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 online, including the Prospects, Target Jobs and The Times Top 100 resources. Companies also advertise their jobs on a variety of websites including the University of Reading Careers resource ‘My Jobs Online’ and at our careers fairs on campus.

Thinking outside graduate schemes
It may be surprising to hear, but the majority of graduates work for small or medium sized employers (SMEs for short) and these will recruit just a few graduates each year or maybe just one every other year. These organisations do not have large budgets to recruit so are unlikely to use expensive job boards; instead they will often go direct to their local university, possibly advertise in the local paper or rely on speculative applications.

Using professional bodies and professional journals
Some employers will advertise via the relevant professional body and/or journal – for example the Chartered Institute of Marketing for jobs in marketing. Find out where and how companies advertise, for the career area you’d like to get into.

Using recruitment agencies
You can target recruitment agencies you have heard about or which have an office on your High Street - this can be useful if you wish to remain local. Bear in mind that they are there to find employees for their client (the employer) so any approach needs to be professional – treat them as if they are your actual target company. Many recruitment agencies deal with specific career areas; to find the ones relevant log on to the REC website as a job seeker and you can search for relevant agencies.

Speculative applications
To do this, use a business directory like the Yellow Pages. 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 and find out the name of a person to write to (phone them up if necessary) and 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 vacancies, both local and national.

Using Social Media
Many employers use their Facebook page to advertise vacancies, so make sure you ‘Like’ their pages to receive updates. A strong, relevant profile on LinkedIn can lead to employer interest and could 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 also quite common for some industries to 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!

**September-December of your final year:** Apply to large company schemes. Be aware many closing dates will have passed by the end of December (if not earlier) so ideally do your research at the end of your penultimate year. Some of these organisations (such as large professional firms such as Deloitte) will aim to put you through the whole recruitment process within two months of applying so you could have a job offer in hand before Christmas. Others have a more drawn out process so you may not know where you stand until the end of the Easter vacation.

**Spring term:** Spring term can be a good time to start to explore the small medium employer sector so you know who to target, how and when. Some large and medium sized employers will advertise vacancies via the Careers Centre. Come and talk to a Careers Consultant to pin this down.

**After Graduation:** First, don’t panic! Some 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 usually best done four to eight weeks before you will be available to start work. Some graduate recruiters have a “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**

- **MyJobsOnline** - opportunities for Reading students
- **Prospects** – graduate schemes, careers profiles and lots more including ‘Prospects Planner’
- **TargetJobs** – careers intelligence & useful publications
- **GRB** - graduate schemes and advice
- **Milkround** - graduate vacancies and events
- **Guardian Jobs** - 1000’s of nationwide jobs
- **GraduateRecruitment** – graduate jobs for small and medium sized enterprises
- **Kompass** and **SearchMe4** – employer directories

**Employment in Berkshire**

- [http://www.readingchronicle.co.uk/jobs](http://www.readingchronicle.co.uk/jobs)
- [https://ats-westberkshire.jobsgopublic.com/vacancies/search](https://ats-westberkshire.jobsgopublic.com/vacancies/search) - jobs with West Berks County Council
- [https://www.reading.ac.uk/15/about/jobs/about-jobs-search.aspx](https://www.reading.ac.uk/15/about/jobs/about-jobs-search.aspx) - University of Reading jobs
- [http://www.gumtree.com/jobs/reading](http://www.gumtree.com/jobs/reading) - more local jobs...

**General job websites**

- **Indeed**
- **Monster**

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**MyJobsOnline**

[reading.ac.uk/careers/myjobsonline](http://reading.ac.uk/careers/myjobsonline)

Your one stop shop for jobs and placement opportunities posted by employers actively seeking Reading students and graduates. Personalise your profile and receive email alerts on the latest roles, view and book forthcoming events and manage your careers appointments.

Access all careers resources here: