Morgan Stanley
If you’re a yes man, then our answer is no.

What Will You Create?
morganstanley.com/campus

Lyndal
Associate, Global Capital Markets

Morgan Stanley is an equal opportunity employer committed to diversifying its workforce. © 2017 Morgan Stanley
Figuring out your career path can be daunting. Your Careers Service is here to help you with professional careers advice, coaching, resources and support, both in person and online. We can help you find experience and give advice on getting that job. We look forward to working with you.

Here to help

We offer appointments and coaching sessions with our Careers Managers, comprehensive online resources, an Internship Hub, events where you can meet with employers, opportunities to connect with alumni and support for entrepreneurial students.

Careers Service

We’re centrally located in the Fraser Building, which is opposite the University Library. The building has full wheelchair access.

Find us at:
Level 2, The Fraser Building
65 Hillhead Street
Glasgow G12 8QQ

Opening hours
Monday to Friday, 0900 to 1700
We are closed on public holidays and between Christmas and New Year.

Get in touch
Telephone: +44 (0)141 330 5647
Email: careers@glasgow.ac.uk

Dumfries Campus

The Careers Service in Dumfries is part of Student Services and based in the Crichton Library in the Dumfries & Galloway College building. There is disabled access via a lift by the main entrance.

Find us at:
University Student Services
Dumfries & Galloway College Building
Bankend Road
Dumfries DG1 4FD

Opening hours
Monday to Friday, 0845 to 1645

Get in touch
Telephone: +44 (0)1387 734279
Email: studentservices-dumfries@uws.ac.uk

glasgow.ac.uk/interdisciplinary

Students at our campus in Dumfries are also welcome to attend the events held in Glasgow.

THE NETWORK

The University of Glasgow’s exclusive online networking site

Connect with UofG graduates who have been in your shoes
theglasgownetwork.co.uk

Create your profile today and be part of THE NETWORK
OUR CAREERS INTERVIEWS ARE HUGELY POPULAR. BOOK ONLINE AT GLASGOW.AC.UK/CAREERS.

TAILORED SUPPORT
No matter what stage you are at in your studies or in planning your career, we can give you expert careers support and advice.

Undergraduate students
We see undergraduate students from across the University, and not just final-year students. In fact, we would prefer to work with you from much earlier than final year, so that we can help you plan how to make the most of your time at university. We can help you find summer work and internships, as well as help you figure out your career aims or discuss postgraduate study.

Postgraduate taught students
Most taught postgraduate programmes last for one year, so it’s important to start career planning almost as soon as you begin your course.

We have specialist Careers Managers who concentrate on meeting the high demand from the College of Social Sciences, particularly the Adam Smith Business School.

Career coaching appointments
These can only be booked if you have an interview coming up. Book in person at the Student Services Enquiry Desk on Level 2 of the Fraser Building. You can also arrange with a Careers Manager following a quick query.

Mock interviews
Mock interviews are a great way to prepare for the real thing. Your Careers Manager will take you through a realistic interview scenario and provide feedback on your answers to help you to perform when it matters most. To make your mock interview as realistic and useful as possible, it’s vital that you submit a relevant job description and your CV and application form at least three working days in advance of your appointment. You can email these directly to the relevant Careers Manager, or hand in paper copies to the Student Services Enquiry Team.

Apointments take place in rooms 231 and 232, which are near to the Level 2 entrance to the Fraser Building. Some Careers Manager appointments take place in college locations.

Career coaching
Career coaching appointments are useful for discussions about your career plans. Whether you have definite plans or aren’t sure where to start, we’re here to help. We offer daily peer-to-peer CV group sessions, facilitated by our Careers Managers. Bring along a copy of your CV for some feedback.

CAREERS APPOINTMENTS

We offer many different types of appointments to help you with planning your career and developing your CV and applications and interview techniques. All appointments will be impartial, confidential and focused on your individual needs.

To book online go to glasgow.ac.uk/careers/login.
Glasgow Careers brings together all our services into one easy-to-use system.

- Search vacancies including graduate, internship and part-time jobs
- Book appointments with our Careers Managers and Enterprise Manager
- Find and book into our upcoming events
- Find and apply for Internship Hub opportunities
- Customise vacancy alerts so you never miss out on an opportunity

No need to sign up, just use your GUID glasgow.ac.uk/careers/login

Use our online resources

Our website, blog and social media channels are packed full of useful resources and advice to help you with your career planning, at every stage of your degree.

Information and advice

We have written tutorials, downloadable resources, blogs and videos available online 24/7 to help you with your career planning. You can:

- explore your career options
- develop your applications, CV and interview techniques
- get advice on your job search
- find out about events
- connect with alumni on The Network
- access the Internship Hub
- explore postgraduate study options
- find information on business start-up.

Online vacancies and events

From day one of your studies, you can search through careers events and vacancies on our website. You can sign up for events and access hundreds of opportunities, from local part-time jobs to internships and graduate jobs with global organisations. Search for employers in our extensive employer database and use the system to book an appointment to see a Careers Manager. See glasgow.ac.uk/careers/login.

Glasgow Careers lets you log in with your GUID to book appointments with our Careers Managers, view and book into our upcoming events, and also search vacancies – including the Internship Hub opportunities. You can customise vacancy alerts so you never miss out on an opportunity.

Connect with us on social media

Keep up to date with careers news and events by connecting with us on social media.

- /UofGCareers
- /UofGCareers
- /company/3190366
- UofGCareers.wordpress.com
- theglasgownetwork.co.uk
- /UofGCareers
- instagram.com/UofGCareers

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- /company/3190366
- UofGCareers.wordpress.com
- theglasgownetwork.co.uk
- /UofGCareers
- instagram.com/UofGCareers

My tips

- Find a mentor. I made many mistakes in life and it all comes back to not having a knowledgeable, credible and compassionate mentor. They need not be geographically close.
- Stop setting only SMART goals, because these keep you limited. Uncage yourself and aim high. Have a BHAG – a big hairy audacious goal – your envisioned future.
- Go where you are strong. Don’t let poor academic results dishearten you. Ultimately when you play to your strengths and find your groove you’ll grow. Take the signature strengths test at authentichappiness.org and ask a close friend what you’re uniquely good at.
- Act now. Feel the fear and do it anyway. If you have an idea for a business, a career you want, an aim or goal, stop waiting and just do it. Follow your intuition and act now.
ATTEND AN EVENT
We run a series of events and fairs with graduate employers, ranging from major global organisations to small local companies. During semester time, we also host Q&A sessions with leading international figures on the first Tuesday of every month. See the calendar below for the main events for 2017–18. You can see our full calendar of events, including presentations by employers, at glasgow.ac.uk/careers.

SEMESTER 1: SEPTEMBER 2017

Careers & Internship Marketplace
DATE: Wednesday 27 & Thursday 28 September
TIME: 1100 to 1500
LOCATION: Glasgow University Union
Meet up to 40 different recruiters each day across a variety of sectors, offering graduate jobs, internships, part-time work and volunteering roles. In addition, visit the “Employer pitch-it” zone, get your CV checked, update your profile picture, get interview style advice, grab food giveaways, and more.

First Tuesday Club
DATE: Tuesday 3 October
TIME: 1200 to 1300
LOCATION: University Chapel
Q&A with founder of Gravity, Richard Browning. Browning’s vision is to build Gravity into a world-class aeronautical engineering business, challenge perceived boundaries in human aviation, and inspire a generation to dare ask “what if …”

Law Fair
DATE: Thursday 5 October
TIME: 1030 to 1500
LOCATION: Hilton Grosvenor Hotel
Run annually by the School of Law, the Law Fair is a tailored event for students seeking a legal career, providing an opportunity to talk informally to employers. Over 500 students attend each year – take the chance to develop your networking skills and make sure you are among them in October 2017!

The Human Book Project
DATE: Tuesday 17 October
TIME: 1000 to 1500
LOCATION: University Library, Level 2
Real-life graduates will be on loan in the library to inspire you and answer your questions. If you don’t want to follow a traditional career path, and are interested in roles that will make a creative or social impact, this is the event for you.

Engineering & Technology Fair
DATE: Wednesday 25 October
TIME: 1200 to 1600
LOCATION: Glasgow University Union
Up to 60 recruiters will attend, eager to meet and inform you of their internship and graduate jobs in the engineering and technology sector. This is a great opportunity to hear at first hand from organisations and research your career aspirations.

OCTOBER 2017

Go Abroad Fair
DATE: Tuesday 24 October
TIME: 1630 to 1830
LOCATION: Glasgow University Union
Chat to graduates who embarked on teaching careers about their experiences of postgraduate routes to teaching and their teaching experiences. This event is mainly for students studying STEM subjects.

