Whatever stage you’re at with your future plans – clueless, unsure or certain – your Careers Service can help to get you on the right track. Whether you want a job straight after graduation, are thinking about postgraduate study or plan to take a gap year, we’ll help you to find the resources you need to make the right choice for you.

YOUR CAREERS SERVICE
Where to find us; tailored support; appointments; coaching and mock interviews; online resources; events and fairs; and inspiring graduate tips.

FIND THE RIGHT CAREER
Your career planning; tools; our alumni network; and inspiring graduate tips.

BUILD UP EXPERIENCE
Part-time work; volunteering; clubs and societies; internships; business idea development; travel overseas; and inspiring graduate and employer tips.

APPLY FOR JOBS
Job-hunting tips; applications; CVs and covering letters; interviews and assessment centres; and inspiring employer tips.

USE SOCIAL NETWORKING
LinkedIn, Facebook and Twitter tips; your public profile checklist; and inspiring graduate and employer tips.

POSTGRADUATE STUDY
Deciding to do postgraduate study; funding for postgraduate study; and inspiring graduate tips.

INTERNATIONAL STUDENTS
How to find jobs and work in the UK; immigration and visas; find jobs at home; and inspiring graduate tip.
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

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, to 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.

Postgraduate research students
Most postgraduate research programmes last for three years, and it’s important to start career planning before your final year. We have a specialist Careers Manager for research students and early career researchers, whatever your area of study.

Entrepreneurial students
We provide support for enterprising and entrepreneurial students to help turn your dreams into reality. We can help you test out your ideas through one-to-one mentoring and competitions, or assist during the actual business start-up process and beyond. See page 24.

Recent graduates
Your first job after graduation is only the starting point on your career journey. We’re here to support you whenever you’re looking to take the next step. Within two years of graduation, you can still book an appointment for one-to-one careers advice.

YOUR CAREERS SERVICE
We are 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.

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
CAREERS APPOINTMENTS
We offer many different types of appointments to help you with planning your career and developing your CV, 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.

Quick queries
APPOINTMENT LENGTH: 15 minutes
HOW TO BOOK: Online – appointments are made available every weekday at 0900 and can only be booked the day you would like to attend.

If it is your first visit to the Careers Service or you have a quick query you would like answered, these appointments are a great place to start. They are useful for feedback on interview techniques, applications and initial queries about career choices or your job search.

CV checking
APPOINTMENT LENGTH: 30 minutes
HOW TO BOOK: Online – appointments are made available in advance or on the day.

We offer peer-to-peer CV group sessions, facilitated by our Careers Managers. Bring along a copy of your CV for some feedback.

Career coaching
APPOINTMENT LENGTH: 20 minutes
HOW TO BOOK: Online in advance or on the day.

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.

Career interviews for postgraduate researchers
APPOINTMENTS AVAILABLE: Monday, Tuesday, Thursday and Friday between 0900 and 1140, and 1420 and 1640
APPOINTMENT LENGTH: 40 minutes
HOW TO BOOK: Book an appointment online with Katrina Gardner, the Careers Manager for postgraduate researchers.

Confidential careers guidance interviews form part of a specialist provision the University offers to its research students and early career researchers to support them in their career progression in academia and many other careers. This includes guidance on making decisions, researching the options, finding opportunities, and job applications and interviews. If you progress on to a research Masters or a PhD you can take advantage of this provision, which also includes careers workshops and training sessions to develop your research and employability skills.

Mock interviews
APPOINTMENTS AVAILABLE: Monday to Friday between 0900 and 1140, and 1420 and 1640
APPOINTMENT LENGTH: 40 minutes
HOW TO BOOK: 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 or arrange with a Careers Manager.

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.

Our careers interviews are hugely popular. Book online at glasgow.ac.uk/careers.

APPOINTMENTS 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.
GLASGOW CAREERS

Glasgow Careers has all our services in 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.

WATCH OURVIDEOS

Find out more about what the Careers Service offers you by watching our videos on YouTube: youtube.com/UofGCareers.
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 The Big Brave Q&A sessions with leading international figures every month. See the calendar opposite for the main events for 2018–19.

