



## GRADUATE JOB SEARCH

### Top Tips

- Be specific about the type of job you are looking for. You will be able to make more focused applications if you narrow down your job options.
- Think about the type of organisation you want to work for. Do you see yourself working for a large national or international organisation, an SME (Small to Medium Sized Enterprise), or in the public or voluntary sector?
- Consider where you would like to work and think about the practical implications. Do you want to stay local or are you able to relocate to a new area? Many larger companies have their head offices in London but there may be implications, such as increased living costs.
- Think about the type of vacancies you would like to apply for. Are you searching for a graduate training programme or general graduate jobs? Could you consider temporary or short-term opportunities if you can't find a permanent role in the sector you want to work?
- Consider the timing of your job search. Many graduate training schemes have early closing dates in the autumn term. If you are applying for general graduate jobs, you may need to wait until nearer the end of your course.
- Make the most of opportunities to meet employers face-to-face to find out more about their jobs and what they are looking for - attend our annual careers fair and other relevant employer events on campus. You will find details of these on the events section of [MyHub](#). Remember, it is important to prepare for these events, see our [Top Tips for Careers Fairs hand-out](#) for hints and tips.
- Keep careful track of all your work and voluntary experience so that you can use it in your applications. Rfnc.me is a job referencing site where you can build an online portfolio of your job references, achievements and employment history to promptly send to employers and recruiters: <https://rfnc.me/>
- Don't be afraid to ask for help! You can speak to a careers consultant if you are unsure of your options or if you need feedback on your CV or help with individual applications.

## Searching for Vacancies

Literally thousands of graduate jobs are advertised on websites, in graduate directories, and newspapers each year. Knowing where to start can be quite daunting, so here are some suggested vacancy sources to help you. If you are interested in working abroad, you may also like to look at our [International Jobs /Working Overseas](#) hand-out.

### MyHub & MyCareer

Every year, our University is notified of a wide range of graduate employment opportunities. These include jobs in the local area as well as elsewhere in the UK and abroad. All of these vacancies are advertised on the vacancy section of MyHub.

MyCareer also has a job search function – you can search all types of vacancies in over 50 different countries.

#### MyHub

[myhub.leedsbeckett.ac.uk/](http://myhub.leedsbeckett.ac.uk/)

#### MyCareer

[myhub.leedsbeckett.ac.uk/students/abintegro/JobWire](http://myhub.leedsbeckett.ac.uk/students/abintegro/JobWire)

### Specialist graduate recruitment sites

You will find these websites particularly useful if you are searching for graduate training schemes with national and multi-national companies. Most of them advertise vacancies across all careers sectors.

<b>Prospects</b> <a href="http://prospects.ac.uk/">prospects.ac.uk/</a>	Nationwide graduate jobs & careers resources focused on the graduate labour market.
<b>Target Jobs</b> <a href="http://targetjobs.co.uk/">targetjobs.co.uk/</a>	Graduate jobs, internships & careers advice
<b>Milkround</b> <a href="http://milkround.com/">milkround.com/</a>	Graduate jobs & internships
<b>Graduatejobs.co.uk</b> <a href="http://gradjobs.co.uk/">gradjobs.co.uk/</a>	Graduate jobs – official website of National Graduate Recruitment Exhibitions
<b>Graduate Recruitment Bureau</b> <a href="http://grb.uk.com/">grb.uk.com/</a>	Graduate recruitment consultancy offers career matchmaking service
<b>Inside Careers</b> <a href="http://insidecareers.co.uk/">insidecareers.co.uk/</a>	Specialist site for Business, Management, Finance, Engineering & Technology
<b>Inspiring Interns</b> <a href="http://inspiringinterns.com/">inspiringinterns.com/</a>	Recruitment agency specialising in graduate jobs and internships
<b>The Times Top 100</b> <a href="http://top100graduateemployers.com/">top100graduateemployers.com/</a>	Profiles top graduate employers & gives details of their
<b>Knowledge Transfer Partnerships</b> <a href="http://ktp.innovateuk.org/">ktp.innovateuk.org/</a>	Partnerships between employers, universities and graduates.
<b>Gradcracker</b> <a href="http://gradcracker.com/">gradcracker.com/</a>	Graduate jobs in science engineering & technology sectors
<b>Adopt an Intern</b> <a href="http://adoptanintern.org.uk">adoptanintern.org.uk</a>	Paid graduate internship opportunities
<b>Sanctuary Graduates</b> <a href="http://sanctuarygraduates.co.uk/students/">sanctuarygraduates.co.uk/students/</a>	Graduate recruitment consultancy specialising in STEM, Engineering, Tech and Finance

