PG Essentials: Finding a job this academic year

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Careers Consultant (Postgraduates)
The Secret to Careers Success?

CURIOUS

CONNECTED

COURAGEOUS

Find out more

Find help

Take action
Finding a job this year

• Smart Targeting
• Smart Timing
• Smart Tactics – to uncover more jobs
Smart Targeting:
How well do you know what you want?

1. I know the particular type of work I want including plenty of specifics
2. Know broadly the type of work I want
3. Got a few ideas but open to suggestions
4. Really not sure what I want to do and don’t know where to start
What’s on your checklist?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Maybe</th>
<th>No</th>
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Can be criteria for your ideal job, or jobs you’ve considered
How well do really you know what you want?

- Purpose/motivation – your reason for working?
- What skills, strengths, experience you want to use in your work?
- Work environment/style?
  - Pace, who you want to work with, type of work space (office, outdoor, lab, nearest coffee shop…)
- Life style – rewards, risk?

- Who pays you?
  - Employee (long/short term), entrepreneur, freelancer, portfolio worker?
- Location?
  - Where do you want to be, how far are you prepared to move or commute?
- Working pattern/hours?
- Sector – public, private, third sector, education, digital, consulting, health …
How well does it fit?

• Keep adding to your Yes/No/Maybe list
  – list of criteria &/or possible jobs

• 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

• Scan the horizon for jobs
Still don’t know? The big secret …

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
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
Smart timing – What happens when?

Job adverts on CareersLink
(Full-time jobs only)
<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>
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<td>Jan '19</td>
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<td>Feb '19</td>
<td>Occasional UG events School based events China Fair</td>
<td>Direct entry jobs</td>
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<td>Mar '19</td>
<td>Graduate Recruitment Fair</td>
<td>“Immediate start” graduate</td>
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<td>Apr '19</td>
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<td>jobs</td>
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<td>June '19</td>
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## Careers Timetable, 2018 - 2019: Graduate & Postgraduate Recruitment in the UK, University of Manchester Careers Service

<table>
<thead>
<tr>
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<tr>
<td>Sept '18</td>
<td><strong>Major Recruitment Fairs</strong>&lt;br&gt;3rd Oct – Little Careers Fair&lt;br&gt;9th Oct – Big Careers Fair&lt;br&gt;10th Oct – Big Careers Fair&lt;br&gt;13th Nov – Law Fair&lt;br&gt;14th Nov – Postgrad Study Fair&lt;br&gt;Mainly jobs &amp; courses starting Autumn 2019 (&amp; 2020 for Law)&lt;br&gt;Also look out for School based events</td>
<td>Most “Graduate scheme” vacancies open from Aug/Sept Closing dates from Oct to Dec</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>
<td>On-line careers support available all year round.</td>
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<td>Oct '18</td>
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<td>Other job vacancies open at any time of the year (inc. a few all year round graduate schemes)</td>
<td>Further career skills &amp; information sessions – including creative, environment &amp; charity/not-for-profit sector events</td>
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<td>Nov '18</td>
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<td>Postgrad study vacancies open from Autumn until places are filled</td>
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<td>Individual careers support available whenever the University is open (Mon – Fri, all year around except Christmas closure)</td>
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<td>Occasional 1st &amp; 2nd year undergraduate placement, summer work and School based events</td>
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<td>Mar '19</td>
<td>1st March - China Fair (Manchester)</td>
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<td>8th May - Graduate Recruitment Fair&lt;br&gt;Mainly for jobs starting in summer</td>
<td>&quot;Immediate start&quot; graduate jobs advertised</td>
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<td>Recruitment Fairs&lt;br&gt;9th, 10th, 11th Oct – The (very!) Big Careers Fair plus Law Fair&lt;br&gt;Date tbc - Postgrad Study Fair&lt;br&gt;Jobs &amp; courses starting Autumn 2020 (&amp; 2021 for Law)</td>
<td>&quot;Graduate schemes&quot; open again from Aug/Sept (sometimes earlier)&lt;br&gt;Jobs start Autumn 2020</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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Coming up …

• **Employers on campus**
  - Foreign & Commonwealth Office, Airbus, Deloitte, McKinsey …

• **Meet the Professionals**
  - Marketing, PR & Advertising, Big Data, Engineering, Psychology…

• **Talks & workshops**
  - LinkedIn, Psychometric tests, Media Club, Third Sector Club…

Events information: 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 tactics

- **Passive**
  - Agencies
  - Online profile

- **Active**
  - Online search

- **Proactive**
  - Engage with employers
  - Let others know you’re looking

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](https://www.indeed.com), [Careerjet](https://www.careerjet.com), [SimplyHired](https://www.simplyhired.com)
  - Use general agency & newspaper sites eg [CV-library](http://www.cvlibrary.com), [TotalJobs](https://www.totaljobs.com), [Monster](https://www.monster.com), [Reed](https://www.reed.co.uk), [Guardian](https://jobs.theguardian.com)
  - Target specialist jobs sites
    - Graduate level - [CareersLink](https://www.careerslink.co.uk), [GradJobSearch](https://www.gradjobsearch.co.uk)
    - Academic jobs – [jobs.ac.uk](https://www.jobs.ac.uk), [Times Higher Education](https://www.thefutureofeducation.com)
    - 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*
    - Employers may not be able to keep speculative CVs with new GDPR laws – connect via LinkedIn?
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

- 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?