You can see our full calendar of events, including presentations by employers, at glasgow.ac.uk/careers.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Name</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 SEPTEMBER 2018</td>
<td>Careers &amp; Internship Marketplace</td>
<td>1100 to 1600</td>
<td>Bute Hall</td>
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<td></td>
<td></td>
<td></td>
<td>Glasgow University Union</td>
</tr>
<tr>
<td>2 OCTOBER 2018</td>
<td>Ewen MacAskill, Journalist, The Guardian</td>
<td>1300 to 1500</td>
<td>Hilton Grosvenor Hotel</td>
</tr>
<tr>
<td>10 OCTOBER 2018</td>
<td>Go Abroad Fair</td>
<td>1100 to 1500</td>
<td>Queen Margaret Union</td>
</tr>
<tr>
<td>16 OCTOBER 2018</td>
<td>The Human Book Project</td>
<td>1000 to 1500</td>
<td>Kelvin Hall</td>
</tr>
<tr>
<td>23 OCTOBER 2018</td>
<td>Explore a Career in Teaching</td>
<td>1630 to 1830</td>
<td>Fraser Building, Level 4</td>
</tr>
<tr>
<td>24 OCTOBER 2018</td>
<td>Engineering &amp; Technology Fair</td>
<td>1200 to 1500</td>
<td>Glasgow University Union</td>
</tr>
<tr>
<td>6 NOVEMBER 2018</td>
<td>Third Sector &amp; NGO Fair</td>
<td>1100 to 1400</td>
<td>Wolfson Medical School Building</td>
</tr>
<tr>
<td>6 FEBRUARY 2019</td>
<td>Science Fair</td>
<td>1100 to 1500</td>
<td>Wolfson Medical School Building</td>
</tr>
<tr>
<td>6 MARCH 2019</td>
<td>Cultural &amp; Creative Fair</td>
<td>1100 to 1400</td>
<td>Wolfson Medical School Building</td>
</tr>
</tbody>
</table>

Big Brave events are also scheduled for December, February and March. Details to be announced. Check glasgow.ac.uk/careers for more details.
FIND THE RIGHT CAREER

Your options are endless – how can you decide which are right for you?

YOUR CAREER PLANNING

One helpful way to look at your career planning is the DOTS Model (Law & Watts 1977). It helps to make sure any career decision is informed. You can also find information at: glasgow.ac.uk/careers/decisionmaking.

LET’S LOOK AT EACH PART OF THE MODEL IN TURN:

1. Self-awareness
   What skills do you have? What ones do you actually enjoy using? What type of personality have you? Two useful resources are both found here:
   • humanmetrics.com/personality
   • keirsey.com.
   Every UoG student should be gaining Graduate Attributes as they study – find out more here:
   • glasgow.ac.uk/myglasgow/students/attributes/yourattributes.
   Prospects Planner is a useful tool to help you think about the skills and attributes you have, and which you want to use in a job. Answer questions to create your own profile: prospects.ac.uk/planner.

2. Opportunity awareness
   What opportunities are possible for you? With over 60% of graduate jobs open to ANY degree subject, the range is huge. You might have a few questions:
   What can I do with my degree?
   • glasgow.ac.uk/myglasgow/careers/careeroptions/options/optionswithmydegree
   • prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree
   • targetjobs.co.uk/careers-advice/degree-subjects-your-options.
   What about jobs that might be great for me but not related to my degree?
   • prospects.ac.uk/job-profiles – over 400 jobs profiled in depth here.
   • targetjobs.co.uk/careers-advice/job-descriptions – over 300 jobs profiled here.
   • insidecareers.co.uk/career-advice – seven financial sectors here, including management consulting.

3. Decision making
   Now you know more about yourself and the potential options, how do you decide which ones to pursue?
   • prospects.ac.uk/planner – create your own profile of skills, motivations and desires and match them to over 400 jobs.
   • Discuss your profiles and/or ideas with a Careers Manager – it’s never too early!

