



University
of Glasgow

First Edition

The Great Grad Guide

A tool for navigating your next
steps after UofG

Created by UofG Careers

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Introduction

As a student, you might've been deeply focused on your studies and life and less focused on career preparation. Now, it's time to switch gears and take your next steps after UofG!

This guide contains guidance on job preparation, applications, interviews and more as well as transitions into work and specific advice for international graduates.

Job Preparation



Not yet sure what you want to do?
That's okay!

Keep in mind:

Most people's careers are non-linear, meaning you may end up doing something unexpected or unrelated to your degree.

Many roles don't require a specific degree. Woohoo!

There are tons of roles out there, many of which you've never heard of (yet)! Be open to the possibilities!

Every career journey is unique, including the time it takes to secure a graduate role. Be patient and kind to yourself as you figure things out.

Try it out!

Alumni research:

Search for alumni on the University of Glasgow's LinkedIn page to get ideas of what others with your degree have done

Prospects' Career

Planner: an online quiz that matches your skills, motivations and desires to a career to use for reflection

Prospects' job profiles:

overviews for different jobs, including information about required qualifications and skills as well as salary ranges



Job Searching

Not sure how to find roles?

Keep in mind:

There isn't just one platform where all roles are advertised, so browse various places.

New roles are advertised every day, so check back regularly and/or sign up for email alerts.

Some organisations don't advertise on external portals, so look for roles on their websites and through other approaches.

Using various approaches (eg understanding/connecting with the sector, careers fairs and events, recruitment agencies, speculative applications, etc) will more likely lead to success.

Try it out!

Job Searching Masterclass: an online session on various job search approaches

Glasgow Careers: our careers platform where you can browse hundreds of graduate roles in a range of industries and sectors

Other jobs portals: TargetJobs, Prospects, Milkround, LinkedIn Jobs, Goodmoves

Professional bodies: membership may include access to an industry jobs portal

CVs & Cover Letters

Master CVs and cover letters for more effective applications!

Keep in mind:

Both your CV and cover letter should be tailored for each job you apply to.

Your CV is a brief overview that mostly highlights your key skills, knowledge and experience. Your cover letter is a more detailed explanation of your qualifications and enthusiasm for a specific role.

There are different types of CVs depending on the industry and/or sector you're trying to enter, so be sure to research which is best for you.

Always include a cover letter in your application, unless the employer instructs you not to.

Try it out!

[CV Masterclass](#): an online session on how to write a CV that will get you noticed

[Cover Letters Masterclass](#): an online session on what cover letters are, how to use them and how to write an effective one

[CV Pathway](#): a brief online course walking you through how to write an effective CV



Application Forms

Know how to improve your chances of getting short-listed!

Try it out!

Make a master list of your knowledge, skills, experience and referee contact details. (This differs from your CV which is usually a selection of your most relevant qualifications for a specific role.) Use this to copy and paste relevant information into application forms.

[Application Forms Masterclass](#): an online session on how to complete application forms to increase your chances of getting short-listed

Keep in mind:

Complete all required forms and fields in each form. Incomplete applications are likely to be discarded.

Filling out these forms can take time, so avoid leaving it to the last minute.

Using the employers' language makes it easier for recruiters to see your suitability. Just as in your CV and cover letter, match the exact words and phrasing used in the job description and person specification.

You might be required to answer competency-based questions or write a personal statement. In both cases, give specific examples of how you've demonstrated the criteria for the role.

Job Interviews

What to say to ace the day!

Keep in mind:

There are many types of interviews: structured and unstructured, one-to-one and group, etc. If not indicated in your invitation, ask the recruitment team what type of interview you'll be participating in, and research what to expect and how to prepare.

Just like in your other materials, make sure all your answers to interview questions are tailored for the job.

Use the STAR technique to tailor your responses. For example, if asked how you solve problems, give a situation in which you did so, then explain the task you had, action you took and results you achieved (eg achieved objectives, new learnings).



Try it out!

Job Interviews Masterclass: an online session covering different types of interviews and how to handle difficult questions

Mock interviews: work with a careers coach, mentor or friend to simulate a job interview for practice

Write it down: write your responses to common interview questions to study before interviews

Assessment Centres

Stay centred and be successful!

Try it out!

Assessment Centres Masterclass: an online session on why these centres are used, what to expect, how to prepare and more

Graduates First: a platform offering free psychometric practice tests to UofG students and recent graduates

Practice Aptitude Tests Ltd: a platform offering free aptitude practice tests to UofG students and recent graduates

Assessment Day: a platform offering free and paid practice psychometric tests

Keep in mind:

At an assessment centre, you may be asked to work on various activities (eg in-tray exercises, presentations, tests, etc). Try to determine which to expect and prepare in advance.

All activities should link to the job description, person specification and other provided materials, so review them.

