

**University of Surrey**

Careers Service

[www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers)

## Career Choice, Job Hunting or Further Study online

[www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers) The Careers Service's own webpages.

Quick-link access to the Surrey Careers Service online vacancies database carrying details of employers targeting University of Surrey finalists and graduates. Sign up at [www.surrey.prospects.ac.uk](http://www.surrey.prospects.ac.uk) to search the database and receive daily notifications when relevant vacancies are posted onto the system. University login NOT required.

[www.prospects.ac.uk](http://www.prospects.ac.uk) Comprehensive national site. Covers help in finding jobs, seeking employment in the UK and abroad, planning a career or selecting postgraduate courses, as well as vacancy information. Also home to the computer guidance program Prospects Planner at [www.prospects.ac.uk/links/pplanner](http://www.prospects.ac.uk/links/pplanner) and the fortnightly digital magazine Prospects Graduate [www.prospects.ac.uk/links/graduate](http://www.prospects.ac.uk/links/graduate)

[www.targetjobs.co.uk](http://www.targetjobs.co.uk) Lots of useful information alongside vacancies details.

[www.insidecareers.co.uk](http://www.insidecareers.co.uk) Careers advice for graduates written in partnership with professional bodies. A wide range of graduate jobs, placements and internships

[www.milkround.com](http://www.milkround.com) Another graduate site.

[www.fish4jobs.co.uk/jobs](http://www.fish4jobs.co.uk/jobs) Regional newspapers' vacancies sections.

[www.skill.org.uk](http://www.skill.org.uk) The official British website offering specialised careers information for university students/graduates with a disability.

<http://careers.civil-service.gov.uk> Civil service. Good for governmental departments and agencies that do not recruit graduates in a structured way.

[www.surreylocaljobs.co.uk](http://www.surreylocaljobs.co.uk) and [www.surreyjobs.info](http://www.surreyjobs.info) (public sector). Local job vacancies, full- and part-time with links to other job sites.

[www.wikijob.co.uk](http://www.wikijob.co.uk) Community for student and graduate job seekers to discuss careers, employers as well as interview issues.

[www.shldirect.com](http://www.shldirect.com) Information about the tests that employers may use in selection. Some free examples. The Careers Service produces a leaflet on Psychometric Tests which includes links to other sites with free practice materials.

[www.windmillsonline.co.uk/interactive](http://www.windmillsonline.co.uk/interactive) Site with practical exercises to help you assess yourself and make career decisions and plans.

For all the Careers Service leaflets: [www.surrey.ac.uk/careers/current/leaflets](http://www.surrey.ac.uk/careers/current/leaflets)

## HINTS AND TIPS ON ONLINE JOB-HUNTING.

### What works best?

- Searching for vacancies with a particular employer. If you know who you want to work for – check their website first. Employers who find it easy to attract staff or have few vacancies may only advertise jobs on their web site and virtually everyone who has vacancies will put them on their site, as well as using other means of advertising.
- Company sites not only include vacancies, company information and annual reports but also their own recruitment information. This can be tucked away: if you can't see a specific recruitment or careers section then try headings like "About Us", "Contact Us" or "Corporate Information", often found at the bottom of the home page.
- The Careers Service produces a list of when and where to look for vacancies in national newspapers. Simply search for the title of newspapers, journals and periodicals that contain job adverts for your field. Also, try the sites of professional bodies and associations – these often contain useful jobhunting information, and sometimes vacancy information as well.
- Databases of jobs focused on graduates - see the links list on this leaflet
- The web allows you to see jobs advertised outside the UK and there are more sites in the US than anywhere else. Remember that most countries have visa or work permit rules covering the employment of overseas candidates, making it much harder for companies to hire them.

### Identifying useful sites

- There are a huge number of places to look for jobs online. Jobs on general job hunting sites may be for people with several years experience and, as with hard copy, some sorts of work don't advertise at all. But many types of work have dedicated recruitment pages and there are specialized graduate sites.
- Many job hunting sites will email vacancies to you. In particular try [www.prospects.ac.uk](http://www.prospects.ac.uk) Choose **My Prospects** to sign up. Other sites include [www.milkround.com](http://www.milkround.com) and [www.targetjobs.co.uk](http://www.targetjobs.co.uk). Some sites now have RSS feeds, which may be another good way to subscribe to vacancy updates.

To see how much help sites like this will be, try registering with them. They will ask you what sort of work you are looking for, location and sometimes degree subject and university. If jobs come through that you like, stick with them, if not deregister.

- [www.prospects.ac.uk/links/occupations](http://www.prospects.ac.uk/links/occupations) The job profiles here have an excellent section on relevant sources of vacancy information for each career.
- Use a search engine, we recommend [www.google.co.uk](http://www.google.co.uk) Chose "UK sites only", type in the sector you are interested in and the word "jobs", e.g. "tourism jobs". A simple search like this can often produce surprisingly useful results.

