
Finding Work in the Local Area

A number of multi-national companies have located their head or large regional offices in the Portsmouth area. In addition to this there is a diverse group of medium and smaller sized companies who also seek the fresh thinking, idea generating approach of students and graduates.

Below are some links and resources to find employment opportunities in and around the area.

Useful Online Resources

- www.port.ac.uk/careers - View the online Jobs Board to search the latest vacancies and set up job alerts
- www.direct.gov.uk - Advice on job hunting and job vacancies in the 'Working, Jobs and Pensions' section, including the national Universal Jobmatch database
- www.hants.gov.uk - Job vacancies at Hampshire County Council
- www.portsmouth.gov.uk - Job vacancies at Portsmouth City Council
- www.hantsbusinessdirectory.co.uk - Portsmouth & South East Hants Chamber of Commerce's directory of businesses in various categories
- www.graduatejobs.solent.ac.uk - A recruitment service for students and graduates in Hampshire
- Commercial online job boards like Monster, Reed, Indeed and Totaljobs also allow you to narrow your search by location as well as type of job.

Online Local Newspapers

The News: www.portsmouth.co.uk/jobs

Recruitment South: www.uknetguide.co.uk/job_search

Southern Daily Echo: www.dailyecho.co.uk/jobs

Recruitment Agencies

Employers frequently find it cost effective to use recruitment agencies to fill their vacancies, both permanent and temporary. This is the reason you can't always see the employer's company name on job adverts, as they don't want applicants to contact them directly. The advantage to you, as a candidate is that each agency will have multiple opportunities at the same time so they may be able to put you forward for several jobs.

To get the best out of your relationship with recruitment consultants, it's sensible to be selective and register with only a few agencies to avoid confusion. You should aim to build a professional relationship and keep in touch regularly to show interest and keep your contact up to date on your skills and availability. Make the most of their local and sector knowledge to ensure your CV is relevant, but remember to keep up your own job search.

Finding an agency is easy. Like most high streets Portsmouth has a selection you can visit in person, or just search online. General listings sites like yell.com are useful, or try www.agencycentral.co.uk or www.rec.uk.com where you can search by location and/or type of work.

Graduate Recruitment Consultancy

Graduates and final year students of the University of Portsmouth can also access our dedicated, in-house team, [Graduate Recruitment Consultancy](#). They can help you take the first steps from student life into the world of graduate employment, by facilitating introduction to local employers and advising on what employers in different sectors are looking for from recent graduates.

To register with the Graduate Recruitment Consultancy please log on to your [MyCareer](#) account using your university log-in details and complete the form here:

<https://mycareer.port.ac.uk/leap/jobSearch.html?id=77063&service=My+Career>

A specialist consultant will call you back within three working days to discuss your requirements.

Tips for Job Seeking

Not all jobs are formally advertised, so to tap into this hidden job market you will need to be creative in your job search.

Think laterally: for example, if you don't meet all the requirements needed for the job that interests you, why not try contacting the company to see if there are any other positions suited to someone with your skills and level of experience?

Careers research – Careful and thorough research into the sector and/or company you're targeting will ensure your application is as strong as it can be. As well as information from The Careers and Employability Service, sites like Prospects (www.prospects.ac.uk) and Targetjobs (www.targetjobs.com) will help you understand current issues and skill requirements for your industry. The sector-specific [Career Guides](#), available on our website, offer dedicated 'Finding a Job' sections, which provide information around opportunities. This includes useful website listings which may help you in identifying a suitable role.

Use personal contacts – Friends, family and acquaintances can play a big part in your job search. If you can find someone already working in the role or company that you want to get into, ask them to help you build your understanding of the work and to give you contact names. Then start networking!

Voluntary Work - Opportunities in voluntary and community activities are incredibly diverse. They can allow you to put your skills into practice and develop new ones. To find out more about local volunteering opportunity please visit our online Jobs Board (www.port.ac.uk/careers) or visit the centre to use the volunteering bank. Another useful source is the national, searchable database at www.do-it.org.

If the range of advertised job opportunities is not right for you then it is worth considering creating your own work experience opportunity through speculative approaches to organisations. For further information on how to approach and apply to organisations speculatively visit us or get advice via our website.

How we can help you

Disclaimer: Every effort has been made to ensure the accuracy of the information contained in this publication at the time of printing. However, this information could be subject to change. Updated November 2017.

Accessibility: If the information in this document is required in a different format, please contact us for assistance. Careers and Employability Service, 28 Guildhall Walk, T: **02392 842684**, W: www.port.ac.uk/careers

We offer ongoing support to help with applications and interviews tailored to you and your requirements. Just let us know what help you need. We offer a daily drop-in service (no need to book an appointment) to speak with one of our advisers.

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