



University
of Glasgow

Second Edition

THE GREAT GRAD GUIDE

A tool for navigating your
next steps after UofG



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INTRO

As a student, you might've been deeply focused on your studies/life and less focused on career preparation. Now, it's time to switch gears and prepare for life after UofG!

This guide contains guidance on job preparation, applications, interviews and more as well as transitions into work and specific advice for international graduates.

Click on a heading to navigate (may not be available on mobile devices.)



JOB PREPARATION

Not yet sure what you want to do? That's okay!

Keep in mind:

Most people's careers are non-linear, meaning you may end up doing something unexpected or unrelated to your degree.

Many roles don't require a specific degree. Woohoo!

There are tons of roles out there, many of which you've never heard of (yet)! Be open to the possibilities!

Every career journey is unique, including the time it takes to secure a graduate role. Be patient and kind to yourself as you figure things out.

Networking and building connections can help uncover career paths and opportunities, and LinkedIn can help a lot with this, so be sure to have a well-developed profile.



Try it out!

Alumni research: Search for alumni on the [University of Glasgow's LinkedIn page](#) to get ideas of what others with your degree have done

Prospects' Career Planner: an online quiz that matches your skills, motivations and desires to a career to use for reflection

Prospects' job profiles: overviews for different jobs, including information about required qualifications and skills as well as salary ranges



JOB SEARCH

Not sure how to find roles?

Try it out!

Job Searching

Masterclass: an online session on various job search approaches

Glasgow Careers: our careers platform where you can browse hundreds of graduate roles in a range of industries and sectors

Other jobs portals:

TargetJobs, Prospects, Milkround, LinkedIn Jobs, Goodmoves

Professional bodies: membership may include access to an industry jobs portal

Keep in mind:

There isn't just one platform where all roles are advertised, so browse various places.

New roles are advertised every day, so check back regularly and/or sign up for email alerts.

Some organisations don't advertise on external portals, so look for roles on their websites and through other approaches.

Using various approaches (eg understanding/connecting with the sector, careers fairs and events, recruitment agencies, speculative applications, etc) will more likely lead to success.

CVS & COVER LETTERS

Master CVs and cover letters for more effective applications!

Keep in mind:

Both your CV and cover letter should be tailored for each job you apply to.

Your CV is a brief overview that mostly highlights your key skills, knowledge and experience.

Your cover letter is a more detailed explanation of your qualifications and enthusiasm for a specific role.

There are different types of CVs depending on the industry and/or sector you're trying to enter, so be sure to research which is best for you.

Always include a cover letter in your application, unless the employer instructs you not to.



Try it out!

[CVs & Cover Letters](#)

[Masterclass](#): an online session on how to write a CV and cover letter that'll get you noticed

[Prospects' examples](#):

Review CV and cover letter examples and advice

Research: Analyse job descriptions for roles you're interested in to see what keywords you should add to your CV/cover letter

APPLICATION FORMS



Know how to improve your chances of getting short-listed!

Keep in mind:

Complete all required forms and fields in each form. Incomplete applications are likely to be discarded.

Filling out these forms can take time, so avoid leaving it to the last minute.

Using the employers' language makes it easier for recruiters to see your suitability. Just as in your CV and cover letter, match the exact words and phrasing used in the job description and person specification.

You might be required to answer competency-based questions or write a personal statement. In both cases, give specific examples of how you've demonstrated the criteria for the role.

Try it out!

Make a master list of your knowledge, skills, experience and referee contact details. (This differs from your CV which is usually a selection of your most relevant qualifications for a specific role.) Use this to copy and paste relevant information into application forms.

Application Forms

Masterclass: an online session on how to complete application forms to increase your chances of getting short-listed

JOB INTERVIEWS

What to say to ace the day!

Keep in mind:

There are many types of interviews: structured and unstructured, one-to-one and group, etc. If not indicated in your invitation, ask the recruitment team what type of interview you'll be participating in, and research what to expect and how to prepare.

Just like in your other materials, make sure all your answers to interview questions are tailored for the job.

Use the STAR technique to tailor your responses. For example, if asked how you solve problems, give a situation in which you did so, then explain the task you had, action you took and results you achieved (eg achieved objectives, new learnings).



Try it out!

Job Interviews Masterclass: an online session covering different types of interviews and how to handle difficult questions

Mock interviews: work with a careers coach, mentor or friend to simulate a job interview for practice

Write it down: write your responses to common interview questions to study before interviews

ASSESSMENT CENTRES

Stay centred and be successful!

Try it out!