4. Transition
   Now you have some ideas of where you’d like to get to, how can you maximise your chances of getting there?
   The following chapters will help you to do just that:
   • How to build up your experience and develop skills
   • How to network effectively
   • How to look for jobs and internships
   • How to apply effectively
   • How to perform to your best at interviews
   • How to look for postgraduate courses... and much more!
YOUR MOST VALUABLE NETWORK – OUR ALUMNI

You’ll be surprised where your degree could take you.

We have 120,000 alumni in 180 countries and every career sector.

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 8,000 members in 100 countries, including over 2,200 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!

Join The Network

Who will you be?

Connect with alumni online before you graduate

• Explore where your degree can take you
• Gain invaluable expert advice
• Get help with your job search

glasgow.ac.uk/thenetwork
#UofGTheNetwork

NAME: Holly Fergusson

DEGREE: BEng (Hons) Product Design Engineering 2016

EMPLOYER: Nestlé

When I began the search for a graduate job I was a bit overwhelmed by all the options. I attended some great Careers Service events, from CV clinics to inspiring employer events – they enabled me to speak to real graduates in the roles and crucially prepared me for thorough application processes.

Almost every assessment and interview question focused on my extracurricular experiences. The Glasgow University Charity Fashion Show and the GUU board enabled me to build genuine credibility in skills such as leadership and teamwork. These were experiences I could talk about with passion. This is really important to recruiters’ strengths-based assessments, looking not just at what you can do but what you enjoy doing.

Some of the best advice I was given was to stop endlessly searching and start focusing on the things that really energise you, and tailor your search around them. I realised 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.
WHERE OUR GRADUATES ARE NOW

You can learn from Glasgow graduates. In 2017, 85% of our graduates entering work succeeded in finding professional and managerial jobs within six months of graduating, a rise over 2016.

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.

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.

**Where they’re working**
- Scotland: 14%
- England: 6%
- Northern Ireland: 6%
- Other EU countries: 3%
- Non-EU countries: 1%

**Their earnings**
- Under £20,000: 14%
- £20,000 to £29,999: 7%
- £30,000 to £39,999: 6%
- £40,000 and above: 7%

**First degree graduate destinations 2017**
- Full-time work: 28%
- Part-time work: 9%
- Full-time study: 5%
- Part-time study: 3%
- Due to start a job next month: 2%
- Unemployed: 1%
- Taking time out to travel: 1%
- Doing something else: 4%

**Postgraduate taught destinations 2017**
- Full-time work: 45%
- Part-time work: 9%
- Full-time study: 9%
- Part-time study: 3%
- Due to start a job next month: 2%
- Unemployed: 1%
- Taking time out to travel: 1%
- Doing something else: 2%

**Postgraduate research destinations 2017**
- Full-time work: 74%
- Part-time work: 8%
- Full-time study: 7%
- Part-time study: 2%
- Due to start a job next month: 2%
- Unemployed: 1%
- Taking time out to travel: 1%
- Doing something else: 4%

*Due to rounding, the sum of percentages may not add up to 100%*
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, whether that is for just an hour a week or a project overseas. 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, cafe or call centre. For student-friendly part-time jobs see Glasgow Careers at glasgow.ac.uk/careers/login.
- Maybe start that business idea you have. It’s never too early to explore your entrepreneurial side – check out the student clubs for one that might fit your idea. See page 24 on support for enterprise ideas.
- Use your summer wisely. Check out the Internship Hub at glasgow.ac.uk/internships and see page 18 for more details.

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
- 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 9.

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.
- 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.

YOUR LINKEDIN PROFILE
- Keep adding to your profile. Connect with individuals from your course, as they may be great contacts in the future. Join groups, start getting recommendations from part-time jobs and volunteering, search for jobs and research people’s career paths.

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.

YOUR LINKEDIN PROFILE
- Connect with individuals working in areas you wish to enter, search relevant employers, sending a targeted CV and using LinkedIn to broaden your networks.

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.

YOUR LINKEDIN PROFILE
- Develop your professional brand online – your profile is your online CV available 24 hours a day. Connect with individuals working in the areas you wish to enter, search for jobs and research people’s career paths.

