THE UNIVERSITY of EDINBURGH
Careers Service

Finding Graduate Jobs & Internships

Matt Vickers
Careers Consultant

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Before we start

Can you hear the presenter talking?

- Please select yes/no on the on-screen poll, or type your answer in the chat box

- If you can't hear, try leaving and re-joining the session – Google Chrome is the recommended browser.

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Asking Questions

Etiquette

Please mute your microphone

You can type a question or comment at any time in the text chat.

Identity

Why is my name displayed?
Your name is displayed to the facilitator and the other students and you are able to see their names. This is to help keep the learning space secure, support engagement, and run the session effectively. It will not be visible on any published recording.

Do I have to turn my video on?
No.

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Recording

- This session will now be recorded. Any further information that you provide during a session is optional and in doing so you give us consent to process this information.

- These sessions will be stored by the University of Edinburgh for one year and published on our website and Media Hopper during that time.

- The text chat is recorded but will not be visible on the published recording.

- By taking part in a session you give us your consent to process any information you provide during it.

- We will tell you when we stop recording.

Today's session supports you towards

Building experience and **Discover what's out there**

Find out more…
https://www.ed.ac.uk/careers/students/undergraduates/
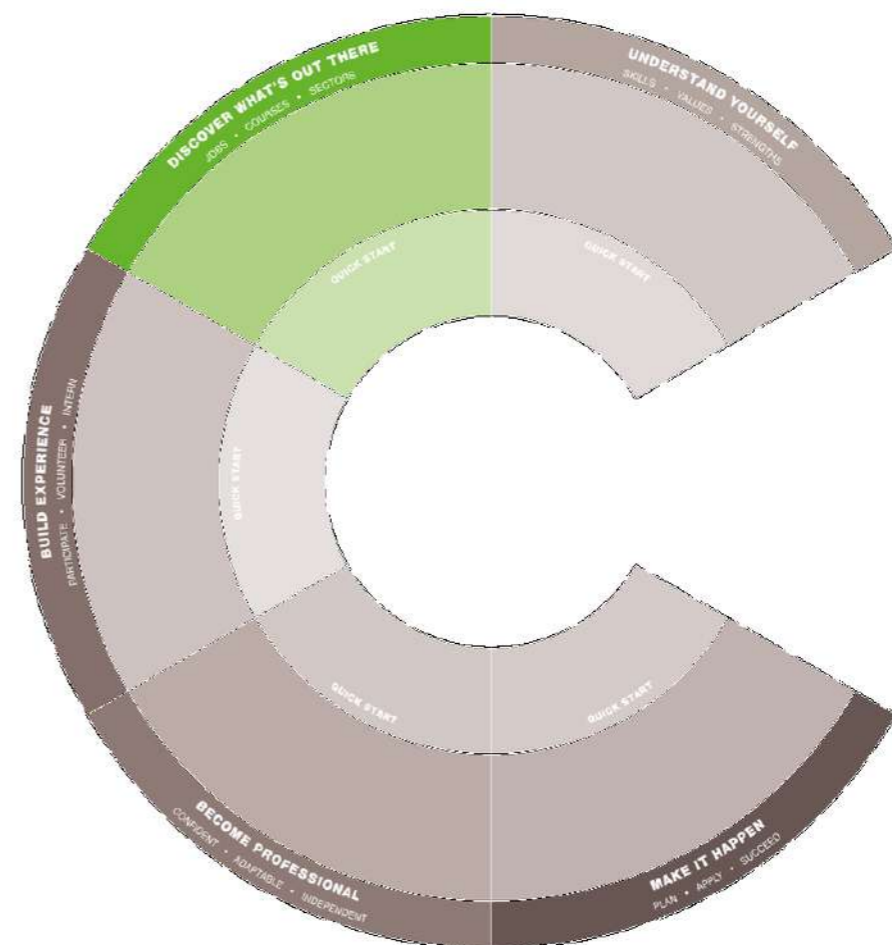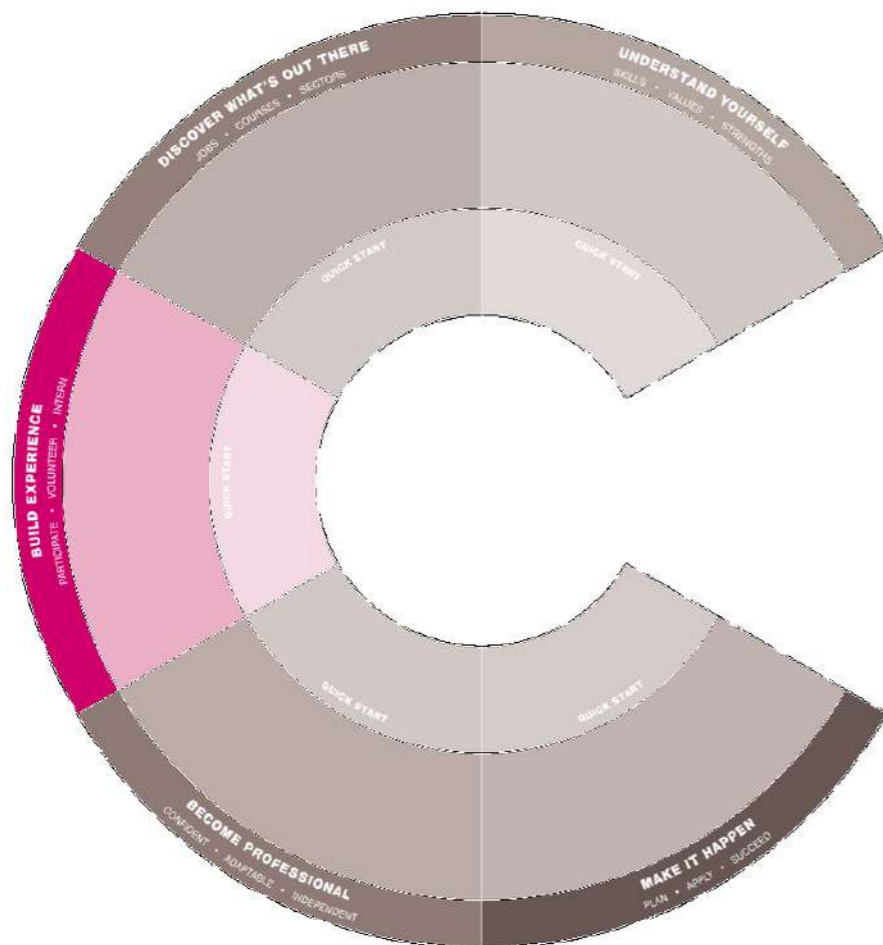
"**All work experience is valuable**... Any part time jobs, volunteering, and/or team activities are going to help build your CV and give you interesting examples during an interview. As a recruiter, I am looking for a well-rounded individual who can recognise the value that having difference experiences can teach you."

Sophie Willmott
**Senior Early Careers Talent Acquisition Advisor,
Mott MacDonald**

M M
MOTT
MACDONALD

"Around 70% of respondents reported that they hired interns and 54% reported that they hired placement students."

These short-term and temporary hires are important routes into graduate jobs. Respondents report that they recruited an average of 47% of their interns and 44% of their placement students into graduate jobs in subsequent years."

Institute of Student Employers
Inside Student Recruitment 2019
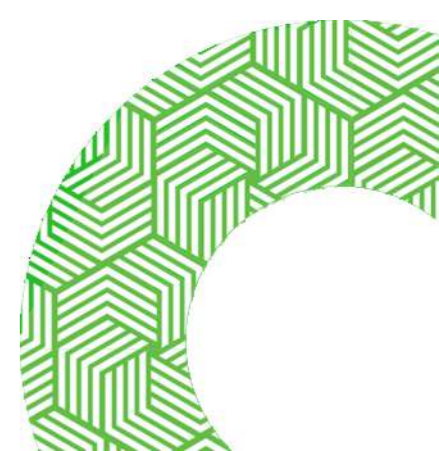
All experience is good!

