**Introduction to Job Hunting: Graduate Schemes**

Grad schemes offer intensive, on-the-job training and opportunities for fast career progression. Most schemes require a 2:1 or above and last for 1-3 years. August is a good time to start planning your job search, as many graduate schemes open for applications in September.

1. You need to decide which type of scheme is best suited to you: business leadership, finance, project management, communications, HR, IT, marketing, sales, accountancy, etc.
2. Consider which companies you would like to work for.
* Would you prefer the private, public or third sector?
* The times top 100 graduate employers is a good place to start (you may have to sign up to access the list)
* Do some research (each company will have a graduate careers website – the easiest way is to google ‘graduate careers’ and the company’s name). N.B. your degree discipline may differ from the role to which you apply and most multinationals offer a range of grad roles
1. Sign up to the graduate jobs website ‘Milkround’
2. Make a list of the 10-20 schemes to which you want to apply. Write down when each application opens (this information is usually online) and make a timetable for completing your applications.
3. Use the information (key skills / values) listed on the company website to help guide your answers. We are able to proofread applications.
4. Keep a list of your completed applications (company name and graduate role). This will help you to keep track, if they call 6 months later to book a phone interview.
5. Start practising for the psychometric tests. N.B. you may only be given 7 days to complete these after submitting your application.
6. We can offer advice or contact employers on your behalf, if you feel uncomfortable asking for extra time or other reasonable adjustments.

**Useful links**

**Career websites:**

* **Top 100 Graduate Employers** [**http://www.top100graduateemployers.com/**](http://www.top100graduateemployers.com/)
* **Milkround**

[**http://www.milkround.com/**](http://www.milkround.com/)

* **University of Kent careers website**

[**http://www.kent.ac.uk/careers/**](http://www.kent.ac.uk/careers/)

* **Guardian Graduate Jobs:** [**http://jobs.theguardian.com/jobs/graduate/direct-employer/?CMP=PPC\_JOBS\_GGL\_3857&gclid=CJjL5rKg3cYCFS7KtAodmTENRQ**](http://jobs.theguardian.com/jobs/graduate/direct-employer/?CMP=PPC_JOBS_GGL_3857&gclid=CJjL5rKg3cYCFS7KtAodmTENRQ)

**Tests**

* **Free numerical reasoning tests**

[**http://www.practiceaptitudetests.com/numerical-reasoning-tests/**](http://www.practiceaptitudetests.com/numerical-reasoning-tests/)

[**https://www.jobtestprep.co.uk/freenumerical.aspx**](https://www.jobtestprep.co.uk/freenumerical.aspx)

[**http://www.graduatesfirst.com/Psychometrics/Numerical\_Reasoning.aspx**](http://www.graduatesfirst.com/Psychometrics/Numerical_Reasoning.aspx)

[**https://www.assessmentday.co.uk/numerical/Free/NumericalTest1/**](https://www.assessmentday.co.uk/numerical/Free/NumericalTest1/)

* **Assessment Centre Advice**

[**https://targetjobs.co.uk/careers-advice/assessment-centres**](https://targetjobs.co.uk/careers-advice/assessment-centres)

[**https://www.wikijob.co.uk/wiki/assessment-centre**](https://www.wikijob.co.uk/wiki/assessment-centre)