

Job Searching



University of the
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Oilthigh na Gàidhealtachd
agus nan Eilean

Careers and
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Ionad Dhreuchdan agus
Freagarrachd airson Cosnaidh



www.uhi.ac.uk/careers

Job Searching

This advice sheet considers some sources of job adverts. Remember that simply searching for advertised jobs is only one part of job searching, and using your networks can be equally, if not more important. There is further information about using your network on the 'networking' pages of our website www.uhi.ac.uk/careers.

Where to look

Job adverts can be found in lots of places. Some good sources are:

- **The university's Careers and Employability Centre jobs database:** a very good place for details of graduate jobs, internships and placements and other work of interest to students and graduates on HNC courses and higher: <http://unhi.prospects.ac.uk/>
- **Local Paper:** a good place to start if you are looking for a job in a particular geographical area.
- **Jobs websites:** there are lots of job search websites available. Some of the most popular are:
 - www.s1jobs.com – jobs database covering Scotland
 - www.jobs-north.co.uk – jobs database for Inverness and the North
 - www.myjobscotland.gov.uk – database of public sector jobs in Scotland
 - www.prospects.ac.uk – national jobs database of graduate jobs including internships
 - www.indeed.co.uk – national jobs database
 - www.gov.uk/jobsearch – vacancies from Jobcentre Plus
- **Specialist press:** work in specialist areas may primarily be advertised on specialist websites, in specialist magazines and through professional associations. Make sure you have researched the job that interests you in order to find details of specialist vacancy sources – the 'Types of Jobs' section on www.prospects.ac.uk gives details of typical vacancy sources for different kinds of job.
- **Recruitment and Temping Agencies:** recruitment and temping agencies are organisations that act as intermediaries: companies place jobs with these agencies, and the agency source staff. To find work through an agency contact them directly to go 'on their books'. To find a reputable agency in your area you can search the REC database on: www.rec.uk.com.



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- **Facebook, Twitter and LinkedIn:** an increasing numbers of jobs are being advertised on social networking sites. 'Follow' or 'Like' your favourite organisations as they may well post information about jobs. The Careers and Employability Centre also has a Facebook page and a Twitter feed where we make regular posts about job vacancies: www.facebook.com/uhiCareers, twitter.com/UHICareers. LinkedIn allows you to create a profile (rather like an online CV) and 'link' with other professionals, it also has a jobs section where you can search advertised jobs.

What about uploading my CV to a website?

Companies that offer to 'find work for you' if you upload your CV should be treated with caution, you need to consider the following before you upload your CV:

- Firstly check whether the website is reputable, you don't want to upload a great deal of personal information to a website that is not professional. Certainly consider the security of your information and think carefully about how much information you upload into a public domain.
- Secondly the value of websites offering this service may be limited. Many employers do not actively search for potential employees, they place an advert and select from the people who apply. Some employers *do* head hunt staff, although this is more common for senior roles rather than for first time graduate jobs.

Taking a structured approach

Job search requires time and effort. It is a good idea to take a structured approach to job-search including setting yourself a specific time each week to search the relevant newspapers and websites.

Further Help and Resources

Information on this and other careers and employability topics can be found on the Careers and Employability Centre website: www.uhi.ac.uk/careers. You can also follow the centre on Facebook: www.facebook.com/UHICareers, and on Twitter: twitter.com/UHICareers

You may find our 'Application Forms', 'CVs and Covering Letters' and 'Networking' Advice sheets particularly useful. These are available in the 'Resources' section on our website.

Free confidential advice is available to all students on an HNC course or above via telephone, videoconference or email. Contact our advisers by clicking on 'speak to an adviser' on our website. This service is also available to graduates within two years of graduating from an HNC course or higher.