PG Essentials: Finding a job this academic year

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Careers Consultant (Postgraduates)
Finding a job this year

- Timing
- Targeting
- Tactics – to uncover more jobs
Smart timing – What happens when?

Job adverts on CareersLink
(Full-time jobs only)
What support is available when?

<table>
<thead>
<tr>
<th>Date</th>
<th>Recruitment events</th>
<th>Vacancies</th>
<th>Careers support &amp; Information activities</th>
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<tbody>
<tr>
<td>Sept '18</td>
<td>Recruitment Fairs Employer talks and events</td>
<td>“Graduate schemes”</td>
<td>Online and face to face</td>
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<td>Oct '18</td>
<td>Occasional UG events School based events China Fair</td>
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<td>Nov '18</td>
<td>Graduate Recruitment Fair</td>
<td>“Immediate start” graduate jobs</td>
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<td>Direct entry jobs</td>
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<tr>
<td>Sept '18</td>
<td>Major Recruitment Fairs</td>
<td>Most “Graduate scheme” vacancies open from Aug/Sept</td>
<td>Talks and workshops from employers and careers specialists covering career options (inc. types of jobs, postgrad study &amp; self-employment), employability skills and applying for jobs</td>
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<td>Oct '18</td>
<td>3rd Oct – Little Careers Fair</td>
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<td>9th Oct – Big Careers Fair</td>
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<td>10th Oct – Big Careers Fair</td>
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<td>13th Nov – Law Fair</td>
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<td>14th Nov – Postgrad Study Fair</td>
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<td>Mainly jobs &amp; courses starting Autumn 2019 (&amp; 2020 for Law)</td>
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<td>Also look out for School based events</td>
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<td>Jan '19</td>
<td>Occasional 1st &amp; 2nd year undergraduate placement, summer work and School based events</td>
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<td>1st March - China Fair (Manchester)</td>
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<td>8th May - Graduate Recruitment Fair</td>
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<td>Sept '19</td>
<td>9th, 10th, 11th Oct – The (very!) Big Careers Fair plus Law Fair</td>
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<td>Date tbc - Postgrad Study Fair</td>
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Coming up in October …

- **Careers Fairs** – 3rd, 9th, 10th October
- **Employer presentations**
  - Bank of England, Shell, Accenture, Frontier Economics, Teach First …
- **Meet the Professionals**
  - Enterprise, Public Sector, Finance & consulting, Science & Engineering, Psychology…
- **Talks & workshops**
  - LinkedIn, Psychometric tests, Media Club…

Events information: [www.careers.manchester.ac.uk/events](http://www.careers.manchester.ac.uk/events)
Career Success for Masters:
What to do, when to do it

More to Manchester PGR Life than your research

How long does it take to find a job?

It depends …

- “Graduate Scheme”
  - Could be a year (Sept 18 for Sept 19 start)

- Advertised job
  - Can be filled before the closing date
  - Or can take 3-6 months

- Networking & speculative approaches
  - Investment strategies
  - Could be very quick or long term approach

- Start actively looking ~6 months before you need a job
What about the Postgraduate jobs?

• In the UK
  – Primarily “Graduate jobs” and “Jobs”
  – Don’t wait for “Postgraduate Jobs” events or adverts
  – Focus on the added value you can bring
    • Extra experience
    • Skills
    • Knowledge (sometimes)
Smart targeting

• How to look for a job when you don’t know what you want to do

• How to home in on your ideal job
  – Define your target
  – Scan the horizon
  – Use passive, active and proactive tactics in job hunting
How to find a job when you don’t know what you want to do

Many people fall into careers they love - by chance

Just try something challenging!

• It’s OK if you don’t get it right first time
• Every job you do will teach you something
• Who knows where it will lead to?
• Taking an “OK” or “who knows?” job is probably better than just waiting for inspiration
Six steps to take …

1. Be curious
   – Talk to employers, ask people about their jobs, scan job ads, attend careers events, try career matching programmes, test yourself out (dare to try stuff …)

2. Find the feeling - think big picture
   – What problems would you love to solve in the world?
   – What would you love to learn from a job?
   – What kinds of sectors or organisations interest you?