Engineering & Technology Fair
DATE: Wednesday 25 October
TIME: 1200 to 1600
LOCATION: Glasgow University Union
Up to 60 recruiters will attend, eager to meet and inform you of their internship and graduate jobs in the engineering and technology sector. This is a great opportunity to hear at first hand from organisations and research your career aspirations.

NOVEMBER 2017

First Tuesday Club
DATE: Tuesday 5 December
TIME: Details to be announced.
LOCATION: Fraser Building, Level 4
Chat to graduates who embarked on teaching careers about their experiences of postgraduate routes to teaching and their teaching experiences. This event is mainly for students studying STEM subjects.

Charity & Volunteering Fair
DATE: Wednesday 8 November
TIME: 1100 to 1400
LOCATION: Wolfson Medical School Building
Around 20 registered charities will be on campus to offer you information, advice and job opportunities in the charity and volunteering sector. The ideal event to attend if you are interested in working in the third sector.

DECEMBER 2017

First Tuesday Club
DATE: Tuesday 5 December
TIME: Details to be announced.
LOCATION: Fraser Building, Level 4
Chat to graduates who embarked on teaching careers about their experiences of postgraduate routes to teaching and their teaching experiences. This event is mainly for students studying STEM subjects.

SEMESTER 2: FEBRUARY 2018

First Tuesday Club
DATE: Tuesday 6 March
TIME: Details to be announced.
LOCATION: Fraser Building, Level 4
Chat to graduates who embarked on teaching careers about their experiences of postgraduate routes to teaching and their teaching experiences. This event is mainly for students studying STEM subjects.

Science Fair
DATE: Tuesday 27 February
TIME: 1100 to 1400
LOCATION: Wolfson Medical School Building
Up to 20 organisations offering science-based roles will attend this fair. A great platform to meet employers face-to-face and hear about their job opportunities.

First Tuesday Club
DATE: Tuesday 6 March
TIME: Details to be announced.
LOCATION: Fraser Building, Level 4
Chat to graduates who embarked on teaching careers about their experiences of postgraduate routes to teaching and their teaching experiences. This event is mainly for students studying STEM subjects.
FIND THE RIGHT CAREER

The options are endless, so it can be hard to know where to start or what the right path is. Luckily we have lots of advice to help you figure out what could work for you and guidance on developing yourself for your career.

IT’S MORE THAN A DEGREE

At Glasgow, we recognise that developing a core set of essential and transferable skills, knowledge, personal qualities and abilities is one of the key aims of our degrees. We refer to these benefits of a graduate education as our graduate attributes.

Glasgow’s ten core graduate attributes

1. Subject specialists
2. Investigative
3. Independent and critical thinkers
4. Resourceful and responsible
5. Effective communicators
6. Confident
7. Adaptable
8. Experienced collaborators
9. Ethically and socially aware
10. Reflective learners

These are the ten core attributes which you will have the opportunity to develop, both within the curriculum and in wider student life.

Reflect on your achievements

Regular reflection and recording of where and how you’ve added to your development of graduate attributes can be a huge help when writing your CV and interviewing for jobs in the future.

Find out more at glasgow.ac.uk/students/attributes.

EFFECTIVE CAREER PLANNING

To make good career decisions you need:

1. Self-awareness

There are many aspects to consider, such as the skills and qualities you have and those you want to use at work, your interests, your motivations and, not least, your personality. This might seem daunting initially, but thankfully there are lots of sources of help.

Online tools Career planning tools can help you take a look at yourself and match what you have to offer with potential jobs and careers. They ask you straightforward questions about the type of jobs you have to offer, and what interests and motivates you, and then match your profile against hundreds of jobs. This can be really helpful for identifying possible jobs of interest to you. Try out the career planning tool at prospects.ac.uk.

You’re unique Think about your personality and temperament, and take this into account in your planning. Having a clear understanding of your personality can help you to understand how you like to interact in the workplace, and find the best working environment for you. Take the free Jungian Personality Type questionnaire, available from our website decision-making page. Google your four-letter type can be very helpful!

2. Opportunity awareness

There are many opportunities open to you, and here are some of the ways you can start to become aware of what the opportunities are. Also look at the other chapters in this guide for inspiration.

Volunteering, work experience and work shadowing

These are effective ways of learning about jobs and making contacts. Ask us about work experience opportunities. Each year over 400 University of Glasgow students secure internship opportunities via our Internship Hub. The Internship Fair, organised annually by the Careers Service, is an excellent source of ideas for vacation work.

Networking

Get a feel for a company and meet their representatives face-to-face. Employers want to meet you and are on campus throughout the year participating in mock interviews, running one-to-one employability sessions or hosting networking sessions with their staff. We host over 100 employer presentations and skills sessions on campus every year. Over 200 companies attend our recruitment fairs. There are opportunities to join workshops and open days at employers’ offices, giving you insight into the company and a chance to network with members of staff. Regularly check events listings at glasgow.ac.uk/careers.

A helpful tool for your career development planning is this DOTS model (Law & Watts 1977). You could repeat this development process several times during your career.
Put yourself out there
Ask friends and family about their jobs and use any other contacts you have to source meetings with people working in career areas or job roles of interest. Even asking a contact a few questions over a cup of coffee can give you great insight into an area of work you’re interested in. Ask questions such as: What do you most enjoy about your job/company? What do you find most challenging about your role?

3. Decision making
Once you know what you have to offer and what jobs require, you are in a position to make an informed decision. Weigh up pros and cons and focus on your most suitable options. For help, meet with a Careers Manager.

4. Transition
You’ve now got an idea of what you’d like to do and the path you’d like to follow. The following chapters will help you figure out how to make it happen, with practical advice on getting work experience and finding a job in your chosen area.

YOUR MOST VALUABLE NETWORK – OUR ALUMNI
You’ll be surprised where your degree could take you.

Join The Network and connect with the University’s extensive alumni community before you graduate to get tips and advice from those who have been in your position before.

As part of The Network you can search for alumni by skills, expertise, company and location; send graduates messages directly; receive weekly alerts of new activity; and find useful resources to make the most of your alumni connections.

The Network has 6,000 members in 100 countries, including over 1,800 mentors. For access to resources and events listings, see glasgow.ac.uk/careers/guidance/alumni.

What are you waiting for? Our alumni are doing amazing jobs and give great advice!

“...You never know who you are going to meet and what ideas they could give you and what doors they would open.”

DECLAN BLENCH (MA 2012), FREELANCE TRANSLATOR AND CONFERENCE INTERPRETER, EUROPEAN COMMISSION

WE HAVE 120,000 ALUMNI IN 180 COUNTRIES AND EVERY CAREER SECTOR.

12
WHERE OUR GRADUATES ARE NOW

You can learn from Glasgow graduates. In 2016, 84.3% of our graduates entering work succeeded in finding professional and managerial jobs within six months of graduating, a rise over 2015.

A degree from Glasgow can lead to all sorts of careers. The University tracks the progress of its graduates six months on from graduation through the Destinations of Leavers from Higher Education (DLHE) survey.

Not surprisingly, most graduates from some of our vocational degrees progress to full-time employment directly related to their studies. In 2016 this accounted for 98% of those studying Veterinary Medicine, 91% for Dentistry and 99% for Medicine. For others, entering full-time further study is common, accounting for 35% of Geography graduates and 63% of graduates in Chemistry.

Arts and social sciences graduates enter a very wide range of jobs and many progress to further study. The range occurs partly because over 60% of advertised vacancies in the UK are actually open to graduates from any discipline.

WHERE THEY’RE WORKING

THERE AREN’T EARNINGS

FIRST DEGREE GRADUATE DESTINATIONS 2016

POSTGRADUATE TAUGHT DESTINATIONS 2016

POSTGRADUATE RESEARCH DESTINATIONS 2016

The destination figures show that the most common outcome for our graduates is full-time employment and that, for first degree graduates, postgraduate study is also a very common next stage in their progression. One reason for this is that Glasgow is a leading research-led university.

Note: The DLHE only records graduates earning in pounds sterling.
MAKE THE MOST OF YOUR TIME AS A STUDENT

Take advantage of the fantastic job, internship, volunteering and social experiences on offer, as well as our expert careers advice and support.

Graduate recruiters aren’t only interested in what goes on inside lectures and tutorials. They also want to hear about other experiences you’ve gained from university life, including any sport, student media, clubs, societies, volunteering, internships or part-time work you’ve been involved in. They want to know about other skills you can bring to a role – this often helps you stand out.

Here’s our quick guide to making the most of your time at the University.