Use our website to discover the many ways you can get different types of experience

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https://www.ed.ac.uk/careers/students/undergraduates/build-experience
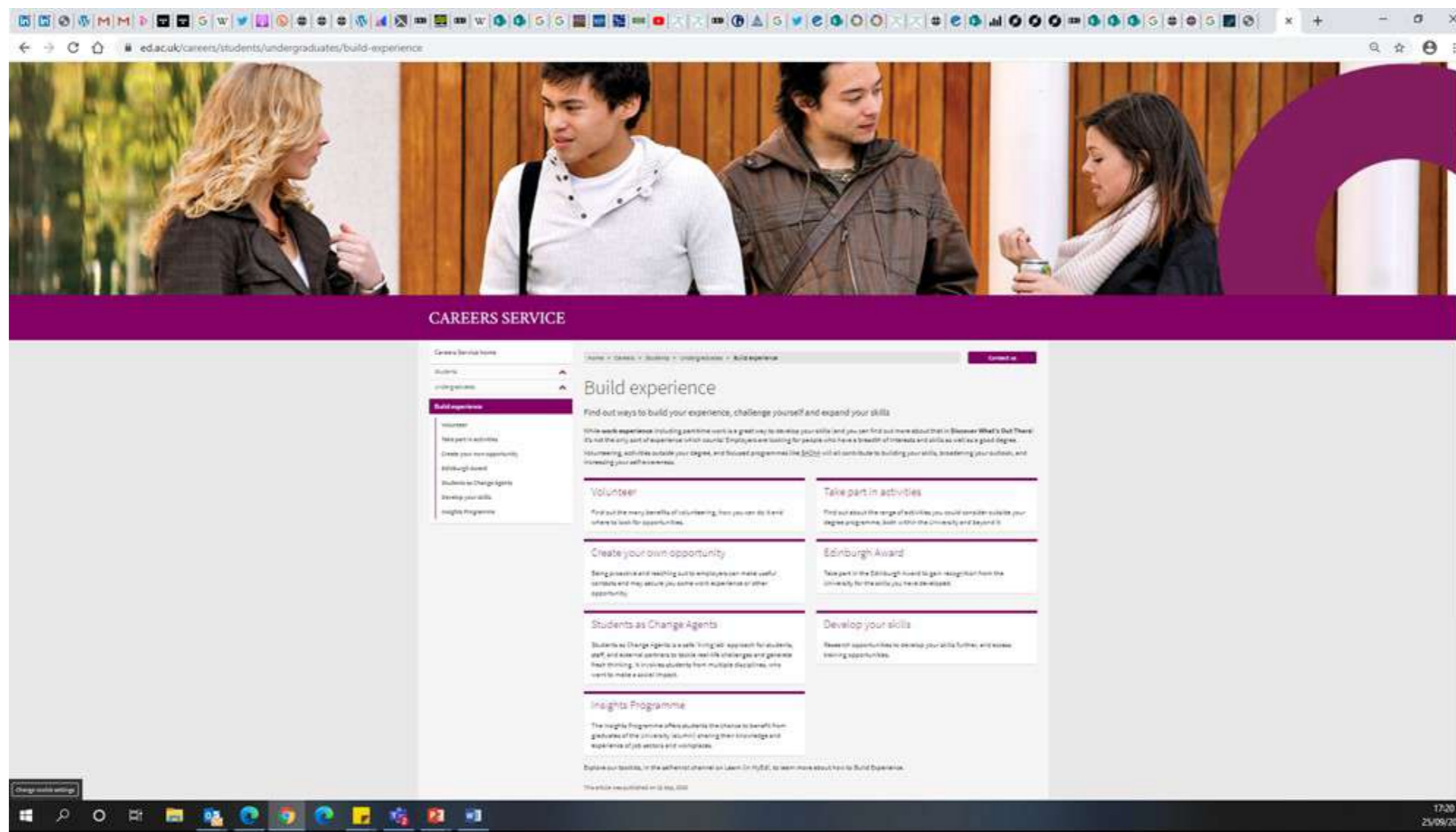
Finding jobs & internships

2 ways:

1. Reactive methods

2. Proactive methods

Reactive: Get 'lists' of opportunities

Graduate career and work experience **websites**

- Prospects - www.prospects.ac.uk

- TARGETjobs - http://targetjobs.co.uk

- Gradcracker - www.gradcracker.com

- Inside Careers - www.insidecareers.co.uk

- Rate My Placement - www.ratemyplacement.co.uk

- Milkround - www.milkround.com

- Specialist e.g. eFinancial Careers - www.efinancialcareers.co.uk

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MyCareerHub
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- https://mycareerhub.ed.ac.uk

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Being proactive

Search, go out and **make it happen**!

Attend employer events
https://www.hub.ed.ac.uk/s/mycareerhub/event

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How Graduates Working Full-time Found Their Jobs
20012/13 DLHE Survey

- 14%
- 18%
- 5%
- 12%
- 14%
- 7%
- 13%
- 3%
- 14%

Legend:
- Employer's web site
- Newspaper/magazine advertisement
- Own institutions Careers Service
- Recruitment agency
- Speculative application
- Personal contacts inc family and friends
- Professional networking
- Already worked there (inc on internship)
- Other
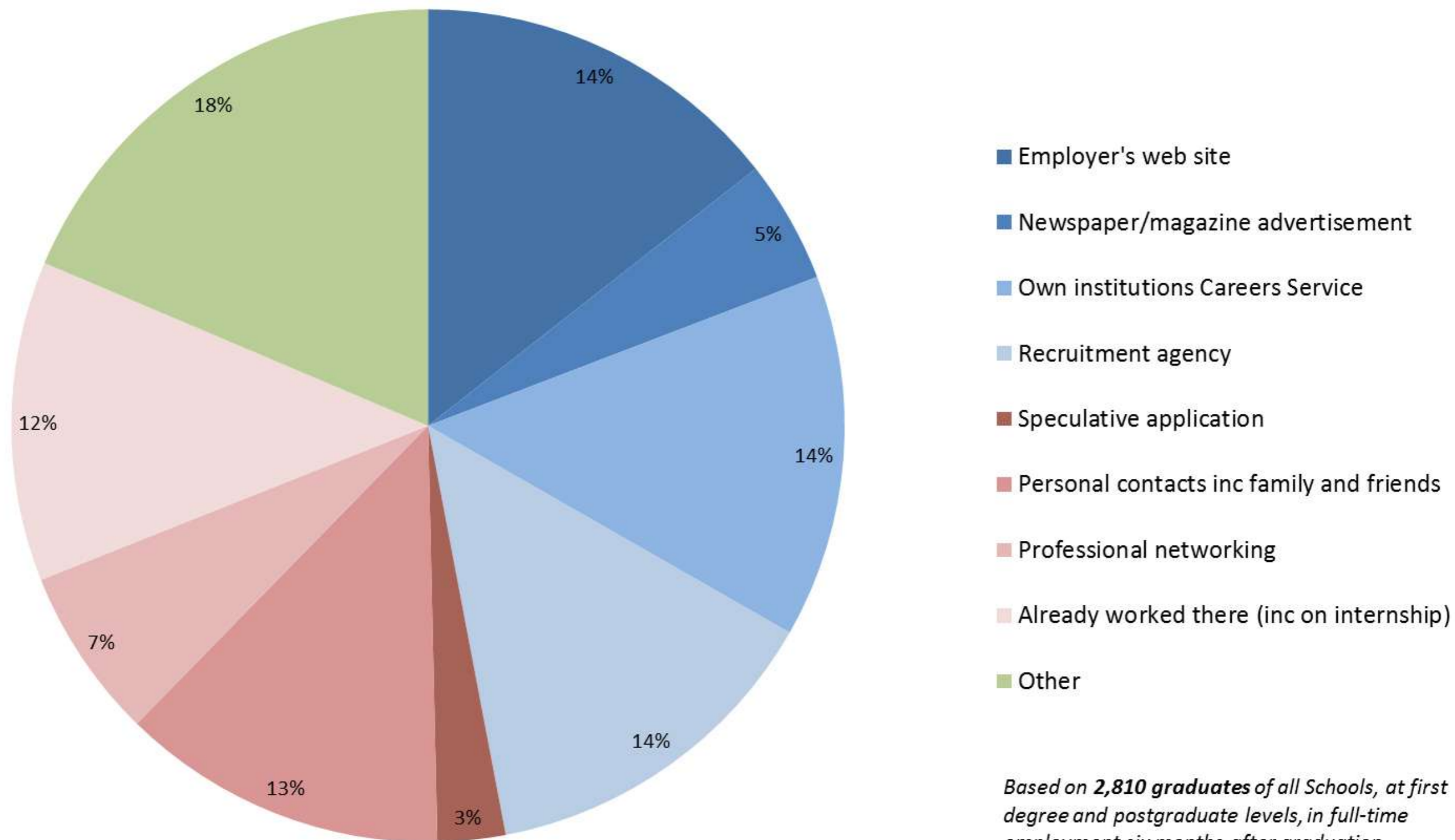
*Based on **2,810 graduates** of all Schools, at first degree and postgraduate levels, in full-time employment six months after graduation.*