There are two main types of psychometric tests. Personality tests assess if your personality is a good match for the role and organisation. Aptitude tests measure your reasoning or cognitive ability.

Wellness

You can't do your best unless you feel your best!

Keep in mind:

Pace yourself! While balancing other time commitments, aim to submit around three to five quality applications per week.

Be kind to yourself. Rejection is tough, but you shouldn't take it personally! Use rejection as an opportunity to reorientate yourself in your job hunt.

Remember that 'master list activity'? It's also a great way to see all you've accomplished! Take pride in that list!



Try it out!

Take breaks: Applying to jobs can be draining, so build in regular breaks.

Exercise: Go for a walk, try yoga, play a sport, dance... Just move!

Get outside: There are plenty of options for getting fresh air and a change of scenery in Glasgow!

Eat and sleep well: Balance your energy levels by keeping a healthy routine.

Seek feedback: If an employer can't provide it, ask for help from a careers adviser, mentor, etc.

International Graduates

Stay and slay in the UK!



Keep in mind:

If you want to work in the UK after graduating, research the labour market and standard practices for applying to jobs.

There are various visa pathways to work in the UK after studies, including the Graduate route, Skilled Worker visa and Innovator Founder visa.

Review all guidance from the UK Government for whichever visa pathway you decide to pursue. This is the most accurate and up-to-date information.

While you may not be able to apply to various visa pathways before graduation, plan your approach ahead of time.

Try it out!

[UKCISA work after studies webpage](#): information and advice for international graduates

[UK Government](#): the most accurate and up-to-date information on work visas

[Guide to job hunting for international students](#): answers to FAQs about finding work as an international graduate

Transitioning

Life after UofG awaits! Here are tips for transitioning to the next stage in your journey!

Keep in mind:

It will take time to adjust to whatever comes next. You may have a new commute, work environment and/or schedule. As a result, you may need to develop new routines.

You won't know everything on Day 1, and that's normal and expected. Ask questions during onboarding and throughout your time in the role.

Finding your place in a new role and work environment can be challenging. Take time to build relationships with your colleagues and learn how they approach work.

It may not be a priority now, but you should be aware of your pension options. It will pay off in the long run, literally!

Try it out!

Journal: Record your experiences as you navigate this new stage of your journey.

Find a mentor: Explore staff mentoring programmes and other ways to get guidance.

Practice self-care: Exercise, get outside, relax and eat and sleep well.

Engage socially: Join staff social events to better connect with colleagues.

Words of Wisdom

Last advice from our team!



Keep in mind:

Jess: Getting that first job out of university can be hard. Don't take the set-backs personally. Use the advice in this guide, seek support and take time for other things. Perseverance will pay off in the end.

Fiona: Don't worry about getting your ideal job when you graduate. Focus on getting into the labour market so you can gain skills and connections. In the near future, you'll find your (the) job that excites.

Ann: Embrace authenticity. Not everyone will like what you're selling, but stay true to yourself. Foster a growth mindset, embrace challenge and, yes, even failure!

Shirley: Marie Curie once said, 'Nothing in life is to be feared, it is only to be understood. Now is the time to understand more, so that we may fear less.' Your confidence will grow with your understanding, and you'll soon be on the path to your future career!

Katrina: You don't need to have a fixed plan for your career path ahead. Go with the flow and keep up to date on LinkedIn to see what's happening in the labour market and to chat with people already working in your dream job(s).



Thanks!

Thanks to our partners!

Learn more

To learn more about ProjectSet and start building your skill set, visit projectset.com.



PROJECTSET

Many thanks to Graduate Advice Week partner, [ProjectSet](https://projectset.com), an award-winning platform for project-based learning programs.

ProjectSet helps learners to build, practice and showcase their soft-skills via videos, masterclasses, projects and digital profile tools.

ProjectSet lets users personalise their skill development journeys based on their existing skill profiles, desired development pathways and other relevant preferences.

The company is based in London and supports learners from more than 250 academic institutions in Asia, Europe and North America.



Thank you to Graduate Advice Week partner, [FDM Group](#), a global recruitment, training and deployment provider.

Their two-year graduate programme gives you the opportunity to kick-start your career in technology with some of the world's largest and well-known organisations (eg HSBC, Virgin Media, the Home Office, Channel 4).

Their graduate programmes begin with expert training courses, encompassing all the technical aspects of your chosen career path, as well as professional skills and working methodologies. Once you've completed your training, you'll be placed as a qualified FDM Consultant, ready to get stuck into cutting-edge work.

As an FDM Consultant, you will work as an integral part of our clients teams on exciting projects which could involve complex trade applications for global banks, new applications to optimise key operational systems for airlines, developing new entertainment channels for broadcast media or helping to improve critical government services that millions of UK citizens depend on daily.'

Learn more

To learn more about FDM Group and opportunities to launch your future, visit fdmgroup.com/careers.



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Good luck!

glasgow.ac.uk/careers

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