



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/

MyCareer

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.

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

Graduate Employers graduateemployers.co.uk	Largest list of employers that recruit graduates, searchable by institution, subject, salary, company size, location etc.
Magnet.me magnet.me	Discover which jobs and companies you are qualified for and find your perfect internship, grad scheme or first job.
Student Circus https://studentcircus.com/	Lists graduate opportunities from companies that are known to be able to sponsor international students.
Graduate Jobs graduate-jobs.com	Advertises active Graduate Schemes, Jobs and Internship opportunities throughout the UK.
All About Careers www.allaboutcareers.com	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.

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

Yorkshire Graduates graduatesyorkshire.co.uk/	Graduate jobs across Yorkshire
Grads East gradseast.co.uk/	Graduate recruitment site dedicated to the East of England
Graduate Advantage graduateadvantage.co.uk/	Graduate internships in the West Midlands
Graduate Jobs South West gradsouthwest.com/	Jobs board for South West England
Grad Cornwall gradcornwall.co.uk/	Graduate level jobs in Cornwall
Grad Ireland gradireland.com/	Ireland's official graduate jobs & careers website
Talent Scotland talentscotland.com/	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.

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

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

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. 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/

Alternatively you can contact a member of our team on:

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