LOOKING FOR IDEAS
You may need to begin your job hunt by generating some ideas about different career options. ‘Prospects Planner’ is an online careers based guidance program, available at www.prospects.ac.uk, which can help you prioritise what you want out of a job and create a list of potentially suitable occupations.

Another good starting point is the Careers Service website, www.imperial.ac.uk/careers, which covers many aspects of career choice and job hunting. It also contains details of the destinations of previous Imperial graduates. As well as this you can find out about the facilities we offer, access the latest graduate vacancies and look at our programme of events and presentations. The site contains a wide range of links to other websites from the ‘Resources’ page.

In the Careers Library (located in the Careers Service Information Room - Level 5, Sherfield Building) there is a range of useful information to help you start thinking about job hunting. The ‘Exploring Your Options’ section contains a series of files (by department) that includes pertinent information, including the following:
• ‘What Do Graduates Do?’ provides a UK overview, by subject, of graduate destinations.
• AGCAS booklet ‘Your Degree... What Next?’ is a guide to the key issues involved in career choice. This is also available at www.prospects.ac.uk
• The AGCAS ‘Options with your Subject’ series lists details, by degree discipline, of some options after graduation. See www.prospects.ac.uk
• AGCAS sector briefings, such as ‘City Markets’, give an overview of the range of occupations in different industries. See www.prospects.ac.uk
• The leaflet ‘Creating Career Ideas – What to Do Next?’, in this series, provides a wide range of other resources.

RESEARCHING CAREERS
The next step is to research particular careers in more depth to give you a clear idea about what the job involves. You will then be able to tailor applications, emphasising the right combination of skills, abilities and personal qualities you are offering.

Useful resources include:
• Occupational information files in the Careers Library contain a comprehensive selection of resources on many occupations. These highlight the information produced by professional bodies and materials held in the reference library.
• Occupational profiles at www.prospects.ac.uk provide a useful overview of the work and training involved.
• ‘What Do Imperial Graduates Do?’ (Destinations statistics) This section of the Careers website gives information on jobs that previous graduates from your course moved into. It includes sectors entered and names of organisations, as well as job titles.
• Case studies of Imperial graduates are featured on the careers website (www.imperial.ac.uk/careers/destinations). Other case studies are available in publications such as the Inside Careers Guides and the GTI Target series.

RESEARCHING THE JOB MARKET
Finding out more about the type of employers in your chosen career area and how they recruit can help you target your job search. The size of a company may also determine when and how you apply. Large companies are more likely to advertise opportunities regularly and at particular times of the year. Smaller organisations may tend to advertise as and when a vacancy occurs.

Look for details of employers:
• Directories such as Prospects, GET Directory and the Times Top 100 give brief details on many, mainly large, organisations which regularly recruit graduates. There are also specialist publications for some professions, for example, Target IT and Prospects Law.
• Business directories or membership lists produced by professional associations, e.g. The Directory of Management Consultants and Professional Service Firms in the UK and the City & Financial Services Contact Directory.
• Websites - details on many graduate recruiters can be found via the Careers Service website in ‘Resources’; those of employers, particularly of larger organisations with a comprehensive recruitment structure, can also be very useful.
• Opportunities abroad - Going Global is a great resource which includes worldwide job openings, internship listings, industry profiles and country-specific career...
information. Link from the careers website - ‘Resources’.

- AGCAS Country Profiles provide an overview of employers, vacancies and the labour market if you are investigating employment opportunities outside of the UK. Copies are in the Working Abroad files and online at www.prospects.ac.uk/working_abroad.htm.

- Newspapers and journals will often contain background information about employers and industry sectors.

- Company information files & visit reports in the Careers Library - look under ‘Company Information’.

WHERE TO FIND VACANCIES

- Employers target Imperial students and graduates with vacancies - you can search these and other received vacancies by job sector and geographical location through JobsLive, the Careers Service jobs & events system (www.imperial.ac.uk/careers).

- Careers Service vacancy lists - you may be able to access vacancy bulletins produced by other University Careers Services, for example The Careers Group’s JobOnline at http://jobonline.thecareersgroup.co.uk/

- Industry journals and magazines, for example New Scientist and Computer Weekly, carry job adverts. It is sometimes possible to look at these vacancies online as well, via the magazines’ websites.

- National, regional or local newspapers will regularly carry job adverts. Particular careers are advertised on specific days of the week, check their websites for details.

- Professional bodies, for example, the Institute of Chartered Accountants in England and Wales, may produce their own vacancy lists for graduates.

- Recruitment agencies - many specialise in particular industry sectors and/or handling temporary or permanent jobs. Search for agencies on the Recruitment and Employment Confederation website (www.rec.uk.com).

THE CREATIVE JOB SEARCH

As lots of jobs are not even advertised, being more creative and proactive in your job search may help you uncover that hidden vacancy.

Making speculative applications - Sending a speculative application to an employer, rather than waiting for a vacancy to be advertised, can be an effective strategy. You will need to ensure, however, that your application is targeted to that particular type of work and employer. Try to find out to whom the letter should be sent and in which department they work. It is essential to avoid the temptation just to send off the same CV and cover letter to as many employers as possible – quality not quantity is important.

Don’t overlook small and medium enterprises (SMEs): look at the AGCAS video ‘Big Opportunities in Small Businesses’, (available from the Careers website, select ‘Resources’ from the homepage).

Using contacts - You can use a network of contacts to gather information on careers as well as getting yourself known by the right people. Think about everyone you know, from family and friends to college tutors and former employers. Tell them about the sort of work for which you are looking and they may well be able to supply you with some helpful contacts.

The AGCAS DVD available at the Careers Service reception, ‘Can I Have a Few Minutes of your Time?’ and the Special Interest Series booklet ‘Job Seeking Strategies,’ (available from www.prospects.ac.uk) tell you more about the process of creative job hunting.

AND FINALLY...

Keep your job hunting plans under review. If you find that, despite your best efforts, it is proving difficult to get the job you want you may need to make some changes. Review your CV and covering letter. Have you shown it to your contacts and/or a Careers Consultant and acted on any feedback? Are there other career areas that you might investigate? Are there other routes into your chosen career, for example, starting lower down the career ladder and working your way up? Would further study or training enhance your chances?

Don’t feel that you have to answer all these questions without some help. The Careers Service can offer you support and advice even after you have graduated. Please see www.imperial.ac.uk/careers

For information on the disclosure of disability or specific learning difficulty such as dyslexia please see information on the Careers Service website:

www.imperial.ac.uk/careers/disclosure

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