Looking for graduate jobs
Where you choose to look for graduate vacancies will depend upon your career focus. You will need to work out the best strategies and places to look for the types of roles you want and for the industry within which you wish to work. If you need help identifying the best strategy, hopefully the information contained within this guide will help. You may also wish to consider contacting the Careers & Employability Service to find out about the additional support we can offer you – please see our contact details at the end of this guide.

This guide gives you key national graduate job sites and then gives a flavour of what is available regionally. The North West has a buoyant economy especially around Manchester and our key industries include local councils, retail, Manchester Airport, media, creative, NHS, universities, financial and professional services, the chemicals industry and opportunities in small and medium-sized employers. You will find these broken down into the relevant sections later on in this guide. Remember that not all jobs are advertised; the final part of this guide gives an overview of how to tap into the hidden jobs market and will refer you to other guides for more in-depth help.
Graduate Recruitment Schemes

Graduate Recruitment Schemes have many different names but most are offered by larger organisations, from multinational companies to opportunities in the NHS, civil service, and local government. Graduate schemes typically last for around two years (although this can vary - some last a year or up to three years or more) and allow you to experience different placements within the organisation to gain an understanding of how it operates, explore your interests and decide what type of work / role you are most suited to.

If you are looking for a graduate programme in a large company, you can pick up the free graduate directories available in the Employability Hub and look at websites such as Prospects and Target Jobs. Be aware of closing dates and recruitment cycles. Many graduate schemes start recruiting in autumn for jobs that start the following autumn, so you need to be thinking about starting the process when you begin your final year of study. For larger organisations, recruitment fairs are another great source of vacancies. Recruitment fairs are held within Manchester Met, in other parts of Greater Manchester, throughout the country and even “virtually” as online-only events.

Other types of Graduate Jobs

Only a small proportion of the UK job market is made up of graduate ‘schemes’. Most graduates will be employed directly into individual positions within large and small organisations. Recruitment for these jobs is less structured in timing and promotion than graduate recruitment schemes, meaning vacancies might be harder to find. Many companies choose to advertise in general and specialised press, in print or online, in industry specific journals, magazines and websites, on their own company websites or via specialised, recruitment agencies. Increasingly, you will also find vacancies advertised through companies’ social media accounts such as Twitter or LinkedIn. You will need to familiarise yourself with the sector you are interested in – luckily this is easier to do than ever before with a wealth of information available online, as companies prioritise their online presence.
Graduate Job Websites

National Graduate Websites

My Career Hub www.mmu.ac.uk/mycareerhub
Administered by Manchester Met’s Careers & Employability Service this vacancy list advertises a wide range of graduate jobs, part-time jobs and placements; many of which are located in the North West.

Arts Council England http://www.artsjobs.org.uk/arts-jobs-listings/
Wide range of job opportunities within the art and culture sector, which includes graduate entry level roles.

Bubble Jobs www.bubble-jobs.co.uk
Digital job website, you can search by region for graduate/entry level jobs

Drapers https://www.drapersjobs.com/jobs/
Fashion jobs board, includes graduate entry level opportunities

The Dots www.the-dots.com/
A creative professional network for the people and teams that don’t wear suits for work. You can tailor your job search for all career stages, including entry level roles and internships.

Fish4jobs https://www.fish4.co.uk/
Jobs advertised are wide-ranging but do include graduate opportunities. Key job sectors covered. Vacancies obtained from regional and national newspapers.

Focus Graduates www.focusmanagementconsultants.co.uk
Graduate vacancies in the food & drink industry.

Gradcracker www.gradcracker.com
Graduate vacancies and placements in the engineering, technology and science sectors.

Gradintel.com www.gradintel.com
Register to develop an online employability profile. You are then matched with graduate level jobs, internships and further study opportunities.
Graduate-Jobs.com  www.graduate-jobs.com
Advertises jobs and has listings of recruitment agencies and employers. Includes immediate start vacancies.

Grad plus  www.gradplus.com
Advertises graduate level job opportunities by sector.

Graduate Recruitment Bureau  www.grb.uk.com
Provides a free career matchmaking service for students and graduates. Industry profiles and vacancy advertising in range of sectors.

Graduate Talent Pool  https://graduatetalentpoolsearch.direct.gov.uk/gtp/index
Government graduate internship site.

Hiive  https://app.hiive.co.uk/
A professional networking site. It’s a digital community of collaborators from the creative industries all across the UK. You can tailor your job search for all career stages, including entry level, internships and placements.

