

Careers & Employability

A Quick Guide To Finding A Graduate Job



Finding A Graduate Job

A Quick Guide

The graduate jobs market: an overview

This booklet gives you guidance to assist you in your search for a graduate job.

Broadly speaking there are three main types of graduate recruiters: large companies with graduate training schemes, the public and third sector including education, health and charities, and small/medium sized companies (SMEs).

The table opposite shows how and when each of these groups generally recruit graduates. Depending on the type of work or the employment sector which interests you, your job search may include any of the below:

- Graduate schemes: offered by large companies that recruit a number of graduates each year and put them through a structured training programme
- Advertised jobs via standard job advertisements
- Online jobs portals such as worc.prospects.ac.uk
- Speculative applications by sending your CV and a speculative letter to companies you'd like to work for
- Networking directly with employers
- Creating your own job

Any Queries?

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The table below shows how different types of employer tend to recruit graduates. Clearly, every company has its own way of doing things, but it will give you an idea of what you might expect.

	Graduate Schemes	Public Sector Employers	Small/Medium-Sized Enterprises (SMEs)
Selection Methods	<ul style="list-style-type: none"> • Online application • Online aptitude & personality tests • Telephone interview • Assessment centre • Interview • May be given work-related tasks to complete at interview stage 	<ul style="list-style-type: none"> • Online application form • Interview • May be given work-related tasks to complete at interview stage 	<ul style="list-style-type: none"> • CV or application form • Interview • May use personal recommendation and/or recruitment agency methods
Selection Criteria	<ul style="list-style-type: none"> • Competency-based • Often indicated on company website 	<ul style="list-style-type: none"> • Based on the person specification for that job 	<ul style="list-style-type: none"> • Various
Where Vacancies Are Usually Advertised	<ul style="list-style-type: none"> • Company website • Signposted via online job boards and graduate directories e.g. Prospects; Targetjobs • Via social media e.g. Facebook; Twitter; LinkedIn 	<ul style="list-style-type: none"> • Company website • Usually advertised on sites such as www.lgjobs.com and www.wmjobs.co.uk • Occasionally advertised in local newspaper 	<ul style="list-style-type: none"> • Company website • Recruitment agency • Occasionally advertised in local newspaper • Networking
Recruitment Timescale	<ul style="list-style-type: none"> • Closing dates often November/December • May have year-round recruitment 	<ul style="list-style-type: none"> • Whenever a vacancy needs to be filled • Speculative applications generally not welcomed 	<ul style="list-style-type: none"> • Whenever a vacancy needs to be filled • Speculative applications may be welcomed

"The UK's leading employers increased their graduate vacancies by 3.3% between 2015 and 2016"

('The Graduate Market in 2016')

Things you can do to find graduate vacancies

1. Graduate schemes

Graduate schemes (also known as graduate training programmes) are offered by large companies that recruit a significant number of graduates each year. About 45% of these vacancies are open to students from any degree discipline. These companies tend to start their graduate recruitment early in the academic year – therefore, if you're planning to apply, you need to be checking and applying for vacancies from September onwards in your final year. Many graduate schemes have a similar timescale to the one shown below:

Bear in mind that graduate schemes are highly competitive and only account for a small proportion of graduate jobs - a higher percentage of graduates enter the job market through other routes.

- **September to December** - applications open
- **January** - sifting applications
- **February to March** - running assessment centres and making job offers
- **August/September** - graduate jobs start

<http://www.gradiary.com/deadlines/> contains an Application Organiser to help you keep track of applications you've made.

