

Careers & Employability

# A Quick Guide To Finding A Graduate Job



University  
of Worcester  
Student Services

# 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, generally there are 2 types of job roles:

- 1. Graduate schemes:** typically offered by large employers which recruit graduates onto a structured development programme usually lasting 1 - 3 years.
- 2. Graduate entry level jobs:** offered by large or smaller companies that may not offer a structured graduate scheme that recruits a number of graduates. Entry level jobs require a degree.

Graduate schemes or graduate entry level jobs may be found through the following ways:

- Advertised jobs via standard job advertisements
- Online jobs portals
- 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?

call:  
**01905 855 166**

email:  
careers@worc.  
ac.uk

The table below shows how different types of employers 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.

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

“The UK’s leading graduate employers plan to increase their graduate recruitment by 3.6% in 2018”

(‘The Graduate Labour Market in 2018’)

# 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. Almost half 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

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

- **Inside Buzz:** [www.insidebuzz.co.uk/companies](http://www.insidebuzz.co.uk/companies)
- **Inside Careers:** [www.insidecareers.co.uk/professions/](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:** [www.thecompleteuniversityguide.co.uk/careers/top-graduate-employers](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:** [www.guardianuk300.com](http://www.guardianuk300.com)
- **The Times Top 100 Graduate Employers:** [www.top100graduateemployers.com/](http://www.top100graduateemployers.com/)

Destinations of UK graduates are summarised in 'What Do Graduates Do?' - <https://luminare.ac.uk/what-do-graduates-do>

"More than 80% of the country's top graduate employers are offering paid work experience programmes for students and recent graduates during the 2017/18 academic year."

(The Graduate Labour Market in 2018)

Various websites advertise jobs that aren't always 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](http://worc.prospects.ac.uk)
- **EmployAbility:** [www.employ-ability.org.uk/students/services](http://www.employ-ability.org.uk/students/services) (offers internships, graduate programmes and scholarship opportunities for disabled and dyslexic students and graduates)
- **Gradjobs:** [www.gradjobs.co.uk/](http://www.gradjobs.co.uk/)
- **Gradplus.com:** [www.gradplus.com](http://www.gradplus.com)
- **Graduate-Jobs.com:** [www.graduate-jobs.com/](http://www.graduate-jobs.com/)
- **Graduate Recruitment Bureau:** [www.grb.uk.com/](http://www.grb.uk.com/)
- **Graduate Talent Pool:** <http://graduatetalentpool.direct.gov.uk>
- **Guardian Jobs:** <http://jobs.theguardian.com>
- **Milkround:** [www.milkround.com](http://www.milkround.com)
- **Prospects:** [www.prospects.ac.uk/](http://www.prospects.ac.uk/) (a wide range of sector- and job-focused information, including major employers and vacancy sources)
- **ResearchGate:** [www.researchgate.net/jobs](http://www.researchgate.net/jobs) (advertises PhDs and jobs for careers in research, science and academia)
- **Save the Graduate:** [www.savethegraduate.org/jobsearch](http://www.savethegraduate.org/jobsearch)
- **TARGETjobs:** <http://targetjobs.co.uk/>
- **The Big Choice.com:** [www.thebigchoice.com/](http://www.thebigchoice.com/)
- **Grad Cracker:** [www.gradcracker.com](http://www.gradcracker.com) (includes jobs in science and computing/IT)
- **All About Careers:** [www.allaboutcareers.com](http://www.allaboutcareers.com)
- **Graduate Advantage:** [www.graduateadvantage.co.uk](http://www.graduateadvantage.co.uk) (A recruitment service that exists to support the placement of graduates located in the West Midlands, into small employers in the region)

In the last academic year, 2266 graduate jobs were notified to the University's Careers Service.

## 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 using trade/company directories. These can be accessed through the Hive:

<http://library.worc.ac.uk/subject-guides/wbs/business>

### 3. Worcester and West Midlands Vacancies

The Local Graduate Jobs 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/jobs](http://www.worcester.ac.uk/careers/jobs)

In addition, West Midlands-focused job websites include:

- **WM1Jobs:** [www.wm1jobs.com](http://www.wm1jobs.com)
- **WMJobs:** [www.wmjobs.co.uk](http://www.wmjobs.co.uk)

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

- [www.indeed.com](http://www.indeed.com)
- [www.monster.co.uk](http://www.monster.co.uk)
- [www.fish4.co.uk](http://www.fish4.co.uk)
- [www.totaljobs.com](http://www.totaljobs.com)

#### Local Graduate Jobs Bulletin

These are just some of the graduate jobs we have seen in the area this week - for more jobs & further info check out their websites.

Job Title	Employer & Location	Closing Date & Further Information
Corporate Services Officer	NHS South Worcestershire Clinical Commissioning Group, Worcester	17/06/2018 <a href="http://www.nhs.uk/jobs">www.nhs.uk/jobs</a>
Marketing and Communications Assistant	University of Birmingham, Birmingham	18/06/2018 <a href="http://www.uob.ac.uk">www.uob.ac.uk</a>
Digital Case Analyst	GCHQ, Cheltenham	18/06/2018 <a href="http://www.civilservicejobs.ac.uk">www.civilservicejobs.ac.uk</a>
Deputy Bar and Events Manager	Worcester Students Union, Worcester	18/06/2018 <a href="http://www.wsu.ac.uk">www.wsu.ac.uk</a>
Apprenticeship Officer	University of Worcester, Worcester	18/06/2018 <a href="http://www.worcester.ac.uk/careers/careers-advice">www.worcester.ac.uk/careers/careers-advice</a>
Safeguarding Children's Units Support Officer	Office of the Public Guardian, Birmingham	18/06/2018 <a href="http://www.civilservicejobs.ac.uk">www.civilservicejobs.ac.uk</a>
Student Pharmacy Technician	Worcestershire Acute Hospitals NHS Trust, Worcester	20/06/2018 <a href="http://www.jobs.nhs.uk">www.jobs.nhs.uk</a>
Lecturer in Games Design	Birmingham Metropolitan College, Birmingham	21/06/2018 <a href="http://www.bmc.ac.uk">www.bmc.ac.uk</a>

See our 'Finding a Graduate Job' guide for further sources of graduate vacancies. To view live vacancies posted on our jobs board, go to <http://www.prospects.ac.uk>. All jobs are correct at time of going to print. You should always check the opportunities are still available before making an application. The University of Worcester accepts no responsibility for these vacancies.

