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THE UCD CAREER GUIDE

2011/12



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You can now find us on Facebook and Twitter – just search for 'UCD Career Development Centre'.

Opening hours

Monday–Friday, 9.00 am–5.00 pm

Welcome to this, the second edition of the UCD Career Guide. This Guide is full of information and advice to help you make decisions about your career, understand the demands of the graduate workplace and be as successful as possible in your applications for jobs and courses.

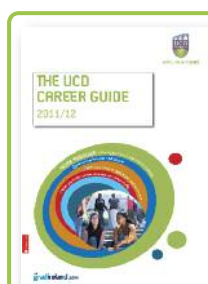
Although today's job market is more competitive than ever, it is also the case that many employers are growing and are finding it difficult to recruit sufficient numbers of graduates with the correct blend of education, skills and experience.

While at UCD, there is plenty you can do to make your future job applications stand out. An ERASMUS placement will give you an international perspective, while playing a sport shows your commitment and determination to succeed. There are more examples throughout this Guide.

Whatever you do, make best use of your time at university – remember that everything you do matters and your future employer is seeking to recruit new staff to develop and move their business forward. Develop a 'stand-out' profile by getting involved.

Look inside this Guide for information and advice to help you make career decisions and make your applications stand out.

Dr David Foster
Director, UCD Career Development Centre
www.ucd.ie/careers



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IFC = inside front cover OBC = outside back cover

IBC = inside back cover () = Display advertising



At the Career Development Centre website

Go to www.ucd.ie/careers for...

- **Destinations:** An interactive, educational resource to help you plan and manage your career
- **Profiling for Success:** Explore your aptitudes (verbal, numerical and spatial reasoning) and personality type in relation to your career. Complete practice aptitude tests and personality questionnaires and receive feedback.
- **Career Opportunities:** Use our electronic information, Career Resource Room, podcasts and searchable databases of volunteering, internship, graduate vacancies to move your career forward
- **Applications and Interviews:** Learn how to make an effective application for graduate study and/or employment and succeed at interview



And don't forget

Go to gradireland.com for...

- featured jobs and immediate vacancies
- database of employers from all sectors
- your personal gradireland Careers Report
- news on the job market in Ireland.

IT COULD BE YOU IRELAND'S FUTURE DEPENDS UPON IT!



UCD graduates are targeted by leading local, national and international employers.

As a UCD graduate, you will have a lot to offer potential employers. You may be the recruit to make the next big breakthrough in your work area, you may add value by making an organisation more efficient and effective, or you may be able to expand global markets for product development purposes... and so much more. Recruiters employ graduates because they represent the future of their businesses.

Just like businesses bringing a new product to the marketplace, you need to think about what makes you stand out from the crowd. Why should a recruiter select you over other applicants?

Recruiters will expect you to have been active and interested in your own

career development during your time at college. If they see that someone has been active in their personal development, they know that person will bring positivity and energy to the workplace, in turn making the employer more successful.

So, your mission at UCD, should you choose to accept it, is to develop a profile that makes you attractive to recruiters. Consider our 'Plan for success':

- **Be engaged:** employers recruit students who make a difference, so find a way to make your contribution to UCD's success. Join clubs or societies, play a sport, volunteer, be a class representative, a peer mentor or Campus Ambassador: there are numerous options.

- **Get connected:** employers look to recruit students with skills developed through education and work. There are short and longer term internships available in most career areas or take a part-time job to develop your work-related skills.
- **Become employable:** develop skills and abilities needed to make you employable. When these are added to academic achievement, you may be confident that your background will be of interest to recruiters.

Make the link between your education, skills and experience and the requirements of graduate recruiters. You may find you are doing much of what needs to be done already: see pages 9–10 for some ideas.

“ Ernst & Young is a leading professional services organisation with 141,000 people, across 140 countries. Our strength is that we are a global and truly diverse company. If you join us, you'll work in one of four areas: Assurance, Tax, Transactions or Advisory in teams across Ireland, Europe, the Middle East, India and Africa (EMEIA). We have up to 250 graduate and undergraduate opportunities in Ireland each year. We look to UCD for students who enjoy a challenge, and enjoy working as part of a team. We look for students who are determined to learn and succeed and take every opportunity they are offered to play to their strengths and build the career that's right for them! ”