Why aren't all internships (jobs) advertised?

"If we advertised for students, we'd drown in applications,"

Amber Lauchlan, National Physics Laboratory
IoP Website 2015

IOP
Institute of Physics

Go direct!
e.g. GSPK http://www.gspkdesign.ltd.uk/about-us/careers/

Maybe globally???

e.g. ABB
https://new.abb.com/uk/careers/opportunities/students

Be flexible – be mobile (remote working?)

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Internships? "Piggy-back" on graduate jobs!

After all, it is the same recruiters/companies!

e.g.

e.g.

Grad jobs? "Piggy-back" on exp. hires!

Create your own 'list' of opportunities...

Professional Associations (e.g.)
- e.g. **Royal Statistical Society** https://rss.org.uk/jobs-careers/career-development/
- e.g. **OR Society** https://www.theorsociety.com/careers/

Trade Associations / Sectoral Directories – Member lists
- e.g. **Renewables UK** https://www.renewableuk.com/search/custom.asp?id=3933

Sectoral information
- Where do vacancies get advertised? Look in the right places!
- Use: **TARGETjobs**:
  - https://targetjobs.co.uk/career-sectors and
  - https://targetjobs.co.uk/careers-advice/job-descriptions
- Use **Prospects**:
  - https://www.prospects.ac.uk/job-profiles/browse-sector
- e.g. **Third Sector**
  - https://www.charityjob.co.uk and https://goodmoves.com/

Phone Books – search for different employer types by location
- www.yell.com

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Networking: your thoughts?

What if…

Dear [your name],

We haven't met, but I am a sixth former and like you I come from [your hometown] and attended XXX school. I am getting in touch because I am in the process of researching universities and I'm considering coming to study Maths at Edinburgh. Being a 4/5-year degree, I want to make the best possible choice of university. With this in mind, I have some questions about the course, the uni (academically and socially), as well as what it's like living in the city.

So I am getting in touch to ask if you would be willing to spare me some time to answer a few of my questions? I am happy to send them via email or, if it's easier/you prefer, to set up a time to chat informally by phone or Skype/Zoom? I 'd be glad to fit around you as regards timings, as I appreciate you are busy.

I look forward to hearing from you. Thanks for your time.

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Networking: some examples of its use

- Get recommendations for a new mobile

- Get advice on which letting agencies to use to find a flat

- Recommendation of a pub, club or a great new band

- Speak to somebody who has travelled to the place you want to explore in the summer

- Find what a particular uni/MSc/PhD is really like

- Looking for an engineering placement (e.g. Shipbuilding, Rosyth)

BAE SYSTEMS

- Find out about a job role you are unfamiliar with

- Get an insider's view on a company/what it's like to work there

- Advice on where to look for vacancies (sources)

Networking?

Is **not**… ✗

- Cheesy

- Cheating

- Unfair

- Uncomfortable

- Difficult

Networking?

Is **not**… ✗

- Cheesy
- Cheating
- Unfair
- Uncomfortable
- Difficult

Is… ✓

- Common
- Simple
- **Exchange of information**
- Effective use of resources
- You do it all the time

One thing networking really, really is not:

Asking for a job, *OR* demanding other *unreasonable* things!

Dear Alicia,

I hope you don't mind me getting in touch. I saw on your profile that you work in data science for EDF Energy.

I am an Edinburgh maths student and keen to do that, too.

Can you help get me a job?

Cheers,

Matt

Networking can…

Short-term

Answer your questions

Yield additional information

Learn from others' experience

Provide you with advice

Longer-term

Create 'allies' to support you

Build mutually beneficial, professional contacts

…even friendships!

A *true* networking story…

IMG

It can be 2-way!

Hello Matt,

Alan Baxter - Graduate Recruitment

You may remember me as a final year civil engineering student you helped ahead of an assessment centre for Thames Water nearly 4 (!) years ago. Since we last spoke, I have moved on from Thames and now work for Alan Baxter Ltd, a civil and structural engineering firm in central London. We have a passion for historic and listed buildings as well as a wide variety of interesting and complex new build structures.

Alan Baxter holds graduates from the University of Edinburgh in high esteem (it helps that one of the strategic directors is an Edinburgh alumnus), and as such I have been asked to get in touch to let you know that we are looking for Graduate Engineers and Summer Placement students for 2020. I have attached our adverts for Graduate Engineers and Summer Placement roles along with our graduate brochure, and I would be very grateful if you could promote our available positions to civil and structural engineering students within the University. As you will see, we are looking for high quality engineers and designers who have a passion for the built environment and want to work in a creative design office.

At a conference of Engineering PhDs

Matt presenting:

"I want to highlight the importance of networking and making contacts. As an example, how many of you here [c.40] got onto your PhD by applying to an advertisement? Please raise your hands.

PhD Delegates:

Around a quarter/third raised their hands

=> two-thirds to three-quarters got a PhD offer through knowing someone!

A recent request for help

Subject: Higher education lecturer case studies

Dear colleagues,

I'm currently updating the AGCAS Higher education lecturer https://www.prospects.ac.uk/job-profiles/higher-education-lecturer job profile and wondered whether you had any lecturer contacts who would be willing to provide a case study to provide a personal insight into the profession. We're looking for recently graduated lecturers who are maybe fairly new to the role or have been working as lecturers for a couple of years or so. We can link to the university website (or department) from the case study.

If you have any HE colleagues would be willing to provide an HE lecturer case study, I would be grateful if you could contact me at sarah.nichols@agcas.org.uk. I can provide them with further details and a case study template to fill in.

With many thanks

Best wishes

Sarah Nichols

But don't you need contacts?

