

Finding a job



The Careers and Employability Service will support you throughout your course and after graduation

EmployableMe: Our innovative and fresh approach to careers and employability at the University of Huddersfield is about taking control of your own career planning – with support from your professionally qualified and experienced award winning careers team. Look out for the green EmployableME character around campus and particularly within the careers centre in Student Central.

MyCareer: MyCareer is the hub of everything you do within careers. From here you can access everything! Including:

- JobShop
- The Huddersfield Graduate Programme
- Careers events on campus
- Resources

You can access MyCareer through the Student Hub via the Jobs and Careers tab.

Career Resources: The Careers and Employability Service provides you with access to personalised career resources. You can create a CV, listen to experts discussing job interviews, explore career options and test your skills through online assessments before facing the real thing.

You will be able to find:

- CV Builder
- Interview training
- Preparation for assessment centres
- Practice psychometric tests
- Short videos to help you with applications

You can access these resources from your MyCareer platform.

Grad Jobs Bureau: The Careers and Employability Service is here to help you with your future; whether that be moving into a graduate job, exploring postgraduate study options or training for a particular career. We continue to support you after you have finished your course to aid your transition from final year student, to graduate of the University of Huddersfield.

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Introduction:

The purpose of this booklet is to help you to maximise your employment potential at any stage of your university career. The advice can equally apply to all year groups whether finding part-time work, getting a placement, looking for a paid internship or seeking a graduate job at the end of your course.

This booklet isn't intended as a list of links to job vacancy sites though we do have those alongside our comprehensive information and advice resources online at www.hud.ac.uk/careers.

At the University of Huddersfield all students are able to undertake practical, real life work experience as part of their study. The importance of this cannot be overstated as employers value it strongly especially when placed alongside your academic qualification. Any job, even part time work, will offer you the chance to start developing work place skills: sometimes these are obvious for example an employer might ask you to attend formal training on how to use their database.

The most practical skills however are those you can 'pick up' whilst being employed even in a mundane job, for example working in a team, talking to customers / clients, answering the phone and using a photocopier.

All of these skills are evidence of your employability – both in being able to give real examples of what you did and how you did it, and also starting to gain employer references from individuals and companies who would be prepared to support you with future applications.

Lastly networking is one skill that can help you to improve your career prospects. Have you ever heard people say 'that job wasn't even advertised'? Vacancies, especially for part time and temporary positions, can often be filled by word of mouth. If you have a strong network of people who might let you know about possible vacancies then that advantage will certainly work in your favour when finding a job.

'Networking' is a description of the way in which you keep in touch with people you meet, usually in a professional manner. A network could consist of everyone in your workplace or even on your course. LinkedIn is an example of a form of networking through social media and increasingly it's becoming a great source of vacancies of all types and at all levels.

Types of jobs

Graduate recruitment schemes

These tend to:

- Be with major companies.
- Offer structured, formal training designed to prepare you for management roles.
- Include a relatively high salary.
- Have a strict recruitment timetable that starts in Autumn.
- Be highly competitive
- Focus on career areas such as business, IT and finance.
- Require you to have a degree.

Graduate level jobs

Increasingly however employers such as small to medium sized enterprises (SMEs) have started to recognise the value that graduates can bring to their business with the result that 'graduate level' jobs are now more diverse and accessible than before and can be found outside of a traditional 'graduate recruitment scheme'.

Entry level jobs

Not all jobs that appeal to graduates are advertised as graduate level jobs. If a job is something that you would really enjoy, is in the career that you would like to work in and there are more senior roles available that you could see yourself progressing on to then it is worth considering applying for these.

Examples of this might include work in creative fields, media and theatre or you might know an organisation you'd really like to work for, such as a charity like Oxfam or a sports team.

These jobs allow you to gain experience, prove your ability to do the job, get to know the place and be there to secure potential promotions or apply for jobs advertised 'internally'.

Part-time, vacation, temporary work and work experience

Experience gained whilst in this type of work could help you to develop transferable skills and make contacts as well as earning money whilst you study. Sometimes it can have a direct relevance to your course and your longer term career plans or it might be a means to an end, to earn more money. More information on these job options can be found within our 'Work experience and volunteering' booklet.

Placements

Placements could be short term during your studies, during vacation times or last for a full academic year. They should be directly related to your course or career choice and they're available to most of our University of Huddersfield degree programmes.

Searching for jobs

Our JobShop team in the Careers and Employability Service is dedicated to sourcing not only local and national job vacancies but also a wide range of other opportunities including internships and temporary jobs. You can also visit our student jobs board area within the Careers and Employability Service at Student Central where we display our most recent vacancies.

