initiative, take part in competitions, or attend events and workshops, every activity helps you build confidence and develop qualities that employers value—like teamwork, communication, leadership, and time management.

### Where can you find the information ?

Check out the Student Affairs announcements, JobTeaser events section, and bulletin boards across campus. You can also follow SUAD's official Instagram and Career Centre updates to stay informed about upcoming opportunities.

### Quick point :

There's no need to do everything at once—choose one or two activities that interest you and gradually expand.

### Takeaways :

- Develop soft skills, gain experience you can include on your CV.
- Boost your confidence and sense of belonging.
- Begin shaping your professional story early on.



### Clubs and Committees at SUAD: Build Skills, Boost Your CV

Joining or starting a student club at SUAD is a great way to build workplace skills such as leadership, teamwork, and communication.

Committee roles—like president, treasurer, or events officer—offer valuable experience and strengthen your CV by showing initiative and active engagement beyond the classroom.

## Step 5 : *Discover Career Paths*

### What is it ?

Learning about the kinds of jobs you could do after university starts by researching industries, sectors, and job roles that match your major and personal interests. Explore where your degree can take you—not just the obvious options, but also related fields you may not have considered yet.

### Where can you find the information ?

Check out the [“What can I do with my major?”](#) leaflet, take the [VASCO](#) self-assessment. Attend employer events or career talks to hear directly from professionals.

### Quick point :

Look for paths that align with both your academic focus and what motivates you.

### Takeaways :

- The sooner you identify your options, the easier it becomes to explore careers that might suit your interests and strengths.
- You don't need to decide everything today—just stay curious and keep learning about what's possible.



## Step 6 : *Craft Your First CV*

### What is it ?

It's time to create your first CV – a key document that introduces who you are to potential employers or internship hosts. Start with a simple and clear structure that highlights your academic background (including your school diploma), your skills, and any relevant experiences. This may include volunteering, club participation, competitions, or part-time work.

### Where can you find the information ?

Attend workshops, access the [CV Writing Guide](#) on JobTeaser, and book a review session with a Career Adviser.

### Quick point :

You don't need lots of experience to make a great first CV. Your CV will evolve! What matters most now is to take the first step and build a strong foundation you can update later with new experiences and achievements.

### Takeaways :

- Having a CV ready opens doors to part-time jobs and volunteering.
- Learn how to highlight your transferable skills and involvement in on-campus volunteering activities.



## Step 7: *Jumpstart Your Future at the Career Fair*

### What is it ?

The Astrolabe Career Fair is one of the most important career events on campus—and yes, it's for you too, even in your first year! This is your chance to explore what employers do, what skills they value, and what types of roles or internships might be available in the future. Top UAE companies, organisations, and alumni come to share their experiences and opportunities.

### Where can you find the information ?

All details and registration are on JobTeaser. Look out for preparation workshops from the Career Centre before the fair—they will help you feel ready and more comfortable.

### Quick point :

It's not about applying for a job right now—it's about getting familiar with the world of work and growing your confidence in professional settings.

### Takeaways :

- Get inspired by the variety of industries and career paths.
- Learn how to start a conversation with professionals.
- Gain confidence by experiencing a real networking event early.
- Start building your career awareness step by step.



## Step 8: *Explore Your Options through Employability Day*

### What is it ?

Employability Day is your chance to discover real-world career paths. Meet professionals and alumni from various industries during interactive talks, panels, and workshops. Gain insights into different fields, job roles, and employer expectations.

### Where can you find the information ?

Event details are shared on JobTeaser and via university emails.

### Quick point :

Bring your curiosity—and your questions! This is a great opportunity to ask about careers that interest you and to learn directly from those working in the field.

### Takeaways :

- Broaden your understanding of available career paths.
- Get inspired by professionals' and alumni career journeys.
- Discover the module: [How to make choices that suit us on JobTeaser](#).

## Step 9 : *Jumpstart Your Future at the Career Fair*

### What is it ?

This step is about turning your entrepreneurial ideas into actionable business plans. As a FY or 1st-year student, you might just be beginning to explore entrepreneurship, but you can start laying the groundwork now. You'll learn how to validate your business concepts, identify your target audience, and develop a basic plan to launch your future business.

### Where can you find the information ?

You have a wealth of resources at your fingertips. Check out the Entrepreneurship and Innovation section on JobTeaser for beginner-friendly resources.

- Attend workshops hosted by the Career Centre where you can get insights from experienced professionals and alumni entrepreneurs.
- Participate in networking events and competitions where you can meet others who are also starting their entrepreneurial journeys.

### Quick point :

Turning an idea into a business begins with something you are genuinely excited about. This will fuel your motivation throughout your journey.

### Takeaways :

- Build your entrepreneurial skills from the ground up, understanding the key principles of business development.
- Get involved in beginner-friendly competitions, workshops, and networking events to enhance your entrepreneurial knowledge.



### Employability Awards at SUAD

The Career Centre recognises students who take an active role in developing their employability. Awards such as the Career Planner and Career Engagement celebrate commitment, initiative, and growth. Additional categories may be introduced as the programme evolves. Stay updated via JobTeaser and Career Centre communications.

### By the end of your First Year at the University you'll:

- Confidently navigate JobTeaser and make full use of career resources.
- Identified where to get help—Career Centre, advisors, or mentors.
- Draft and improve your first CV
- Recognise your personal strengths and areas for growth.
- Develop essential soft skills such as teamwork, communication, and leadership through volunteering activities.

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