You can find out about graduate schemes by looking online. Useful websites include:

- **Grad Diary:** <http://www.gradiary.com/companies/>
- **GradJobs Uncovered:** <http://www.gradjobsuncovered.com/> (employees' reviews of graduate employers)
- **Inside Buzz:** <http://www.insidebuzz.co.uk/companies>
- **Inside Careers:** <http://www.insidecareers.co.uk/professions/>
- **Targetjobs:** <http://targetjobs.co.uk/employer-hubs> (you can browse graduate employers by name and by sector)
- **The Complete University Guide:** <http://www.thecompleteuniversityguide.co.uk/careers/top-graduate-employers> (provides information, by sector and by region, on companies that recruited the most graduates in the last recorded year)
- **The Guardian UK 300:** <http://www.guardianuk300.com>
- **The Times Top 100 Graduate Employers:** <http://www.top100graduateemployers.com/>

Various websites advertise jobs that aren't part of a graduate scheme - most will let you narrow your search by job role and by location. Some popular websites are:

- **University of Worcester Careers & Employability Job Portal:** worc.prospects.ac.uk
- **EmployAbility:** <http://www.employ-ability.org.uk/students/services> (offers internships, graduate programmes and scholarship opportunities for disabled and dyslexic students and graduates)
- **Gradcracker:** <http://www.gradcracker.com/> (vacancies in science, engineering and technology)
- **Gradjobs:** <https://www.gradjobs.co.uk/>
- **Gradplus.com:** www.gradplus.com
- **Graduate-Jobs.com:** www.graduate-jobs.com/
- **Graduate Recruitment Bureau:** <http://www.grb.uk.com/>
- **Graduate Talent Pool:** <http://graduatetalentpool.direct.gov.uk>
- **Guardian Jobs:** <http://jobs.theguardian.com/>
- **Inside Careers:** www.insidecareers.co.uk/
- **Knowledge Transfer Partnerships (KTPs):** <http://www.ktponline.org.uk/> (information on KTP opportunities. KTPs are partnerships between an organisation and a university/research institution)
- **Milkround:** <http://www.milkround.com/>
- **Prospects:** www.prospects.ac.uk/ (a wide range of sector- and job-focused information, including major employers and vacancy sources)
- **Rate My Placement:** <http://www.ratemyplacement.co.uk/>
- **ResearchGate:** <http://www.researchgate.net/jobs/> (advertises PhDs and jobs for careers in research, science and academia)
- **Save the Graduate:** <http://www.savethegraduate.org/jobsearch>
- **TARGETjobs:** <http://targetjobs.co.uk/>
- **The Big Choice.com:** www.thebigchoice.com/
- **The Graduate:** www.thegraduate.co.uk/

2. Remember that most graduates work in small or medium-sized enterprises (SMEs)

SMEs (companies with less than 250 employees) can offer really interesting opportunities for graduates. Although roles may not be described as formal graduate schemes they can offer you the chance to immerse yourself in several roles and gain greater autonomy than with some larger employers.

Jobs may be advertised when a vacancy arises rather than at a specific time of year, but these employers are more likely to recruit through a range of other methods such as through personal recommendations, recruitment agencies and head-hunters and through speculative applications.

You can research companies, including SMEs, using trade/ company directories. Two examples are:

- **EU Business:** <http://www.eubusiness.com/europages>
- **Kompass:** <http://www.kompass.com>

In the last academic year, The University of Worcester Careers & Employability Service Online Portal advertised 1,184 full-time graduate jobs. See: worc.prospects.ac.uk

Destinations of UK graduates are summarised in 'What Do Graduates Do?' - http://www.hecsu.ac.uk/current_projects_what_do_graduates_do.htm.

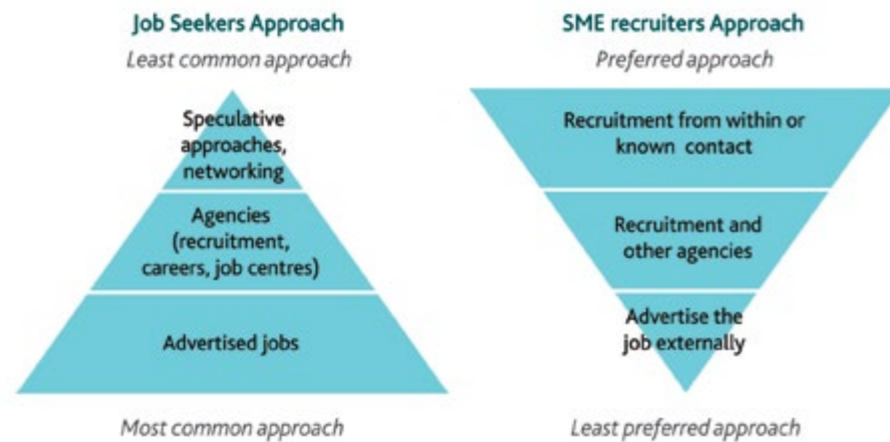
"Increasing numbers of employers now also have work experience places for first year undergraduates..."

