

Graduate Job Hunting Essentials

Introduction

This guide aims to give you a head start on graduate job hunting by summarising and signposting you to:

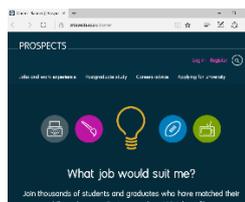
- ▶ The main strategies for graduate job-hunting and their associated timescales and key websites.
- ▶ Online support with the application processes required by most graduate recruiters.
- ▶ Further job-hunting support from the Careers+Placements team.

Focus your job search

Your job search is likely to be more productive if you have already thought about what type of work you are looking for. For example...

- ▶ What jobs would suit your skills and abilities? Where do you want to work?
- ▶ What level of pay are you seeking?
- ▶ Would it make more sense for you to apply for postgrad courses this year rather than job hunt?

Complete the following career planning test and discuss your results in an appointment with a careers consultant: **Prospects Career Planner:** http://www.prospects.ac.uk/myprospects_planner_login.htm



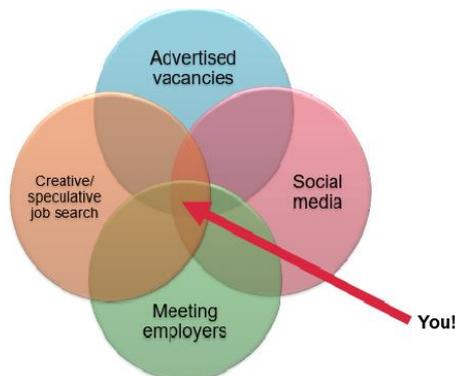
Graduate recruitment timeline

The diagram below shows a general timeline for key graduate recruitment activity. Autumn term is the main time to apply for most graduate schemes and for popular postgraduate courses.

Aug – end Dec 2016	Jan – April 2017	April – July 2017
Main application period for graduate schemes starting summer 2017 – see Aston Futures https://aston-csm.symplicity.com/students/ , employer directories (e.g Times Top 100) and employers' websites		
Teacher training applications for 2017 start – www.ucas.com and https://getintoteaching.education.gov.uk/ (autumn term application advised for primary and popular secondary subjects)		
Grad Dip in Law (conversion) – www.lawcabs.ac.uk		
Grad Entry to Medicine & Dentistry – UCAS deadline – www.ucas.com		
NHS Scientist Training Programme, usually Dec/Jan but check NHS Careers website: http://www.nshcs.hee.nhs.uk/join-programme/nhs-scientist-training-programme		
Apply for post grad courses (popular courses fill quickly) https://www.ucas.com/ucas/postgraduate		
Employers recruiting year round, usually for immediate start		
	Graduate Advantage internships (SMEs in the West Mids) www.graduateadvantage.co.uk	
	Recruitment agencies/job-sites, speculative apps & networking: https://www.aston.ac.uk/current-students/careers-	

Job hunting strategies

The diagram below shows some key strategies for job hunting, with you and your actions at the centre.



Advertised vacancies

Graduates schemes for 2017 entry

Examples of 2017 entry grad schemes open now for applications:

EY KPMG Deloitte SEVERN TRENT WATER Goldman Sachs TeachFirst

Examples of 2017 entry grad schemes opening soon:

Unilever Opens 12th Sept

CIVILSERVICE FASTSTREAM Opens end Sept

NHS Leadership Academy Graduate Management Training Scheme Opens beg. Oct

CANCER RESEARCH UK Opens 19th Sept

charity works Opens 6th Oct

Investment banking deadlines:

See the 'efinancialcareers' website for a listing of deadlines for investment banks' graduate programmes and summer internship programmes, which is where most of the full-time recruits come from.

<http://news.efinancialcareers.com/uk-en/careers-in-finance/223976/bank-by-bank-graduate-and-internship-application-deadlines-london-2015-2016>

Aston Futures

- ▶ Search for vacancies targeted at Aston students and graduates, browse the employer directory and receive email notification of new opportunities.
- ▶ Aston Futures is available at <https://aston-csm.symplicity.com/students/index.php>



General graduate job sites

- ▶ Prospects: www.prospects.ac.uk
- ▶ Target jobs: <http://targetjobs.co.uk>
- ▶ Grad Plus: www.gradplus.com
- ▶ Graduate-jobs.com: www.graduate-jobs.com
- ▶ Inside Careers: www.insidecareers.co.uk
- ▶ Milkround: www.milkround.com
- ▶ LinkedIn jobs: <https://www.linkedin.com/job/home>
- ▶ Gradcracker: www.gradcracker.com

Job hunting for specific occupations/sectors

- ▶ Log in to the 'Occupation and subject specific' section of the Careers+Placements website: <http://www.aston.ac.uk/current-students/careers-centre/career-planning-and-employability/exploring-your-career-options/subject-and-occupational-specific-resources/>
- ▶ Links to websites of professional bodies, job profiles with typical vacancy sources and Aston Careers information leaflets for a range of degrees and career areas.