Nessa Kiely, Manager,
Graduate Recruitment, Ernst & Young



“ SAP is the third largest software company in the world, and the world's largest provider of business software. We don't sell consumer products, so you might not realise how often you use our systems. Every time you buy a song from iTunes you depend on an SAP back-end; and we help Irish companies like Ryanair, Guinness and the Kerry Group deliver quality and value to their customers. Our Irish team numbers over 1,100 staff and we are recruiting on an ongoing basis for talented graduates and interns across a range of disciplines, including engineering, maths, physics, computer science and languages. We look to UCD where students graduate with a diverse range of skills and are searching for an environment in which to foster their ambition with a career development programme that allows them to achieve personal and professional aspirations. We hope that this partnership will strengthen in years to come. ”

Kevin Conroy, Service Manager,
SAP Active Global Support, SAP



“ PwC, the leading professional services firm in Ireland, continues to have great opportunities for strong graduates in our business. We have up to 250 graduates joining us each year which is reflective of the need we have to keep recruiting the top graduate talent to sustain our business into the future and continue to deliver top quality services to our clients. We look to UCD for bright, commercially aware graduates who have the drive and ambition to develop their role in the firm. They have the ability to communicate well with clients and colleagues, work in a team and show that they are independent critical thinkers. ”

Carmel O'Connor, HR Partner,
PricewaterhouseCoopers





The future looks bright for UCD graduates

Seeing the career paths of previous UCD graduates can give you inspiration for your own future.

Despite difficult economic times and a great deal of negative publicity about graduate job opportunities, it is still the case that the level of unemployment amongst UCD graduates (10 per cent) is significantly lower than the current national average for people aged 20 to 24 (25.9 per cent). There can be no doubt that a qualification from a university of UCD's reputation and standing places graduates in a strong position when it comes to job-hunting. UCD remains a targeted university and each year over 150 employers recruit directly on campus while thousands more advertise vacancies through the Career Development Centre website and through our partner sites, gradireland.com and www.prospects.ac.uk.

The box on the right presents statistics for UCD's graduating class of 2010 and it shows that most graduates are engaged in constructive and positive activities such as employment, graduate study and graduate training. With others taking some time out to travel, the unemployment rate remains relatively low.

Graduates enter the workplace through different routes, and the current economic climate makes it even more important that you maximise every opportunity. While keeping well abreast of jobs advertised on official sites, it is important not to neglect

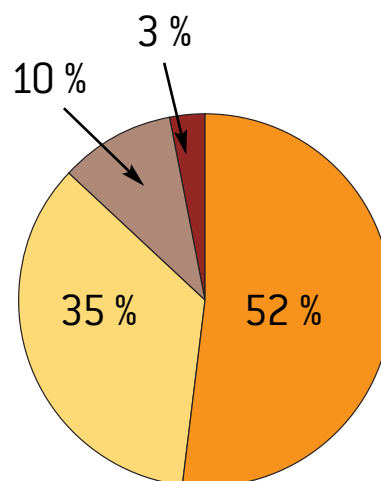
the hidden job market. With a larger population of jobseekers to choose from, many employers seek to limit the number of applications they receive for positions by not advertising their jobs on public websites. Rather they may choose to advertise on their own website alone or not advertise at all, recruiting instead from the CVs that speculative applicants have sent to them. It is important to create opportunities by approaching employers you wish to work for in an appropriate and professional manner and UCD Career Development Centre will help you achieve this.

- Don't miss our Careers Fairs. Make contacts with employers and follow them up. Picking up literature is all part of the process but getting an insight into the business through engaging with employer representatives will reap dividends.
- Attend employer presentations on campus – another networking opportunity. Presentations are where employers seek to connect with students who are seriously interested in their company and positions.
- Whatever you want to do with your future career, work with us. It is unlikely you will simply be in the right place at the right time when looking for your first job, but we can help.

The class of 2010

A 2011 survey of UCD students who graduated in 2010

52 % of respondents in employment
35 % of respondents in further study or training
10 % of respondents seeking employment
3 % of respondents not available for employment or study





At your service: what can the Career Development Centre do for me?

We are here to help, so make the most of what's on offer.

The Career Development Centre helps students to plan their careers, to develop skills and to successfully manage recruitment and selection processes. Whether you haven't a clue what you want to do or have specific questions relating to your chosen career, we're able to help. The Career Development Centre is the central unit at UCD providing students with careers education, hard copy and electronic information, career guidance and access to thousands of vacancies directly notified to us or through professional publications and vacancy directories.

In our experience, students who are active in clubs, societies, sports and volunteering, who undertake internships and who make good use of the Career Development Centre are well placed to compete in the job market.