3. Be connected
   – Share ideas and information with friends & family
Six steps to take …

4. Start to clarify
   – Draw up a Yes/No/Maybe list of criteria & possible jobs

5. Evaluate jobs (& new criteria) against your list
   – What's my gut reaction?
   – What's behind my reaction?
   – Is that true? How could I validate that?
   – Add to your Yes/No/Maybe lists

6. Scan the horizon for jobs
Scan the horizon

• Prompt yourself:
  – Set up email alerts on job sites eg Careerslink
  – Find regular “dead time” (bus journeys, time between lectures etc) & check sites/browse online
  – Make it easy: bookmark sites to browse & save to your Yes/No/Maybe list
The right strategy?

Passive
- Agencies
- Online profile

Active
- Online search
- Engage with employers

Proactive
- Let others know you’re looking
- Uncover hidden jobs

Uncover hidden jobs
Agencies

- Send your CV to a bunch of big agencies and let them do the searching for you
  - Target specialist agencies
  - Discuss the job market and your approach with a specialist consultant
  - Tailor your CV, with their advice
  - Keep in touch
Online profile

- Set up your online profile eg LinkedIn and wait for the jobs to arrive
  - Become findable – photo, keywords, summary, connections
  - Join relevant occupational groups - interact
  - Follow employers
  - Connect with friends, colleagues, acquaintances
Online searches

- Type “jobs in X” into Google …
  - Use job aggregating sites eg Indeed, Careerjet, SimplyHired
  - Use general agency & newspaper sites eg CV-library, TotalJobs, Monster, Reed, Guardian
  - Target specialist jobs sites
    - Graduate level - CareersLink, GradJobSearch
    - Academic jobs – jobs.ac.uk, Times Higher Education
    - More suggestions under “Which career?”;
    - Passport Career – for international job market
Passport Careers

- Register to get access:
  www.careers.manchester.ac.uk/findjobs/overseas/passportcareer
Check employer websites

• Visit the sites of the employers you know
  ➔ Then find the employers you don’t know
  ➔ LinkedIn groups & Professional associations – who do members work for?
  ➔ Trade associations & employer membership organisations – national, regional, sector
  ➔ Trade conferences & exhibitions – who’s there?
Employer organisations

- Trade associations  [www.taforum.org/Members](http://www.taforum.org/Members)
- Professional associations  [www.totalprofessions.com/profession-finder](http://www.totalprofessions.com/profession-finder)
  - Tenant directories eg.  [https://biocity.co.uk/companies](https://biocity.co.uk/companies)
- Regional/sector organisations or surveys  
  -  [www.manchestereveningnews.co.uk/business/top-200-manchester-biggest-business-13614466](http://www.manchestereveningnews.co.uk/business/top-200-manchester-biggest-business-13614466)
  -  [www.bionowb2b.co.uk/bionow/about](http://www.bionowb2b.co.uk/bionow/about) - Directory search
Get active with employers

- Do more than just visit them occasionally
  - Track changes to their jobs pages
  - Upload your CV
  - Speculative approaches
Monitor page changes

- Eg On employer website jobs pages
  - [http://www.watchthatpage.com](http://www.watchthatpage.com) (free for light users)
  - [https://changetower.com](https://changetower.com) (3 urls free)
  - [https://visualping.io](https://visualping.io) (2 urls free)
  - [https://onwebchange.com](https://onwebchange.com) (3 urls free)
  - [https://versionista.com](https://versionista.com) (5 urls free)
Let others know you’re looking

- Speculative approaches
  - Targeted is best
  - Present yourself as a solution - be clear
  - Don't expect instant (or any?) response
  - Temporary/project/contract to create a "trial" job
Let others know you’re looking

- Friends, family, colleagues, other students, academics – you never know who knows who
  - Update your LinkedIn profile, share on social media – share progress & offer help to avoid sounding “needy”?
  - Go to events – alumni, careers, join professional associations and attend local & national events
  - Get known for helping others – they’ll help you
  - Follow up meeting potential employers – link on LinkedIn?
Next Step … Apply!

PG Careers - The Essentials:

• CVs and other types of written application

• 1\textsuperscript{st} October, 1:00-1:50
  Location:
  Mansfield Cooper G.21