(The Graduate Market in 2014)

Specialist directories, focusing upon specific types of work, include:

- **Accountancy firms:** <http://www.ukaccountingfirms.co.uk/>
- **Environmental consultants:** <http://www.ends.co.uk/>
- **HR outsourcing companies:** <http://www.approvedindex.co.uk/hrconsultants/directory/>
- You can also access trade/company/specialist directories via The Hive:
- <http://library.worc.ac.uk/subject-guides/wbs/business>

See 'Explore the hidden jobs market' later in this booklet, and the Careers and Employability leaflet 'Graduate Job Search: Finding Work with Smaller Companies'.



3. Worcester and West Midlands Vacancies

The Spotted Bulletin lists local and regional graduate opportunities which have been 'spotted' that week, including those in social, education and health as well as the business sector. It aims to highlight opportunities so you can explore the websites further yourself. For further information see; www.worcester.ac.uk/careers/jobhuntingresources

In addition, West Midlands-focused job websites include:

- **Graduate Advantage:** www.graduateadvantage.co.uk (opportunities, lasting for up to 12 months, with West Midlands companies)
- **MyWestMidlandsJobs:** www.mywestmidlandsjobs.co.uk/
- **WMJobs:** www.wmjobs.co.uk
- **Grad Central:** www.grad-central.co.uk

To find local newspaper websites, many of which list job vacancies, visit: <http://www.localmediauk.org/A-Z-Newsbrands>

Generic job vacancies sites: these will include all vacancies but may well include local graduate opportunities.

- www.indeed.com
- www.monster.co.uk
- www.fish4.co.uk
- <http://local.dwp.gov.uk/worcester/>

4. Search for jobs via sector-specific websites and specialist publications

If you know what sector you'd like to work in, find the websites that advertise jobs in that specific field. Specialist publications for your chosen sector(s) will contain information on relevant websites - you can find a list of specialist publications at: http://en.wikipedia.org/wiki/List_of_trade_magazines

Sector-specific vacancy websites include:

- **Arts jobs:** www.artshub.co.uk/
- **Charitable sector jobs:** www.charityjob.co.uk
- **Community care jobs:** <http://jobs.communitycare.co.uk>
- **Countryside jobs:** www.countryside-jobs.com
- **Engineering jobs:** www.engineeringjobs.co.uk/
- **Environmental jobs:** www.environmentpost.co.uk
- **Healthcare jobs:** www.jobs.nhs.uk
- **Higher education jobs:** www.jobs.ac.uk
- **Local government jobs:** www.lgjobs.com; www.wmjobs.co.uk
- **Media jobs:** www.grapevinejobs.co.uk
- **Science jobs:** <http://jobs.newscientist.com/en-gb/>
- **Sports jobs:** www.uksport.gov.uk/jobs
- **Teaching jobs:** www.eteach.com

5. Explore the hidden jobs market

i) **Speculative applications:** you could approach an employer, even when there's no advertised vacancy, to express your interest in working for them. Get a copy of 'CVs, Letters and Application Forms - A Quick Guide', available from firstpoint, for more information on how you can make a speculative application.

ii) **Networking:** you can meet employers at the University, and in the local area, by:

- attending careers fairs, conferences, business networks, professional societies, training events and lectures given by visiting speakers
- gaining work experience via a placement and/or through part-time work
- volunteering: check www.do-it.org.uk for volunteering opportunities in your area
- joining professional networking site, LinkedIn

iii) **Join professional associations:** some offer student membership and may hold events that enable you to meet employers.