Register for regular email updates, and view current opportunities at www.hud.ac.uk/jobshop

Beyond our JobShop, start your search for a job by looking at our website where we have links to a huge range of useful sites. You can find this by following the links to 'Employment Opportunities' where we list our favourite local, national and international vacancy websites.

Here are other places that could help your search:

- Meeting employers on the Queensgate campus : we have strong links with local and national employers and often they'll ask to meet with our students. This could be a one off event for one company and it could also be as part of a larger event such as our annual Grad Jobs Fair. We hold this every Autumn and it regularly attracts over fifty different organisations, many of whom have current vacancies to fill.

- Employer's own websites and social media profiles : most companies have an excellent online presence and this should be your research starting point if you have an idea about who you'd like to work for.
- Graduate vacancy sources: there are recruiters who specialise in promoting vacancies to final year students and graduates; most of them have websites containing not only job adverts but advice and helpful information too. A good example is the website for Graduate Prospects which covers the UK and Yorkshire Graduates which is dedicated to this region's graduates.
- Careers fairs: as well as our own Grad Jobs Fair there are hundreds of other recruitment events across both West Yorkshire and the UK every year. Whilst most of the graduate fairs take place in June/ July and October/ November, there are others focused on particular subjects such as engineering student fairs and law recruitment events in Autumn and Spring. Regional councils often stage careers fairs where local jobs are promoted and big employers such as NHS Trusts and supermarkets stage occasional recruitment fairs to generate large numbers of applicants. All are great resources for you when finding a job.
- Recruitment Agencies: it's their job to find you a job. If you use an agency it's important to find one that matches what you're seeking and offers jobs in the areas of your choice. For example one agency focuses on pharmaceutical science posts, whilst another advertises jobs within hospitality and catering.
- Graduate recruitment schemes: large organisations as diverse as Teach First, NHS and Aldi alongside accountancy firms and law practices recruit hundreds of graduates direct from their final year each year. Graduate directories, such as 'Prospects', can be found in the Careers and Employability Service in Student Central. You'll need to undertake plenty of research before applying and be aware of closing dates too as these schemes are strict around application deadlines; they often close a long time before the end of the academic year.
- Local papers: don't miss out on the more obvious sources of vacancies - local newspapers such as the Huddersfield Examiner are a prime source of vacancies for local jobs. They also carry business news where you'll find details of companies who announce recruitment events.
- National newspapers : vacancies for particular career areas will sometimes be published on a particular day of the week for example education related posts (teaching, college lecturers, school administration) are in The Guardian's Tuesday edition. National newspapers also have online job vacancy websites that mirror their published content and you can register your details with them to receive email notifications when vacancies match your interests.
- Professional journals and jobs bulletins: If you have a career goal linked to one key area, such as history or science or engineering, then reading a journal might reveal vacancies that are not advertised elsewhere. Employers will often use this method of recruitment as it targets their audience to those likely to read that magazine.
- Social media: it's now commonplace for jobs to appear on Twitter as well as on official websites and within publications and so social media is an excellent source of vacancies as well as being free to use. LinkedIn has a dual role in that whilst companies actively use it to publicise their opportunities, you can also use

it to promote yourself as a job seeking professional. Increasingly companies are starting to use LinkedIn to headhunt suitable candidates and to take advantage of this trend you'll need a robust LinkedIn profile. Facebook too has a role when you're hoping to find a job: for example the NHS and the Civil Service both use it to run Q&A sessions for potential applicants and to promote their recruitment events.

- Professional bodies: where a profession has a linked organisation, such as RIBA for architecture, The Bar Council for barristers or ACCA for accountants, you will often find not only 'live' vacancies at both graduate and experienced levels but also tips and advice on how to progress within that profession.

Lastly don't forget traditional methods of finding a job:

- Walking around Huddersfield: on any given day there will be plenty of businesses in the town centre who will place an advert in their shop front windows, requiring a phone call or an application form / CV for an application. For this reason it's always worth having a basic CV prepared and ready for you to adapt if it's required.
- Word of mouth: your friends, family and course colleagues may hear about jobs especially those that might be temporary or part time so it's always worth telling people you know that you're seeking a job.
- Visit a job centre: there are several in Kirklees but you can also access their local and national vacancies online.

The resources above, whilst being focused on posts within the UK, certainly include international companies who might hope to place successful candidates overseas. However if you're aiming to find a job in a particular country or in a certain area of the world then there is a lot more research you'll need to undertake to be successful. Start by finding out more about:

- The large international graduate recruitment events focused on areas including China, India and Africa that take place in Manchester and/or London.
- The 'international' sections of the online resources listed above.
- Companies that have either head offices or branches abroad. The websites of most organisations will detail this information.
- Language skills: find out what languages could enhance your chances of gaining employment abroad.