YEARS 1 & 2

EXPERIENCE
• Join clubs and societies and try taking on a position of responsibility: glasgowstudent.net/clubs
• Volunteer. Give something and get something back. The Students’ Representative Council (SRC) has numerous local opportunities: glasgowstudent.net/volunteer. For more opportunities, see glasgow.ac.uk/careers
• Get involved in staff or student liaison committees or become a class representative.
• Get a part-time job. At this stage any job is an advantage. You’ll develop valuable customer service skills working in a shop or cafe. For student-friendly part-time jobs see Glasgow Careers at glasgow.ac.uk/careers/login.
• Use your summer wisely. Check out the Internship Hub at glasgow.ac.uk/internships and see page 18 for more details.

PLANNING
• Get in touch with the Careers Service and we can help you plan your career journey from now until graduation.
• Attend events like the employability events run in your College, which are advertised on your College Moodle. You can also attend the events run by the Careers Service. See page 8.

YOUR CV
• Develop your CV. Reflect on your subject of study, volunteering, clubs and jobs, and identify the skills you are developing. Use our website resources to help you put your CV together, and come to a CV session or get feedback on your CV from a Careers Manager.

3

BUILD UP EXPERIENCE

Think beyond your studies. Get involved. Find out what you like and don’t like. There’s so much on offer, you’ve a great chance to build your CV and get to know what you’re good at.

PENULTIMATE YEAR

EXPERIENCE
• Use your last summer wisely and secure an internship. Our Internship Hub works with over 300 employers each year, spanning all occupational areas. Find out more about internships on page 18.

PLANNING
• Research and evaluate ideas about what you’ll do after graduation. Use the career planning tool at prospects.ac.uk to help you find options to suit you.
• Use glasgow.ac.uk/careers to research jobs and postgraduate study options.
• Make an appointment with a Careers Manager to discuss your options.
• Plan ahead to next year. Many employers and postgraduate courses have closing dates in semester 1 of your final year. Research possibilities now so you are ready to make applications early.

YOUR CV
• Meet with a Careers Manager to talk through your options and get advice on your CV and applications.
• Keep developing your CV. Take any positions of responsibility that come your way, volunteer and take advantage of any networking opportunities – all of these will add value to your CV.

FINAL YEAR

EXPERIENCE
• Use your dissertation as an opportunity. This self-driven piece of research is a chance for you to develop knowledge in a particular area that may be of interest to the employers you are targeting.

PLANNING
• Use the Careers Service and Prospects websites to research opportunities and make decisions.
• Set time aside to apply for jobs or courses. If you’re looking at a competitive industry like the media, start your speculative job search by identifying the relevant employers, sending a targeted CV and using LinkedIn to broaden your networks.
• Network with employers. Attend employer presentations, fairs and Q&A sessions to help with your career decisions and source useful information for your job applications.

“...The SRC-run Student Volunteer Support Service offers a wide range of interesting volunteering roles, both on campus and in the wider community. Flexible and longer-term roles are available to help build your graduate attributes and enhance your experience of being a student in Glasgow.”

ROSE MARSHALL
STUDENT VOLUNTEER SUPPORT SERVICE COORDINATOR
SRC

Find out more at glasgowstudent.net/volunteer. Follow us on Twitter @VolunteerGU or email volunteer@src.gla.ac.uk
THE INTERNSHIP HUB
An internship can help you to get experience, make contacts and figure out what you would like to do after graduation.

Delivered by the Careers Service exclusively for University of Glasgow students, the Internship Hub is a dedicated team here to help you at all stages of the internship process.

Internships expand your network and enhance your career prospects, and the skills you learn will also help you to give practical examples when applying for jobs.

Our Internship Hub Managers actively source and develop internship opportunities with organisations across a wide range of industries and sectors. The team attempt to cater to as many degree disciplines and year groups as possible, regularly addressing gaps in their provision and areas of demand from students.

Placing 400 interns each year, we facilitate a diverse range of summer internships, over 100 on-campus internships, and part-time opportunities with local organisations during term-time. All of these are paid (living wage encouraged) with the exception of some (part-time) voluntary internships with registered charities.

Before and during your internship
Our programme of support and events is continuously evolving. Once you’ve successfully secured an internship we’ll provide support to help you prepare for, and make the most out of, the experience. We combine inspirational and practical advice in our “be a stand-out intern” video, our pre-internship checklist, and our series of social media tips. There are also on- and offline opportunities to connect with other interns for peer support and networking.

After your internship
Our support doesn’t end there. After your internship you will have the opportunity to evaluate the experience and feedback to the Internship Hub. You will also be asked to complete a yearbook entry about your experience and, when you do so, the University will officially recognise your internship on your transcript (HEAR).

Applying to the Internship Hub
We recruit all year round, as and when organisations have opportunities available. Roles are typically open for a minimum of two weeks to give you sufficient time to apply.

You will apply to the Internship Hub via Glasgow Careers in the first instance. We provide a range of video tutorials and advice via social media to help you with this stage in the process.

To find out more and view current opportunities, see glasgow.ac.uk/internships
2016–17 INTERNSHIP HUB

400 CANDIDATES SECURED AN INTERNSHIP

730 CANDIDATES SECURED AN INTERVIEW WITH EMPLOYER

1,450 APPLICATIONS SHORTLISTED AND SENT TO EMPLOYER TO REVIEW

2,550 APPLICATIONS RECEIVED

DID YOU KNOW?
OVER 50% OF OUR ROLES WERE OPEN TO ANY DEGREE DISCIPLINE!

WHILE SOME INTERNSHIPS REQUIRE SPECIALIST SUBJECT KNOWLEDGE, THE MAJORITY OF OUR EMPLOYERS LIKE TO CAST THEIR NET WIDE ACROSS MULTIPLE COLLEGES, OR THE WHOLE UNIVERSITY.

WE ENCOURAGE EMPLOYERS TO CONSIDER ALL YEAR GROUPS AND LEVELS OF STUDY WHERE POSSIBLE:

WE RECEIVE AN AVERAGE OF SEVEN APPLICATIONS PER INTERNSHIP

SHORTLISTED CANDIDATES HAVE A 50% CHANCE OF BEING INVITED TO INTERVIEW WITH AN EMPLOYER

OVER HALF OF THE CANDIDATES INTERVIEWED SECURE AN INTERNSHIP

OPEN TO UNDERGRADUATES & POSTGRADUATES
17%

OPEN TO POSTGRADUATES
12%

OPEN TO UNDERGRADUATES
71%
As a small company, we find it invaluable to have an intern join us for the summer as they bring an injection of fresh knowledge and ideas. It also allows other members of staff to offer some mentoring, which they really enjoy.

NAME: Matthew O'Donnell
DEGREE: MA Film & TV Studies 2015

I'd known for a long time that I wanted to work in television when I graduated, but I didn't know how to get there. Anytime I asked someone, they just pointed out how hard it is to get work in the industry. Regardless, this encouraged me to do as much as I could at university to get plenty of experience before leaving. As a result, I landed up working in numerous unpaid jobs just to learn about the industry I was intrigued by. However, I would say that the most worthwhile experience I gained was at Glasgow University Student Television (GUST). I devoted a large portion of my student life to GUST and, by graduation, I realised that I wanted to at least try to become a television editor.

Through the Internship Hub I was able to secure a 3-5 week internship with IWC Media, a television production company. At the beginning of the internship I was apprehensive, but I quickly became more at ease and, when the team discovered that I was particularly interested in editing, they offered the remainder of my internship aboard that I was more than happy to do. I spent the rest of my time working for IWC Media as an Editor for a television production team (GUEST). This invaluable on-campus internship is exposing me to a professional environment which is of great importance to me.

My tips
• Be organised - I can't stress this enough. Being quite shy, I initially joined the Internship Hub to build my CV. However, now I became more involved, I was like having a second family. Write the practical skills I learned were invaluable. It was the people skills that I gained and the relationships I formed that stand out. While on internship, be interested in learning everything. It shows open-mindedness.
• Be easy to work with - whether they ask you back or not afterwards, an internship could come down to whether or not you fit in well with the team.

NAME: Lucy Brestelle
DEGREE: MA (SocSci) Sociology and Geography 2017

Since first year, I've sought to develop my skills through activities that went in hand with my studies. As a member of the Oxford and the Climate Action societies, I helped organise fundraising events and campaigns. This showed me the benefits of teamwork and cooperation, and also taught me that it is through collaboration and partnership that we grow positively.

I then went abroad to Melbourne for a year, and worked with the Australian Youth Climate Coalition. I helped coordinate a summit inviting over 100 high school students to talk about climate change, its impacts and potential solutions. Volunteering abroad has expanded my ability to think critically, and to apply innovative ideas to problem-solving.

