

Finding graduate job vacancies

Two key things before you start

1. Make sure you are clear about what sort of work you want to do so you can make a strong application and perform well in interview. We have a wealth of resources and support to help you – check them out

www.york.ac.uk/careers

2. Know how to make a strong application: Check out this section of our website

www.york.ac.uk/careers/applications and then book a careers appointment if you would like further advice and feedback.

How and when do employers recruit?

1. Graduate Schemes – advance recruitment

Many larger employers (often in accountancy/finance/IT/consultancy/management/retail/etc.) run an annual cycle of recruitment during which they select large numbers of graduates for **graduate training schemes**. These types of employers are often very visible on campus – hosting events, attending careers fairs, etc, so they can let as many students as possible know about the opportunities they offer.

Schemes are often (not always) open to graduates of any degree discipline and they usually last from 1 – 3 years. Graduates are employed and paid by the employer and there is usually a permanent position at the end of the scheme.

Some employers start advertising as early as the summer just before you enter your final year, with closing dates for some popular schemes in the autumn of your final year. But don't worry, many schemes are open for longer and some may re-open later in the academic year if more places are available or remain unfilled.

There is usually a long and structured recruitment process which can include:

- an online application form,
- psychometric/aptitude testing,
- assessment centre
- interviews (video, Skype, telephone and/or face-to-face)

We can help you prepare for all these parts of the process.

Start dates are usually the summer of your graduation year. Taught postgraduate students can apply but they should check out start dates – some companies have more than one annual intake per year or you may want to think about doing something short term before joining the following year's intake. Discuss your options with us.

Although there is a lot of competition for places, some employers report recruitment shortfalls due to a shortage of applicants with the right skills. Others have highlighted a poor standard of applications – try to spend some time learning how to do this properly. Sometimes companies will extend or re-open their recruitment period to attract more applicants, but others may close recruitment early when they get enough applications – do your research and be prepared to apply early.

Note: Recruitment Fraud

Be wary of internet, email and phone scams where fraudsters pretend to represent prominent companies. Unsolicited communications, and requests for payment or personal information (eg National Insurance number, bank details) are not part of the application process and you should **not** respond – check with the company or refer to the police.

2. Immediate Vacancies – direct entry

Near to graduation you can apply for direct entry jobs that are available immediately (or in the very near future) – these do not form part of a graduate recruitment scheme and can be with an employer of any size. The employer would expect you to be available to start work reasonably soon after the recruitment process, so you should not apply for this type of position too far in advance. Around Easter of final year is a good time to start – but you can do lots of research and preparation before then.

Smaller companies (often referred to as SMEs – small and medium sized enterprises) generally recruit in this way and despite appearances, in reality most graduates actually work for these smaller companies, charities and in the public sector. These companies will include organisations in popular sectors such as heritage, PR and marketing, media, IT, environment. Some organisations in this sector may run a graduate scheme but this may be much less high profile and involve smaller numbers. You can find out more about how small businesses make up 99% of all businesses in the UK at www.fsb.org.uk/media-centre/small-business-statistics

Read more below about how to find vacancies in these organisations and check out our *Job Sector* pages for links and specific vacancy sources: www.york.ac.uk/careers/sectors

Where are vacancies advertised?

1. Graduate Schemes:

- Many graduate employers advertise their graduate schemes and immediate vacancies through Careers Gateway www.york.ac.uk/careers/gateway
- Company websites www.thecompleteuniversityguide.co.uk/careers/top-graduate-employers and their social media sites – follow companies on LinkedIn and Facebook
- Graduate Career Guides/Directories – Times Top 100, Guardian 300, Inside Careers, Target Jobs, etc, available free from Careers and Placements (and all have websites)
- Graduate Recruitment Fairs on campus in Autumn and Summer Terms www.york.ac.uk/careers/events
- Other graduate vacancy websites include:

