

Graduate Job Search

Interested in a graduate training programme?

These are run by some large employers and are aimed at those who are both ambitious and able. These schemes are offered by some of the bigger financial institutions, manufacturers and retailers for example, as well as in the public sector, eg the NHS and the Civil Service. A small number of organisations in the not-for-profit sector also offer a graduate scheme, eg Cancer Research UK and Charityworks. Competition for these opportunities is intense and in many cases employers will expect candidates to offer a 2:1 or above.

When should I apply?

The selection process is often long, including many stages such as online tests, interviews and perhaps an assessment centre and for this reason closing dates can be early in the autumn term for vacancies available the following summer. It is therefore good to start planning early, ideally in your second year of study, so you are ready to apply once vacancies start to become available.

Other options.

Not everyone sees themselves aiming for schemes of this type, preferring to apply for entry level jobs which may or may not require a degree, but which nonetheless offer valuable experience. It is also true that in job areas where there are relatively few large graduate recruiters, such schemes are not commonly offered. This applies to sectors such as art & design, social care and media for example.

Advertised Vacancies, where to look:

The university Job Shop advertises many types of vacancies including full time roles for graduates, log into [MyCareer](#) to access these. You can also use the **Job Search Engine** on the Careers Portal to browse vacancies and create customised searches.

Recruitment Agencies and Job Boards

The largest jobs boards include sites such as Indeed, Monster and Total Jobs. Here you can browse opportunities, apply directly for vacancies, and upload your CV for potential employers to view. Recruitment agencies tend to be more involved in the selection process and screen applicants, selecting the most suitable for invitation to the interview stage. Although some agency staff will have in depth knowledge of their sector and be prepared to give advice, this is not their main role and if you approach an agency with a poor CV, you may not hear from them again.

The Recruitment and Employment Confederation is a body representing the recruitment industry. Via its website you can search the [member database](#) to identify agencies in specific geographical areas, or operating within specific employment sectors.

See our "[Recruitment Sites](#)" page for information on a selection of online agencies and jobs boards. These lists include some of the largest graduate sites offering permanent and internship roles. In addition, there are examples of sites which specialise in particular areas of work and which may post vacancies suitable for new graduates from time to time.

Company Websites

Larger companies will have a web page listing career options and/or job opportunities, or they may advertise opportunities on their social media pages.

Professional Journals and Professional Bodies

Although many of the vacancies advertised here will be for experienced staff, browsing these sites can help you to build your sector knowledge, find out about the types of opportunities on offer, identify potential employers or find out about careers events. The "[profession finder](#)" tool on the Total Professions website can be used to identify professional bodies relevant to your chosen sector.

Your School

Employers wishing to recruit sometimes make direct contact with academic staff. In this case, information may be posted on weblearn or facebook pages.

Recruitment Events

Recruitment fairs aimed at graduates and/or students are held regularly throughout the year. Check the careers [Eventbrite](#) page as well as events listings on the [Prospects](#) website.

A Creative Approach – the Hidden Job Market

If the sector of interest is particularly popular or dominated by smaller employers who may prefer not to advertise then a more proactive approach to job search is needed:

Networking

Networking may involve face to face contact at careers event or conferences for example, but increasingly social media platforms are important tools in the development of networks. When looking for work, make use of all your contacts including family, neighbours, former colleagues and academic staff who may be able to offer advice and information themselves, or may know others who can help.

Speculative Applications

This involves approaching organisations by email, telephone or in person to enquire about the possibility of vacancies arising in the future. If you plan to apply speculatively, make sure you research the company carefully so that in your CV and cover letter you can illustrate clearly what you offer as well as why you would like to work for them. To find out about companies which operate in your chosen sector/area, the resources below are helpful:

[The City Business Library](#)
[Business Directory UK](#)
[Scoot](#)

Resources for international students

The Association of Graduate Careers Advisory Services has produced useful information for international students including an insight into the UK jobs market, employer expectations and advice on seeking work in the UK and overseas. This can be found on the [Target Jobs](#) website.

[Gradlink](#) is designed to help international students research and access work opportunities whilst they are studying here in the UK.

For advice on all matters related to visa applications, or about your right to work whilst studying in the UK, students should access the services of the university's [International Office](#).