Careers & Employability [www.worcester.ac.uk/careers](http://www.worcester.ac.uk/careers) @WorcesterCareers @UniversityofWorcesterCareers University of Worcester Student Support

### 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](http://en.wikipedia.org/wiki/List_of_trade_magazines)

Sector-specific vacancy websites include:

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

In the last academic year, The Local Graduate jobs bulletin has promoted 970 local jobs for graduates.

## 5. Explore the hidden jobs market

i) **See the Careers leaflet:** 'Graduate Job Search: Finding work with smaller companies'

ii) **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. Alternatively you could book an appointment with a careers adviser to discuss how you can make a speculative application.


iii) **Networking:** you can meet employers 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](http://www.do-it.org) for volunteering opportunities in your area
- Joining a professional networking site: [www.linkedin.com](http://www.linkedin.com)


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

## 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, find events to attend, 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. [www.facebook.com/graduatejobsuk](http://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: <https://students.linkedin.com/uk>. You can also search for jobs that are being advertised on LinkedIn by visiting: [www.linkedin.com/jobs/linkedin-jobs/?country=gb](http://www.linkedin.com/jobs/linkedin-jobs/?country=gb)

 **Twitter:** use Twitter to follow any employers/ recruiters that you are interested in. You can also search for jobs via TwitJobSearch: <https://twitter.com/twitjobsearch?lang=en>

For information on graduate recruitment trends, read the most recent 'Graduate Market' report produced by Highfliers: [www.highfliers.co.uk/download/2018/graduate\\_market/GMReport18.pdf](http://www.highfliers.co.uk/download/2018/graduate_market/GMReport18.pdf)

## 7. Register with recruitment agencies

Recruitment agencies match your skills and abilities to suitable roles.

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:** [www.agencycentral.co.uk/](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](http://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:

[www.graduate-jobs.com/Graduate\\_Recruitment\\_Agency](http://www.graduate-jobs.com/Graduate_Recruitment_Agency)

Further advice on working with recruitment agencies is available at: [www.allaboutcareers.com/careers-advice/looking-for-a-job/using-recruitment-agencies](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; [www.worcesterenterprise.org/](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:** [www.aspire-igen.com/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](http://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:

- **UK Council for International Student Affairs (UKCISA):**  
[www.ukcisa.org.uk/](http://www.ukcisa.org.uk/)
- **TARGETJobs:**  
<https://targetjobs.co.uk/careers-advice/international-students>
- **UK Council for International Student Affairs (UKCISA):**  
[www.gov.uk/browse/visas-immigration/work-visas](http://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"> <li>• Think about your skills and interests, and start to explore the career options open to you - <a href="http://www.prospects.ac.uk">http://www.prospects.ac.uk</a> is a really useful website:               <ul style="list-style-type: none"> <li>- Completing Prospects Planner</li> <li>- explore the Job Sectors that interest you</li> <li>- read through the Options With Your Subject section that is relevant to your course</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Start to create your career plan, and talk this over with a Careers Adviser</li> </ul>	
<ul style="list-style-type: none"> <li>• Use 'CVs, Letters &amp; Application Forms – A Quick Guide' to help you construct a CV that highlights your skills and work experience. Ask a member of the Careers &amp; Employability team to check your draft CV.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• Take part in the Worcester Award to gain recognition for your activities and experiences that contribute towards your employability.</li> </ul>	
<ul style="list-style-type: none"> <li>• Update your CV, adding in any jobs and voluntary work that you've undertaken.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Attend careers workshops, career fairs and employer talks.</li> </ul>	

## 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"> <li>• Narrow down your options and develop a shortlist of careers that interest you.</li> </ul>	
<ul style="list-style-type: none"> <li>• Talk to a member of the Careers &amp; Employability team to help you make a decision</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

## In Your Final Year Of Study

Things you can do.....	Notes (or tick to show if completed)
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• Apply early for postgraduate courses.</li> </ul>	
<ul style="list-style-type: none"> <li>• Attend the National Graduate Recruitment Exhibition, NEC, Birmingham.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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).</li> </ul>	
<ul style="list-style-type: none"> <li>• Continue to attend careers workshops, career fairs and employer talks on campus.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

## 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"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• Consider applying for internships/graduate placements – they will help you to gain work experience if you haven't found a job yet.</li> </ul>	
<ul style="list-style-type: none"> <li>• Seek support from the University of Worcester's Careers &amp; Employability team – remember you can continue to use their services for up to 3 years and beyond after you graduate.</li> </ul>	
<ul style="list-style-type: none"> <li>• You will be contacted 15 months after graduating, to seek feedback on what you are doing following graduation. Please do complete the questionnaire that will be sent to you, as the information provided will help the University to plan its future support.</li> </ul>	

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](http://www.timecenter.com/worcester), or via your SOLE page.



University of Worcester  
Henwick Grove  
Worcester  
WR2 6AJ

[www.worcester.ac.uk/careers](http://www.worcester.ac.uk/careers)  
tel: 01905 855166  
email: [careers@worc.ac.uk](mailto:careers@worc.ac.uk)

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