PG Essentials: Finding a job this academic year

Elizabeth Wilkinson
Careers Consultant (Postgraduates)
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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Still don’t know? The big secret …

Many people fall into careers they love - by chance

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?
• 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept ‘19</td>
<td>Recruitment Fairs Employer talks and events</td>
<td>“Graduate schemes”</td>
<td></td>
</tr>
<tr>
<td>Oct ‘19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov ‘19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec ‘19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan ‘20</td>
<td>UG/Graduate recruitment events School based events China Fair</td>
<td>Direct entry jobs</td>
<td>On-line and face to face</td>
</tr>
<tr>
<td>Feb ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept ‘20</td>
<td>Recruitment Fairs Employer talks and events</td>
<td>“Graduate schemes”</td>
<td></td>
</tr>
<tr>
<td>Oct ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec ‘20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Careers Timetable, 2019 - 2020: Graduate & Postgraduate Recruitment in the UK

University of Manchester Careers Service

<table>
<thead>
<tr>
<th>Date</th>
<th>Recruitment events</th>
<th>Vacancies</th>
<th>Information activities</th>
<th>Careers support</th>
</tr>
</thead>
</table>
| Sept '19 | Major Recruitment Fairs  
1st Oct - Little Careers Fair  
8th Oct - Law Fair  
9th & 10th Oct - Big Careers Fair  
19th Nov - Postgrad Study Fair  
Mainly jobs & courses starting Autumn 2020 (& 2021 for Law)  
PLUS look out for School based Fairs |
| Nov '19 | Most "Graduate scheme" vacancies open from Aug/Sept  
Closing dates from Oct to Dec |
| Dec '19 | Spring employment events including recruitment for placements, graduate jobs and School based fairs (dates tbc)  
21st Feb - China Fair (Manchester) |
| Feb '20 | Other job vacancies open at any time of the year (inc. a few all year round graduate schemes) |
| Mar '20 | "Immediate start" graduate jobs advertised |
| Apr '20 | Postgrad study vacancies open from Autumn until places are filled |
| May '20 | "Graduate schemes" open again from Aug/Sept (sometimes earlier) |
| June '20 | Jobs start Autumn 2021  
(& 2022 for Law) |
| July '20 | Talks and workshops from employers and careers specialists covering career options (inc. types of jobs, postgrad study & self-employment), employability skills and applying for jobs |
| Aug '20 | On-line careers support available all year round. |
| Sept '20 | Further career skills & information sessions – including creative, environment & charity/not-for-profit sector events |
| Oct '20 | June - Pathways - careers event for PhDs |
| Nov '20 | Individual careers support available whenever the University is open (Mon - Fri, all year around except Christmas closure) |
Coming up …

• Employers on campus
  – Civil Service Fast Stream, BP, Deloitte, HSC …

• Meet the Professionals
  – Banking & Finance, Consulting, Environment & Renewables, Law, Psychology, Arts, Heritage & Culture …

• Talks & workshops
  – LinkedIn, Psychometric tests, Media Club, Third Sector 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 19 for Sept 20 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
  ➔ “Insourcing” – a growing trend?
    ➔ Agencies often the way into eg the pharmaceutical industry
  ➔ Discuss the job market and your approach with a specialist consultant
  ➔ Tailor your CV, with their advice
  ➔ Keep in touch
Agencies

Our advice on using agencies:

- [www.careers.manchester.ac.uk/findjobs/graduatejobs/agencies](http://www.careers.manchester.ac.uk/findjobs/graduatejobs/agencies)

Sources of specialist (& other) agencies:

- **Reed** – includes a directory of employers and agencies currently recruiting, searchable by sectors
  [www.reed.co.uk/recruiterdirectory](http://www.reed.co.uk/recruiterdirectory)

- **Recruitment and Employment Confederation** – search registered agencies by sector and location
  [www.rec.uk.com/membership/member-directory](http://www.rec.uk.com/membership/member-directory)

- **Agency Central** – a directory of agencies (though searches can include a lot of general agencies)
  [www.agencycentral.co.uk](http://www.agencycentral.co.uk)
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](https://www.library.com), [TotalJobs](https://www.totaljobs.com), [Monster](https://www.monster.com), [Reed](https://www.reed.co.uk), [Guardian](https://www.theguardian.com)
  - Target specialist jobs sites
    - Graduate level - [CareersLink](https://www.careerslink.co.uk), [GradJobSearch](https://www.gradjobsearch.com)
    - Academic jobs – [jobs.ac.uk](https://www.jobs.ac.uk), [Times Higher Education](https://www.timeshighereducation.com)
    - More suggestions under “Which career?”;
    - Passport Career – for international job market
Passport Careers

- Register to get access: [www.careers.manchester.ac.uk/international/passportcareer](http://www.careers.manchester.ac.uk/international/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?
Careers support for Postgraduates

• Online
  – www.manchester.ac.uk/careers/pg
  – Social media: www.careers.manchester.ac.uk/services/socialmedia

• In groups - talks/events
  – www.manchester.ac.uk/careers/events
  – www.manchester.ac.uk/careers/postgraduates/events
  – CareersLink: for vacancies and events: www.manchester.ac.uk/careerslink

• In person
  – 15 minute “getting started” & drop-in appointments (30 minutes later in the semester)
  – 15 minute “Application Advice” – feedback on applications
  – Email support for queries
  – Careers Help Desk: The Atrium, 1st floor Uni Place, 9-5, Mon – Fri
  – Details: www.careers.manchester.ac.uk/services
PG Career talks – Semester 1 2019

- **Finding a job this academic year**
  1.00-1.50, Tuesday 1\(^{st}\) Oct, Uni Place 2.220

- **CVs/applications – The Basics**
  1-1.50, Friday 4\(^{th}\) Oct
  Uni Place 2.220

- **CVs/applications – Beyond the Basics**
  1.00-1.50, Monday 7\(^{th}\) Oct,
  Uni Place 1.218

- **Interviews/assessment – The Basics**
  1.00-1.50, Monday 14\(^{th}\) Oct,
  Uni Place 1.218

- **Interviews/assessment – Beyond The Basics**
  1.00-1.50, Tuesday 22\(^{nd}\) Oct,
  Uni Place 1.218

- **Becoming an Academic**
  1.00-1.50, Thursday 24\(^{th}\) Oct,
  Alan Turing G.107

Slides and podcast available after each talk – see
[www.careers.manchester.ac.uk/postgraduates/events](http://www.careers.manchester.ac.uk/postgraduates/events)