1. Know what you have to offer and be ready to market yourself:

It is essential that you have a clear understanding of your strengths including: skills; qualities; experience, and academic achievements and be able to clearly articulate these to employers besides providing evidence and examples of how you have developed/gained them.

Read our Career Planning booklet for ideas about how to do this, and also for further advice.

2. Be focused - know what you are looking for:

Don't start your job hunt without an idea of what you are looking for, what you would be suited to and where to look for vacancies. It is likely to take much longer to find suitable opportunities if you are not focused. Try to think beyond the title of your course, for example many of our Science graduates find employment in sales, and teachers come from a wide variety of educational backgrounds.

3. Use multiple sources:

Don't settle for just one website, or rely too much on your favourite company's jobs bulletin. A successful job search requires you to be looking in more than one place.

4. Do your research - understand what employers are looking for and where to find their vacancies:

This will help you to make informed and realistic career choices, find out who is recruiting and what they look for in candidates. You will need to be well prepared and knowledgeable during the application process because employers will expect you to have a clear understanding about what they do and be able to explain why you want to work for them and how you are a suitable match to the role. They will also expect you to know about their organisations which thanks to LinkedIn and the internet has never been easier to discover.

5. Ensure that your CVs/applications and covering letters are relevant, up to date and tailored to each position you apply for

Not all employers' requirements are the same so if your CV does not match what they are looking for then it is unlikely that you will be considered for the role.

Don't send out 100s of copies of the same CV! Employers are experienced at spotting this so always use well researched, and tailored CVs that clearly demonstrate how you are a match to the role.

6. Be organised – follow up your applications:

Keep a record of: who you are applying to, when you applied, a copy of the job advert/specification and a copy of the CV/application that you sent to them. If you are invited for an interview you will need to refer back to these documents in preparation for the interview because they may ask you to elaborate on points you made in your CV/application.

Follow up each submission with a personal contact ideally via telephone, within two weeks, or sooner if you had a deadline date for submission. This way you can check that your application has been received and landed on the right person's desk. Remember – treat this phone call as a part of the application process, so before you make a call prepare some questions, and also have a glance over your CV/application and refresh yourself with what you have to offer the organisation. You may get the chance to speak to someone involved in recruitment and selection process.

7. Be professional – market yourself effectively at all times

Employers are looking for candidates who can effectively represent their organisation so it is essential that you make an excellent first impression on paper and in person.

See yourself as a marketable brand – your brand is everything that communicates who you are, what you have to offer and what you are looking for, this applies to:

- Everything about you on paper including CVs, applications, covering letters.
- Everything about you online including your social network profile.
- How you perform in person over the telephone, at interview and when networking.
- Personal details such as your e-mail address e.g. dizzyfizzy@hotmail.com is not going to make a great impression.
- Personalised voicemail message - if an employer contacts you to invite you to an interview and your voicemail message is unprofessional they may think twice. If you don't have voicemail already set up then it is advisable to do so, so that employers can get in touch with you more easily.
- Responding to messages - check your e-mails and voicemail messages every day and reply promptly, an employer will not keep chasing you so don't miss out on opportunities due to lack of organisation and commitment on your part.

For more information on CVs, applications and interviews, see our separate careers booklets.

8. The 'hidden jobs market' - don't just rely on advertised jobs

You can really maximise your job seeking potential and find those jobs by networking, making speculative applications and gaining work experience/work shadowing experience in advance.

Work experience, whether as part of your course, through a placement or through an internship is a crucial part of tapping into the hidden jobs market: if you make a positive impression on an employer they will be more likely to remember you in a positive way later.

And placements can even generate new jobs: a survey in 2013 found that nearly 40% of new jobs offered to students in Scotland as a result of their placement were created specifically for those people.

9. Make speculative applications

Speculative applications involve sending your CV and covering letter to employers of interest even though they may not have jobs advertised. For this to be effective, you will need a careful and well researched approach to demonstrate that you have an understanding of what the organisation does and also demonstrate that you are a suitable match for the organisation and role. You'll also need to invest a lot of your time however it can be valuable if it results in an interview and later a job.

10. Network and build your contacts

Networking is about relationship building. It is important to build a network with a wide range of people; think about who you already know, through your course, your work and through any professional organisations that you have linked to. You could meet potential employers at any time or someone who knows of a job. You will need to be proactive, make a good impression and be ready to market yourself effectively and explain what you have to offer an employer at any time.

It is also essential that you stay in touch with your contacts, this may be the first job that you are searching for but it certainly won't be the last.



This publication is also available online - should you like to have it in an alternative format please contact us.

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