You already have **lots**! And can make more

Another true story…
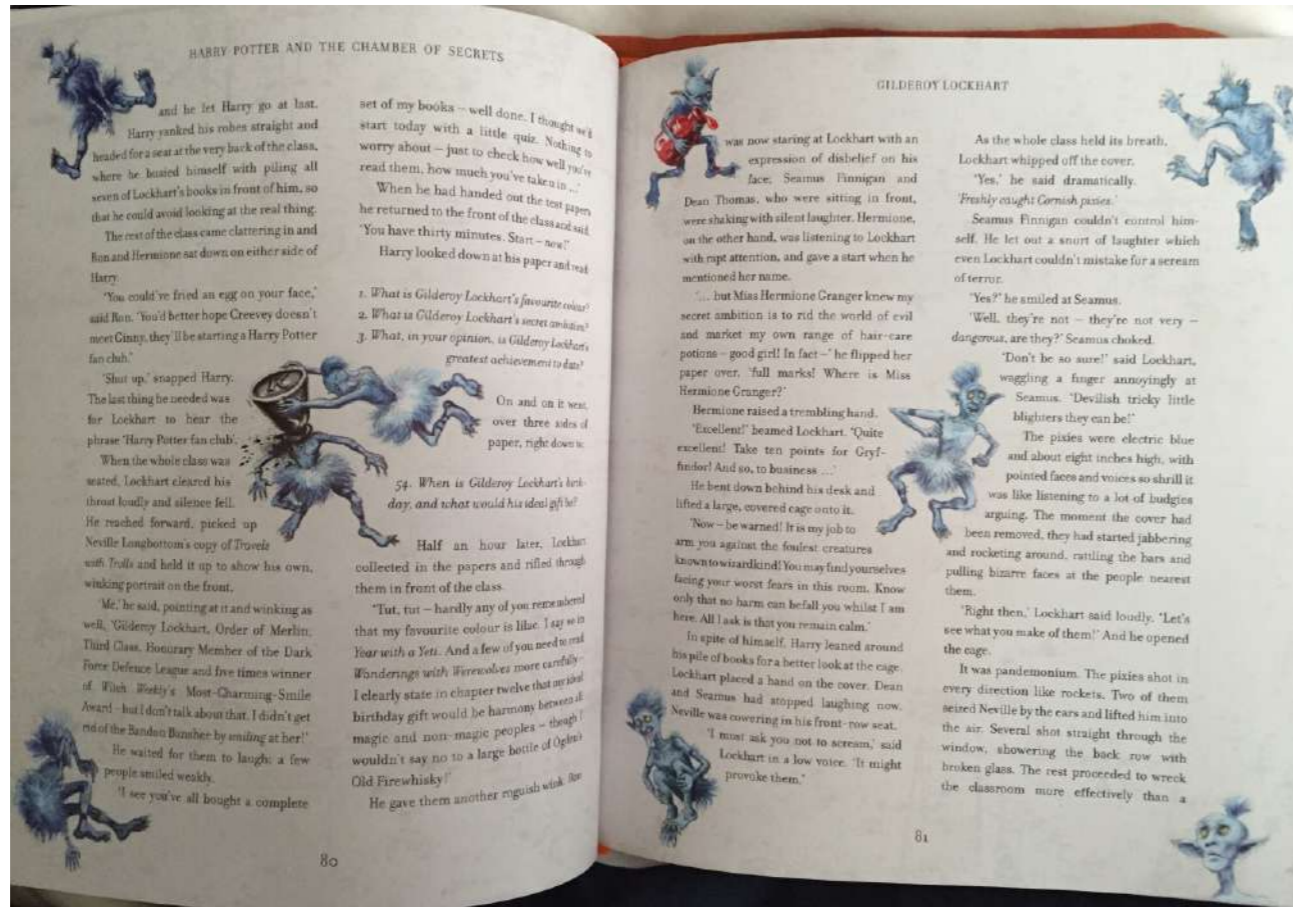
Bonhams 1793

International Auctioneers and Appraisers

Imagine…

- You are going to a party

- There will be **lots** of people you don't know.

- How do you feel?

- What will you say to the strangers?

- Would you prefer to:

  - ✓ Go up to a stranger and begin talking to them…

  - ✓ …or to be the person spoken to?

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You may already have a digital network?
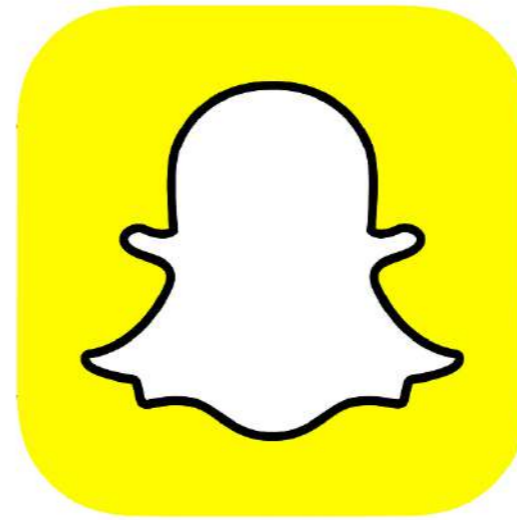
(Perils of) Keeping track

- Social media is a great way to maintain your network
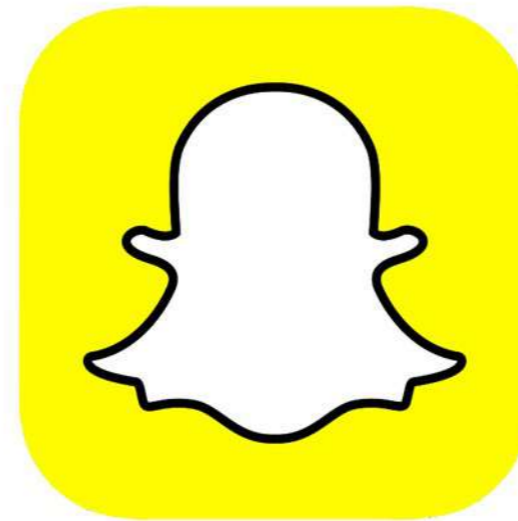
- …but it might be problematic!

- How **professional** is your social media?!!

- Your digital footprint?

Use more professional platforms!

Why you should use *LinkedIn*

- People might find you (*i.e. recruiters*).

- **You might find people, or organisations**: use it as a **research tool**
  - to explore possible **career paths**, open to your degree
  - to identify possible **employers** in locations/sectors of interest
  - to learn *how* people got to the job you want!
  - To make speculative applications

- It has **jobs** on it – incl. internships and roles for new graduates

- Connect with professionals and **ask for advice/expertise**

- Your profile can **complement information in job applications**

Using LinkedIn Passively:

Using LinkedIn Passively:

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Using LinkedIn Passively:

Using LinkedIn Passively: BBC RADIO 6 music

Using LinkedIn Passively:

Education
- Qualifications needed (incl. PG study?)

Skills
- What should you be aiming for?

Interests
- Which companies (i.e. sources of job leads!) does she follow?
- Which Groups is she in?