GET IN TOUCH WITH THE CAREERS SERVICE AND WE CAN HELP YOU PLAN YOUR CAREER JOURNEY FROM NOW UNTIL GRADUATION.

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.

Graduate recruiters aren’t only interested in your academic qualifications. They want to know about other skills you have, it’s never too early to explore your entrepreneurial side – check out the student clubs for one that might fit your idea. See page 24 on support for enterprise ideas.

Take advantage of the fantastic job offers on offer, you’ve a great chance to build your CV and get to know what you’re good at.

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

Here’s our quick guide to making the most of your time at the University.
INTERNSHIP HUB
An internship can help you 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 aim 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 over 330 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
Once you’ve successfully secured an internship we’ll provide support to help you prepare for, and make the most out of, the experience.

After your internship
After your internship you will also have the opportunity to have it officially recognised by the University 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.

THE INTERNSHIP HUB
Delivered exclusively by @UofGCareers
#UofGinternship
glasgow.ac.uk/internships

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The University of Glasgow, charity number SC004401
2017–18 INTERNSHIP HUB

WE RECEIVE AN AVERAGE OF THIRTEEN APPLICATIONS PER INTERNSHIP. SHORTLISTED CANDIDATES HAVE MORE THAN A 60% CHANCE OF BEING INVITED TO INTERVIEW WITH AN EMPLOYER AND 40% OF THOSE INTERVIEWED SECURE AN INTERNSHIP.

330
CANDIDATES SECURED AN INTERNSHIP

800
CANDIDATES SECURED AN INTERVIEW WITH EMPLOYER

1,200
APPLICATIONS SHORTLISTED AND SENT TO EMPLOYER TO REVIEW

2,200
APPLICATIONS RECEIVED

DID YOU KNOW?

45% 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.

2,200 APPLICATIONS RECEIVED

1,200 APPLICATIONS SHORTLISTED AND SENT TO EMPLOYER TO REVIEW

800 CANDIDATES SECURED AN INTERVIEW WITH EMPLOYER

330 CANDIDATES SECURED AN INTERNSHIP

OPEN TO UNDERGRADUATES & POSTGRADUATES
28%

OPEN TO POSTGRADUATES
14%

OPEN TO UNDERGRADUATES
58%

WE OPEN TO POSTGRADUATES
14%

WE OPEN TO UNDERGRADUATES
58%

OPEN TO UNDERGRADUATES & POSTGRADUATES
28%

OPEN TO POSTGRADUATES
14%

OPEN TO UNDERGRADUATES
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28%

OPEN TO POSTGRADUATES
14%

OPEN TO UNDERGRADUATES
58%

OPEN TO UNDERGRADUATES & POSTGRADUATES
28%

OPEN TO POSTGRADUATES
14%

OPEN TO UNDERGRADUATES
58%
“Increasing my knowledge base and overcoming challenges at Glasgow has made me much stronger. I have the skills I need for the future.”

BAKYT TOLEGENOV IS GRADUATING WITH AN MSc IN MECHANICAL ENGINEERING WITH MANAGEMENT.
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:
- practical business start-up workshops
- assistance with legal structures and set-up
- one-to-one business advice clinics
- mentoring
- help with business and financial planning
- support in perfecting your business plan
- 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.

Competition support

Business competitions, of which there are many, can play a key role in providing the initial finance required to get started in business.

Young Alumni of the Year 2017, Susanne Mitschke and Patrick Renner, who founded MindMate while studying at Glasgow, went on to be joint winners of Converge Challenge 2016. Coten Statts of wheelAIR® also reaped the rewards of engaging in competitions while at Glasgow, winning the Converge Challenge Design and Creativity Award in 2017. a £100,000 award from Scottish EDGE. Round 10 and becoming a Royal Society of Edinburgh Enterprise Fellow.

We currently have a number of students and recent graduates in the final stages of the Santander Universities Entrepreneurship Awards, Converge Challenge 2018 and the RSE’s new Unlocking Ambition Programme.

