

## **Starting Points**

### **International students: finding work in the UK**

#### **Finding work whilst studying**

If you would like to work whilst in the UK, the first step is to obtain a National Insurance number (NINO). This process can take a few weeks so it is important you do this straight away. You are allowed to work for a maximum of 3 months without a NINO. Please refer to the separate hand out 'Obtaining a national insurance number' for guidance.

If you are unsure of whether you require a work permit or how many hours you are allowed to work in the UK, you can check the rules by visiting [ukcisa.org.uk](http://ukcisa.org.uk) or by contacting the [International Experience Team](#)

#### **Types of work you could consider whilst studying**

##### **Part time work**

This can provide both funding for studies and vital work experience needed to gain a competitive edge once graduated. Roles include:

- Work related to academic studies or a chosen career.
- Direct contact with local people, which can develop English language skills. Sales, hospitality and event steward roles often offer hours that can fit around your studies.

The Student and Graduate Employability Service advertises many vacancies through Unihub (<https://unihub.shu.ac.uk/>). There are also many recruitment agencies that advertise jobs. You can search for recruitment agencies on [the Recruitment and Employment Confederation website](#).

##### **Campus jobs**

- There are a range of [paid campus jobs](#) available across the University.
- You could also apply for [Ice Club](#), which enables you to work as an ambassador for the International Student Experience Team.

##### **Internships**

- These vary in length and usually take place during holiday periods.
- Many business-related and technical positions will have competitive recruitment processes with early closing dates. Some companies may be asking for unpaid interns. For further information visit [Careers Connect](#)

## Graduate Recruitment in the UK

You may be able to apply for a work visa to work full time in the UK after your studies. The International Experience Team holds monthly talks in the Careers Connect Centre where you can learn about the visa rules. You can book in by searching for 'Visa' under Events in [Unihub](#)

### Which employers will consider you?

To be able to apply for a Tier 2 (General) visa, you need a job offer from an employer that has a Tier 2 licence from the Home Office. The list of employers is available at [gov.uk](#). Most employers have a jobs or careers page on their website and will make a statement about non EU applicants.

### When to apply

There are two main ways of entering a graduate job: by a graduate scheme or direct entry. Graduate schemes are highly competitive and follow a recruitment cycle. They often begin advertising in the autumn term of your final year, some with closing dates as early as October, so prepare early. Direct entry roles can be advertised at any point during the year.

### The recruitment process

This can vary from one company to another. Many large organisations with a significant number of jobs will have multiple stages in their recruitment process. This could include any of the following: a CV or online application form; online tests (often numerical and verbal reasoning or situational judgement tests); telephone or video interview; assessment centre and interview.

You can get help from the Careers and Employment Service with every stage of the recruitment process [online](#), by attending a [careers workshop](#), (see Unihub and search under Events), attending a practice interview or booking an individual appointment with an adviser.

### Application tips

- The style and content expected from your CV in the UK may be different from your home country. Have a look at the CV section on [Careers Connect](#) for lots of information.
- [Prospects](#) has a section on Working Abroad, with specific information on a number of overseas countries
- Many UK employers will consider applicants with any degree subject.
- For some organisations, there will be a requirement for a 2:1 degree classification or above.
- A percentage of employers ask for specific 'A' level grades. This can be problematic for international students who may not know what the equivalent is from their own qualifications. [NARIC](#) is the only official information provider on the comparability of international qualifications. Individuals can contact them but they do charge a fee. You can contact the Student and Graduate Employability Service for further help.
- Make sure you check your applications for any spelling or grammar errors and also get it checked by an Adviser before sending. Many employers will not read applications with errors.
- If you are asked to take a test, and English is not your first language, then check with the company HR department for advice. There may be adjustments that can be made or that

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- have already been incorporated within the test.

## Where to Look for Vacancies

[Unihub](#) displays hundreds of summer and part-time jobs on and off campus, as well as graduate opportunities and internships.

## Developing your skills

**Volunteering** is well regarded by employers. It helps you to develop work skills, improve your English language skills and develop your understanding of the UK work environment. The [Sheffield Hallam Students Union](#) coordinates recruitment to a wide range of volunteering opportunities.

**Mentor schemes:** [Culture connect](#) peer mentoring scheme helps international students to integrate into university life. You may be a mentee or mentor and will definitely improve your communication skills as a result.

[Career Mentoring](#) gives you the chance to meet with a professional from an organisation or in a job role that interests you. Check the website for information and application dates.

**English Language skills:** [The University English Language Scheme](#) offers free sessions to international students. [GoGlobal conversation club](#) offers you the chance to improve your conversational English.

**Entrepreneurial skills:** Sheffield Hallam University has a number of competitions, advice, training and funding opportunities for students keen to develop their [business ideas](#).

Developing your skills alongside increasing your knowledge of UK graduate recruitment will greatly increase your chances of getting work. Make sure you go to employer presentations in your faculty and the Student and Graduate Employability Service.

## Useful websites

Graduate & internship recruitment sites	University Support
<a href="http://unihub.shu.ac.uk">unihub.shu.ac.uk</a>	<a href="https://www.shu.ac.uk/international/international-experience-team">https://www.shu.ac.uk/international/international-experience-team</a>
<a href="http://ratemyplacement.co.uk">ratemyplacement.co.uk</a>	<a href="https://careersconnect.shu.ac.uk/">https://careersconnect.shu.ac.uk/</a>
<a href="http://yorkshiregraduates.co.uk">yorkshiregraduates.co.uk</a>	<a href="http://hallamstudentsunion.com">hallamstudentsunion.com</a>
<a href="http://targetjobs.co.uk">targetjobs.co.uk</a>	<b>Other organisations and websites</b>
<a href="http://prospects.ac.uk">prospects.ac.uk</a>	<a href="http://ukcisa.org.uk">ukcisa.org.uk</a>
<a href="http://gradjobs.co.uk">gradjobs.co.uk</a>	<a href="http://gov.uk">gov.uk</a> .
<a href="http://gradplus.com">gradplus.com</a>	<a href="http://naric.org.uk">naric.org.uk</a>
<a href="http://graduatelinks.co.uk">graduatelinks.co.uk</a>	<a href="http://nationalcareersservice.direct.gov.uk">nationalcareersservice.direct.gov.uk</a>
<a href="http://milkround.com">milkround.com</a>	<a href="http://rec.uk.com">rec.uk.com</a>
<a href="http://jobs.guardian.co.uk">jobs.guardian.co.uk</a>	
<a href="http://insidecareers.co.uk/">insidecareers.co.uk/</a>	

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**Want to talk it through?**

Student and Graduate Employability Service

Telephone: 0114 225 3752 Email: [careers@shu.ac.uk](mailto:careers@shu.ac.uk)

This information is available in alternative formats on request.

International Student Experience Team

Telephone 0114 225 3880 Email: [internationalexperience@shu.ac.uk](mailto:internationalexperience@shu.ac.uk)

Web: <https://www.shu.ac.uk/international/international-experience-team>

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