Using LinkedIn Passively: ARCAM
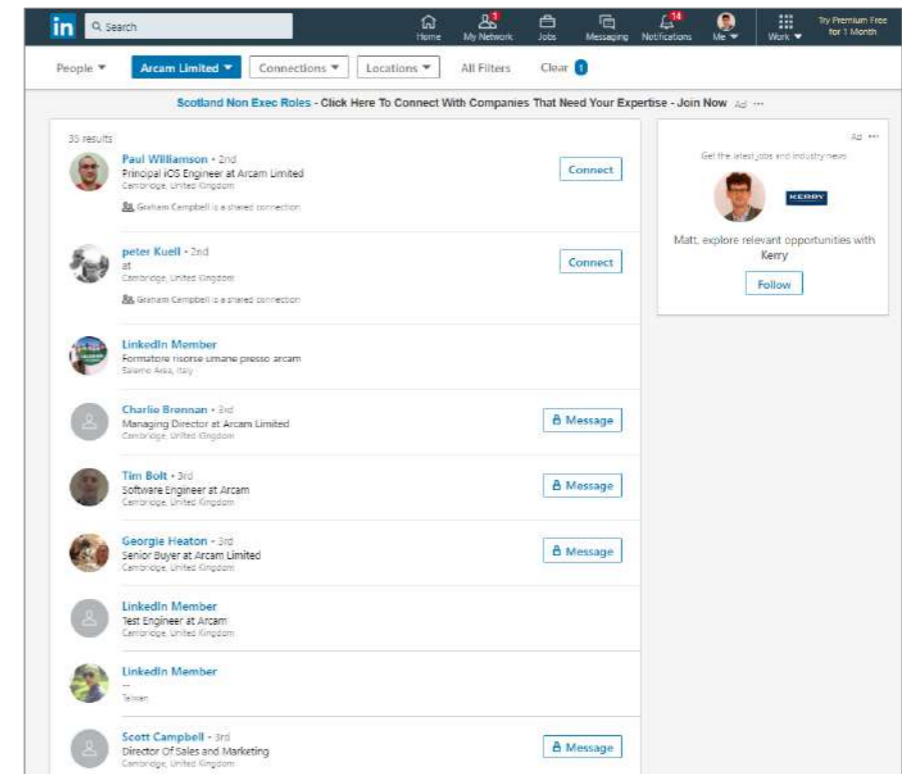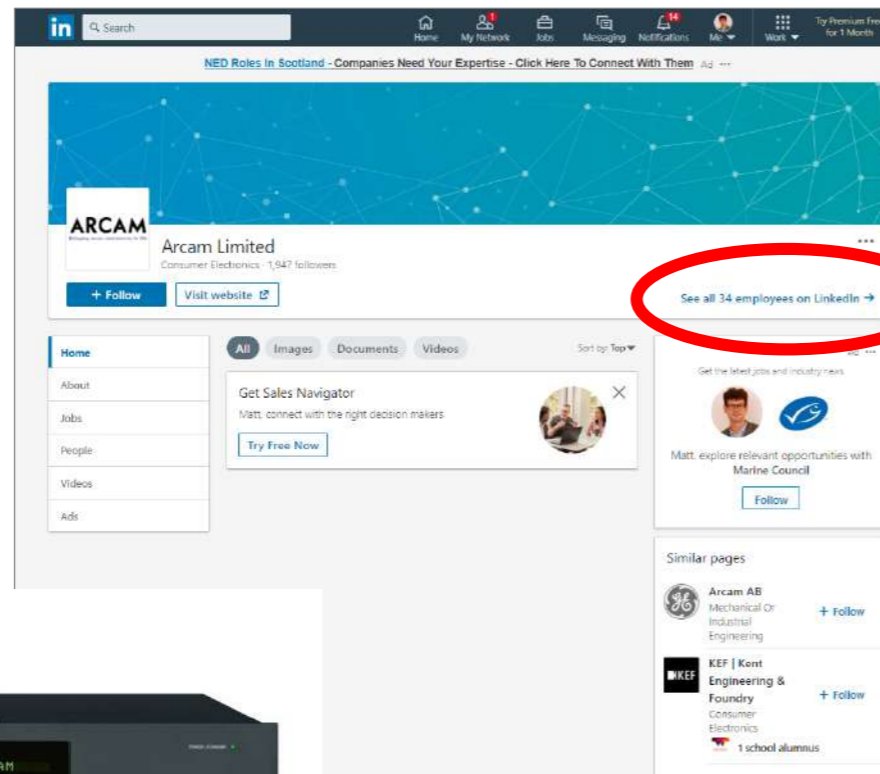
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Using LinkedIn Advice:

The more people you are connected to, the more likely you'll see the information of somebody you're interested in > more useful it is!

Step 1: Connect to family and friends, academic staff
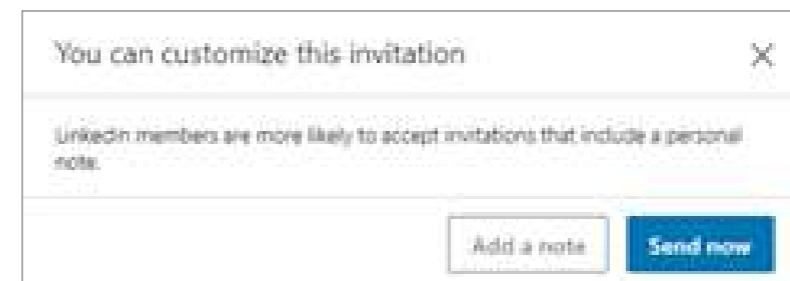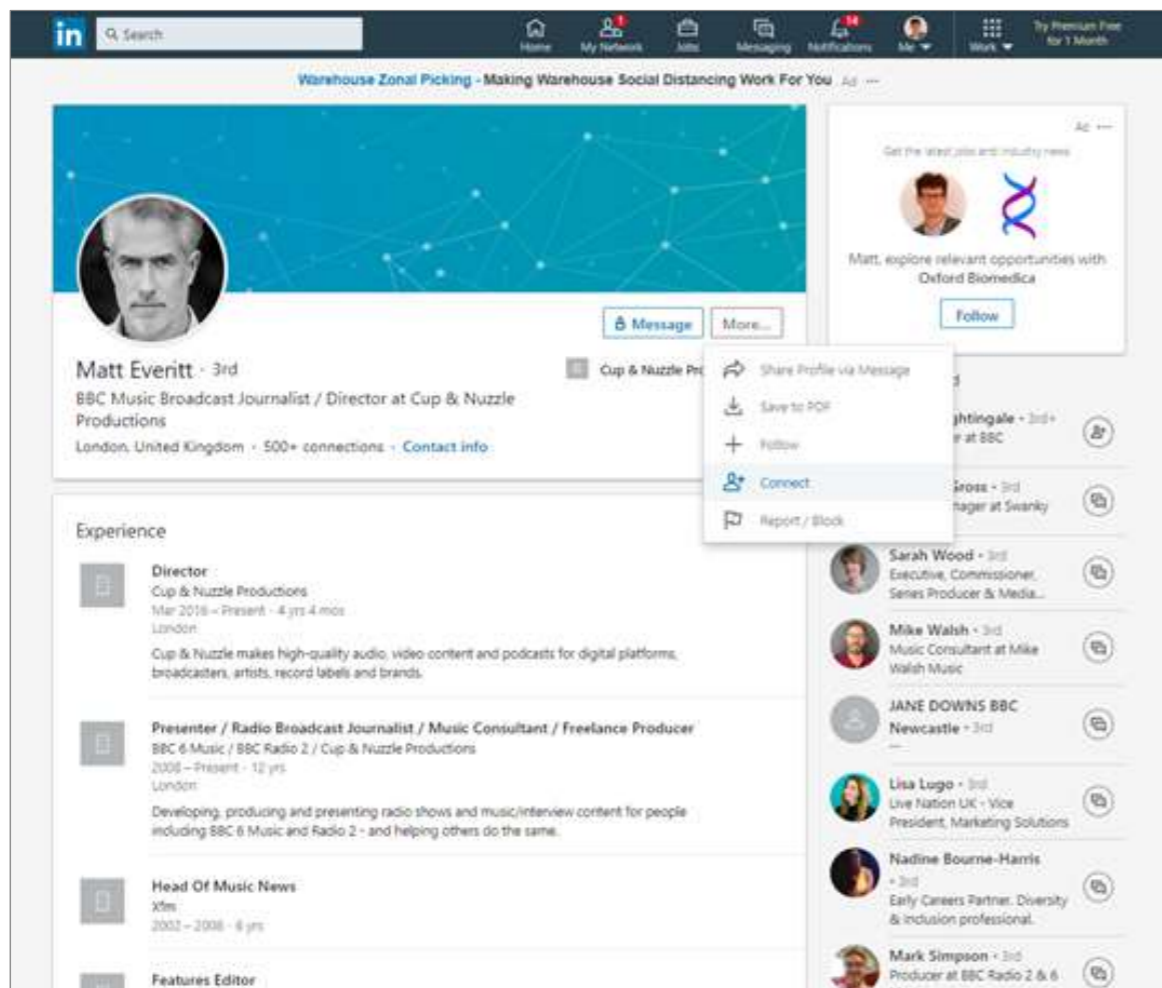
Step 2: Join relevant Groups

Step 3: Follow organisations of interest (prof bodies, recruiters etc.)