<b>Graduate Employers</b> <a href="http://graduateemployers.co.uk">graduateemployers.co.uk</a>	Largest list of employers that recruit graduates, searchable by institution, subject, salary, company size, location etc.
<b>Magnet.me</b> <a href="http://magnet.me">magnet.me</a>	Discover which jobs and companies you are qualified for and find your perfect internship, grad scheme or first job.
<b>Student Circus</b> <a href="https://studentcircus.com/">https://studentcircus.com/</a>	Lists graduate opportunities from companies that are known to be able to sponsor international students.
<b>Graduate Jobs</b> <a href="http://graduate-jobs.com">graduate-jobs.com</a>	Advertises active Graduate Schemes, Jobs and Internship opportunities throughout the UK.
<b>All About Careers</b> <a href="http://www.allaboutcareers.com">www.allaboutcareers.com</a>	Advice on graduate options, job vacancies, internships and placements available, as well as a handy careers test!

### General jobs board / other sites

The following websites are not specifically targeted to the graduate market but they may advertise vacancies which are relevant for graduates.

<b>Fish4Jobs</b> <a href="http://fish4.co.uk/">fish4.co.uk/</a>	Recruitment site for all career sectors
<b>Glass Door</b> <a href="http://glassdoor.co.uk/index.htm">glassdoor.co.uk/index.htm</a>	Jobs board that includes company, salary and interview reviews
<b>Guardian Jobs</b> <a href="http://jobs.guardian.co.uk/jobs/graduate/">jobs.guardian.co.uk/jobs/graduate/</a>	The guardian jobs board, has graduate section
<b>Indeed Jobs</b> <a href="http://indeed.co.uk">indeed.co.uk</a>	Jobs board aggregator
<b>Job Rapido</b> <a href="http://uk.jobrapido.com/">uk.jobrapido.com/</a>	Jobs board aggregator for UK and overseas
<b>Kloodle</b> <a href="http://kloodle.com/">kloodle.com/</a>	Social network for graduate and apprenticeship Recruitment
<b>LinkedIn Jobs</b> <a href="http://uk.linkedin.com/jobs/">uk.linkedin.com/jobs/</a>  <a href="http://students.linkedin.com/uk">students.linkedin.com/uk</a>	– free resources. You don't have to join, but it's always a good thing to do – see their Student Guide
<b>Monster</b> <a href="http://monster.co.uk/">monster.co.uk/</a>	General recruitment site, has graduate section
<b>Telegraph</b> <a href="http://jobs.telegraph.co.uk/">jobs.telegraph.co.uk/</a>	Jobs across all sectors
<b>Total Jobs</b> <a href="http://totaljobs.com/">totaljobs.com/</a>	Thousands of nationwide vacancies
<b>Universal Jobmatch</b> <a href="http://gov.uk/jobsearch">gov.uk/jobsearch</a>	Nationwide vacancies
<b>Reed</b> <a href="http://reed.co.uk/">reed.co.uk/</a>	Reed recruitment jobs board
<b>Adzuna</b> <a href="http://www.adzuna.co.uk">www.adzuna.co.uk</a>	Adzuna is a free to use UK based job search website that lists jobs from thousands of sources in one place.

### Regional vacancy sites

If you are looking for employment in a particular geographical area, you may find the following links useful.

