

## Graduates Profiles

Occasionally we invite graduates to talk to our current students about their work and/or employer. If you can offer a little of your time to encourage our students we would like to hear from you

In particular you may wish to outline your success via: Graduate Profiles (see [www.rgu.ac.uk/careers/](http://www.rgu.ac.uk/careers/))

If as a recruiter you may wish to target Robert Gordon University graduates please get in touch and we will outline our Services to Employers

## A Quality Service

The Careers Centre is committed to ensuring that Careers Centre staff provide a professional service to all our clients. The service has been accredited by MATRIX – a quality standard for information, advice and guidance services. We continually evaluate what we do and ask for feedback in order to review and develop our services

## We are committed to providing a fully accessible service for all our clients

- All facilities are accessible for clients with physical disabilities
- If you require information on alternative formats (e.g. large print, Braille) this will be made available, wherever possible on request

Careers Centre  
(Under RGU Sport)  
Student Services Department  
University Street  
Garthdee Campus  
AB10 7GE

01224 262110  
[careers@rgu.ac.uk](mailto:careers@rgu.ac.uk)  
[www.rgu.ac.uk/careers](http://www.rgu.ac.uk/careers)



The Robert Gordon University Careers Centre is accredited to the matrix quality standard for information advice and guidance services



**ROBERT GORDON  
UNIVERSITY ABERDEEN**

# SERVICES TO GRADUATES

**CAREERS CENTRE**



*'Top University in Scotland for Career Prospects and 3rd equal in the UK'*

*The Guardian University Guide for 2010.*

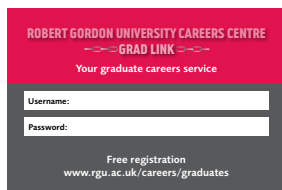
## Services to Graduates

### GRAD LINK

As a graduate of Robert Gordon University Aberdeen you can register with us online ([www.rgu.ac.uk/careers/graduates](http://www.rgu.ac.uk/careers/graduates)) to continue to access all our services beyond graduation. Whilst we give priority to graduates of 3 years or less we will always see all Robert Gordon University graduates

### The benefits of registering with GRAD LINK include

- Access to the JOBSHOP our vacancy database for graduate opportunities, voluntary experiences, scholarships, funding and much more
- The ability to book appointments that suit you with a Careers Consultant
- The opportunity to contact us with your query online



### Careers advice from the Careers Centre and online

#### Access careers advice from a qualified Careers Consultant

- **Daily 'drop-in'** without the need for appointment for quick career queries
- Book a **'Making Applications or Careers Advice'** 20 minute appointment to discuss your job seeking strategies/further study search and receive support on CV's, application forms, cover letters, interview skills and assessment centre preparation
- **Career Planning Consultations & Mock Interviews** To enable you to identify or rethink your career options, finding employment, opportunities for further study, changing direction and preparation for interview at an in-depth 40 minute session
- Use **'What job would suit me?'** (a computer aided careers interest guide which links your skills, interests and values to graduate occupations) online at [www.prospects.ac.uk](http://www.prospects.ac.uk)

## Recession Proof Your Career 10 Top Tips

- **Reality Check** Don't Panic - Is it really as bad as it's reported?
- **Reflection** Know yourself and the skills you have to offer an employer
- **Research** Where are the Graduate jobs?
- **Redraft** Does your C.V. impress?
- **Reveal** Your unique selling point at interview
- **Relevant** Organise work experience
- **Relationships** Network with your contacts to identify opportunities
- **Resources JOBSHOP:** Job Vacancies, Employer on Campus Events, Employer Directory
- **Review** Your progress and update your plans
- **Remember** Visit the Careers Centre

### Careers Centre Job Search Resources

- **JOBSHOP [www.rgu.ac.uk/careers](http://www.rgu.ac.uk/careers)**  
Search our database for vacancies notified to us from employers in the UK and overseas. Use our employer database directory to identify organisations to target
- **Recruitment Fairs**  
Attend relevant recruitment events and fairs. Details available at [www.rgu.ac.uk/careers](http://www.rgu.ac.uk/careers)
- **Employer Directories/Journals**  
[www.prospects.ac.uk](http://www.prospects.ac.uk)  
[www.targetjobs.co.uk](http://www.targetjobs.co.uk)  
[www.milkround.com](http://www.milkround.com)  
[www.top100graduateemployers.com](http://www.top100graduateemployers.com)  
[www.insidecareers.co.uk](http://www.insidecareers.co.uk)  
[www.realworldmagazine.com](http://www.realworldmagazine.com)  
[www.bestcompaniesguide.co.uk](http://www.bestcompaniesguide.co.uk)
- **Newspapers**  
[www.yourjob.ajl.co.uk](http://www.yourjob.ajl.co.uk) (Press & Journal, Aberdeen)  
[www.theherald.co.uk](http://www.theherald.co.uk) (The Herald – mainly Scotland)  
[www.scottishjobstoday.co.uk](http://www.scottishjobstoday.co.uk) (The Scotsman)  
[www.scotcareers.co.uk](http://www.scotcareers.co.uk) (Scottish Recruitment)  
Go to [www.rgu.ac.uk/careers](http://www.rgu.ac.uk/careers) for details of other newspaper websites'

- **Job Centre Plus**

Check out vacancies available online at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) or visit your local Job Centre Plus

- **Recruitment Agencies**

Recruitment Agencies (both physical and virtual) offer a wide range of full-time or part-time, permanent or temporary positions in a variety of fields

### Hidden Job Market

Talk to people, make direct contact with employers, tell everyone you know (friends, family, neighbours, colleagues on sports teams etc) that you are looking for job opportunities. Attend professional events in your chosen job area and ask academic staff for contacts

### Professional Journals/Professional Body websites

Professional bodies advertise vacancies and target new and experienced graduates

### Moved away from Aberdeen?

Use the Prospects website ([www.prospects.ac.uk](http://www.prospects.ac.uk)) The section 'Careers Advice for Graduates' enables you to email a Careers Adviser, get your CV checked, or network with other graduates online

Graduates who are unable to travel to their own institution or receive its support by other means (e.g. email or telephone) are able to use the services of the institution closest to where they now live, for at least one year after graduation. Phone us to find out which is the nearest, and most appropriate for you to visit