Step 4: Connect to people of interest

Be resilient! OK if people decline.

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Connecting on LinkedIn: Add a note!

Explain:

- Who you are
- How they relate to you
- Why you wish to connect to them

N.B. Check spelling & grammar

Example connection note

Dear Matt,

I am a 2nd year undergraduate at Edinburgh, keen to learn about and investigate the feasibility of a career in radio music broadcasting. I wish to connect with you in order to ask you a couple of questions around how the industry views postgraduate journalism courses and also what key skills it looks for. I am interested in messaging you specifically on these things because of my enjoyment of your "The first time" interviews on BBC Radio 6 Music and also being a fellow drummer.

With best wishes,

Jane

N.B. There is a character limit (190 or 300?) for LinkedIn *Connection* notes!

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Improve your profile: it's the little things…

- ✓ Professional photo
- ✓ Name without title/qualifications (so you can be found!)
- ✓ Customise the tagline
- ✓ Customise the URL
- ✓ Add a short summary statement?
- ✓ Education
- ✓ Experience (incl. tasks; why they matter; achievements; logos?)

  *Think about the **order** of the sections (moveable): what sells you best?*

- ✓ Add skills
- ✓ Collect endorsements – and recommendations?
- ✓ Examples of your work a digital portfolio?

e.g. https://www.linkedin.com/in/alexrwinter/

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Check your spelling and grammar
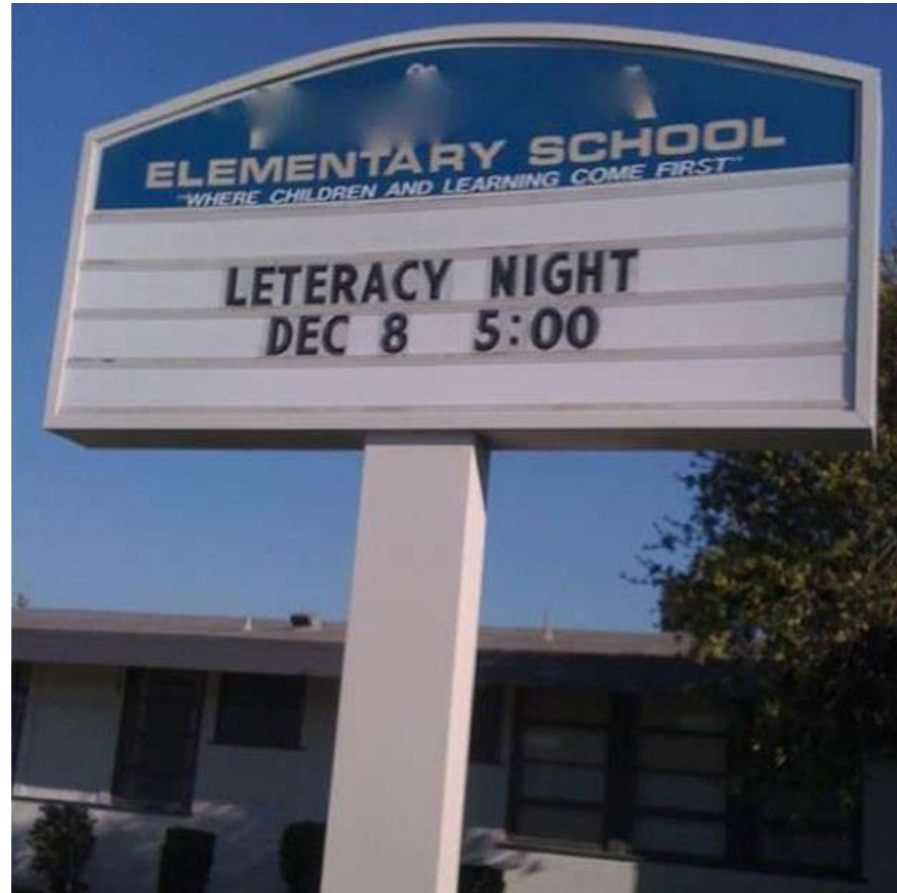
– then check it again!

Grow your network

- Connect with people you know to expand your network:

  - Family

  - Friends

  - Student society members

  - Classmates – high school, undergraduate study and Edinburgh

  - Co-workers?

  - Tutors

- Join groups e.g. UoE School of Maths

- Widen out to people you'd like to connect to:

  - Follow at first? (Or connect via other social media, e.g. Twitter?)

  - Connect via profile – personalise the message

  - Don't worry if knocked back!

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Use *LinkedIn*: research people and careers

- What can I do with my degree?

- Who do people from my subject area work for?

- Where could I go? (location)

- How do I become an X?

Use the [alumni page](#) to search for answers some of these questions

and more.

N.B. Can also follow organisations/companies and keep up-to-date; some post jobs!

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LinkedIn "etiquette"

- Requesting to connect to somebody
  - *Follow* people if you don't want to initially connect – can keep up to date with what they're posting
  - Check advice about contacting on the person's profile
  - Personalise and provide some context, if possible – Connect from profile only!

- Managing requests to connect: what's your policy?

- My policy:
  - Do I know them?
  - Why do they want to connect with me?
  - Have they personalised their message?
  - Do they work in the same sector? Or are they a maths/eng. student?
  - [Occasionally: Will they be useful to me?!]

There is no "correct" answer… you will need to decide for yourselves.

Researching jobs

- Based on your profile, *LinkedIn* will recommend jobs (see adverts/ may get emails)

- Can also go to [job board](#) – change *Experience* Level to *Internship* or *Entry-level*.

- Search for/follow companies – many post jobs on *LinkedIn*

- Look up your interviewers!