The following websites provide lists of professional associations in the UK:

- <http://www.totalprofessions.com/profession-finder>
- http://en.wikipedia.org/wiki/List_of_British_professional_bodies

For information on graduate recruitment trends, read the most recent 'Graduate Market' report produced by Highfliers: <http://www.highfliers.co.uk>


In the last academic year, The Spotted bulletin has promoted 991 local jobs for graduates.


“There has been a sharp rise in employers’ use of social media - more than 90% of organisations are now using Facebook, Twitter or LinkedIn to promote their graduate opportunities...”


(The Graduate Market)

6. Use social media

Many employers are now advertising their vacancies on social media: an increasing number of jobseekers are finding work via this route. Use social media as part of your jobseeking campaign: network with people, search for jobs, and connect with/ follow employers:

 **Facebook:** follow employers that you are interested in, and check their Facebook page for vacancies and other interesting information. Some graduate vacancy websites also have their own Facebook page e.g. <https://www.facebook.com/graduatejobsuk>

 **LinkedIn:** if you haven’t got one already, make it a priority to create a LinkedIn profile. LinkedIn has written some advice specifically for University students: http://university.linkedin.com/university/global/en_us/index/linkedin-for-students.html You can also search for jobs that are being advertised on LinkedIn by visiting: http://www.linkedin.com/job/guest?trk=hb_tab_jobs_top

 **Twitter:** use Twitter to follow any employers/ recruiters that you are interested in. You can also search for jobs via TwitJobSearch: <http://www.twitjobsearch.com/>

7. Register with recruitment agencies

Recruitment agencies match your skills and abilities to suitable roles. They are trying to match you with a company and their requirements.

These agencies are only interested in people who are a good match for the jobs they advertise so check out their specialisms, if any, before you contact them.

This is the way things usually work:

- you register with the recruitment agency (face-to-face or online)
- you hand them, or send them, your CV
- if they think you might be suitable for vacancies they handle, they will interview you to assess your skills and abilities, and to find out what work you are looking for
- they will submit your CV to companies that have vacancies to fill
- you will (hopefully) get some interviews

To search for recruitment agencies, visit:

- **Agency Central:** <http://www.agencycentral.co.uk/> you can search by sector, detailed search facility skill level and region.
- **The Recruitment & Employment Confederation (REC):** www.rec.uk.com/membership/member-directory (a searchable list of its member agencies).

You can also find information on some large graduate recruitment agencies at: http://www.graduate-jobs.com/Graduate_Recruitment_Agency

Further advice on working with recruitment agencies is available at: <http://www.allaboutcareers.com/careers-advice/looking-for-a-job/using-recruitment-agencies>

NEVER pay for a recruitment agency’s services, not even for a CV check: the University’s Careers & Employability team can check your CV, and give you advice, free of charge.

8. Create your own job

If you’re thinking about setting up your own business, see; <http://www.worcesterenterprise.org/> for a wealth of information and support in matters related to enterprise and entrepreneurship.

9. Consider working overseas

The following websites contain a lot of useful information to help you search for jobs overseas and to consider relevant issues, such as visas and other local requirements:

- **Venture:** <http://www.aspire-igen.com/venture> (you can obtain the login code from the Careers & Employability team)
- **Targetjobs:** www.targetjobs.co.uk/careers-advice/working-abroad (contains information on working in 40 countries. Includes information on the job market, vacancy sources, work experience and internships, and any visa requirements)

Advice For International Students

If you’re an international student and want to work part-time whilst studying, or want to work in the UK when you graduate, you will need to check your employment rights. You can find relevant information at:

- **The National Association of Students Employment Services (NASES):** <http://www.nases.org.uk/more-than-work/international-students>
- **UK Council for International Student Affairs (UKCISA):** <http://www.ukcisa.org.uk/>
- **TARGETJobs:** <https://targetjobs.co.uk/careers-advice/international-students>
- **UK Council for International Student Affairs (UKCISA):** <https://www.gov.uk/browse/visas-immigration/work-visas>

Student Employability Planner

Here's some advice on how you can develop your employability skills and knowledge whilst studying at the University of Worcester.