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 have started up and run their own ventures while studying here. They have come from a variety of disciplines and we often 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 Maron Anderson, our Enterprise Manager, go to Glasgow Careers at glasgow.ac.uk/careers/login.

"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."
SEE THE WORLD

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.

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 INSTITUTE OF STUDENT EMPLOYERS
The STAR technique
“Situation, Task, Action, Result” (STAR) is an effective way of structuring your answers to competency-based questions.

1. Begin by describing the Situation such as which team you were in, its purpose and the number of people.
2. Explain what your Task or Target was.
3. Think about the Action and explain what your role in the team was. This part should be the main focus of your answer, so break down what you did and your reasons for doing it.
4. Explain the outcome, Result, of the task. For example, your team won a prize for the final presentation of the design project.

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 daily 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 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. Facebook recently launched a job search feature in the UK. 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.

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. 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. First, you need to play the matching game and identify 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 bullet points.

Employers like to see a wide variety of examples taken from academic studies, work, volunteering, 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.

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. 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 opposite, and turn to page 31 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…”. It’s best to use the first person singular at all times. Employers don’t want to hear “we” or “us” because they are trying to work out your role in the situation and what you achieved.
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 fit 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 the company and find out their latest news from their social media channels.

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 website is packed with helpful tips on how to show you have what employers are looking for.

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” and “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.

10 APPLICATION TIPS
1. Do a rough draft first to eliminate errors and to 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. 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 covering letter. If you apply 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, ie 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.
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 ask questions to find out if you have the competencies listed on their person specification – the list of essentials and desirables required for the job.

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 the job description and person specification and the employer’s website.

Look 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, think of times when you’ve done that. 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. 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 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?

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 4.

Telephone interviews
The basic principles of interviewing in person apply to interviews by telephone, but there are important differences. You have to show your enthusiasm by tone of voice only; however, you can have key points written down as a prompt. Take the call 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.

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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 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 and 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.
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-consciouslyness 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 do you like most about it?
- How would you describe the organisation’s culture?
- How would my performance be measured?
- What type of career opportunities might this position lead to?

Essential tips
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 adrenalin 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.

KEEP IN TOUCH
Your relationship with the Careers Service doesn’t end when you’re invited to an interview or assessment centre. You may also need guidance on negotiating a starting salary or benefits package, or help handling several job offers.

If you’re unsuccessful at your interview or assessment centre, take a look at glasgow.ac.uk/careers for interview guidance or request a mock interview. You can continue to use the Careers Service for two years after you graduate.

EMPLORER 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.

OLWA HOPKINS, RECRUITMENT COORDINATOR, AMAZON DEVELOPMENT CENTRE (SCOTLAND)
All of us have something we are passionate about; for me it is nuclear energy and development. Social media proved invaluable to build up my brand and promote my ideas and research, build networks and even get job offers in nuclear. During my time at Glasgow (and indeed until now) I wrote articles and opinion pieces on nuclear energy for a number of different publications, and then used social media to promote this. For most policy-based jobs it is essential to have a presence on social media (in moderation!) as you showcase not only your ability to formulate ideas, but also how you effectively promote them.

Having a presence on LinkedIn can result in situations you haven’t envisioned. During my time at Glasgow I got two offers to join FTSE100 firms as Parliamentary Liaison Officer, and I’ve subsequently had scores of job offers since, often from the most unexpected people! The importance of a strong digital CV should never 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 building a presence online and promoting research – but be mindful of the echo chambers!

**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 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 out there and 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.
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 top tips**
- 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, being connected on social networks 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.
- Research employers – all major employers are on Facebook, 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 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** has some unique advantages when job-hunting, such as the lack of barriers to connect with “thought leaders”.

**Twitter top tips**
- 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. Follow them 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/vlog 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** has over 500 million members. Over 40 million students and recent graduates are on LinkedIn. They’re the network’s fastest-growing demographic.