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PLATFORM ONE
A place for University of Edinburgh people
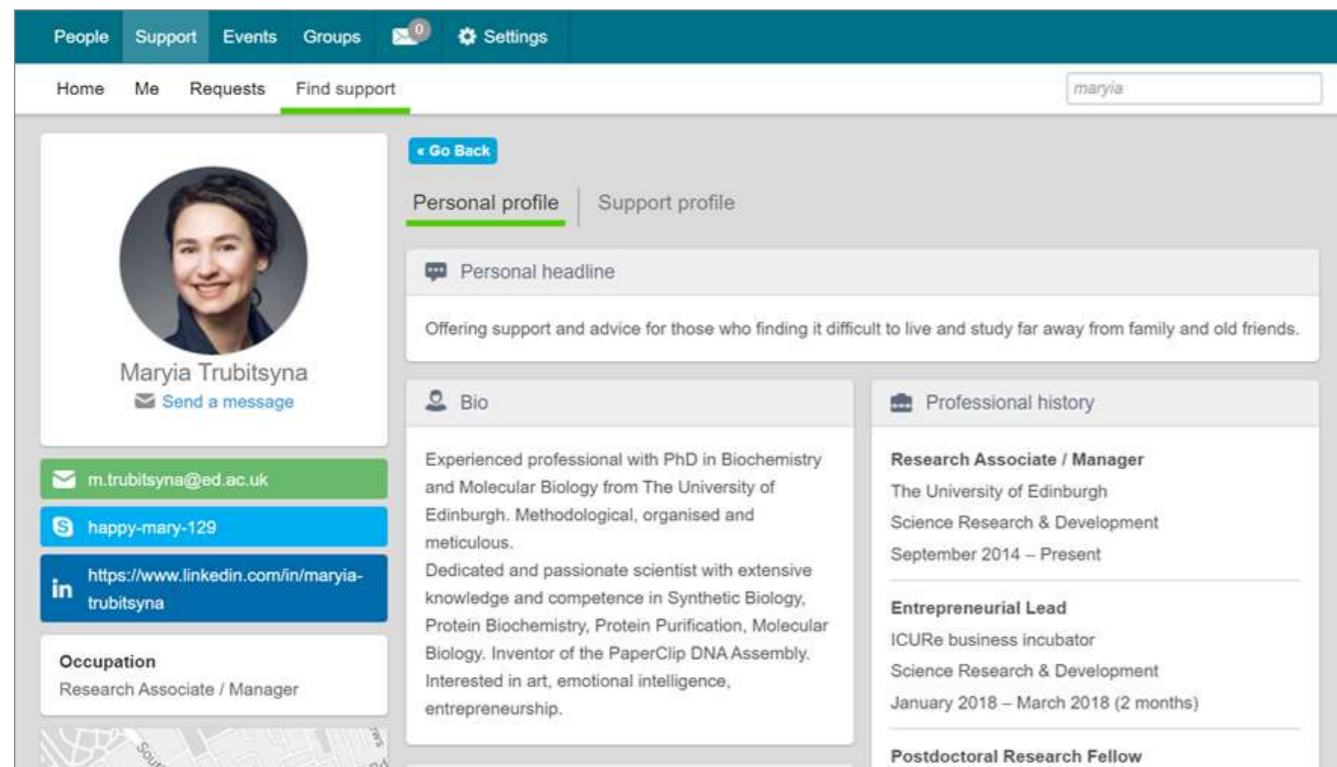
Platform One: Personal Profile

e.g. Maryia Trubitsyna the personal profile highlights her career journey as well as her academic interests.

Platform One: Support Profile

e.g. Maryia Trubitsyna the support profile details the kind of support that she can offer – Maryia's support is for those who have moved to a new country or are feeling homesick, anyone feeling self-doubt or anyone with questions about molecular biology or biochemistry.

Check out our advice

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Further resources: building your LinkedIn profile

https://university.linkedin.com/linkedin-for-students
Includes tip sheets and video clips

http://www.savethestudent.org/student-jobs/how-to-use-linkedin-to-get-a-job.html
Tips for improving your *LinkedIn* profile

http://www.careerealism.com/linkedin-cheat-sheet/
5 simple tips to improve your profile

http://www.theguardian.com/education/mortarboard/2013/dec/30/linkedin-tips-for-students-employability
Advice on using *LinkedIn* from first year of university onwards

https://englitcareersblog.wordpress.com/2014/04/17/make-the-connection-with-potential-employers-get-linkedin/
Article on using *LinkedIn* to find potential employers

Any questions?

Use the chat box, or raise your hand.

Proactive Job Search: Speculative Approaches

Be bold….

- Focus your search

- Be organised – spreadsheet?

- Target to somebody

- Sell

- Aim – your career goal

- Get personal

Be tenacious

- Follow-up!
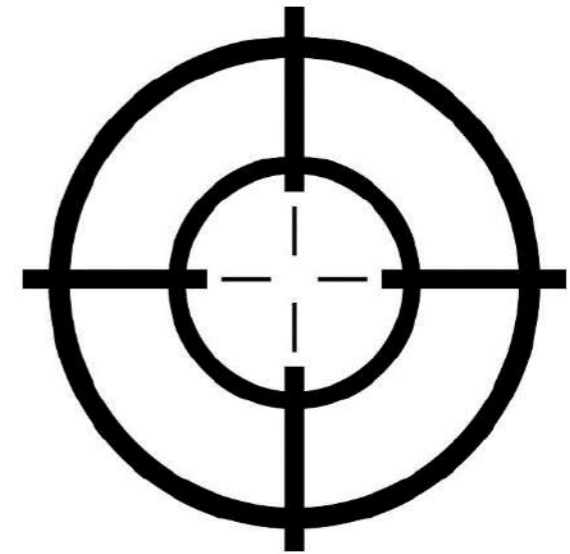
Where we are: *online*
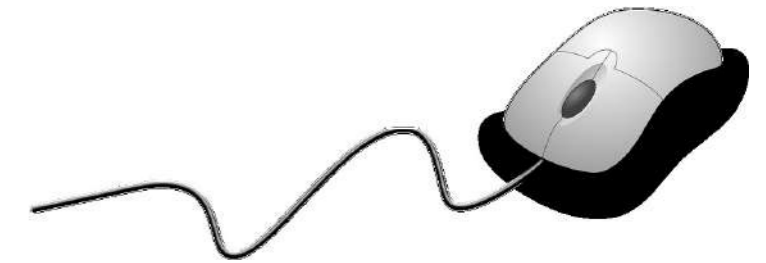
Open access website – lots of <u>great</u> advice and information to help you prepare for your future.
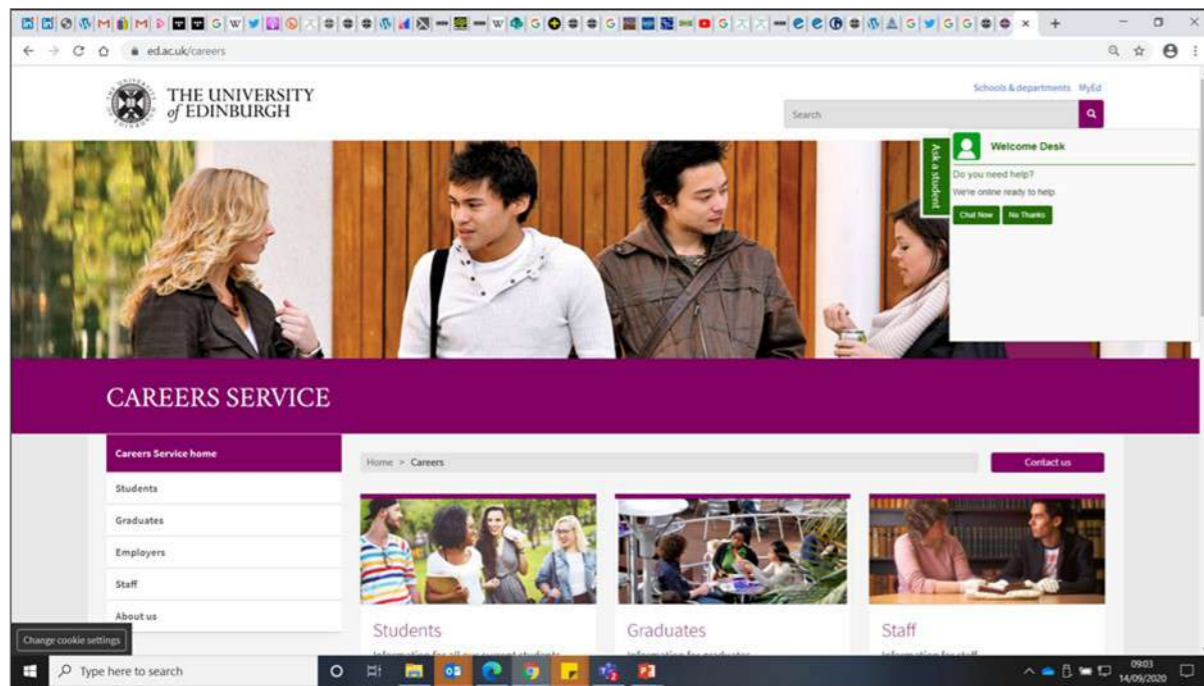
Closed portal – find out about appointments, events, jobs & internships, licensed resources)