Career Development Centre Resource Room

Each month hundreds of students come to the Centre for many reasons, for example to:

- explore career areas, eg careers using Irish, or careers in finance, science or engineering. We give away thousands of publications – magazines, careers information booklets, newspapers – to help students make career decisions. Call today to use our resources.
- prepare for making applications and going to interviews. We offer specialist advice and self-help materials. We have excellent podcasts on our website and DVDs on topics such as making applications.
- plan graduate study – locally, nationally and internationally.
- discuss career plans with Career Development Advisers.
- research working overseas and make use of the resources on offer to help you plan.
- make use of our SUAS facilities and literature.

“ I was discussing the career development module with my friends today, and we're all finding it extremely beneficial. I really needed something like this to help me focus on my goals and the future a little more. It's such a great resource to have as a Psychology student and that's the general class consensus. ”

Sarah Walsh, BA Psychology 3 student on the 'Career Development in Psychology' module delivered by the Career Development Centre in conjunction with the School of Psychology

Career Development Centre – opening hours

Our Resource Room is open Monday–Friday from 9.00 am–5.00 pm.

Quick Query careers advice is available Monday–Thursday. Check our website for details, days and times www.ucd.ie/careers.

Career Development Centre online www.ucd.ie/careers

Thousands of students make use of our web-based resources at a time that suits them. Our website has a vast range of information and advice – here are a few of the most popular items:

- Consider how your interests, abilities, aptitudes, values and personality link to careers. If you are just beginning, access the gradireland Careers Report at gradireland.com/careers-report or Prospect Planner (from www.ucd.ie/careers or direct at www.prospects.ac.uk).
- Profiling for Success – resources to help you understand your verbal and numerical ability and consider personality/career fit. Call in to the Career Development Centre for access codes and then log in at www.ucd.ie/careers.
- Internship, graduate and volunteering opportunities: search our database of vacancies at www.ucd.ie/careers and also go to gradireland.com for other opportunities in Ireland and targetjobs.co.uk and www.prospects.ac.uk for jobs in the UK.
- Follow us on Facebook and Twitter to get the latest careers news and updates. Just search for UCD Career Development Centre.

| Services | What is it? | Who is it for? |
|--|---|------------------|
| Quick Query | 15 minutes with a Career Development Adviser. No booking needed – just drop in Monday–Thursday (check website for times). | All UCD students |
| Guidance interviews | 45 minute in-depth meeting with an Adviser. Limited access via Quick Query service only. | All UCD students |
| Career management skills workshops/lectures | 1–2 hour sessions (ad hoc or as part of a programme) on topics such as interview skills, CV preparation, teamwork etc. Led by careers staff or visiting employers. See www.ucd.ie/careers for details. | All UCD students |
| Study visits, eg annual London Corporate Finance trip | Opportunity to meet prospective employers at their offices and get a feel for what working in particular industries is really like. | Targeted groups |
| Careers fairs | Opportunity to meet employers/graduate study providers offering courses, internship and graduate vacancies. Access advice and enhance your applications. | All UCD students |
| Employer presentations | Students meet employers with current vacancies. Network and 'get behind' the glossy brochures and corporate websites. A chance to show employers you are serious about a career with them. | Targeted groups |
| Career/personal and professional development modules | Credit-bearing modules for specific programmes, addressing topics such as career options with your subject, and developing skills for employment. | Targeted groups |
| Online resources | On our website www.ucd.ie/careers , you can find careers advice, details of current graduate and internship vacancies and information on upcoming events. Follow us on Facebook and Twitter to get the latest careers updates on a daily basis. | All UCD students |
| Psychometric tests | Numerical and verbal reasoning tests and personality questionnaires are used by many employers. Our online tests allow you to practise and better understand your abilities. | All UCD students |

AN INVALUABLE RESOURCE



NAME Lisa Fox **DEGREE** BCL (European)
EMPLOYER Hogan Lovells International LLP

I was aware of how competitive the law training contract market is and so, in order to maximise my chances of success, I arranged a meeting with the Career Development Centre. The most interesting and helpful piece of advice I got was to make contact with the firms that I intended to apply to so I travelled to London and arranged meetings with a combination of partners and graduate recruitment from a mixture of firms. This made my applications stand out from the crowd. When the time for interviews came around the advice which I got was spot on – the Career Development Adviser predicted all of the more difficult questions which I was asked, making it easier to impress! My advice to current law students is to go to the Career Development Centre as soon as possible – in first year ideally. The detailed and very realistic advice and insight into the way large commercial law firms recruit is an invaluable resource.