These experiences made me more confident in demonstrating leadership and in negotiating and influencing others. In my final year I have coordinated the Glasgow University Environmental Sustainability Trust (GUEST). This invaluable on-campus internship is exposing me to a professional environment which is of great importance to me.

My tips
• Don't be afraid to get involved: university offers many opportunities to start developing yourself and your skills is pressing of a future career.
• Don't try to do too much: you are at university first and foremost get a degree. Focus on the activities you are passionate about. There is so much to do at university, think of what you enjoy and go for it!

GOT A BUSINESS IDEA?
If you have an idea for your own enterprise we can support you to start up and run your own business.

Self-employment is an option that more and more of you are considering, whether that is starting your own business, working freelance or becoming a sole trader. At the University, we provide support for enterprising and entrepreneurial students to help turn your dreams into reality. For instance, we can help you test out your ideas through one-to-one mentoring and competitions, or assist during the business start-up process and beyond.

The support available includes
• advice on pitching
• advice on how to secure funding
• connections to professional advisers including external business support agencies, solicitors, accountants and IP specialists
• guidance through the process of launching your business
• ongoing support when your venture is up and running.

We also
• run internal competitions
• support students entering external competitions
• run regular networking events and workshops
• provide opportunities to meet alumni who have successfully established their own business and hear from those students undertaking that challenge at our monthly Business Club meetings.

Santander Summer Company Programme
Each year this programme enables four student businesses to develop their businesses over the summer break. The process is competitive and students apply by submitting a basic business plan and covering letter stating why they want to take part. They then have to pitch their idea to a selection panel. Successful applicants win 12 weeks of incubation space, £2,500 funding for each business, a workshop programme and access to mentors.

Many of our students, both undergraduate and postgraduate, have started up and run their own ventures while studying here. They have come from a variety of disciplines from across the University and often we see students who have only a vague idea for a business that they may want to pursue in future. With the right help and guidance, Student Enterprise could bring out the entrepreneur in you. Find out more at glasgow.ac.uk/studententerprise.

Book an appointment
To make an appointment with Marion Anderson, our Enterprise Manager, go to Glasgow Careers at glasgow.ac.uk/careers/login.
Travelling abroad and gaining experience of new cultures is appealing to many graduates and the Careers Service can help you to make sense of all the options.

More students and graduates than ever are taking the opportunity to travel in different ways. To explore gap year and work abroad options see glasgow.ac.uk/careers. For country-specific information see prospects.ac.uk.

**My tip**

• Do not be put off from applying if you have not heard of the company before – the first-hand experience you will gain there is just as valuable as working for one of the Big Four. The soft skills and technical knowledge these opportunities provide are the first step towards developing a successful career (or even starting your own business!) after you graduate.

**Name:** Kremena Goranova  
**Degree:** MA (SocSci) Business and Management 2017  
**Overseas Experience:** Sweden, Malaysia  
I spent a semester studying abroad in Sweden and participated in the Common Purpose Leadership Program in Kuala Lumpur, Malaysia. I was also one of the organising committee of TEDxUniversityofGlasgow 2017. These experiences greatly enhanced my ability to adapt to different situations within various cultural and organisational contexts.

My Erasmus+ study exchange at Stockholm University gave me an invaluable insight into a new culture and helped me enhance my communication skills as well as my cultural and emotional intelligence – soft skills employers are increasingly looking for.

The immersion visit in Kuala Lumpur I was competitively selected for has been one of the best, most rewarding experiences in my student life. Thriving in new environments really helped me become more confident in my abilities and competencies, but also made me realise that the boundaries between cultures and people are much smaller than I had previously thought.

But I would never have been able to do all these things without the massive support of Glasgow’s Internship Hub. I found three of my four internships through them. With their guidance through the application process I secured two internships in SME companies and one internship at the University of Glasgow.

I cannot stress enough how valuable my internships in SME’s have been to my personal and professional development. These internships, I believe, helped me secure an interview with Google, coming up in a couple of weeks!

**EMPLOYER TIP**

More and more employers want graduates to have a global mindset, which means understanding different cultures and how industries work across borders. Students should make the most of their time at university to meet people from around the world and consider study abroad schemes like Erasmus. Also, speaking another language shows that a graduate has a better cultural understanding.

**STEPHEN ISHERWOOD, CHIEF EXECUTIVE OF THE ASSOCIATION OF GRADUATE RECRUITERS**

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*I want to be an inclusive practitioner for every child I teach. I aim to nurture their potential.*

**MARIYA AMIN FROM SCOTLAND IS GRADUATING WITH A BACHELOR OF EDUCATION (PRIMARY EDUCATION).**

It doesn’t matter what year you’re in, the Careers Service can help you think about your options and how to make the most of your time at university. glasgow.ac.uk/careers

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**SEE THE WORLD**

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APPLY FOR JOBS

You’ve decided on a career path or have an idea about what you’d like to go on to do. It’s time to start applying for jobs. Here is our guide to getting a job.

WHERE TO LOOK

Hunt for jobs online, search graduate job sites, use social media and ask around.

glasgow.ac.uk/careers/login
Glasgow Careers is our online vacancies system and is a good place to start. Here you’ll find the best graduate jobs, internships, volunteering and other opportunities from the UK and abroad. Vacancies are updated on a daily basis and you can receive email alerts of new opportunities which may interest you.

prospects.ac.uk & targetjobs.co.uk
These are two very useful job sites, particularly for new graduates.

linkedin.com/jobs
One of the top online sites for job seekers, with a huge database that allows you to connect with contacts in companies you want to target, find news that will be great to write in applications, and find jobs in all sectors, levels and locations. Get yourself a profile on this!

Social media
Try and tweet your way to a job or search on Twitter using hashtags related to your field of interest such as #Techjobs. To find out how to use social media to find a job, see page 36.

The hidden jobs market
You don’t need to see a vacancy before making an application. Some jobs are not posted, with some employers relying on speculative applications and networking to fill posts. Be mindful that this is not a fast or easy process and you will have to set aside a lot of time to research your dream jobs, polish up your personal brand and get out and network.

Proactively applying with a targeted CV and covering letter can get you noticed. People often think that a job search is a numbers game and that the more applications you send out the more you will be noticed. Not true! Rather than applying for hundreds of jobs, you need to be focused, with an emphasis on what you have to offer rather than what you want from the employer. Compile a list of companies and learn everything about them. Target the best person in the company for the type of work you’re seeking, and show specific evidence of your ability to do the job well.

For more job-hunting ideas, see glasgow.ac.uk/careers.

WINNING APPLICATIONS

Great preparation is the key to successful applications. The main question recruiters will be asking is whether you are the right person for the job. You should find clues to what the employer is looking for in the job description or person specification.

Matching your skills to the job
This part is crucial and you need to spend quality time on it. You’ve found a job you’re excited about and after analysing the job advert and person specification, you need to decide why you are suitable for the position. First, you need to play the matching game and list the key job skills or competencies being asked for and give evidence you have them. Then check that the keywords are not hidden in too much text, are close to the top and towards the front of your bullets.

Employers like to see a wide variety of examples taken from academic studies, work, sports, hobbies and other areas of your life. Try to think of positions of responsibility, times when you’ve worked with others to produce an event or a project, or met a deadline. You need to demonstrate the skills the employer is looking for in a succinct and punchy manner.

The Careers Service blog is packed with helpful tips on how to show you have the right graduate attributes.

uofgcareers.wordpress.com

Competency-based questions
Once you’ve analysed the skills required and gathered your evidence, you’re ready to tackle the questions. Competency-based questions are popular with employers; these are questions that focus on your skills by asking you to give a specific example of a time when you’ve demonstrated the skill in question: the principle being that if you have successfully shown this skill in the past you will be able to show it in the future.

Some simple techniques ensure that you are answering these questions effectively and successfully. See the STAR technique below, and turn to page 29 for more application tips.

TIP Structure your answers exactly as the question asks and take each part in turn. For example, in answer to “Tell us about a time when you overcame a difficulty”, begin with: “A time when I overcame a difficulty was…”.

WHERE TO LOOK

Hunt for jobs online, search graduate job sites, use social media and ask around.

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prospects.ac.uk & targetjobs.co.uk
These are two very useful job sites, particularly for new graduates.

linkedin.com/jobs
One of the top online sites for job seekers, with a huge database that allows you to connect with contacts in companies you want to target, find news that will be great to write in applications, and find jobs in all sectors, levels and locations. Get yourself a profile on this!

Social media
Try and tweet your way to a job or search on Twitter using hashtags related to your
We welcome all degree subjects. Surprised? Don’t be.

We see your degree as just the start. It’s your first step in taking your career in all sorts of directions. If you’re passionate about business and eager to learn, we’ll help you excel in your career.