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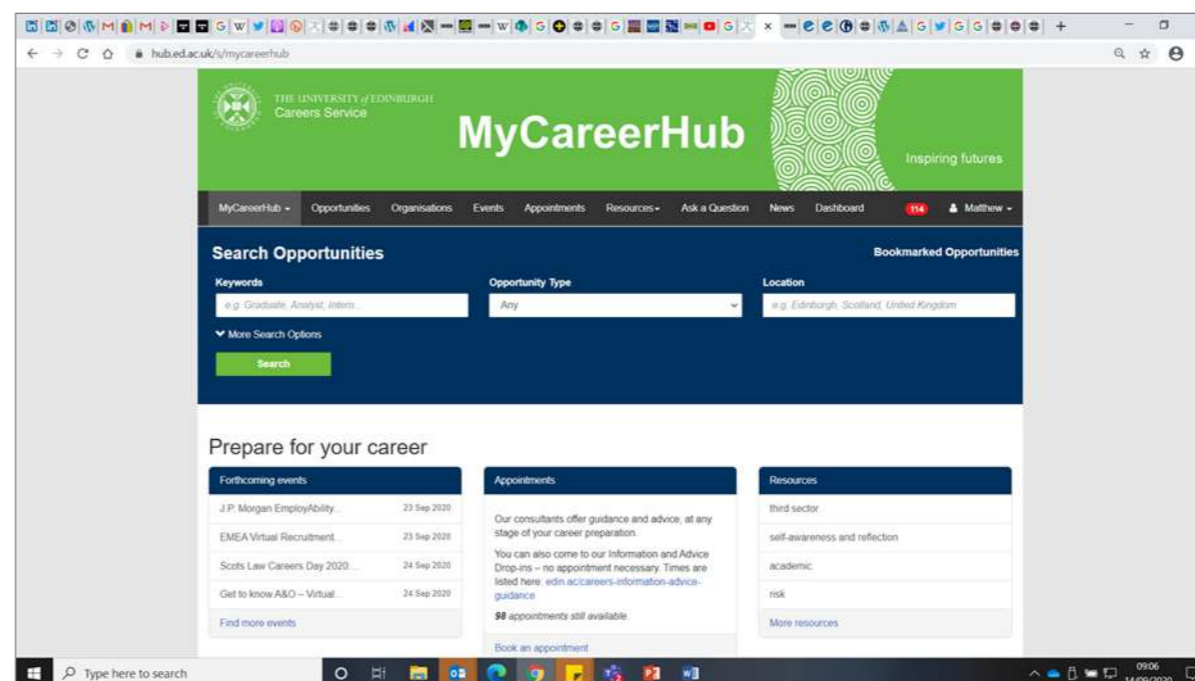
Careers Compass – chart your progress
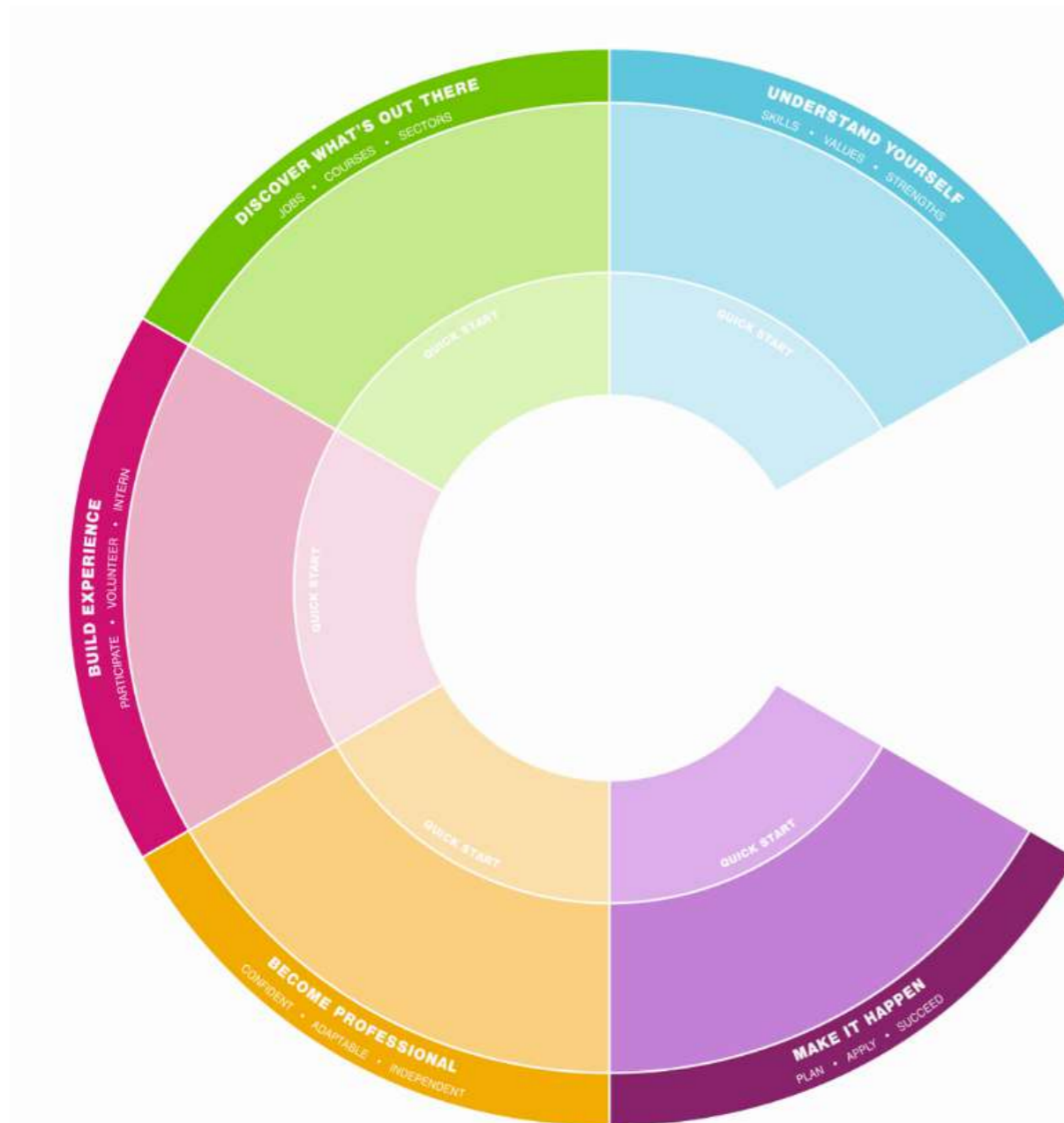
- **Understand yourself** – skills, values, strengths
- **Discover what's out there** – jobs, courses, sectors
- **Build experience** – participate, volunteer, intern
- **Become professional** – confident, adaptable, independent
- **Make it happen** – plan, apply, succeed

http://www.ed.ac.uk/careers/compass

Talk to us

Online

- **Live chat** (9am-5pm) – via our website: www.ed.ac.uk/careers
- **Ask a question** – via form on MyCareerHub
- **Information & advice drop-in** (quick queries, 1-3pm) –
  via **Blackboard collaborate.** book on MyCareerHub

Booked appointments : careers consultants

- **General appointments** (30 mins) – via MS Teams

- **Practice interviews** (45 mins) – via MS Teams

- **School appointments** Thurs, 1-3pm (15 mins) – via MS Teams

Availability and booking via MyCareerHub.

Help with Teams: https://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/teams

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Stay up-to-date on social media

For updates, advice, events…

https://www.facebook.com/EdinburghCareersService

https://www.instagram.com/uofedcareers/

https://blogs.ed.ac.uk/careersinformed/

https://twitter.com/uofedcareers

Any questions?

Use the chat box, or raise your hand.