Inside Careers  www.insidecareers.co.uk
Specialist site for graduates seeking careers in Finance.

Just Engineers  www.justengineers.net/
Advertises engineering jobs through several specialist agencies (including graduate specific).

Mediargh  http://www.mediargh.com/jobs/
Media and production jobs, internships and advice

Milk Round  www.milkround.com
Able to search by region Graduate jobs (across a range of sectors) and an events calendar with vacancy deadlines.

Monster.co.uk  www.monster.co.uk
This global recruitment website includes UK graduate jobs.

Museum Jobs  http://www.museumjobs.com/
The jobsite for Museums, Galleries, Libraries and Archives, which includes graduate entry level opportunities.

Prospects  www.prospects.ac.uk/graduate-jobs
The official Higher Education careers website has a database of graduate recruiters, vacancies and interactive services for graduate job seekers. Within the Job Profiles and Industry Insights sections you can also find numerous links to relevant vacancy sources.

Target Jobs  targetjobs.co.uk/
Jobs, internships and careers advice specifically for graduates. Allows you to search by region.
The Times Top 100 www.Top100GraduateEmployers.com
Search in detail graduate employers who appear in this annual publication.

Totaljobs.com www.totaljobs.com/graduate
Includes a graduate employer listing with vacancy links. Able to search by region.

Wikijob www.wikijob.co.uk
A site run for students detailing the application and recruitment processes for numerous graduate recruiters.

w4mpjobs http://www.w4mpjobs.org/SearchJobs.aspx?search=nmwandabove
Working for an MP job website the jobs section of w4mp, internships and graduate entry level roles available.

Regional Websites – graduate and non-graduate

All The Top Bananas www.allthetopbananas.com
Includes some graduate jobs, can search by region.

Careers Manchester http://www.careers.manchester.ac.uk/findjobs/graduatejobs/
Informative webpage provided by Manchester University Careers Service. It covers opportunities in the North West region and gives Information about local organisations and links to local networks.

Gum Tree https://www.gumtree.com/jobs/b/greater-manchester/
Carries local jobs across a range of sectors including voluntary opportunities.

Indeed www.indeed.co.uk
Jobs in Greater Manchester, Lancashire and Cheshire.

Job Centre Plus https://www.gov.uk/jobsearch
The ‘Find a job’ service has replaced Universal Jobmatch.

Can search by industry and by location.

Newspapers

Many have online job-search facilities - e.g. Manchester Evening News. You may also find local vacancies in the national broadsheets. All the papers listed below will be available to browse in local libraries and Jobcentres.

Regional Newspapers

- Manchester Evening News https://www.manchestereveningnews.co.uk/
- The Bolton News http://www.theboltonnews.co.uk/
Regional Newspapers

- The Chester Chronicle  https://www.chesterchronicle.co.uk/
- Oldham Evening Chronicle  https://www.oldham-chronicle.co.uk/

National Newspapers

- The Guardian  https://jobs.theguardian.com/
  National site advertising jobs in the arts and media, charities, environment and the public sector. It has a special section for graduate jobs.

- The Financial Times  https://www.exec-appointments.com/
  Focuses on jobs within the financial world & has detailed employer information.

- The Times  https://appointments.thetimes.co.uk/
  Jobs section including vacancies for graduates (subscription required).

- Telegraph  https://jobs.telegraph.co.uk/
  Vacancies including graduate jobs across a range of sectors.

- Times Educational Supplement / Times Higher Educational Supplement  https://www.tes.com/

Key sector websites for Manchester and the North West

Local Councils

- Greater Manchester  https://greater.jobs/
  Search in one place for jobs at 12 local Councils across Blackpool, Bolton, Bury, Fylde, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan.


Retail

These links are for two major retail parks. For other jobs in retail take a CV and cover letter in person to local retail branches or go on large retail company websites.
• The Arndale Centre www.manchesterarndale.com/jobs
  Search for jobs in the back office as well as frontline retail positions.
• The Trafford Centre www.intu.co.uk/traffordcentre/jobs

Airport
• Manchester Airport www.manchesterairport.co.uk/careers
  Jobs in a variety of sectors including communication, security, engineering, finance, information systems and lots more.

The Media
North West England is Europe’s second largest media hub with 31,000 businesses employing 32,000 individuals. Media City in Salford Quays is rapidly establishing itself as a hub that is expected to expand to include 1,000 media related businesses and 15,000 employees.
See our guide ‘Getting into the Media Industries’ for further information.
• The BBC www.bbc.co.uk/careers/home
  Jobs and work experience opportunities at Media City and nationally
• ITV Granada www.itvjobs.com
  Jobs advertised across the UK including Manchester

National Health Service
• NHS www.jobs.nhs.uk
  Search by location. Jobs range from admin support roles to medical specialists. You can register for their “jobs by email” e-alert service.