Join us. We’re focused on helping you reach your full potential.

Take the opportunity of a lifetime

pwc.com/uk/careers

APPLICATIONS TIPS

1. Do a rough draft first to eliminate errors and get your chronology right.
2. Always spell check. Pay great attention to grammar and spelling.
3. If your application is handwritten, avoid corrections and deletions.
4. Don’t leave blanks as it is sloppy and lazy. Answer each question, even if it’s to say “none” or “not applicable.”
5. Keep a copy for reference, as you will need it when you are invited for interview.
6. Make sure your form is submitted before the closing date.
7. Follow their rules: if the instructions say include a CV, then do; if not, then do not. The same with a cover letter. If you do it incorrectly, it might count against you.
8. Avoid being too modest and selling yourself short.
9. Tailor what you say in each application to make sure the employer knows you’re interested in them specifically.
10. Remember to check your online presence, i.e., LinkedIn, Twitter, Facebook and any other blogs or comments you may have written. Set your privacy settings so no one can find, see or edit them so they do not compromise your integrity.

Other types of questions
Application forms will often ask questions about your motivation for applying for the job and why you’d like to work for the company. They sometimes ask you to explain why you would be suitable for the post. To answer successfully, you need to look at the person specification with the job advert and demonstrate how you fill all of the essential criteria and as many desirable criteria as you can.

Giving examples of how you’ve developed the skills the employer is looking for is an effective way to do this. Research about the company and find out their latest news.

Online forms
First, take your time. Online forms require thought and checking. Read all the questions first. If an application form doesn’t allow you to proceed without answering the question, answer as you think but don’t submit it without taking a note of the questions and going back over your answers.

If possible, download the application form or print it out. Most online application forms allow you to save the form so you can work on it for a while before sending it. Once you’re happy with the result, submit the form.

Show your attributes
Our blog is packed with helpful tips on how to show you have what employers are looking for. See uofgcareers.wordpress.com.

The experience stays with you
We welcome all degree subjects. Surprised? Don’t be. We see your degree as just the start. It’s your first step in taking your career in all sorts of directions. If you’re passionate about business and eager to learn, we’ll help you excel in your career.

Join us. We’re focused on helping you reach your full potential.

Take the opportunity of a lifetime

pwc.com/uk/careers

Your degree is just the start

50% of our graduate intake studied non-business related subjects

Economics degree
History degree
Geography degree
Science degree
Area degree

Actuarial | Assurance | Consulting
Deals | Legal | Tax | Technology

pwcuk

Valuing differences. Driving inclusion.

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Some of the best advice I was given was to stop endlessly searching and start focusing on the things that really energize you, and tailor your search around them. I realized that meant a challenging role and creative problem-solving in a team. I now work in a fast-paced FMCG manufacturing environment, with global brands, leading motivated teams to improve our products and processes – and I love it!

**My tips**

- Think positively throughout the entire recruitment process! When you believe in yourself you radiate a tangible energy that communicates why you’d be an asset to the company.
- Our Careers Service has great industry connections and a vast array of services. Use them to your full advantage.
- Be 100% yourself. Companies want to hire an individual. Let your personality shine through and you’ll also feel whether a company is right for you.
- Think about the kind of organisation and environment you will be working in. Not just the role. I’ve realised this is equally important for job satisfaction and future development.

**EMPLOYER TIP**

Don’t be fooled into thinking the interview stage is the most important. First impressions count so it’s vital that your application is the best it can be. Before you submit your application, firstly check that all the information is accurate including your education history. Finally, ask yourself if you have proofread everything, and if the answers are clear and concise. You can always elaborate at interview stage.

**YOUR CV AND COVERING LETTER**

Use your CV and covering letter to show you have the right experience and skills for the job.

**Your CV**

Tailoring and targeting your CV is essential. Your CV is a marketing tool that will show you have the correct experience, skills and ability to undertake the job.

Underneath the various section headings, such as “Education” or “Work Experience”, use the space effectively and demonstrate that you meet the requirements and skills of the post.

Highlight any positions of responsibility, awards or achievements, and things that make you stand out from others. Try to create the impression that you work well in a team, can meet deadlines, are organised and can be left to get on with little supervision.

For example CVs see glasgow.ac.uk/careers.

**Your covering letter**

You should always send a covering letter along with your CV. This should be in the same style of font as your CV. In the letter, make sure you highlight the following:

- why you are applying to this particular organisation
- why you are applying for the post in terms of your skills
- any other important points that need to be clarified.

Your covering letter should sound positive and professional. If you are sending a CV by email, it’s important to realise that the email itself will be your covering letter – and remember to attach your CV before pressing send.

**EMPLOYER TIP**

It’s easy to forget the basics, so make sure you do your research on the company you are applying to and only apply to the sectors you are interested in. Take your time on your application, don’t forget to proofread your work, and of course answer every question.

**MELISSA HOPPER**

GRADUATE RECRUITMENT MANAGER, MOTT MACDONALD
Try to illustrate your answers to these questions using your prepared examples to back up your claims of skills and qualities. Some questions will address the required competencies directly, such as:
• Give me an example of when you’ve been part of a team. What did you do and what was the result?

Practice interviews
A practice interview with a Careers Manager gives you experience of answering interview questions and the opportunity to receive feedback. A Careers Manager can book a mock interview for you once you have had a careers consultation. See page 5.

Telephone interviews
The basic principles of interviewing in person apply to interviews by telephone, but there are important differences that have advantages and disadvantages. You have to show your enthusiasm by tone of voice only; however, you can have key points written down as a prompt. Make sure you’re around when the call is due and take it in a quiet room on a landline if possible. Have a glass of water to hand, turn off any distractions, sit up straight, and smile, as it will help you communicate well.

For more tips on how to handle a telephone interview, see targetjobs.co.uk.

Video interviews
For first-stage interviews, the use of video is becoming more common. Companies like them as it helps overcome the limitations of time for scheduling and time zone restrictions with screening. Here are eight tips on how to excel at video interviews:
• Ensure your username is appropriate for a professional.  
• Sit in a quiet, well-lit, tidy environment. Remove any potential distractions.  
• Ensure the camera is at eye level as this makes eye contact more natural. You must not look down to see the interviewer as it creates a sense of disconnection. Sit in the centre of the frame and ensure they can see you from the waist upwards.  
• Do a trial run with a critical friend. This will allow you to become at ease with the technology.  
• Check your equipment and get ready in plenty of time. Have an alternative plan in place in case of problems.  
• Project an energised, attentive and interested image; smile, relax and adopt a positive position.  
• Dress to impress – always assume that you dress as formally as you would in a face-to-face interview.  
• Treat it as you would a face-to-face interview, which means practising interview questions and having questions to ask.

Gaming tools
Some organisations are using game-like virtual reality tools in their interview process. They simulate environments and assess how well candidates perform. They can measure certain traits easily, skills like resilience, safety-consciousness and analytical thinking. It is an innovative and fun method and may be one part of the interview process.

Psychometric tests
Some recruiters may ask you to complete a number of online aptitude tests. They typically consist of numerical and verbal reasoning and diagrammatic reasoning tests. Situational judgement tests are increasing in popularity and may be used as an initial screening method for the biggest graduate scheme employers. The best way to prepare is to undertake a small number of practice tests on an ongoing basis. You can find some free online practice tests on the Careers Service website.

Assessment centres
These allow companies to run a series of practical exercises and activities to see how candidates perform in action across a range of dimensions and against pre-agreed criteria. As all candidates undertake the same exercises, assessment centres are one of the fairest and most objective ways of assessing performance and suitability for a job. Typically, the range of exercises might include presentations, group exercises, psychometric tests, in-tray or e-tray exercises and case studies.

The most common stumbling blocks are a lack of preparation and not communicating with impact, so practise, practise, practise.

Lastly, have a list of questions written down to ask the interviewer. Impressive questions could be:
• Can you describe a typical day in the role?  
• How long have you been at the company and what makes you stay?  
• How would you describe the organisation’s culture?  
• How would my performance be measured?  
• What type of career opportunities might this position lead to?

Make a strong start and create a great first impression
• Know where you’re going and arrive in plenty of time.  
• Dress appropriately.  
• Realise that any members of staff may be asked for their impressions of you.  
• Shake hands confidently.  
• Smile.  
• Expect to be nervous – this will give you the adrenaline to perform well.

The interview
• Highlight the positive aspects of your life.  
• Sound genuinely enthusiastic and knowledgeable about working for the organisation.  
• Stick to the point of the question and ask the interviewer if he or she wants you to go on.  
• Explain complicated material. This ability gives great evidence of good communication skills.

INTERVIEWS AND ASSESSMENT CENTRES
This is your chance to shine. It will be easy to do this if you’ve researched what the employer is looking for and are prepared to demonstrate how you fit with this.