www.prospects.ac.uk/links/jobvacs

www.insidecareers.co.uk

www.targetjobs.co.uk

www.milkround.com

www.jobsite.co.uk

www.thebigchoice.com

www.graduate-jobs.com

www.totaljobs.com

www.allaboutcareers.com

<https://magnet.me/>

www.jobs.ac.uk – jobs in higher education

www.picked.ai

www.wikijob.co.uk

www.prospects.ac.uk/employer_profiles.htm

www.grb.uk.com

<https://uk.linkedin.com/jobs/>

www.monster.co.uk

www.giveagrada.go.com

www.vercida.com/uk

www.cv-library.co.uk/

www.brightnetwork.co.uk

<https://joblift.co.uk/>

www.adzuna.co.uk/ - search engine for job ads

www.jobbydoo.co.uk/ - vacancies from all career sites in UK

For advice on finding jobs in particular sectors, see the relevant *Considering...* series information sheet www.york.ac.uk/careers/infosheets or information on our job sector page at www.york.ac.uk/careers/sectors

Be careful about what personal information you post to online job boards. Never include details like your date of birth, address, or National Insurance Number – this could make you susceptible to identity theft. Use <https://www.safer-jobs.com> for advice on how to spot job scams. Come and talk to us if you have any concerns.

2. SMEs and Immediate vacancies:

Smaller organisations tend to advertise specific jobs on an individual basis as a business need arises, and, outside of their formal graduate schemes, larger employers may do the same. It is likely that final year undergraduate students will be able to apply for these “immediate” vacancies in the summer term and taught postgraduates during the summer period before the end of their course.

Vacancy sources – start with all the **general websites listed above**, plus individual company websites, via recruitment agencies, professional journals, trade press, online job boards, local/regional and national press. Many employers will also advertise through Universal Jobmatch (www.gov.uk/jobsearch)

Search UK national/regional newspapers using www.wrx.zen.co.uk/britnews.htm or www.thepaperboy.com/uk/.

Professional Bodies for your sector

Professional and supporting bodies may also be a source of job information and advice -

www.totalprofessions.com/profession-finder

There is a range of [professional or specialist journals](#) which carry job vacancies in Careers and Placements, eg New Scientist, Campaign, Bookseller, PR Week, Third Sector and more.

Recruitment fairs/Employer events on campus can give you the opportunity to find out about vacancies and talk directly to employers. We hold three major graduate recruitment fairs each autumn term, and a wide range of graduate employers visit York to talk with current student about their opportunities or to deliver presentations.

Check out www.york.ac.uk/careers/events

See *Making the most of Careers and Recruitment Fairs* at www.york.ac.uk/careers/infosheets in the *Job Hunting* section, for advice.

Knowledge Transfer Partnership (KTP)

KTP is one of the largest graduate recruitment programmes in the UK. A KTP is paid project based work in a business that allows you to apply your learning from your degree, start a real paid job straight away and gain further qualifications. KTP works across a wide range of academic disciplines and industry sectors. Positions can be from 6 months – 3 years. Find out more, register your interest, and browse vacancies at http://info.ktponline.org.uk/action/search/partnership_vac.aspx

Recruitment agencies

Recruitment agencies can be another important source of vacancies – especially if you have some relevant experience or skills. Use www.rec.uk.com to locate agencies by location and specialism. www.agencycentral.co.uk is a directory of recruitment agencies and job sites. Temping through an agency can be a great way to develop new skills and get more experience. It also gives you a great chance to make contacts that may be useful sources of

york.ac.uk/careers

 UoYCareers  facebook.com/yorkcareers

future opportunities. See *Using Recruitment Agencies* at www.york.ac.uk/careers/infosheets under the *Job Hunting* tab for more advice.

Local and regional vacancies

Many of the sites listed earlier on this information sheet will advertise vacancies throughout the UK so you can search for the geographical area you want. Job search engines like indeed.co.uk make this much easier too.