## Registering your CV and using online recruitment agencies

- Many sites, often those run by recruitment agencies, invite you to put your details on their database of candidates. They will then charge employers to look through the database for suitable candidates. Beware - unless the sites are well known and established they may not have many employers searching them. They may sell details of vacancies between them so there can be several intermediaries between you and the employer concerned, who in the meantime has perhaps filled the vacancy through other methods. Treat their claims of success with caution and **don't stop using other methods of job hunting**.
- Reputable recruitment agencies charge the employers, not you. **Have nothing to do with one that asks you to pay for finding you a job**. See our *Recruitment Agencies* leaflet for more information on finding an agency.
- Information online may not be secure; you cannot be sure who can see your details. Your email address should be enough for them to make contact, be cautious when including your address and phone number.
- CVs may be searched using keywords, so use nouns and verbs that positively describe your skills and use industry buzz words. Collect our list of *Action Words* from the Careers Service.
- If you have registered on a job site you may get a call for an interview unexpectedly. Make sure you have kept a record of what you said about yourself and in what sort of work you expressed an interest.

## Applying online

- Most companies now have their application forms online and a lot of large companies only allow applications in this way. Prepare your application carefully. The temptation is to sit and type away, thinking up your response as you go along, but this leads to unstructured rambling answers that may be too long.
- You may not be able to return to a previous question to alter your answer or to preview questions before you start. Make sure you have details of exams at hand to refer to. It is better to print off the form, prepare your answers and then input your answers by copy typing.
- There is often a time, word or character limit to stick to. Even if there isn't, keep your answers to the point.
- Some companies require you to complete the form in one go; there is no "save and return" option. Allow enough time to get it all done especially if you are completing it near the closing date. Servers and networks can fail. It is vital to have a draft of your work in case of problems.
- See the 25 minute video "*Your Job's Online*" available online at [www.surrey.ac.uk/careers](http://www.surrey.ac.uk/careers) and in the Careers Service for more hints and tips. You can also bring your draft answers to one of our drop-in sessions to have them looked over by a Careers Adviser, who can then make comments and suggestions.

## Company information

The University Library subscribes to a database of company information called Amadeus. It has data on about 250,000 companies in Europe. This is company data, rather than vacancy information, but will be very useful when researching companies as preparation for interviews or to help you draw up a list of potential companies where you might use your skills. To access Amadeus, and for other useful resources on company information, go to [www.surrey.ac.uk/library/subject/online/databases/](http://www.surrey.ac.uk/library/subject/online/databases/).

## Other ways to use the web

- Not all jobs are advertised, and many students and graduates find opportunities through contacts they have made themselves. It can be useful therefore to let your friends, family and others in your network of contacts know that you are job hunting. Social networking sites, such as Facebook [www.facebook.com](http://www.facebook.com) can be an excellent way to do this. LinkedIn [www.linkedin.com](http://www.linkedin.com) is a site dedicated to business networking. However, if you are currently in a full-time job then you should exercise some caution with this approach. You may have colleagues (or even your boss) in your online network, and if they are not aware you are planning to leave, suddenly openly advertising that you are looking to move on may not go down that well!
- More and more companies are starting to include features like Podcasts and Blogs on their recruitment pages – this can be a good way to get more of an idea of what working for the company is like. Some employers are also using sites like YouTube [www.youtube.com](http://www.youtube.com) to host company recruitment films etc.
- Blogs are excellent tools for networking. Reading professional blogs, posting comments or writing your own blog can help you raise your professional profile. Find blogs in your area of interest on <http://blogsearch.google.com> and <http://technorati.com>. Use Twitter micro-blogging tool [www.twitter.com](http://www.twitter.com) for professional networking: “follow” people and organisations of your professional interest, find out about employers and vacancies, send updates about your own job search and achievements.
- Along similar lines, online chats, forums and Q&A sessions are another good way to interact with employers, industry experts and other graduates. Prospects hosts regular Graduate Forum at [www.prospects.ac.uk/careers](http://www.prospects.ac.uk/careers). [www.Wikijob.co.uk](http://www.Wikijob.co.uk) provides a platform to discuss careers and employer-related issues. You can also explore the range of careers choices available to graduates, chat to employers and industry experts who will value your expertise in a live Q&A at <http://careers.guardian.co.uk>.
- If you’ve found some sites particularly useful, consider sharing them via a Social Bookmarking site. Sites such as [www.delicious.com](http://www.delicious.com) allow you to share your bookmarks with other users, and see their sites too. Users that have linked to the same sites as you may have found other, related, sites as well. It’s potentially a great way to share resources and build your list of useful sites.