Local Universities
With 14 higher education institutions within our region, Universities are major employers. Also consider FE colleges and schools where various admin and support roles exist in addition to teaching jobs.
• Manchester Metropolitan University www2.mmu.ac.uk/jobs/vacancies
  Jobs range from support roles to academic posts. Follow on twitter: twitter.com/mmujobs
  New Manchester Met graduates can access Manchester Met’s paid internship vacancies. These are usually advertised in July and December each year on the above website.
• The University of Manchester www.manchester.ac.uk/vacancies
• Salford University www.jobs.salford.ac.uk
• University of Bolton www.bolton.ac.uk/HumanResources/Vacancies/Home.aspx
• Other universities www.jobs.ac.uk
Financial and Professional Services

The banking, finance and accountancy sector has grown over the past few years within the North West and Spinningfields, Manchester, is home to many financial organisations, which include:

- Natwest https://personal.natwest.com/personal.html
- RBS https://jobs.rbs.com/
- Barclays https://jobs.barclays.co.uk/
- Natwest https://jobs.rbs.com/
- Handelsbanken https://www.handelsbanken.co.uk/manchesterspinningfields
- BDO LLP https://www.bdo.co.uk/en-gb/careers
- Grant Thornton https://www.grantthornton.co.uk/en/careers/
- Deloitte https://www2.deloitte.com/uk/en.html#
- Pricewaterhouse Coopers https://www.pwc.co.uk/careers.html

For more details about the financial services industry, refer to our Career Guide: ‘Looking for Financial Vacancies’

Chemicals Industry

The North West is the largest centre for chemical manufacturing in the UK with 60% of the world’s top 50 companies based in the region.

- Unilever www.unilever.co.uk/careers/
- PZ Cussons www.pzcussons.com/en_int/careers
- Shell UK www.shell.co.uk/careers/students-and-graduates.html
- Chemicals Northwest www.cia.org.uk/chemicalsnorthwest/membership
  (A not-for-profit networking organisation, which also advertises jobs).

Recruitment Agencies

These can be a useful means of finding both temporary and permanent work. Many of the larger UK-wide agencies work across several job sectors and are happy to take on new graduates. There are also specialist agencies who concentrate in a specific type of work and so may favour candidates with experience, so finding the right recruitment agency to use is the first step.

- The Recruitment and Employment Confederation www.rec.uk.com

You can search for recruitment agencies by location and sector.

- Yell.com
  The UK business directory - use to find agencies with a North West base.

Once you have registered with them, make sure that you keep in touch.

Small and Medium Employers

The majority of graduates who want to stay and work in Manchester begin their
careers with a small or medium-sized enterprise (SME). In the Greater Manchester area alone, there are approximately 78,665 SME companies. The opportunities they offer can be excellent but may be harder to track down with vacancies filled through word of mouth, speculative applications and networking. This is also known as the ‘hidden job market’.

The Hidden Job Market

Given the growth of the SME job market (and the differences in the ways that these roles may be recruited to) it is important that you do not just apply in response to job adverts. Adverts are a large expense for small companies, so if they can fill vacancies without paying to advertise on the larger job websites, then they will.

To access this goldmine of jobs you need to try the speculative approach. For this, you need to:

- Develop your networking skills.
- Research companies and your preferred industry so that you can target employers that interest you.
- Write a great CV and covering letter (& don’t forget to also keep your LinkedIn profile up to date) – use our ‘CV & Covering Letters’ Guide.
- Target the companies that you are applying to by tailoring your application – employers do not like generic letters sent off at random. Ideally, ring up first, send your CV and cover note to a named person and follow up with a call a few days later.
- Brush up your social media knowledge and learn to use it in a professional context.

To help you find your way into the hidden job market, remember to visit our events page to find out about our upcoming workshops and Meet the Employers events: www.mmu.ac.uk/careers/events and if you need any further advice about the hidden jobs market or making speculative applications, contact us via the methods below.

We hope you found this guide useful. The Careers & Employability Service offers a wide range of support to help you make a career choice, prepare for your future, improve your employability skills and find employment.

Careers & Employability Support

The Careers & Employability Service offers a range of job seeking 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 & Employment Assistants are available to offer job seeking and application advice.
- **Careers Events:** Meet employers and enhance your employability by attending