<b>Yorkshire Graduates</b> <a href="http://graduatesyorkshire.co.uk/">graduatesyorkshire.co.uk/</a>	Graduate jobs across Yorkshire
<b>Grads East</b> <a href="http://gradseast.co.uk/">gradseast.co.uk/</a>	Graduate recruitment site dedicated to the East of England
<b>Graduate Advantage</b> <a href="http://graduateadvantage.co.uk/">graduateadvantage.co.uk/</a>	Graduate internships in the West Midlands
<b>Graduate Jobs South West</b> <a href="http://gradsouthwest.com/">gradsouthwest.com/</a>	Jobs board for South West England
<b>Grad Cornwall</b> <a href="http://gradcornwall.co.uk/">gradcornwall.co.uk/</a>	Graduate level jobs in Cornwall
<b>Grad Ireland</b> <a href="http://gradireland.com/">gradireland.com/</a>	Ireland's official graduate jobs & careers website
<b>Talent Scotland</b> <a href="http://talentscotland.com/">talentscotland.com/</a>	Living, working & studying in Scotland – has graduate placement programme

### Public sector sites

Around 5.7 million people in the UK are currently employed within the Public Sector. Jobs range from Education, Health, Public Administration and Local Government to the Emergency Services. Here are some suggested vacancy sources.

<b>Jobs Go Public</b> <a href="http://jobsgopublic.com/">jobsgopublic.com/</a>	Recruitment board for public service and not for profit sector
<b>Civil Service</b> <a href="http://civilservicejobs.service.gov.uk/csr/index.cgi">civilservicejobs.service.gov.uk/csr/index.cgi</a>	Recruitment gateway for Civil Service
<b>Civil Service – Fast Stream</b> <a href="http://gov.uk/government/organisations/civil-service-fast-stream">gov.uk/government/organisations/civil-service-fast-stream</a>	Civil Service accelerated development programme for graduates
<b>Government Jobs Direct</b> <a href="http://governmentjobsdirect.co.uk/">governmentjobsdirect.co.uk/</a>	Jobs in UK government & public sector organisations
<b>Jobs.ac.uk</b> <a href="http://jobs.ac.uk/">jobs.ac.uk/</a>	Jobs in HE sector
<b>FEJobs.com</b> <a href="http://fejobs.com/">fejobs.com/</a>	Jobs in FE / colleges sector
<b>Local Government Jobs</b> <a href="http://lqjobs.com/">lqjobs.com/</a>	Jobs board for council vacancies
<b>Police.UK</b> <a href="http://police.uk/">police.uk/</a>	Has links to individual police service websites
<b>NHS Jobs</b> <a href="http://jobs.nhs.uk/">jobs.nhs.uk/</a>	NHS recruitment site
<b>E-Teach</b> <a href="http://eteach.com/">eteach.com/</a>	Teaching/education jobs across the UK
<b>Secret Intelligence Service (MI6)</b> <a href="http://sis.gov.uk/">sis.gov.uk/</a> <b>Security Service (MI5)</b> <a href="http://mi5.gov.uk/">mi5.gov.uk/</a>	Both websites include a careers section

## Charity / Voluntary Sector sites

There are a wide range of career opportunities in the charity sector including many jobs that are available in businesses e.g. HR, IT, Marketing. Vacancy sources for this sector include:

<b>Charity Choice</b> <a href="http://charitychoice.co.uk/">charitychoice.co.uk/</a>	No vacancies but can search for charities across the UK
<b>Charity Job</b> <a href="http://charityjob.co.uk/">charityjob.co.uk/</a>	Website dedicated to jobs in the charity sector
<b>Charity Sector Jobs</b> <a href="http://charitysectorjobs.com">charitysectorjobs.com</a>	Charity & fundraising jobs
<b>Elevator</b> <a href="http://elevatorcafe.com/">elevatorcafe.com/</a>	Jobs with social enterprises, charities and purpose driven companies
<b>Jobs in Charities</b> <a href="http://jobsincharities.co.uk/">jobsincharities.co.uk/</a>	Recruitment site for charity sector
<b>NFP Jobs.co.uk</b> <a href="http://nfpjob.co.uk/#">nfpjob.co.uk/#</a>	Not for profit jobs in the UK & abroad
<b>One World</b> <a href="http://oneworld.org/home">oneworld.org/home</a>	Worldwide jobs in development & NGO's
<b>Third Sector Jobs</b> <a href="http://jobs.thirdsector.co.uk/">jobs.thirdsector.co.uk/</a>	Jobs across the charity sector
<b>Voluntary Sector Jobs</b> <a href="http://voluntarysectorjobs.co.uk/">voluntarysectorjobs.co.uk/</a>	Charity & third sector jobs