“ Thank you so much for all of your help. I should have gone to you in first year! The websites you recommended are very useful, especially the ones with the aptitude tests. I am very happy with the resources you have given me. ”

Patrick Wilson, Arts 3 student who used our Quick Query service

Useful websites

- www.ucd.ie/careers
- gradireland.com/careers-report
- targetjobs.co.uk
- www.prospects.ac.uk

Climb the ladder to career success

Take the right steps now to maximise your job-hunting success in the future.

There is no doubt that Ireland's economic situation remains challenging. Despite this many graduate employers still have positions to fill. In

fact, several of the top graduate employers in Ireland have reported a year-on-year drop in applications for graduate roles and they are struggling to fill some

vacancies. This suggests that students are mistakenly assuming that there is no point in applying for jobs or that there is nothing out there for them.

3. Final year/graduates

- Apply for jobs/submit speculative applications to target organisations.
- Get help from a Career Development Adviser with your CV, covering letters and applications.
- Prepare for interviews by researching the organisation and attending an interview skills workshop.
- If you are applying for further study, the Career Development Centre can help with your application.
- Plan time out to travel if you want to take a year out, but make sure this is accepted by your future employer/sector.

2. Pre-final/final year

- Explore career options and decide where you want to go. Use this Guide, speak with a Career Development Adviser and use online resources such as gradireland Careers Report (gradireland.com/careers-report) or Prospects Planner (www.prospects.ac.uk).
- Fill any gaps in your skills profile that may inhibit the success of your job applications by taking part in skills workshops.

1. First/second year

- Get involved on campus by joining clubs and societies, or doing sports and volunteering. This is a good way to enhance your CV while also giving something back to your community and meeting new people.
- Research career options and look for internship opportunities. The Career Development Centre can help you with this.

Our experience, from speaking to employers, is that this is simply not true. What is true, however, is that getting a graduate job demands concerted focus and effort throughout your time at university.

While a degree is essential, it is critical that you do everything you can while at university to develop your skills and experiences to a level which will make you attractive to future employers. If you have shown drive and determination to develop yourself, and have made a difference at university, then employers are more likely to see you as a potential asset to their business. See page 13 for more information on transferable skills.

Think about what will make your application or profile stand out from others. If an employer is looking for a 2:1 honours degree as a basic educational requirement, then all applicants will be broadly similar and those shortlisted for interview will meet that criteria. What

have you got to raise your head and shoulders above the other applicants?

If you've followed the steps shown in the diagram, you may have, for example, been a volunteer, been active in clubs and societies or played a sport for UCD. These activities will help show an employer you possess confidence, enthusiasm and commitment and are the type of person who 'makes a contribution' wherever they go.

An employer may ask you to define what your contribution to UCD has been. Think about that for a moment: what evidence do you have to show you are fully engaged at UCD, academically and otherwise? Are you making a difference?

All employers will seek to develop your potential but at graduate level they do expect you will make an effective contribution upon appointment.

Remember that graduate recruiters value everything you do.

From first year to final year, employers expect...

- academic achievement – consistency throughout your degree (some look back to your leaving certificate grades and points, seeking long-term evidence of consistent academic achievement).
- drive, commitment and determination through getting involved: join clubs and societies, play a sport or volunteer.
- skills such as teamwork, leadership, networking, problem solving, organisational and communication skills, developed through campus-based activities and work experience.
- internships and work experience in the areas you wish to eventually work in.

Whether you spend time volunteering, performing as a musician, playing sport or being an active member of a student society, it all helps to impress employers. While your primary reason for coming to UCD is to gain an academic qualification, any additional experience at university will be relevant to employers.



NAME Abey Campbell
DEGREE PhD Computer Science

I volunteered with Camara because I wanted to see more of the world, get some teaching experience and also give something back. I was one of 14 people recruited to go to Ethiopia and Kenya to set up computer labs and train teachers and local people to use them. I found my experience of volunteering with Camara so enjoyable and rewarding that I decided to go to Africa with them again the following year. I returned to some of the schools I had taught in previously and it was fantastic to see the progress that had been made. I would highly recommend Camara to any students thinking about volunteering in the developing world. You need to be prepared for the experience – seeing such poverty does affect you – and you need to be realistic about what you can contribute, but it is a very worthwhile way to spend a few weeks of your time.