In Your 1st And 2nd Years Of Study	
Things you can do.....	Notes (or tick to show if completed)
<ul style="list-style-type: none"> Think about your skills and interests, and start to explore the career options open to you - http://www.prospects.ac.uk is a really useful website: <ul style="list-style-type: none"> - start by completing the Prospects Planner - explore the Job Sectors that interest you - read through the Options With Your Subject section that is relevant to your course 	
<ul style="list-style-type: none"> Start to create your career plan, and talk this over with a Careers Adviser 	
<ul style="list-style-type: none"> Use 'CVs, Letters & Application Forms – A Quick Guide', available from firstpoint, to help you construct a CV that highlights your skills and work experience. Ask a member of the Careers & Employability team to check your draft CV. 	
<ul style="list-style-type: none"> Employers tell us that although they value a good degree, they also want graduates who have developed their employability skills and attributes. So get involved: volunteer, work part-time and/or play an active role in a student society. 	
<ul style="list-style-type: none"> Take part in the Worcester Award to gain recognition for your activities and experiences that contribute towards your employability. 	
<ul style="list-style-type: none"> Remember to update your CV, adding in any jobs and voluntary work that you've undertaken. 	
<ul style="list-style-type: none"> Plan early if you want to find a work placement for the third year of your course (if going on a 1-year placement) or during your holidays 	
<ul style="list-style-type: none"> Attend careers workshops, career fairs and employer talks. 	

At The End Of Your Penultimate Year Of Study	
Things you can do.....	Notes (or tick to show if completed)
<ul style="list-style-type: none"> Narrow down your options and develop a shortlist of careers that interest you. 	
<ul style="list-style-type: none"> Talk to a member of the Careers & Employability team to help you make a decision 	
<ul style="list-style-type: none"> If you're going to be applying for a postgraduate course, use the summer break to start drafting your application and make sure you've made an informed choice. 	

In Your Final Year Of Study	
Things you can do.....	Notes (or tick to show if completed)
<ul style="list-style-type: none"> Check closing dates for any graduate schemes that interest you – some of the schemes starting in Summer/Autumn after you graduate will have closing dates early in your final year of study. 	
<ul style="list-style-type: none"> Apply early for postgraduate courses. 	
<ul style="list-style-type: none"> Attend the National Graduate Recruitment Exhibition, NEC, Birmingham. 	
<ul style="list-style-type: none"> Look through online employer directories to identify companies that interest you. If they don't offer a graduate scheme, send them your CV and a speculative letter (see 'CVs, Letters and Application Forms – A Quick Guide' for advice). 	
<ul style="list-style-type: none"> Continue to attend careers workshops, career fairs and employer talks. 	
<ul style="list-style-type: none"> Prepare for interviews and assessment centres: see 'Interviews - A Quick Guide' and 'Assessment Centres – A Quick Guide' for some useful advice. You can also have a mock interview with one of the Careers team. 	

Once You've Graduated	
If you're not in your dream job, remember that it often takes graduates a few years to get where they want to be.	
Things you can do.....	Notes (or tick to show if completed)
<ul style="list-style-type: none"> Gaining work experience will help you to demonstrate that you have a range of employability skills. It will also give you the chance to talk about various scenarios, and specifically what you did, when completing application forms and attending interviews. 	
<ul style="list-style-type: none"> Consider applying for internships/graduate placements – they will help you to gain work experience if you haven't found a job yet. 	
<ul style="list-style-type: none"> Seek support from the University of Worcester's Careers & Employability team – remember you can continue to use their services for up to 3 years after you graduate. 	
<ul style="list-style-type: none"> The Careers & Employability team will contact you 6 months after you graduate to seek feedback on what you're doing and how well the University prepared you for work or further study. Please complete the questionnaire they send you as the information you provide will help the University to plan its future support. 	

If you have a question that isn't covered by this booklet, or would like to talk through your ideas with a member of the Careers team, sign up for a careers appointment at www.timecenter.com/worcester, or via your SOLE page.



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