Do your research
Firstly you must be clear what the employer is looking for. Employers use interviews to ask questions to find out if you have the competencies they have listed on their person specification – which is usually the list of essentials and desirables required for the job.

Remember that the interview isn’t something you have to prepare for from scratch. Your application has proved effective, so look at it again thoroughly beforehand.

In your preparations, focus on two main questions: “How do I match what the employer is looking for?” and “What makes me stand out from the competition?”

Many sources of information can help you with the first question. These include:
• job description and person specification  
• the employer’s website.

Try looking in the business sections of newspapers, online journals and social media. It can be helpful to speak to any contacts you have who are either doing a similar job or working for the same organisation – they can provide valuable insight.

Prepare your answers
The interviewer is trying to predict how you would behave if you were doing the job. This is difficult, but looking at your past behaviour gives evidence. Give examples of things you’ve done that demonstrate the qualities required. For example, if the job requires you to manage your time effectively, then think of times when you’ve done that. You might have had to juggle part-time work and study priorities to be able to hand in coursework on time while fulfilling commitments to your employer. Don’t worry too much about what example you use – it can be from any area of your life: work experience, paid or voluntary, your course, or spare-time activities and family life. These specific events in your life are what you need to talk about in the interview.

The interview
It’s your chance to sell yourself to the employer. Use the questions and discussion to your advantage, giving evidence of your competencies to convince the employer you’re the right person for the job.

Remember, it’s also a chance for you to assess the employer and decide if for yourself whether you’d like to work for them. Above all, you need to demonstrate your motivation and enthusiasm for the job.

The questions
While you can’t predict the questions exactly, take a look at the many examples on the Careers Service website. Common interview questions include:
• Tell me about yourself/talk me through your CV.  
• Give me an example of when you ... (competency-based questions).  
• What is your greatest weakness?  
• Why do you want this job?

Claudine Vega, Global Employer Branding Adviser, Linklaters LLP
EMPLOYER TIP
During your interviews, please do not make assumptions on how to solve problems. We want to know how you deal with ambiguity and for you to show us that you can break complex problems into manageable parts.

We are looking for candidates to show the natural ability and initiative to ask clarifying questions before they begin to solve the problem, something which is vital when working on intricate, large-scale projects.

Thinking out loud during your interview is not required, but it will help the interviewers understand your thoughts, which will allow them to help you along the way.

OLIVIA HOPPE,
RECRUITMENT COORDINATOR, AMAZON DEVELOPMENT CENTRE (SCOTLAND)

STUDENTS WITH A DISABILITY
If you have a disability, should you make reference to it in a job application? Here are some resources to help students with disabilities when applying for jobs.

Disabled Students’ Allowance (DSA)
For information call SAAS on +44 (0)300 555 0505 option 2 Monday to Friday, 0830 to 1700, or email them through their enquiry form. It’s available for postgraduate study.

Remploy’s Employability Programme
Remploy in Glasgow offers job search and interview help to recent graduates and final-year students with disabilities and health conditions. Call 0845 6015878 or email graduates@remploy.co.uk. See remploy.co.uk.

EmployAbility
EmployAbility offers free services to students and graduates with disabilities or health conditions. These include internships and graduate programmes with graduate employers, insight days and help with writing effective applications. Call +44 (0)785 276 4684 or email info@employ-ability.org.uk.

Access to Work (AtW)
An assessment of your work-related needs by AtW can release financial assistance to cover some costs such as a communicator at a job interview, transport, adaptations to office technology or a support worker. For more information call AtW for Scotland on +44 (0)345 268 8489 (Textphone: +44 (0)345 608 8753). See www.gov.uk/access-to-work for an explanation of the programme.

GCIL Equality Academy
GCIL’s employment services offer benefits for both disabled graduates and employers: salaried graduate placements supported by a comprehensive and in-depth training plan. For further information call +44 (0)141 375 0464 or email equalityacademy@gcil.org.uk.

The Careers Service also offers advice and assistance, see glasgow.ac.uk/careers.

My tips
• Try to be open and honest with potential employers about your disabilities – this will help to ensure that your situation is as comfortable as possible.
• Apply for as many positions as you think suit you and your skills (and maybe a few that are a bit out of your comfort zone).
• Be sure to reach out to outside organisations, family and friends for any added support you need.

I decided to apply for as many opportunities as possible, but was sure that I would not be able to find anything and was nervous that I would be denied employment due to my disabilities. In my second year, I was offered a job working as part of the public relations team in a large student union – a step that helped build my confidence and figure out how to navigate my professional environment with disabilities. I disclosed my disabilities to my employer as well as my co-workers and was pleasantly surprised to find that everyone was very supportive and helpful.

Since then, I have found jobs and have worked throughout the summers and during each semester. My disabilities haven’t held me back from finding employment, but have encouraged dialogue with employers and inspired me to gain valuable experience.

I have both epilepsy and narcolepsy. Being a full-time student as well as having a part-time job seemed like an almost impossible feat for me. When I entered university, I was not at all sure how I should approach finding a job, and how much I should disclose to potential employers about my disabilities.

My tips
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NAME: John Lindberg  
DEGREE: MA Politics 2016

I’ve tried to use social media throughout my time at university to slowly create a brand and promote my ideas. All of us have something that we are passionate about. For me, it’s nuclear power, a field that I want to enter after graduation. To build my brand, I write on a number of different platforms, such as Darrow, where I air my views and present my ideas. I then use social media to promote them. For most policy-based jobs, it’s essential to have this kind of presence, as you showcase not only your ability to formulate ideas, but also to promote them.

Having a presence on LinkedIn can sometimes result in situations you hadn’t envisioned. During my time at university, I was made two job offers to join FTSE100 firms as a Parliamentary Liaison Officer. The importance of a strong, digital CV should not be underestimated, especially as you never know who might be looking at it.

In the past I’ve been sceptical of Twitter and its usefulness, and therefore rarely used it for anything apart from catching up on emerging stories. It has now become a potentially very important tool for me to build my presence online and promote my research. It takes some time to get your head around it, but once you’ve taken the time, the potential is virtually limitless.

My tips

• Ensure that you have a strong, up-to-date and professional presence online. Use LinkedIn, Twitter and Facebook sensibly and professionally to craft your own brand.
• Share your ideas. This is not only for people wanting to go into policy or research, but a very useful tool to showcase communication skills and social media awareness, and helps you create your own brand, which can ultimately enhance your career.

YOUR PUBLIC PROFILE

Employers will assume that whatever they learn about you from your social media profiles represents the real you. Make sure the image they build up of you is one that you’re happy for them to see.

It’s unsurprising that the vast majority of graduate recruiters have their own profiles on all of the popular sites. As many as 78% of recruiters have made a hire through social media. Although social networking is a powerful tool for learning more about prospective employers, be aware – it’s a two-way street. It’s time to get yourself on these networks, present a good picture of yourself, connect professionally and start to promote “brand me”.

The four basics to establishing your social media brand

1. Create an engaging profile
Start with LinkedIn. That is the professional networking site. Go to “professional networking” on the Careers Service website for five templates which will help you show your experience and skills.

2. Showcase your personality and get relevant online
Now that you have amazing profiles, it’s time to start creating an identity to showcase who you really are.

Get Google on your side. Some employers will search for you and a LinkedIn profile will push you to the top of search results. This means you have control and a potential employer will see what you want them to see. Run a social media audit on yourself and see if there are too many videos, photos and links to your personal life in your search. You should use privacy settings and consider disabling or removing some of your digital presence.

3. Connect with people you need to get the job you want
Start building your online network early in the year: connect with classmates, even former colleagues from that summer job you had. Adding more connections equals more and better opportunities in the future.

4. Did you know that there are many jobs on social media sites?
Many companies post jobs, particularly on LinkedIn. This has many attractive jobs in every size of company in all sectors throughout the world.
FACEBOOK
Primarily an informal and personal social network, Facebook can be useful when researching employers, promoting your job hunt and for finding out about jobs.

Facebook tips
- Make sure you let your personal network (friends, family and other contacts) know that you’re looking for work. As more than 40% of workers found their current position through word of mouth, keeping an ear to the ground on social networks like Facebook can lead to you hearing about great jobs through your friends – often before the jobs have been formally advertised, giving you a crucial head start.
- You can also research employers using Facebook. All major employers have a Facebook page, and by following them you may pick up insider tips on everything from the company culture to the application process.
- Be aware, however – recruiters often check out candidates on Facebook. Make sure your own profile is locked up tight or is a profile you’re happy for them to see before you start connecting with companies or applying for jobs. If they notice you interacting with their posts, they may click through to take a look at your timeline, and it’s highly likely they will run a search on your name at some point in the recruitment process.
- Your Facebook network could be useful for job hunting since friends have more of a stake in helping you.