NAME Adam O'Doherty
DEGREE BBL Business & Law

Looking back on my time spent in college so far, my involvement with UCD Volunteers Overseas has had the biggest impact on me personally. I have travelled to Haiti with UCDVO and now I am Chairman of the Campus Committee, the charity's registered UCD society. If I was to say what I have taken away from my involvement with VO, the first thing would be a strong sense of perspective on... well, me. The feeling of gratification from getting involved in something like this is huge, not to mention the interpersonal and time management skills that I feel I have developed along the way. Secondly, through the strong teamwork ethos within UCDVO, I have had an invaluable opportunity to meet the soundest, most like-minded people ever. UCDVO has given me so much more than I could ever have given back in time and effort... and that is a cliché that I personally hated before I got involved! I always thought that 'the whole charity thing' wasn't for me but I guess that simply proves that you never know until you try it.



NAME Eoin Ahern
DEGREE BEng Mechanical Engineering

Since starting my degree four years ago I have made an effort to get involved in a different extra-curricular activity each year. I've been Class Rep, Organiser of Eng Day, Peer Mentor and Auditor of the Mech Soc: each of these has helped me develop different skills from planning and organising to communicating and delegating.

As Auditor of the Mech Soc, two key elements of my role are organising careers sessions and also planning and organising the annual final-year dinner for students and lecturers. Balancing this role with work on my final-year project and studying for exams has required strong time management skills as well as being able to delegate tasks to my colleagues on the committee. I have gained a lot from my involvement on campus over the years and I would certainly recommend the experience to other students.

HELP, HOW DO I GET STARTED?



Maybe you're not sure what you should do after you leave college. Don't panic – many students find themselves in this situation. Here's a simple framework to help you figure out what you want to do and what to do next.

Know yourself

What to do:

Assess your:

- skills: what you are good at
- interests: what you enjoy doing
- values: what motivates you and would give meaning to your work
- personality type: your characteristics
- educational qualifications and work experience.

Resources to help:

Online self-assessment tools:

- gradireland Careers Report gradireland.com/careers-report
- Profiling for Success (psychometric tests) www.ucd.ie/careers
- Prospect Planner www.prospects.ac.uk
- Speak with a Career Development Adviser.

Know your options

What to do:

- Find out what graduates in your subject do
- Access job descriptions and information; explore job sectors
- Investigate graduate study.

Resources to help

- Use the bank of job profiles and information in our Career Resource Room at the Career Development Centre
- UCD Library electronic databases eg Marketline and FAME
- Online job profiles at gradireland.com, www.prospects.ac.uk, targetjobs.co.uk and www.onetonline.org
- On-campus events and presentations by employers and graduate programmes. Details are posted at www.ucd.ie/careers/events.

Implement your decisions

What to do:

- Create an action plan with clear goals and timelines
- Learn how to market yourself
- Get help with job applications, CV design, and how to do well at interviews and assessment centres
- Get jobseeking advice.

Resources to help

- Careers workshops on topics such as CVs, covering letters and interview techniques – these are held on campus regularly
- Books in the Career Development Centre resource library on CVs and covering letters
- Destinations website www.ucd.ie/careers/destinations.

Make decisions

What to do:

- Think about how you make your best decisions: gut instinct alone, or involving others, methodically weighing up pros and cons
- Identify ways to narrow your choices and finalise your preferences.

Resources to help

- Discuss and evaluate your choices with a Career Development Adviser.

UCD grads at work



NAME Eoin Delahunty
DEGREE BEng Mechanical Engineering
EMPLOYER Accenture

I really enjoyed studying engineering but I also developed an interest in other subjects like business. This strongly influenced my choice of final-year project, so instead of choosing a typical engineering topic, I looked at supply chain management and purchasing. While at college I completed two engineering internships, one in construction and the other in the medical devices sector. I learned a lot from these experiences, perhaps most importantly that neither sector interested me greatly!

As I entered my final year my strong preference was to get a job as I felt that getting some good experience early on would enhance my career prospects. I came across Accenture at the UCD Careers Fair and subsequently attended an information evening at their offices. I was impressed with what I saw and applied to Accenture in the autumn of 2010. I filled out a detailed application form and then progressed successfully through a series of interviews.

When I joined Accenture I had five weeks of training and induction before being assigned to a supply chain transformation project for a large telecoms client. I am finding this project very interesting as it is a real world implementation of theories that I looked at for my final-year project. I am responsible for data quality and I work with people from nine different countries to improve the quality of the information which they send to their suppliers.

The skills I developed through my study of engineering, especially problem solving, teamwork and analytical skills, are certainly standing me in good stead now. Strong communication skills are also critical to success in my role: just because something is as clear as day to you, it may not be clear at all to someone else. I have learned that being able to explain a concept, problem, result etc is often more important than just having an understanding of it yourself.