Specific regional job websites for Yorkshire include:

- www.yorkshiregraduates.co.uk
- www.yorkpress.co.uk/jobs/
- www.yorkshirepost.co.uk/jobs
- www.northyorks.gov.uk/jobs-and-careers
- Use www.prospects.ac.uk/graduate_job_search.htm and search the vacancies by location

Unadvertised opportunities – the “hidden” job market

It is important to realise that not all vacancies are advertised formally – many opportunities are found through networking, personal contacts, speculative applications, etc. The more you understand about how this “hidden” job market works, the more you can take advantage of it.

Networking can be an important factor in accessing these jobs – there is useful information on our information sheet *Successful Networking* (download from www.york.ac.uk/careers/infosheets).

Approaching employers speculatively can have advantages – you can target SME employers who may not be deliberately seeking a graduate and if you do your research you can often identify the decision-maker directly and target them. While SMEs may not have the structured training programmes offered by bigger companies, they can often offer a breadth of experience and accelerated responsibility. You may also be better able to negotiate your salary and career development once you’ve gained experience. Send your CV and a covering letter, which should be **persuasive, relevant and positive about your skills** and show your adaptability. See the information sheet *How to write a CV and Covering letter* www.york.ac.uk/careers/infosheets and the CV Guide on the [VLE](#). You can have your CV and covering letter reviewed in Careers and Placements.

Need work experience?

Graduate Internships

Most employers want to see evidence of work experience and skills alongside your degree when you are applying for jobs. If you need to get work experience once you graduate to boost your CV or to gain some specific experience in a sector you want to work in, you could try to get a graduate internship. Many of the general graduate vacancy sites listed above will advertise internships suitable for graduates. You could also try:

- Inspiring Interns www.inspiringinterns.com
- Yorkshire Graduates www.yorkshiregraduates.co.uk/
- Step www.step.org.uk
- Scotgrad offer paid graduate placements in Scotland to recent graduates www.scotgrad.co.uk

We have a range of information sheets covering **how to find work experience** in many different sectors at www.york.ac.uk/careers/infosheets. Graduate internships are sometimes available through our Student Internship Bureau (SIB) (www.york.ac.uk/careers/sib).

Doing voluntary work is another way to gain work experience. During your time at York you will have many opportunities to volunteer www.york.ac.uk/careers/volunteering. Once you’ve graduated use www.do-it.org – a

database of thousands of national and international volunteering opportunities available both during and after university.

Overseas opportunities

For overseas work please see *Working outside the UK* at www.york.ac.uk/careers/infosheets under the *Job Hunting* tab and visit our *World Links* web pages for links to vacancy sources and country information at www.york.ac.uk/careers/worldlinks The **Going Global database** (accessible via the [International Work](#) web page) offers regularly updated country specific career and employment information resources with worldwide job and internship vacancies, company profiles, application and interview advice, industry and employment trends and much more. You will need a York log in to access this resource.

International Students

Please see www.york.ac.uk/careers/international for information about the specific issues you should consider if you are planning to remain in the UK after graduation – including information on visa options, plus an information Toolkit on the Tier 5 visa. This section also includes information for those planning to return home.

Strategies for graduates

There is a lot of competition for graduate jobs – although this varies in different sectors. The big graduate schemes usually attract many more applications than there are jobs and this is what tends to grab the headlines – but smaller employers often find they don't get enough good quality applications or applicants don't have the right skills.

If the sector you are targeting is particularly competitive be prepared to consider taking a temporary or part time position or one at a slightly lower level – remember it is a chance to show them what you can do! Many large employers will ring fence jobs for internal applicants.

Finally... Get out there and find what you want - get involved, talk to people, keep positive, use work experience or voluntary work contacts or make new contacts, build up networks of people who can give you advice and information, as well as tell you about vacancies. Pick up graduate directories from Careers and Placements. Check out the vacancy websites and read all the information sheets relevant to your job search - www.york.ac.uk/careers/infosheets



Remember that our support does not end when you leave York – you can continue to use our services for as long as you need after graduation. Get in touch via Careers Gateway.

Please note: The websites listed here are not intended to represent a comprehensive list. Careers and Placements cannot be held responsible for the content of external websites.

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