

FINDING GRADUATE JOBS

Explore your options

Graduate schemes

Many large national and international companies offer graduate training schemes. Graduate schemes are advertised in directories and through online sources such as Prospects, Target Jobs and The Times Top 100 resources. Companies also advertise graduate schemes on their own websites, the University of Reading Careers resource [MyJobsOnline](#), and at our careers fair on campus.

Thinking outside graduate schemes

You may be surprised to hear that the vast majority of graduates work for small or medium-sized employers (SMEs) which recruit just a few graduates every year or so. These organisations tend not to use the national job boards, preferring instead more cost-effective recruitment through their local university, local papers, social media and networking events. Speculative applications and word-of-mouth recommendations are also welcome.

Using professional bodies and professional journals

Some employers will advertise via their industry-relevant professional body and/or journal – e.g. the Chartered Institute of Marketing for jobs in marketing. See if there is a related professional body for the career area you'd like to get into and find out where and how companies in this sector advertise their vacancies.

Using recruitment agencies

You can target recruitment agencies which you have heard about or have an office on your High Street - this can be particularly useful if you wish to remain local. Bear in mind that the agency is there to find employees for their client (the employer), so any approach you make to them needs to be professional. Treat the agency as if it was your target company. Many recruitment agencies deal with specific career areas; to find ones relevant to you carry out a search on the [rec.uk.com](#).

Speculative applications

To find an employer to approach speculatively, use a business directory such as yell.com. Identify companies that you might like to work for, research them, and then write to or email them with a CV asking for a meeting to discuss possible employment opportunities.

Two good tips:

- 1) Try to find the name of a person to write to (phone if necessary).
- 2) Follow up with a phone call two weeks after you have sent your CV. Other options are to network or use work experience to create opportunities. LinkedIn can provide useful contacts and is a good source of local, national and global vacancies.

Using social media

Many employers use their Facebook page or Twitter feed to advertise vacancies, so follow or like to receive updates and up-to-the-minute business information. A strong, relevant profile on your LinkedIn page could lead to employer interest and help your applications.

Think creatively

Many graduates secure their job by turning a part-time job, graduate internship or summer job into something longer-term. It is quite common for some industries to initially take graduates into jobs that don't require a degree e.g. marketing assistant, arts administrator and runner (media).

When should I start looking and applying for jobs?

It's never too early to start researching and finding out about careers.

- **Autumn term of your final year:** apply for large company schemes. Be aware many closing dates have passed by the end of December, so start your research at the end of your penultimate year. Some large organisations (such as Deloitte) will put you through the whole recruitment process within two months of applying, which means you could have a job offer in hand before Christmas. In other cases, you may not know where you stand until the end of the Easter vacation.
- **Spring term:** this can be a good time to start to explore the SME sector so that you know who to target, how and when. Some employers will advertise vacancies via the Careers Centre. Come and talk to a Careers Consultant to pin this down.
- **After graduation:** don't panic as graduate job vacancies may still be available. Some companies recruit around the year and smaller organisations tend to recruit as they need someone, rather than months ahead. Applying to SMEs is best done four to eight weeks before you will be available to start work. Some graduate recruiters have rolling recruitment, i.e. they do not set a deadline, but continue to recruit until they fill their spaces on the scheme.

KEY RESOURCES

General graduate recruitment

1. Target Jobs – targetjobs.co.uk/
2. Gradcracker – gradcracker.com/
3. Milkround - milkround.com/
4. The Recruitment & Employment Confederation (REC) - rec.uk.com/about-us/for-jobseekers
5. Yell.com online business directory - yell.com/
6. MyJobsOnline - reading.ac.uk/careers/myjobsonline
7. Graduate Recruitment Bureau (GRB) – grb.uk.com/
8. Guardian jobs – jobs.theguardian.com/
9. Aspire Graduate Jobs - weareaspire.com/graduate-jobs
10. Kompass global business directory - gb.kompass.com/
11. SearchMe4 UK local business directory - searchme4.co.uk/

Employment in Berkshire

1. The Reading Chronicle - readingchronicle.co.uk/jobs/
2. West Berkshire Council – westberks.gov.uk/

General job websites

1. Indeed - indeed.co.uk/
2. Monster - monster.co.uk/