TWITTER
Twitter has some unique advantages over social platforms when job-hunting. The lack of barriers to connect with “thought leaders” is one big advantage.

Top tips for getting the most out of Twitter
- Follow the industry you are interested in and participate in communities you care about – whether that is the latest drugs being released from a pharmaceuticals company, the design of a new sci-fi video or an NGO that is doing great work.
- Don’t just retweet what others are saying; share and create valuable content. Be a thought leader yourself; Join chats and start conversations with people who inspire you.
- Build your network before you need it; engage with people who do what you want to do.
- Many companies have job-related Twitter handles. Following them is a great way to keep tabs on job openings, rather than searching the company’s website.
- Use Twitter as a jumping-off point to your more detailed online profile like a personal blog or LinkedIn profile.
- Don’t be overly professional. Twitter is a great way to showcase your personality and talk to people about your interests.

LINKEDIN
A massive 94% of recruiters who use social media in their recruitment practices use LinkedIn.

Top tips for getting the most out of LinkedIn
- Start by making a high-impact summary. Don’t leave it bland or be bland. Be compelling, write in the first person and don’t go over 200 words. Keep it concise, describing what you are enthusiastic about and the job you’re looking for.
- Choose a great photo – a high-quality head-and-shoulders shot with you dressed professionally. This is the first impression that someone will have of you. You are 14 times more likely to be searched if you have a photo.
- Enhance your profile with endorsements and recommendations from past and current colleagues. The best way to do this is to politely ask for them. Employers take notice of other people’s recommendations. These can be incredibly useful when trying to find a new job.
- Customise your profile URL to linkedin.com/in/yourfullname and add it to your CV, email signature and your blogs. It takes seconds!
- Join some of the thousands of groups that are. View similar profiles/similar companies. Follow companies and ensure your contact details are listed. Make it easy for potential employers to get in touch.

Pathways – look at people you admire and how they got to where they are. View similar profiles/similar companies. Follow companies and ensure your contact details are listed. Make it easy for potential employers to get in touch.

BLOGGING
Showcase your work and skills through your own blog.

Blogs are a great platform to demonstrate your motivation for, and knowledge of, your chosen industry. Blogs could be particularly useful if you want to pursue a career in areas such as writing, performing arts, design or IT.

LINKEDIN HAS OVER 467 MILLION MEMBERS. OVER 40 MILLION STUDENTS AND RECENT GRADUATES ARE ON LINKEDIN. THEY’RE THE NETWORK’S FASTEST-GROWING DEMOGRAPHIC.

EMPLOYER TIP
Build your LinkedIn profile and connections as early as possible and connect with people you’ve worked for and with course tutors and friends. The wider your network, the higher chance you have of being approached. LinkedIn is your online CV so list your course, key modules, dissertation, work experience, interests, hobbies and accomplishments.

What does your Facebook profile say about you? Ask your contacts if anyone can help you get relevant work experience. Use the Groups feature to find people sharing job leads (“Jobs hiring near me”).

Make sure you have coordinated online presence across all the main platforms. Lots of employers are using LinkedIn and Facebook to advertise roles, to target potential employees and to check out applicants!

RACHEL BASGER, GRADUATE TALENT MANAGER, THE HUT GROUP
Further study can give you in-depth knowledge of your subject and improve your employability. Before undertaking further study, think about your reasons for doing so and check that your expectations of the course will match up with the reality of where the qualification will lead.

WHY POSTGRADUATE STUDY?

Many students simply enjoy their subject so much that they want to continue studying it in more depth. Others feel that a postgraduate qualification will boost their chances of getting a job.

The likelihood of a postgraduate qualification boosting your employability varies by career. If you have an unrelated first degree, certain careers require a postgraduate qualification before you can work in them, such as in law, teaching and social work. For other areas a postgraduate qualification can be extremely advantageous, although in several industries work experience can be just as valuable.

Often it’s the combination of postgraduate study and work experience that provides a real advantage. Whatever your subject, a PhD is normally a prerequisite for jobs in academia.

For help in choosing a postgraduate course take a look at university postgraduate prospectuses online, or at prospects.ac.uk or targetcourses.co.uk.

If studying abroad interests you, there are longer application timescales and specific deadlines to consider.

glasgow.ac.uk/careers/furtherstudy

Postgraduate diplomas

For some careers, a postgraduate diploma is a prerequisite to becoming professionally qualified. For other careers, such as HR and IT consultancy, a postgraduate qualification, while not essential, could help you to get your first job.

Courses last one or two years; they are intensive and may include a work placement or project. In most cases the level of your degree is less important in the selection procedure than for research degrees, with selectors looking for evidence of your relevant skills and experience.

Higher degrees and diplomas vary considerably in content and approach. Often, recognition by a professional body is important – check your course has the necessary accreditation.

Masters degrees

Most Masters degrees can stand alone and are of 12 months’ duration, but there are some exceptions. They usually consist of taught subjects and a thesis or dissertation. The degree can be theoretical or of a directly vocational nature, such as an MSc in IT or biostatistics.

A good first degree is usually required to obtain a place and funding. Sometimes you can take a diploma course and upgrade to a Masters degree if you do well enough.

findamasters.com
targetcourses.co.uk

PhD research degrees

A PhD is a research degree that requires original research over a period of three or four years in order to produce a thesis. You usually need a First-class or 2.1 Honours degree to be accepted for a PhD, and you certainly need a very good degree to obtain funding.

The Careers Service is collecting a number of Glasgow PhD student case studies, which illustrate the motivations essential for a successful PhD and highlight a number of postdoctoral career paths.

Here are some useful resources
glasgow.ac.uk/careers
deadlines to consider.
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The one-to-one appointments are excellent for getting help to give your CVs and applications more impact and demonstrating the outcome yourself. Work out how you can gain and improve skills and insights, then careers events and appointments can help you present these convincingly to your chosen employers.

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In a Masters course you really work on honing your research skills in a specific area, allowing you to go with your passions and specialise. Through the teaching parts of it, you come into contact with a range of active scholars and researchers who are invested in improving your capabilities too. Using the Careers Service alongside this, you really get a boost in making yourself employable and pursuing your ambitions.

My tips
• Use the Careers Service. Get in touch from the start and see what’s on offer. The one-to-one appointments are excellent for helping you to give your CVs and applications more impact and developing your interview skills.
• Network with your lecturers. If you want to do further study, then talking to those who are already in this area is a key first step. They want to see new researchers doing crucial work and can help you apply.

A good first degree is usually required to obtain a place and funding. Sometimes you can take a diploma course and upgrade to a Masters degree if you do well enough.

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The University offers postgraduate scholarships and you can find more details from the Senate Office (closing dates are during spring each year), see glasgow.ac.uk/senateoffice.

Funding for vocational courses is generally the responsibility of one of the following:
- Student Awards Agency for Scotland (SAAS) – if your home is in Scotland
- Student Finance England – if your home is in England
- Student Finance Wales – if your home is in Wales
- Department for the Economy (DfE) Higher Education Division – if your home is in Northern Ireland

In most circumstances, if you want to study a vocational postgraduate course immediately after completing your first degree, you should apply to the organisation that funded you for the first course. If you are an EU student, you may continue to be entitled to payment of tuition fees only, unless you meet UK residence conditions that permit additional living cost support.

My PhD examines the decline of the British fashion industry in the post-war period and takes as its central case study the Glaswegian fashion design and manufacturing company, Martin Donaldson.

Since the archives pertaining to this research are here in Glasgow, and since my previous experience at the University was so positive, I took my proposal to scholars in the History department who knew of research interests in this area. With their encouragement and support, I drafted a proposal and funding application and was awarded a full scholarship.

I thoroughly enjoyed my MLitt and my time at the University, and I started to investigate my options for continuing and studying for a doctorate.

My tips
- Choose your topic wisely. You will live and breathe your doctoral research for three years, so be sure it is something you are passionate about.
- Take every opportunity. The University offers fantastic networking and career progression opportunities. I’m glad I have participated in so many events and competitions – it has really boosted my confidence as a researcher.
- Enjoy it! This was the best piece of advice I was given at the start of my PhD – never again will you have three years in which to indulge yourself by immersing yourself in something you love, so enjoy every minute.

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My time as a PhD student at the University of Glasgow has been one of the most positive and fulfilling of my life.

In general, we advise you to clarify possible sources of funding for the course you are interested in with the course organisers, who can advise you. In addition to SAAS and other executive agencies, there could be a number of alternative organisations you can apply to, such as trusts and charities.