**LinkedIn top tips**
- Start with a high-impact summary. Don’t leave it blank. Be compelling and write in the first person. Keep it concise, no more than 200 words, describe 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.
- Employers take notice of other people’s recommendations. Enhance your profile with endorsements and recommendations from past and current colleagues. The best way to do this is to politely ask for them.
- Customise your profile URL to linkedin.com/in/yourfullname. Add it to your CV, email signature and blogs.
- Join some of the thousands of groups. It’s a great way to meet like-minded people, stay informed, take part in conversations and show your interests.
- You can find out about the hiring manager. LinkedIn and Twitter are a goldmine for information on individuals. Knowing more about your interviewer can help you tailor your covering letter and gain rapport at an interview.
- Include keywords which recruiters might search for. This helps employers and applicant tracking systems to “find” you. To work out the words to include, look at the essential criteria in job descriptions that take your interest. This will ensure that your CV and LinkedIn profile are “searchable”.

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

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 and where it will lead will match up with the reality.

DECIDING TO DO POSTGRADUATE STUDY

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 law, teaching and social work. For other areas, a postgraduate qualification can be advantageous, although for certain industries, such as media, work experience can be just as valuable.

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

Here are a few questions to reflect on and consider when thinking of postgraduate study. You can book an appointment and discuss these with a Careers Manager.

• Why do I want to do further study?
• Is this the best entry route to my chosen career path? What alternative entry routes are there?
• Which institutions offer the course(s) I’m interested in? Do they have open days?
• Where are they located? What are living costs like in that area?
• What is the course structure? What will it add to my current degree?
• Do I meet the entry requirements?
• Is it accredited by a professional body (if applicable)?
• What are the fees? Is there funding available?
• What are the application deadlines?
• What do graduates do after the course?

Here are some useful resources
• glasgow.ac.uk/careers/furtherstudy
• findamasters.com
• findaphd.com
• jobs.ac.uk
• targetcourses.co.uk
• prospects.ac.uk/postgraduate-study.

FUNDING FOR POSTGRADUATE STUDY

Funding is dependent on the type of course, the institution and where you live. You may be able to access postgraduate loans, scholarships or grants. In general, we would advise that you clarify possible sources of funding with the course organisers.

This following are sources of information on funding
• glasgow.ac.uk/postgraduate
• saas.gov.uk
• gov.uk/funding-for-postgraduate-study
• studentfinancewales.co.uk
• studentfinanceinc.co.uk
• targetpostgrad.com/
• prospects.ac.uk/postgraduate-study.

NAME: Sarah Spence
DEGREE: PhD English Literature (1st year)

I started my Masters degree at Glasgow hoping to do a PhD. But knowing how competitive PhD funding and the job market is, I took every opportunity during my Masters to build my skillset. And it’s a busy campus! I worked with student publications, gaining experience of editing, event planning and project management.

Through the Careers Service, I did an internship with the University’s alumni magazine, Avenue. My internship was brilliant and made me confident about my career prospects outside academia.

Applying for PhD funding was one of the hardest things I’ve done academically. It takes a lot of work to refine your project idea and it’s challenging to convince the judging panel – possibly people outside your specialism – why your project is important in so few words. But with a lot of redrafting and support from my supervisors I won a full scholarship from the Wellcome Trust. I’m specialising in the medical humanities, examining how contemporary Scottish fiction responds to the idea that “Scottishness” is related to poor health.

My tips
• Be open-minded. Discuss areas of interest early with potential supervisors but don’t get stuck on one idea too soon. A good supervisor knows the field, what’s feasible and what might appeal to funders. Listen to their suggestions and build your project together.
• Be prepared for the emotional side. The application process can be gruelling and it’s easy to become overwhelmed. Start early, be methodical and make time to relax.
• Connect with people. Don’t be afraid to reach out to academics, PhD students or the Careers Service for advice.
• Take – and make – opportunities. The Careers Service has fantastic links to internships, voluntary work and graduate positions.

GRADUATE PROFILE

DECIDING TO DO POSTGRADUATE STUDY

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• Where are they located? What are living costs like in that area?
• What is the course structure? What will it add to my current degree?
• Do I meet the entry requirements?