Regional schemes and internships:

- ▶ Graduate Advantage (West Midlands): www.graduateadvantage.co.uk
- ▶ Graduates Yorkshire: www.graduatesyorkshire.co.uk
- ▶ Graduate to Merseyside: <http://www.graduatetomerseyside.co.uk/>
- ▶ Graduate Jobs South: <http://www.graduatejobssouth.co.uk/home.aspx>
- ▶ Graduates into Careers: <http://www.gradsintocareers.co.uk/>
- ▶ Grad South West: <http://www.gradsouthwest.com/>
- ▶ Graduate Business Partnerships: <http://www.exeter.ac.uk/careers/graduates/gbp/>

National internships:

- ▶ Graduate Talent Pool: <http://graduatetalentpool.direct.gov.uk>
- ▶ Step programme: www.step.org.uk
- ▶ Enternships: <https://enternships.com/>

Graduate employer directories:

Available from a Careers+Placements stand in the Upper Foyer in week 1 of term and then the Careers+Placements Centre, 1st Floor, South Wing while stocks last



Careers
+ Placements



Calculating your next steps...



Newspapers:

- ▶ The Guardian: <http://jobs.guardian.co.uk>
- ▶ The Independent: <http://ijobs.independent.co.uk>
- ▶ The Telegraph: <http://jobs.telegraph.co.uk>
- ▶ The Times: <http://jobs.thetimes.co.uk>
- ▶ To search for newspapers in your preferred geographical area use www.thepaperboy.com/uk

General job sites with graduate jobs included:

- ▶ Universal JobMatch: <https://www.gov.uk/jobsearch>
- ▶ www.fish4jobs.co.uk
- ▶ www.jobsite.co.uk
- ▶ www.monster.co.uk

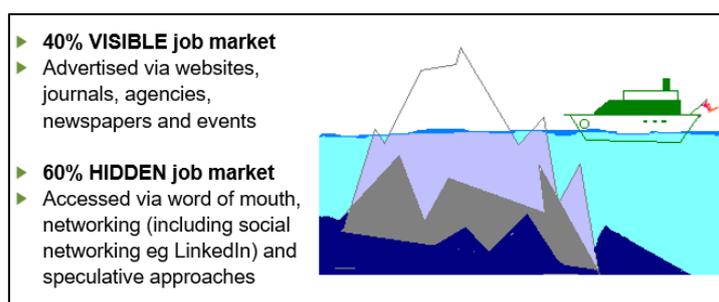
Recruitment agencies:

- ▶ Recruitment agencies match potential applicants to employer vacancies and can be a useful tool in job hunting.
- ▶ The Recruitment & Employment Confederation has a database of agencies searchable by employment sector and/or location www.rec.uk.com
- ▶ More advice: [Careers & Placements website - Using Recruitment Agencies/](#)

Global opportunities:

- ▶ GoInGlobal: an international job-hunting tool which you can access for free via Aston's Careers+Placements website.
- ▶ Country specific career and employment Information, including world-wide internships and job postings, world-wide employer listings, and careers resources for 30 countries: <http://www.aston.ac.uk/current-students/careers-centre/career-planning-and-employability/jobseeking/going-global-careers-database/>

Creative job search – the hidden job market:



Speculative job search – seeking unadvertised opportunities

Using a 7-step approach:

1. Analyse yourself, what are your skills, interests and motivations?
2. Research employers and job roles
3. Identify key contacts at chosen employers
4. Send out a well-crafted cover letter and CV targeted at that employer
5. Keep records of who you have contacted and when
6. Follow-up your application within 2-3 weeks where appropriate
7. Persevere!

► More information: <http://www.aston.ac.uk/current-students/careers-centre/career-planning-and-employability/jobseeking/finding-a-graduate-job/speculative-applications/>

Social media

Social media can be useful for following and researching companies you'd like to work for, networking with Aston alumni and other contacts and finding job and internship opportunities.

