

## Placement and Internship Search

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All Ulster University students have opportunities to get work experience that will improve your employability. This might be open days with organisations, work shadowing, vacation and voluntary work, and casual or fixed-term employment. All these activities build up your connection to employers and might lead to your ideal industrial placement, internship or graduate job.

**Industrial placement** is a period of work experience (compulsory or optional) linked to your degree programme, it is completed during third year and should be relevant to your studies. It must be approved by your placement tutor and when you complete the placement successfully, you return to final year and will be awarded a Diploma in Professional Practice (DPP) at graduation.

**Internship** is a term that is used to describe a position where a student or graduate is undertaking on-the-job training. This might be a period of work experience during summer, or an entry route to work with an employer after graduation. In some cases, the internship is combined with an academic or professional qualification such as through the Ulster Professional Experience Programme (PEP) that includes the Postgraduate Certificate in Professional Practice.

Everyone needs work experience and if you don't already have a placement or internship in the pipeline it's never too early to start your search. Covering all bases by applying for everything in a blind panic won't yield the best results. Have an entrepreneurial mind-set, think broadly and creatively, applying for placement or internship is the same as looking any job: Do your research, develop your application and review with your Employability Advisor on campus.

### Sources of opportunity

The Employability and Careers hub on your campus provides resources for your job search, whether you are starting or completing your studies, employers are seeking to connect with Ulster University students and graduates. So check on the 'Employability Portal' for details of all upcoming events, including employer presentations, job fairs, general skills workshops and webinars. Students can view and apply to placement opportunities and internships on **Ulster Recruit**, visit [ulster.ac.uk/employability](http://ulster.ac.uk/employability) for details.

There are many online sources of vacancies, the following are valuable:

- ❖ GradIreland: the graduate jobs and careers website: [gradireland.com/work-experience](http://gradireland.com/work-experience)
- ❖ Prospects advice and services to help students and graduates to make informed choices about their career options: [prospects.ac.uk](http://prospects.ac.uk)
- ❖ Target Jobs on Internships, placements and work experience: [targetjobs.co.uk/internships](http://targetjobs.co.uk/internships)
- ❖ Supporting students who want to find work experience for placement and launch their career: [ratemyplacement.co.uk](http://ratemyplacement.co.uk)
- ❖ Indeed enables you to search jobs posted on 1,000's of websites: [indeed.co.uk/Perfect-Placement-jobs](http://indeed.co.uk/Perfect-Placement-jobs)
- ❖ Employment 4 Students: Whatever your year of study, there are internships, industrial placements and work experience options, search [e4s.co.uk/search/internship-jobs](http://e4s.co.uk/search/internship-jobs)
- ❖ Search specialist networks for your industry such as [etrust.org.uk](http://etrust.org.uk) "The Year in Industry" promoting science, engineering and technology work placements.

**Network with friends and relatives.** Build up a list of potential employers within your sector and spend time learning more about them.

We know that social media is one of the main ways we communicate and it can also be an excellent way to promote yourself as a potential employee. In fact, using social media in your job search is becoming more of a necessity rather than an additional option.

If used professionally, social media sites such as **Twitter** and **LinkedIn** can be particularly useful for keeping up to date on your industry and communicating with potential employers. [LinkedIn.com](http://LinkedIn.com) is a business networking site that can allow you to network with employers and recruitment agencies, find out about jobs, develop your professional network and be accessible to recruiting employers seeking employable individuals for specific roles. The information you upload onto your LinkedIn profile is in effect a brief CV- work experience, skills, education etc. Other features include CV upload, the ability to 'endorse' contacts for their expertise.

Many employers have **Facebook** pages which are useful to keep track of news and jobs. In terms of your own Facebook page ensure that privacy settings are set appropriately and that viewable content is suitable- CAUTION! Employers could look you up! Twitter is public (unless you change the settings) so ensure that your tweets are suitable and not too controversial! You can also follow employers and keep up-to-date with news and jobs. You may consider setting up a separate account specifically for self-promotion and job-hunting on Twitter.

Keep a record of job advertisements, application forms, contacts, telephone numbers, addresses, websites and any other information, which you have used during your job search. This will help you keep track of your progress and will ensure that you have information handy for interviews. When you have an offer of placement or internship, you must confirm with the employer and advise the University that you are accepting the post.

For further advice and guidance, contact the Employability Advisers on campus. You can also access advice through **online chat**, email ([careers@ulster.ac.uk](mailto:careers@ulster.ac.uk)) or via telephone (028 9536 7066)

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