



BIRMINGHAM  
CITY  
University

ASK us about...

Job Prospects



# Job Seekers' Web Guide

## Where do I start?

When you are looking for work, the wealth of websites advertising jobs can be overwhelming. Don't despair! Here are some sites which are tried and tested. We do not claim to have made an exhaustive list but these are recommended to get you started in your hunt for your next job.

## Need more help? Just ASK!

Call in for initial advice at a Help Zone "Drop In" in Student Services, who will refer you to a career specialist if required:-

- City North Campus, First Floor Baker Building
- City Centre Campus, Gosta Green, Room G27
- City South Campus, Second Floor Seacole Building
- Millennium Point: Ask at reception

Telephone 0121 3315588 or visit our web pages for dates and times of Drop Ins and services at other sites.

### Careers and Job Prospects websites:

- <https://icity.bcu.ac.uk/careers>
- [www.bcu.ac.uk/alumni/careers](http://www.bcu.ac.uk/alumni/careers)

### Online e-guidance service:

- [www.bcu.ac.uk/askus](http://www.bcu.ac.uk/askus)

### Social Media:

- Facebook: [BCUemploymentzone](https://www.facebook.com/BCUemploymentzone)
- Twitter: [@employmentzone](https://twitter.com/employmentzone)

View our full range of leaflets online:

<https://icity.bcu.ac.uk/careers> >> [Quick Link](#) >> [Handouts](#)

Careers and Job Prospects, August 2011

## BCU Online Directory

A good starting point is to register with the BCU Careers and Job Prospects online directory. Here, you'll find a range of local and national full and part time jobs, internships, work placements and more.

- Go to the **Careers and Job Prospects iCity pages**, click on "Find a Job", then online vacancy database.
- Click on "Register Me" and fill out the fields to create a username and password.
- Once registered, you can search by vacancy type or browse the employer directory.
- Whilst on the site, check out our Events Calendar for details of forthcoming employer presentations and recruitment fairs taking place throughout the year on campus.

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held responsible for the content  
of external websites

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## Top tips for job seekers

### Be persistent

It can be soul destroying when you have sent out your hundredth CV or job application to receive yet another rejection letter, but hang on in there! Don't give up hope as research shows that graduates can take up to 18 months to secure their "ideal job". This doesn't mean that you will not work for 18 months; it means that you may have to start off doing one or several junior roles for the experience before you can then move into a role. Once you have some relevant experience under your belt, you will be well on the way to your next promotion.

### Be positive

Remember that you are aiming to convince an employer that you are the ideal person for the job. You will need to get into "sales mode" and talk about your "Unique Selling Point". In other words, what can you offer that no one else can? By demonstrating your skills and experience you can show them what a great person you are to have in the team. **For more information on identifying your skills, see our handout "Making yourself Employable"**

### Network, network, network!

You don't have to be mixing with royalty or company directors to be part of a network. Everyone has a network however large or small including your friends, family and work colleagues. Tell as many people as you can that you are looking for work, pass around copies of your CV; let people know that you are available to work. It's not just about who you know but who knows you.

### Social Networking

Social Networks can be great for keeping in touch with friends and family, but they can also be an excellent source for jobs. In particular, LinkedIn and Twitter offer excellent opportunities to network with employers and find out about vacancies and work opportunities. **For more hints and tips, take a look at our leaflet "Networking and Social Networking"**.

## Student Jobs

The following websites contain specific vacancies for students and graduates, including one-off projects, freelance work and holiday jobs.

[www.studentgems.com](http://www.studentgems.com)

[www.e4s.co.uk](http://www.e4s.co.uk)

[www.freelancestudents.co.uk](http://www.freelancestudents.co.uk)

[www.student-jobs.co.uk](http://www.student-jobs.co.uk)

Don't forget: a variety of vacancies can also be found on our online database— <http://icity.bcu.ac.uk/careers>

## Nursing vacancies

The main website for recruitment in the NHS is [www.jobs.nhs.uk](http://www.jobs.nhs.uk). Applications are made online and you can set up email alerts to be notified of new vacancies. Some Trusts and hospitals may still produce their own vacancy bulletins on their websites and noticeboards, so it is advisable to check the website regularly. Contact details for individual Trusts and hospitals can also be found on the NHS website [www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk).

Nursing Times: [www.nursingtimes.net](http://www.nursingtimes.net)

Nursing Standard: [www.nursing-standard.co.uk](http://www.nursing-standard.co.uk)

Nursing and related vacancies (the largest nursing agency in UK): [www.nursingnetuk.com](http://www.nursingnetuk.com)

Nursing and Midwifery Council - search for vacancies or set up email alerts: [www.nmc4jobs.com](http://www.nmc4jobs.com)

### Independent Sector - Healthcare

The three largest independent organisations in the UK have details of vacancies on their websites.