NAME John Gamble
DEGREE BSc Sports Management;
 Masters in Management, Smurfit School
 of Business
EMPLOYER Lidl Ireland

A friend of mine worked for Lidl and told me about the variety of opportunities with them. I applied because I wanted to gain management experience at an early stage of my career and I knew that Lidl would offer me a challenging role with lots of responsibility. Lidl is a multinational company with lots of opportunities in all areas of the business. There is plenty of room for internal progression with a bagful of very good benefits.

My application was successful and as a District Manager I now oversee the management of four Lidl stores. I am responsible for supply chain, implementing targets and ensuring their success. I am also responsible for all personnel matters in my stores. Overall the tailored training and the early responsibility have been an invaluable experience which has helped me to grow as a person. My most rewarding moment to date has been succeeding in 'graduating' from Trainee District Manager to District Manager.

Some of the things I learned at university that helped me in my job are the ability to speak in front of people (presentation skills), the ability to work in teams and with many different types of people. My business background also helped.

Looking to the future, I am keen to progress within Lidl. I would also like to travel and work abroad. My dream job is to own and run my own sports management business.

My advice to students who are about to embark on the job-hunting process would be to apply for more than just one job. Make sure your CV is professional and that you meet the job requirements. Tailor your CV for every job application but never lie, you will be found out! I would also suggest that you brush up on presentation skills.



NAME Mark McDonnell
DEGREE BSc Economics & Finance;
 MSc Quantitative Finance, Smurfit School
 of Business
EMPLOYER First Derivatives

While doing my masters I heard about First Derivatives from previous graduates and I decided to apply for a position with them. I filled in an online application form and then had a telephone interview, when I was asked questions about my background and why I wanted to work for First Derivatives.

It is really important to be well prepared for your first interview. You need to do thorough research on the company – it's not enough to check out their website, you need to go further. For example, I used Bloomberg to research First Derivatives.

The next stage was a one-day assessment which consisted of group exercises and tasks and two individual interviews. The most important thing in the group exercises is to speak up. In the interviews it is important to appear confident, even if you are feeling nervous, by maintaining good eye contact and not fidgeting.

I was offered a graduate job. I started off on a training programme in Newry and was then given a role in London. I had never been to London before starting my job there so it was all very exciting. It's a really vibrant city and I am really enjoying it here. There is a strong First Derivatives community across the various London offices so integrating has been relatively easy. The high point so far has been getting to work with very senior people – including CEOs and quite senior traders.

For graduates who are just starting out in the workplace my advice would be to keep your head down and work hard. You need to make a good impression and prove your worth. You have to remember that you are not a student any more so you can't leave things until the last minute. Putting in the hours now will pay dividends for your career in the longer term.



Seeking graduates with skills

Dr Mary Collins, Head of Talent Development at Deloitte, tells us why it is important for students to be proactive in developing their transferable skills.

When reviewing your CV, asking you questions at interview or observing you in assessment centre exercises, one of the key things graduate employers like Deloitte are looking for is evidence of your *transferable skills*, ie abilities that you have ‘learnt in one context, which can be applied in another’. Examples of transferable skills that graduate employers are particularly interested in include:

- Adaptability and flexibility
- Planning and organisation
- Commercial awareness
- Computer literacy
- Languages
- Time management
- Numeracy
- Written and oral communication
- Presenting with impact
- Emotional intelligence/ interpersonal skills
- Research
- Self-PR: marketing yourself
- Integrity and trust
- Learning ‘on the job’.

You will have developed many transferable skills through your academic studies, extra-curricular activities and work experience and it is vital that you are able to articulate these clearly in your CV and at interview. Make sure you can provide strong evidence and examples to illustrate your key skills. See page 26 for more information on how you can demonstrate your competences at interview.

There may be some areas where you feel you need to develop your skills further in order to make yourself more attractive to graduate employers. Be proactive in seeking opportunities to grow and develop – don’t wait for things to happen. Remember that a concern for personal growth and development is a core attribute of high performing and high potential staff in any workplace. This is a trait that we look for at Deloitte, in the graduates we hire and the talent that we promote.

There are lots of ways that you can develop new skills and hone your existing skills, for example:

- Continue your academic studies to a higher level: show commitment and enthusiasm.
- Take up a night class in an area of interest: demonstrate you have well rounded interests.
- Volunteer to take on a role in a charity organisation. Contribute to the community while also building skills.
- Take up a position of responsibility in a club or society: be an active, not passive, member.
- Join an organisation with good networking opportunities, eg Toastmasters, to improve your public speaking skills and challenge your comfort zones.
- Take the lead in your own personal and career development by finding yourself a mentor or coach.
- Get some work experience – take up a part-time and/or summer job and look for opportunities to do internships or work placements in your preferred career area. This is a great way of building a variety of key transferable skills, from commercial awareness to time management.



