

HOW TO FIND A JOB



Whether you're a student, have recently graduated or are employed and considering moving on, looking for a job can take time.

Focus on these essential steps to landing a suitable role.

START YOUR JOB SEARCH

Do this by making good use of the following resources:

- ✓ Careers fairs and events
- ✓ Gov.uk for their find a job service
- ✓ Jobs boards
- ✓ Local and national press
- ✓ Recruitment agencies
- ✓ Sector-specific websites
- ✓ Social media
- ✓ University careers and employment services.
- ✓ National Apprenticeship Service

GAIN EXPERIENCE

Once you've decided on the type of role you're aiming for, gaining some relevant experience will not only introduce you to the skills you'll need and help you to develop them. You'll also be proving your commitment to working in the area and making contacts as you go.

This experience can take several forms, including:

- ✓ **Internships** - last anywhere from a few weeks up to 12 months; an internship is a fixed period of work experience that is focused on giving students and graduates relevant expertise in their field. Interns are classed as workers and are paid at least the National Living Wage - see Gov.uk for the [National Minimum Wage rates](#).
- ✓ **Volunteering** - if you've got the time to spare, you could give your time to a worthy cause to develop your skills and learn more about working as part of a team.
- ✓ **Work placements** - if a work placement is a compulsory element of your degree, it's likely to be formally assessed through completing tasks and projects. If it's not compulsory, you can arrange your own by contacting employers to enquire about your options.
- ✓ **Work shadowing** - by observing a professional in their role for just a day or two, you'll gain valuable insight into what their job involves.

During the pandemic, [virtual work experience](#) replaced many traditional methods, but [work experience and internship](#) opportunities are becoming available again.

NETWORK

The saying 'it's not what you know, it's who you know' may spring to mind here. By making yourself and your ambitions known to those already in the industry, you'll be considered for future job vacancies or work experience opportunities.

You'll need confidence and a proactive attitude to approach employers, but try not to feel intimidated - they've all been in your position before and know how it feels.

You can start networking from home - your first point of call should be your friends, family and colleagues, before attending relevant

events - [discover how to make the most of careers fairs](#). You can also connect with professionals and organisations through platforms such as LinkedIn, apprenticeship providers, previous employers, previous teachers or tutors.

PREPARE FOR THE INTERVIEW

Receiving an invitation to interview may at first sound daunting, but taking the time to prepare beforehand will help you speak clearly and confidently, and leave the interviewer with a great first impression.

You can prepare in a number of ways. It's important to research the company and its achievements, as well as current affairs within the wider sector, but you could also plan answers to typical [interview questions](#), and think about the [questions you would like to ask the employer](#).

For more advice on how best to prepare, whether you're attending a video, phone or face-to-face interview, see these [interview tips](#).

ALTERNATIVE ROUTES

Although these are the steps you're likely to take in your search, this isn't the only way to find a job.

For instance, if you'd like to work for a specific company that isn't currently advertising a vacancy, you could contact them directly with a [speculative application](#). This shows confidence and initiative, and even if there are no positions available, you may be signposted to opportunities elsewhere.

If you've got the initiative, knowledge and passion to drive your ideas forward, you could consider [starting your own business](#) or becoming an [entrepreneur](#).

Click here to [discover how COVID-19 has impacted](#) the self-employed and get a complete overview of [self-employment](#) in general.

Another route to consider, if you're still studying, is to apply for a [graduate scheme](#) - many of the UK's largest companies offer them in a range of specialisms such as finance, HR, healthcare, engineering and IT.

TOP TIPS ON HOW TO GET A JOB

- ✓ Don't feel disheartened if you're turned down for a position, either at the initial application stage or after an interview. You'll likely be competing against a large volume of applicants. Get in touch with the interviewer or company for feedback to determine how you can improve for future interviews.
- ✓ Signing up for job alerts will save you time and introduce you to opportunities you may not have previously considered. The more detail you give about what job you're looking for, the more likely you are to receive vacancy alerts that excite and motivate you.
- ✓ Register with recruitment agencies - they're well-connected and will put you forward for positions requiring your skillset. Building a good relationship with your job agency will help you land an appropriate and satisfying role.