## The Hidden Jobs Market

When you are looking for work, remember that not all jobs are advertised! It is estimated that as many as 60% of jobs are "hidden" i.e. they are not advertised on jobs boards, company websites etc. There are things you can do to tap into this hidden jobs market;

- **Apply speculatively** Many employers are happy to receive speculative applications even if they are not actively recruiting. The first step is to identify and research the companies you want to work for then send a targeted CV and cover letter to a named contact in the organisation. For further advice see [prospects.ac.uk/careers-advice/applying-for-jobs/how-to-write-a-speculative-job-application](http://prospects.ac.uk/careers-advice/applying-for-jobs/how-to-write-a-speculative-job-application).
- **Network** Don't underestimate the value of networking and using social media as part of your job search strategy. Using tools like LinkedIn or twitter can help you research employers and network with industry professionals. You can also attend relevant events and job fairs and speak to friends, family, tutors etc. to build up contacts. More advice can be found at [prospects.ac.uk/careers-advice/getting-a-job/job-hunting-and-social-media](http://prospects.ac.uk/careers-advice/getting-a-job/job-hunting-and-social-media) and [prospects.ac.uk/careers-advice/getting-a-job/how-to-find-a-job](http://prospects.ac.uk/careers-advice/getting-a-job/how-to-find-a-job). You can also refer to our [careers FAQ](#) about using social media as part of your job search. LinkedIn has a free jobs resource: [uk.linkedin.com/jobs/](http://uk.linkedin.com/jobs/). You don't have to join to use them, but it's always a good thing to do – see their Student Guide: [students.linkedin.com/uk](http://students.linkedin.com/uk).
- **Use Recruitment Agencies** Identify agencies that specialise in the sector you are interested in. You can search for recruitment agencies on the Recruitment and Employment Confederation website, [rec.uk.com/help-and-advice/jobseekers](http://rec.uk.com/help-and-advice/jobseekers) and on [agencycentral.co.uk/](http://agencycentral.co.uk/). Registering with recruitment agencies can be benefit you as they

may have industry contacts and can put you forward for relevant job opportunities. See our [Recruitment Agency](#) hand-out for further details.

**MyHub is home to a wealth of careers resources. For a useful summary and links to the main ones, take a look at Careers FAQs:**  
[myhub.leedsbeckett.ac.uk/students/faqs/detail/198/careers-faqs](http://myhub.leedsbeckett.ac.uk/students/faqs/detail/198/careers-faqs).

### **Connecting with employers**

Our team can connect you to a wide range of employers, we also provide up-to-date information about the labour market and what employers are looking for in our students and graduates. When you use MyHub to search for vacancies make sure you check the employer information – this is where we record any specific hints / tips or “extra” information about their recruitment and selection processes. You can do this when you look at [individual vacancies](#), or when you are [researching](#) particular companies or organisations.

We have an active calendar of employer events on campus throughout the academic year. These include our Annual Careers Fair and a number of smaller sector-specific careers events that focus on a particular industry. You can also meet employers at information stands, presentations and our new Spotlight On series. For full event listings and information check our [What’s On](#) page and the [MyHub events](#) section.

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We endeavour to update this factsheet annually. However, if you do find any broken links, please report them to [careers@leedsbeckett.ac.uk](mailto:careers@leedsbeckett.ac.uk). The Information Team would also welcome your feedback on this resource. If you have any comments, please send them to the above email address.

**To request this leaflet in an alternative format, please contact us.**

For further information on the Employability & Job Shop team, please go to [www.leedsbeckett.ac.uk/studenthub/careers/](http://www.leedsbeckett.ac.uk/studenthub/careers/)

Alternatively you can contact a member of our team on:

0113 812 5995 (City Campus), 0113 812 7335 (Headingley Campus)