Explore your world of opportunities: finding work here and abroad

Use the Career Development Centre to blaze a trail to success.

These are some of the places you can look to find job vacancies. Call in at the Career Development Centre to access these resources.

Newspapers and online resources

Irish jobs

For vacancies from employers targeting UCD students, check our vacancy board at www.ucd.ie/careers. For vacancies notified to all Irish universities, go to gradireland.com. Sites such as www.irishjobs.ie, www.fas.ie and www.monster.ie are other sources of vacancy information.

Ireland's hidden job market

Some employers advertise vacancies on their websites only, seeking candidates

who are motivated enough to search out jobs. Check company websites; develop CVs and covering letters tailored to each employer. The Kompass directory will help you develop a list of target companies. Go to www.kompass.ie for details on up to 50,000 firms. Similarly, www.business.ie has information on over 90,000 Irish companies.

The UCD Career Resource Room also provides online access to several electronic databases that can be used to research companies and sectors. These include Marketline, FAME and Nexis.

Great Britain

Check vacancy pages on quality newspapers such as *The Guardian* and *The Times*. Check out www.prospects.ac.uk

and targetjobs.co.uk – sites used by leading recruiters to advertise graduate jobs.

Northern Ireland

If you are considering graduate careers in Northern Ireland, check out www.nijobfinder.co.uk – a comprehensive vacancy site used by both public and private sector recruiters. Vacancies in Northern Ireland are also carried on gradireland.com.

PhD students

If you are a PhD student, use the resources listed above and check out specialist sites such as www.jobs.ac.uk and www.phdjobs.com.

Graduate publications and directories of vacancies

gradireland, *The Times Top 100 Graduate Employers* and the TARGETjobs series are examples of publications packed full of internship and graduate vacancies, advice and tips on making effective applications. Pick up your copies at the Career Development Centre today.

Careers Fairs and employer presentations

Bringing students face to face with employers, these activities take place on campus and provide an excellent opportunity to network, find out about the employer and their jobs. See pages 16–17 for ideas on networking with employers.

Websites for job-hunting

Ireland:

- www.ucd.ie/careers
- gradireland.com
- www.irishjobs.ie
- www.fas.ie
- www.monster.ie
- www.kompass.ie
- www.business.ie

Great Britain

- www.ucd.ie/careers
- targetjobs.co.uk
- www.prospects.ac.uk

Northern Ireland

- gradireland.com
- www.nijobfinder.co.uk

PhD students

- www.jobs.ac.uk
- www.phdjobs.com

Overseas

- www.iaeste.ie
- www.ucd.ie/careers
- gradireland.com
- www.prospects.ac.uk
- www.jetprogramme.org
- community.epik.go.kr
- www.lawcareers.net
- www.ibec.ie
- www.aiesec.ie
- www.enterprise-ireland.com

How to add an international dimension to your job search

If you are interested in working overseas, it is likely you will have developed a profile an international recruiter may value. You may have undertaken an ERASMUS placement (www.ucd.ie/international), worked overseas on programmes such as the International Association for the Exchange of Students for Technical Experience (IAESTE www.iaeste.ie) or the Association Internationale des Etudiants en Sciences Economiques et Commerciales (AIESEC www.aiesec.ie). Alternatively, you may have travelled widely during vacations, working in casual jobs along the way. Gaining an internationally recognised qualification can also open up a range of global opportunities. In the box below Beibhinn Coman from ACCA Ireland talks about the ACCA accounting qualification.

Overseas vacancies

Each year, international opportunities are sent to the Career Development Centre. You can find these on our online vacancy database at www.ucd.ie/careers. Explore other options at gradireland.com and www.prospects.ac.uk.

While language proficiency may be essential to work overseas, this is not always the case. For example, the Embassy of Japan recruits graduates from any degree discipline to teach English in schools for up to three years: the Japan Exchange and Teaching Programme (JET www.jetprogramme.org).

Similarly, the Embassy of Korea (EPIK) offers a teaching programme to graduates from any degree discipline. Find information on the English Programme in Korea (EPIK) at community.epik.go.kr.

In times when job applicants need something to make their applications stand out from the crowd, JET or EPIK may be the option for you.