Alternative sources of funding
In general it’s difficult, but not impossible, to obtain funding from other sources. Many students borrow money to support their studies. However, Professional & Career Development Loans are provided in a partnership between the government and either Barclays or the Co-operative Bank, see direct.gov.uk/cdl.

Many students also supplement their grant income with family support and part-time work such as tutoring. It’s advisable to speak to the admissions contacts for the course you are interested in about any sources of funding. You can ask for a copy of the Alternative Guide to Postgraduate Funding by emailing alternativeguide@glasgow.ac.uk.

We can give you information and guidance to help you understand the labour market and make the most of your international experience.

Our support
All of our services are here to support you wherever you come from and whatever you want to do after university. The Careers Service can support you to access opportunities, advice and guidance throughout your time at university.

Will the Careers Service find me a job in the UK?
The Careers Service is not a placement agency. We actively source and promote opportunities and offer career-planning and job-seeking advice and guidance, but we cannot place people into graduate employment. Graduate employers in the UK all have their own recruitment processes which can involve more stages over a longer time period than in some other countries. We can help you to understand and navigate this process.

If you’re an international student wishing to develop your career in the UK, back home or even in another location, we can help.
Finding graduate jobs in the UK

Many large employers in the UK recruit graduates through graduate training programmes. These programmes typically last between one and three years with trainees receiving a full salary throughout. The training period usually includes some of the following components:

• off-the-job training, in some cases working towards a professional qualification
• rotations around various job functions and departments
• mentoring opportunities with senior staff in the organisation.

International students should be aware that most employers will direct both undergraduate and postgraduate candidates towards their graduate training programmes. So, if you are a postgraduate student, you will not see many graduate jobs in the UK that specifically look for a Masters degree. The exception is where professional experience prior to studying is normally considered for experienced candidates towards their graduate programme. These programmes typically last between one and three years of relevant experience, for instance, often recruit trainees into specific roles as the need arises.

In addition to your degree, employers all expect to see evidence of work experience or other extra-curricular achievements. If you feel you lack this experience, start by reviewing the “Getting Experience” section of the Careers Service website.

Application dates for graduate jobs in the UK

Many employers set early application deadlines in an attempt to have first pick of available graduates. A large number of deadlines therefore fall between October and January. This means that students joining one-year Masters degrees need to be ready to make applications almost as soon as they arrive in the UK! A growing number of employers now recruit on a rolling basis, so it is important to apply as early as possible to increase your chances.

Not all employers have the infrastructure to offer structured and intensive support to new graduates. Small to medium-sized employers, for instance, often recruit graduates into specific roles as the need arises. In addition to your degree, employers all expect to see evidence of work experience or other extra-curricular achievements. If you feel you lack this experience, start by reviewing the “Getting Experience” section of the Careers Service website.

Online applications

A typical first step for a larger employer is an online psychometric test. These can be personality tests or aptitude tests. Try some practice tests first. There are links to some of these resources on the Careers Service website.

If successful at this stage you are invited to submit an online application form, the most common method of application for graduate training programmes with large organisations. Typically, forms include questions on career motivation and your evidence of the key skills required for the role. A telephone or video interview may be next, before progressing to a face-to-face interview and possibly a final assessment centre day. The whole process can take a number of months from application to job offer. Guidance on preparing for each stage is available on the Careers Service website.

You can bring in a draft application for feedback from a Careers Manager by booking an appointment online. If you have an interview coming up, you can book a mock interview to help you prepare for the real thing.

Increase your employability in the UK

While there are never any guarantees in the graduate labour market, there is a lot you can do to maximise your chances of finding employment in the UK:

• Work experience gained during your studies will boost your CV and allow you to develop a network of contacts. Non-UEA students can work for up to 40 hours per week during your studies. Please always check the visa conditions on your passport or biometric residence permit and refer to the information on international student support and visas on the University website for up-to-date information on regulations on working in the UK.
• English proficiency is a factor for employers in the UK and you should take every opportunity to develop your fluency. Joining student clubs and societies is an excellent opportunity to interact with native speakers. Practice your language skills at one of the regular initiatives run by the Students’ Representative Council (SRC), for example, by being matched with another student with more fluent English or taking part in local volunteering opportunities.

"KPMG China has a strong relationship with the University. Each year we are thrilled to receive a very high number of applications from their students. Chinese students studying in the UK are very important to us and we will continue to recruit them every year."

MARIA FORREST, OVERSEAS GRADUATE RECRUITMENT, KPMG CHINA AND HONG KONG

Part-time work

Working part-time is not only a great way to earn some money while studying; it can also enhance long-term employment prospects.

Glasgow is full of shops, bars, restaurants, call centres and other employers of part-time staff. However, competition can be tough – there are around 65,000 students in the city and part-time work that fits with a degree is highly desirable. The Careers Service advertises part-time work for students via the online vacancy system. Jobs vary from on-campus work, such as student brand ambassadors, open day guides and library staff support, to city-based retail, hospitality, call centre and interpreting work and much more.

The SRC Job Shop is also a useful resource that advertises part-time job opportunities suitable for employment alongside your degree programme.
JOBS AT HOME
You can still search for jobs at home while you’re here in the UK. Here are a few ideas.

Networking
While in the UK, you can increase your visibility among employers with proactive use of online networks. Create a high-quality profile on professional networking sites such as LinkedIn and Weibo.

Selling your UK experience tips
• Emphasise the UK’s strong tradition of higher education, with many of the universities here being among the oldest in the world. You can also point to university world rankings. In the 2018QS World University Rankings, the University of Glasgow was rated 65th.
• Highlight the UK’s research output. According to a report commissioned by the Department for Business, Innovation & Skills, the UK with just 0.9% of the global population accounts for 3.2% of research expenditure and 15.0% of the world’s most highly cited articles. This enables the UK’s institutions to offer students the chance to gain cutting-edge knowledge and make use of state-of-the-art facilities.
• The teaching and learning culture in the UK requires students to critically assess, evaluate, question, create solutions, present and debate. The skills developed by this approach are similar to the list of skills that many employers say applicants lack evidence of, such as analytical ability, problem-solving, interpersonal and communication skills.
• A UK education also guarantees exposure to cosmopolitan learning communities, leading to a more global outlook and greater cultural awareness.

IMMIGRATION AND VISAS
Here is an overview of immigration routes to employment for international students who would like to work in the UK after their studies.

Tier 2 (General) Visas
Students with a job offer from a Tier 2 general sponsor licence holder can work in the UK at graduate-level jobs. Applicants must provide evidence to show that they meet application requirements, including maintenance requirements, English language requirements, minimum salary requirements for the job and possession of a Certificate of Sponsorship (COS) from an employer who is registered with UKVI.

www.gov.uk/tier-2-general

Tier 4 (Graduate Entrepreneur) Visas
This visa category allows non-EEA graduates to stay in the UK for another year to develop their business ideas with a view to turning them into legitimate start-up businesses.

www.gov.uk/tier-1-graduate-entrepreneur-visa

Tier 5 Temporary Worker (Government Authorised Exchange)
Through this visa route students can gain course-related work experience (for up to 12 months) before they leave the UK. There are a number of organisations which can act as sponsors, such as: AIESEC Access Tier 5 scheme; BUNAC Intern in Britain; and GTI Tier 5 Intern Programme. There is also an International Student Internship Scheme specifically for Chinese and Chinese-speaking graduates from UK universities to work with UK firms looking to expand their business in China.

www.gov.uk/tier-5-government-authorised-exchange

UK employment permissions
For advice on whether your immigration status in the UK permits you to undertake an internship or part-time employment, please contact the International Student Support team for a one-to-one appointment before accepting the role, bringing your passport/visa with you.

www.gov.ac.uk/international/support/engrskrk/working/if-workingintshukattstudy

Networking
Students must have a genuine and credible business idea and must work closely with our student enterprise programme to develop the proposal and formulate a business plan. This will then be considered by an experienced panel to assess whether the student can be issued an Endorsement by the University, which is one of the documents required for the visa application.

For visa advice, students should contact Jo Purvis. Email jo.purvis@glasgow.ac.uk.

My experience
I am a researcher, much like other labour markets. It is all about selling your ideas in such a way that people listen and want to invest. For me, I am very concerned with climate change and global warming. That is why I am planning to devote my skills and abilities to...
YOUR CAREERS SERVICE – HERE TO HELP
glasgow.ac.uk/careers

THE INTERNSHIP HUB
Internships brought exclusively to you

www.glasgow.ac.uk/internships
As a start-up where do you want to end up?

Build the career you want at EY and change business for the better. Start today. Change tomorrow.

ukcareers.ey.com/graduates

The better the question. The better the answer. The better the world works.