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• gov.uk/funding-for-postgraduate-study
• studentfinancewales.co.uk
• studentfinanceinc.co.uk
• targetpostgrad.com/
• prospects.ac.uk/postgraduate-study.

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INTERNATIONAL STUDENTS

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

THE SUPPORT WE OFFER

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.

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 qualifications are required to practise in sectors such as law and teaching in Scotland.

Candidates completing a Masters degree are normally considered for experienced hire positions only where they possess at least two or three years of relevant professional experience prior to studying. 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 “Finding jobs and work 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, which ensures that there are vacancies available throughout the year. However, even where employers do recruit around the year, many will impose an early application deadline for international students to allow time for visa applications if you need to be sponsored to remain in the UK after study.

“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
The SRC Job Shop is also a useful resource that advertises part-time job opportunities suitable for employment alongside your degree programme.
IMMIGRATION & 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 in graduate-level jobs. Full details of this route and the documentation required can be found at www.gov.uk/tier-2-general.

Tier 1 (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.

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.

See www.gov.uk/tier-1-graduate-entrepreneur-visa for information and for visa advice. Students should contact Jo Bennett, International Student Adviser. Email: jo.bennett@glasgow.ac.uk.

Tier 4 (Doctorate Extension) Scheme
The Doctorate Extension Scheme, under the Tier 4 immigration category, allows students who are completing their PhD course to stay in the UK for a further 12 months beyond the end of their course to find skilled work or to gain further experience in their chosen field.

The International Student Advisers offer advice and regular information sessions. See glasgow.ac.uk/international/support/livinginuk/working/#/workinginthefutureafterstudy.

Tier 5 Temporary Worker (Government Authorised Exchange)
This visa route 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. See www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-n-authorised-exchange-schemes for the list and www.gov.uk/tier-5-government-authorised-exchange for an overview of the route.

UK employment permissions
For advice on whether your immigration status in the UK permits you to undertake an internship, part-time employment or volunteering, please contact the International Student Support team of the University of Glasgow or at the Student Services Enquiry Desk on level 2 of the Fraser Building or telephone +44 (0)141 330 7000.

You can book an appointment with an International Student Adviser via MyGlasgow or at the Student Services Enquiry Desk on level 2 of the Fraser Building or telephone +44 (0)141 330 7000.

For advice on whether your immigration status permits you to undertake a business project, please contact the International Student Adviser via MyGlasgow or at the Student Services Enquiry Desk on level 2 of the Fraser Building or telephone +44 (0)141 330 7000.

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.

Network with Glasgow’s LinkedIn group for students and alumni by searching for University of Glasgow and then selecting “see alumni” on linkedin.com.

Selling your UK experience tips
• Emphasise the UK’s strong tradition of higher education. You can also point to university world rankings. In the 2019 QS World University Rankings, the University of Glasgow was rated 89th.
• 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 15.9% 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, present and debate. The skills developed by this approach are similar to the skills that many employers say applicants lack evidence of, such as analytical ability, problem-solving and communication skills.

NAME: Anna Malova, MRes Economics

I am studying Economics in the Adam Smith Business School, and am completing the first year of a Masters by Research programme. On completion of the MRes I will become a PhD student and will study three more years to become a true researcher.

If I am honest, I never thought that being a researcher would be my path. I had thought it was just about becoming a professor and writing papers in one’s free time. Sure enough, it does include a huge component of writing papers and articles and publishing them in the best scientific journals. However, it also involves a lot of creativity, passion and communication skills.

The researcher’s labour market is similar to other labour markets. It is all about selling your ideas in such a way that people listen and want to invest. I, for one, am very concerned with climate change and global warming. That is what I am planning to devote my skills and abilities to. I intend to receive a grant one day for this and eventually contribute to the rescue of our planet. I just need to have a passionate supervisor, and for this the University of Glasgow is a very good start.

My tip
• Like in any field, it is enormously important for a researcher to develop a network and connections. The process is not significantly different from network development within industry. You could be a genius but if you are unable to present your ideas to the right people, it is clearly not the fastest way to become a Nobel prize winner!
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