Assessment Centres

Masterclass: an online session on why these centres are used, what to expect, how to prepare and more

Graduates First: a platform offering free psychometric practice tests to UofG students and recent graduates

Practice Aptitude Tests

Ltd: a platform offering free aptitude practice tests to UofG students and recent graduates

Assessment Day: a platform offering free and paid practice psychometric tests

Keep in mind:

At an assessment centre, you may be asked to work on various activities (eg in-tray exercises, presentations, tests, etc). Try to determine which to expect and prepare in advance.

All activities should link to the job description, person specification and other provided materials, so review them.

There are two main types of psychometric tests. Personality tests assess if your personality is a good match for the role and organisation. Aptitude tests measure your reasoning or cognitive ability.

Practice, practice, practice! The more familiar you are with ACs and know what to expect, the more comfortable you'll feel.

WELLNESS

You can't do your best unless you feel your best!

Keep in mind:

Pace yourself! While balancing other time commitments, aim to submit around three to five quality applications per week.

Be kind to yourself. Rejection is tough, but you shouldn't take it personally! Use rejection as an opportunity to reorientate yourself in your job hunt.

Remember that 'master list activity? It's also a great way to see all you've accomplished! Take pride in that list!



Try it out!

GCAS Graduate Wellbeing Toolkit: a resource to help manage anxiety, imposter syndrome and more

Take breaks: Applying to jobs can be draining, so build in regular breaks.

Exercise: Go for a walk, try yoga, play a sport, dance, etc

Get outside: There are plenty of options for getting fresh air and a change of scenery in Glasgow!

Eat and sleep well: Balance your energy levels by keeping a healthy routine.

Seek feedback: If an employer can't provide it, ask for help from a careers adviser, mentor, etc.

INTERNATIONAL GRADUATES

Find your way in the UK!



Try it out!

UK Government: the most accurate and up-to-date information on work visas

UKCISA work after studies webpage: information and advice for international graduates

Guide to job hunting for international students: answers to FAQs about finding work as an international graduate

Keep in mind:

If you want to work in the UK after graduating, research the labour market and standard practices for applying to jobs.

There are various visa pathways to work in the UK after studies, including the Graduate route, Skilled Worker visa and Innovator Founder visa.

Review all guidance from the UK Government for whichever visa pathway you decide to pursue. This is the most accurate and up-to-date information.

While you may not be able to apply to various visa pathways before graduation, plan your approach ahead of time.

TRANSITIONING

Here are tips for transitioning to your life after UofG!

Keep in mind:

It'll take time to adjust to whatever comes next. You may have a new commute, work environment and/or schedule. As a result, you may need to develop new routines.

You won't know everything on Day 1, and that's normal and expected. Ask questions during onboarding and throughout your time in the role.

Finding your place in a new role and work environment can be challenging. Take time to build relationships with your colleagues and learn how they approach work.

It may not be a priority now, but you should be aware of your pension options. It will pay off in the long run, literally!



Try it out!

Journal: Record your experiences as you navigate this new stage of your journey.

Find a mentor: Explore staff mentoring programmes and other ways to get guidance.

Practice self-care: Exercise, get outside, relax and eat and sleep well.

Engage socially: Join staff social events to better connect with colleagues.

Aaron

Don't panic! Don't put too much pressure on yourself to have it all figured out, and please don't compare yourself to peers and other graduates, everyone's path is different and there's nothing wrong with taking some time to find yours.

Jess

Getting that first job out of university can be hard. Don't take the set-backs personally. Use the advice in this guide, seek support and take time for other things.

Julie

It's okay to try out an opportunity and decide it isn't for you! Learning what you don't want to do can be a pivotal step in taking you where you need to go!

WEE WISDOM

Last advice from our team!

Michelle

Take time to reflect on all your experiences so far. Every moment, from group projects to late-night study sessions to managing a part-time job, has helped you develop a unique set of qualities and skills. Showcase your strengths and be confident in your story. Believe in yourself and the path you've created. You've got this!

Shirley

Shut out the noise of everyone's else's expectations. It's your life and your future. Listen to your inner voice and trust it to lead you where you need to go.

OTHER RESOURCES

You have access to our services for two years after graduation!

UofG

Glasgow Careers: our careers hub with vacancies, events, appointments, etc

Our appointments: online/in-person sessions with our Careers Advisors

Our events: online/in-person events to explore careers, meet employers and more

Our Masterclasses: sessions on topics like job searching, CVs, interviews, applying for further study, etc

Sound Tracks podcast: interviews with UofG grads with fascinating careers

External

Graduates First: a platform where you can access free practice selection tests (email us to request access)

LinkedIn alumni search: a tool to help you see what other UofG grads have done with their degrees and connect with them

Prospects: a careers hub with job profiles, career quizzes, advice and vacancies

UKCISA: an organisation that supports international students and grads with resources on things like working in the UK



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GOOD LUCK, GRAD!

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