The articles below will help you to get more out of LinkedIn and Twitter and manage your online reputation:

- <https://targetjobs.co.uk/careers-advice/networking/328863-a-graduate-job-hunters-guide-to-using-linkedin>
- <https://targetjobs.co.uk/careers-advice/networking/409424-how-to-find-a-graduate-job-using-twitter>
- <https://targetjobs.co.uk/careers-advice/networking/273059-social-networking-and-graduate-recruitment-manage-your-online-reputation>

Meeting employers

Careers+Placements will be hosting a wide range of employer events and the majority of them will take place in the Autumn term. There will be a mixture of fairs, workshops and drop-ins where you can call in and speak to employers on a more informal basis.

Key events

- Engineering & Technology Fair: 11am-3pm, Tues 11th Oct 2016
- Route into Teaching Event: 12-2, Wed 19th Oct 2016
- Careers+Placements in Business Fair: 11-3, Wed 26th Oct 2016
- Psychology Careers Insight Event, 12-2, Wed 9th Nov 2016
- Language & Social Science Careers Insight Event, 12-2, Wed 16th Nov

For full events programme and room listings [see Aston Futures](#)



Applying for postgraduate study

A significant number of Aston graduates go on to pursue postgraduate study. If you are considering this option, here are useful websites for researching courses and funding and finding advice on applications:

- <https://www.prospects.ac.uk/postgraduate-study?p=18>
- <https://www.ucas.com/ucas/postgraduate/choosing-postgraduate-course>
- <https://www.findamasters.com/search/courses.aspx?CID=GB>
- <https://www.gov.uk/postgraduate-loan/overview>

Aston graduates save 20% on all Masters programmes. More information about postgraduate study at Aston University: <http://www.aston.ac.uk/study/postgraduate/>

Producing quality applications

The Careers+Placements website contains comprehensive information and advice to support you in the process of compiling quality applications which will boost your chances of success in the competitive graduate job market:

- ▶ Researching employers:
<http://www.aston.ac.uk/current-students/careers-centre/career-planning-and-employability/jobseeking/researching-employers/>
- ▶ Writing your cv and covering letter and job applications:
<https://www.aston.ac.uk/current-students/careers-centre/career-planning-and-employability/cv-covering-letters-and-applications/?cv>
- ▶ Skills and competencies:
<http://www.aston.ac.uk/current-students/careers-centre/career-planning-and-employability/exploring-your-career-options/your-skills-and-competencies/>
- ▶ Psychometric testing:
<http://www.aston.ac.uk/current-students/careers-centre/career-planning-and-employability/interviews/psychometric-testing/>

Juggling job hunting with studying

Graduate job hunting is time consuming. It can be difficult to juggle alongside the pressures of final year study. Common questions many students ask include how long should I spend on each job application and how many applications should I make? Everyone is different, however our advice would be to research employers thoroughly and focus on making quality applications over quantity – that way you are more likely to be shortlisted for interview and assessment centre.

Job hunting tracker

To stay organised and motivated, try setting up a simple spreadsheet which you can use as a job hunting tracker. Here you can list all of the employers and vacancies you are interested in, arranged in priority order, with application deadlines noted and a record of when you have applied and the stages of recruitment you reach. We strongly recommend you keep copies of application answers you submit so that you have a record to review before interviews and possibly adapt for future job applications.



Further support

- ▶ Keep up to date with Aston Careers via Twitter and Facebook:
 - ▶ Twitter: twitter.com/astoncareers and Facebook facebook.com/astoncareers
- ▶ Read the Aston Careers+Placements newsletter for Final Years
- ▶ Use the career planning resources on the Careers+Placements website: www.aston.ac.uk/careers
- ▶ Join the Careers Library and borrow books to help with job-hunting:
<http://www.aston.ac.uk/current-students/careers-centre/join-the-careers-library/>
- ▶ Pick up free careers and job-hunting brochures from the Careers+Placements Centre (1st Floor, South Wing)
- ▶ Attend Careers+Placements events; find full details on Aston Futures: <https://aston-csm.symplicity.com/students/index.php>
- ▶ Book individual careers advice appointments (for cv, application or personal statement reviews, interview preparation, psych testing support, guidance with options and more) – go to Aston Futures where appointments are released 7 days in advance: <https://aston-csm.symplicity.com/students/index.php>

Good luck with your final year career planning!

Compiled Sept 2016

