



Finding work

Whether you are looking for part-time work alongside your studies or your first graduate role, this guide aims to help you to get started in your job search.

Find your focus

Job seeking can be time-consuming so it is important that you are focused in your approach to finding and applying for opportunities.

What type of job do you want? How many hours do you want to work? What companies are in your local area? Deciding the answers to these questions should help you narrow down a list of target areas and sectors that you want to apply to.

“Job seeking can be time - consuming so stay organised and focus your efforts on roles that genuinely interest you.”

Find and apply for advertised roles



My Career Hub

www.mmu.ac.uk/findajob

You can search and apply for hundreds of vacancies through My Career Hub, where we advertise paid part time opportunities, vacation work, placements, internships and graduate jobs.



Jobs4Students

www.mmu.ac.uk/jobs4students

Jobs4Students offers a range of exciting paid on-campus opportunities for Manchester Met students, including Residential Advisors, IT Rovers and Outreach Ambassadors.



Job websites & local vacancies

Read our guides for top tips and links to useful websites: www.mmu.ac.uk/careers/guides

Don't forget to check local sources of vacancies - notice boards, the local job centre and shop windows.

Speculative applications and the hidden job market

It is estimated that over 70% of posts for jobs are not advertised and this is what it referred to as the 'hidden job market'. An employer may choose not to formally advertise a role for various reasons, advertising a job can be costly and might generate many applications which can be time consuming to process.

To ensure that you don't miss out on these 'hidden' opportunities, you may need to take a more direct approach to job hunting. A 'speculative application' is the term used when a person approaches an organisation directly, rather than responding to an advert, to ask whether there are any jobs or other opportunities available.

You will need an up-to-date CV and covering letter which clearly outlines what it is that you are looking for, whether it is work shadowing, work experience or a graduate role. and why you should be considered. You should also try to find a suitable and relevant person within the company or organisation to make contact with. This can be done by telephoning or using social media (LinkedIn or Twitter for example) to find the name, role and e-mail address of an appropriate contact. You might also be able to find this information on the company website, or via an email query.

“Be organised! Keep a record of the people you have approached, together with their contact details, dates and progress.”

Networking and Contacts

Making new professional contacts is known as 'networking' and is a crucial way to get information and advice to help you to find opportunities and develop your career. Take advantage of opportunities to network – whether socially, at recruitment fairs, employer events, or even online!

Using Social Media to build your professional network

Many companies have a presence on Facebook, LinkedIn and Twitter. These can be great tools for researching companies, making contacts with recruiters and professionals, and finding vacancies.

Having a professional online presence shows your willingness to engage in new ways of working, gives you opportunities to network with people from relevant sectors and also gives recruiters more chance to find you and what you have to offer.

Your online presence is as important as your physical profile (CV), so to ensure you are making the most of your online networks and to learn more about using social media for job hunting read our guide:

www.mmu.ac.uk/careers/guides/using-social-media-for-job-hunting.pdf

Recruitment Agencies & Recruitment Consultancies

Recruitment Agencies and Recruitment Consultancies can be a useful tool for finding work either on a short term or more permanent basis. Agencies are paid by employers for placing suitable candidates into vacancies and may provide additional services to the job seeker including CV and application support.

Some agencies specialise in recruiting for a specific types of opportunities such as administrative roles, or a particular industry like engineering or finance. Not all agencies will cover the types of jobs you may be looking for, so make sure you do your research before getting in contact.

There are many Recruitment Agencies and Recruitment Consultancies that are available to use. Many of these belong to the Recruitment and Employment Confederation and you can use their website to search for agencies to suit your needs: www.rec.uk.com/membership/member-directory

“If registered with more than one agency they might both put you forward for the same position. Keep records of which agencies you are using for what types of jobs to reduce confusion!”

Careers & Employability Support

The Careers & Employability Service offers a range of jobseeking support to Manchester Met students and graduates:

- **Find Opportunities:** We advertise hundreds of part time, graduate and internship roles through My Career Hub.
- **Jobs Hub drop-In:** Available Monday-Friday 1pm-4pm, our Careers & Employability Assistants are available to offer jobseeking and application advice.
- **Careers Events:** Meet employers and enhance your employability by attending our workshops, employer events and careers fairs.

For more information visit www.mmu.ac.uk/careers