Nuffield Hospitals: [www.nuffieldhospitals.org.uk](http://www.nuffieldhospitals.org.uk)

BUPA: [www.bupa.co.uk](http://www.bupa.co.uk)

BMI Healthcare: [www.bmihealthcarejobs.co.uk](http://www.bmihealthcarejobs.co.uk)

### Teaching Vacancies

Times Educational Supplement: [www.tes.co.uk](http://www.tes.co.uk)

Times Higher Education Appointments:  
[www.thesjobs.co.uk](http://www.thesjobs.co.uk)

Education Guardian: [www.jobsunlimited.co.uk](http://www.jobsunlimited.co.uk)

Jobs in Higher Education: [www.jobs.ac.uk](http://www.jobs.ac.uk)

Jobs in Further Education: [www.jobsinfe.co.uk](http://www.jobsinfe.co.uk)

Local Education Authority Vacancies:  
[www.prospects.ac.uk/links/Teaching](http://www.prospects.ac.uk/links/Teaching)

Cactus Teaching (TEFL): [www.cactusteachers.com](http://www.cactusteachers.com)

### Vacancies for Creative People

Creative Jobs: [www.blueskiescareers.co.uk](http://www.blueskiescareers.co.uk)  
[www.creativeappointments.co.uk](http://www.creativeappointments.co.uk)  
[www.creativepool.co.uk](http://www.creativepool.co.uk)  
[www.creative-choices.co.uk](http://www.creative-choices.co.uk)

Jobs in Retail: [www.inretail.co.uk](http://www.inretail.co.uk)

New Media Age Magazine:  
[www.revolutionjobs.co.uk](http://www.revolutionjobs.co.uk)

Graphic design and multimedia jobs:  
[www.designweek.co.uk](http://www.designweek.co.uk)

"Insider" advice for design advertising jobs:  
[www.ycnonline.com](http://www.ycnonline.com)



## Local and regional vacancies

Regional City Council Jobs: [www.birmingham.gov.uk](http://www.birmingham.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)  
[www.sandwell.gov.uk](http://www.sandwell.gov.uk)  
[www.walsall.gov.uk](http://www.walsall.gov.uk)  
[www.dudley.gov.uk](http://www.dudley.gov.uk)  
[www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)  
[www.coventry.gov.uk](http://www.coventry.gov.uk)

Local Government Jobs: [www.lgjobs.com](http://www.lgjobs.com)

Public Sector Jobs: [www.publicsectorcareers.org](http://www.publicsectorcareers.org)

Charity Jobs: [www.thirdsector.co.uk](http://www.thirdsector.co.uk)  
[www.voluntarysectorjobs.com](http://www.voluntarysectorjobs.com)

Birmingham Evening Mail: [www.jobs-midlands.com](http://www.jobs-midlands.com)

Birmingham Post: [www.birminghampost.net](http://www.birminghampost.net)

Midlands Jobs: [www.midlandsjobs.com](http://www.midlandsjobs.com)

Graduate Advantage: [www.graduateadvantage.co.uk](http://www.graduateadvantage.co.uk)

Grad Central: [www.grad-central.co.uk](http://www.grad-central.co.uk)

Other regional graduate initiatives:  
For a full list, see <http://icity.bcu.ac.uk/careers> > Find a Job

## Vacancies for postgraduates

Jobs for Postgraduates: [www.phdjobs.com](http://www.phdjobs.com)

"Times Higher Education": [www.thesjobs.co.uk](http://www.thesjobs.co.uk)

Academic Vacancies: [www.vacancies.ac.uk](http://www.vacancies.ac.uk)

Jobs in Higher Education: [www.jobs.ac.uk](http://www.jobs.ac.uk)

Postdoctoral research posts: [www.findapostdoc.com](http://www.findapostdoc.com)

Research & Development:  
[www.rdinfo.org.uk](http://www.rdinfo.org.uk)  
[www.vitae.ac.uk](http://www.vitae.ac.uk)  
[www.universitiesuk.ac.uk](http://www.universitiesuk.ac.uk)

Academic Posts Abroad: [www.academictransfer.org](http://www.academictransfer.org)

## Other useful websites

National Graduate Vacancies:  
[www.prospects.ac.uk](http://www.prospects.ac.uk)  
[www.hobsons.com](http://www.hobsons.com)  
[www.targetjobs.co.uk](http://www.targetjobs.co.uk)  
[www.graduatetalentpool.co.uk](http://www.graduatetalentpool.co.uk)  
[www.jobs.guardian.co.uk](http://www.jobs.guardian.co.uk)

Jobcentre vacancies:  
[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

Jobs in engineering: [www.gradcracker.com](http://www.gradcracker.com)

Charity Jobs: [www.charityjob.co.uk](http://www.charityjob.co.uk)

Ethical Careers:  
[www.peopleandplanet.org](http://www.peopleandplanet.org)

Graduate Recruitment Exhibitions/Fairs:  
[www.gradjobs.co.uk](http://www.gradjobs.co.uk)

Recruitment Agencies:  
[www.fish4jobs.co.uk](http://www.fish4jobs.co.uk)  
[www.totaljobs.co.uk](http://www.totaljobs.co.uk)  
[www.reed.co.uk](http://www.reed.co.uk)  
[www.hays.co.uk](http://www.hays.co.uk)  
[www.monster.co.uk](http://www.monster.co.uk)  
[www.jobsite.co.uk](http://www.jobsite.co.uk)

Gap advice (provides information aimed at people of all ages):  
[www.gapyear.com](http://www.gapyear.com)  
[www.gapadvice.org](http://www.gapadvice.org)  
[www.aboutjobs.com](http://www.aboutjobs.com)

Search for Specialist Recruitment Agencies  
[www.rec.uk.com](http://www.rec.uk.com)

Graduate Recruitment Bureau:  
[www.grb.uk.com](http://www.grb.uk.com)

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T: 0121 331 5588  
[www.bcu.ac.uk/student-services](http://www.bcu.ac.uk/student-services)



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