Other recruiters, for example commercial law firms based in London, offer opportunities for trainee solicitors to spend at least six months abroad during training. For those without foreign language proficiency, placement in English speaking regions such as Singapore, Hong Kong or New York is possible. These firms recruit trainees from any degree discipline. Find out more at www.prospects.ac.uk and www.lawcareers.net.

International Graduate Programmes

IBEC Export Orientation Programme (EOP) links exporting companies to recent graduates. Graduates undertake work on behalf of host companies in Europe or overseas. Upon successful completion, trainees are frequently offered more permanent positions with host firms. Go to www.ibec.ie for more details. Enterprise Ireland's Graduates 4 International Growth (G4IG) initiative brings together a graduate and a company that are both focused on making a lasting impact in overseas markets. Graduates, with the potential to be the next generation of business development executives, will be matched with an ambitious internationally trading company and will be provided with a structured means of acquiring new skills in international business. For more information see www.enterpriseireland.com. Explore other opportunities online at the websites listed or speak to a Career Development Adviser.

“I completed a BSc in Experimental Physics at UCD and worked in a multinational pharmaceutical company for a number of years before joining BNY Mellon. My manager encouraged me to take up the ACCA qualification. I knew that it was held in high regard internally and was also recognised internationally so I felt this would be the right qualification to allow me to develop my career.”

Joe Lillis, Assistant Manager, Fund Accounting, BNY Mellon

Global mobility – the key to beating the crunch?



by Beibhinn Coman, ACCA Ireland

What a difference a generation makes. Today's accountants and finance professional are no longer mere bean counters: they have become

major business players, able to influence key decisions and strategies, and increasingly looked upon to preserve their company's corporate image.

The journey from back room to boardroom has brought with it a wealth of opportunity, and a new generation of finance professionals hungry to see just how far their careers can take them. As a result, finance professionals and accountants are becoming more specialised, more mobile, more driven. And international experience rates highly on their radar.

ACCA accounting professionals work in 170 countries worldwide, with a wealth of career opportunities available in countries such as the UK, Canada, Australia, New Zealand, China, Hong Kong and Malaysia. A shortage of accountants, particularly in the Asia Pacific region, in nations like China, presents immense opportunity for Irish finance professionals.

Mobility has always been widespread among ACCA trainee accountants, driven by lifestyle and career development choices. Many are now

realising that pursuing international opportunities could be the differentiator they need to excel in the competitive jobs market. Not only can international experience add value to your CV, but widening your job search will also increase your chances of being in the right place, at the right time, for the right opportunity. That location might be a key international financial centre, or even in an emerging market.

Take Imtiaz Ahmed, an ACCA trainee accountant who has relocated to Bangladesh to take up an audit manager role within a top 20 accounting practice. 'Bangladesh is experiencing accelerated economic growth at the moment. Consequently, I wanted to establish myself before the market became saturated.'

Moving to another country may seem daunting, so you must assess the risks and opportunities. Today's jobseekers must look at not only what skills they can offer, but also where those skills might be in demand. Securing the ideal opportunity could be just as much about mobility as it is about ability.

NETWORKING FOR SUCCESS



"I never would have considered London until this trip. The experience was invaluable and has shown that London really is a feasible option for all of us."

Roisin Conran, participant on the 2011 London Corporate Finance trip organised by the Career Development Centre.

There are many events organised by the Career Development Centre where you can meet and develop links with potential employers. Networking is about developing relationships with others for mutual advantage. In your case this may lead to you securing employment and an employer securing graduate talent to add value to the workplace. Networking for success is about you taking the initiative. If you are naturally shy, then challenge yourself to step out of your comfort zone and your confidence will grow.

Top tips for successful networking at fairs and employer presentations

Prepare

Research companies to find out about the business and the sector they work in: knowing a little may impress a lot. No one expects you to know everything but

they do look for evidence of your interest. Bring CVs on the day. While formal business dress is not required, smart casual may help you project the right image. It is critical you think about what your key message will be. Be enthusiastic and state the value you could add should an employer choose to employ you. You will want to target employers you have an interest in.

Target employers

Remember fairs and presentations help you make decisions about employers as much as they present employers with opportunities to make decisions about you. Being focused and committed to an employer/sector will work to your advantage.

Create the right impression

Be open and friendly. Resist the temptation to circulate around exhibitors, collecting numerous brochures you may then do little with. Remember, recruiters may note down the names of students who impress them at events on campus to see if they follow through and make job applications.

There are many events organised by the Career Development Centre which will help you to develop links with prospective employers.

Know what you want

Think this through before meeting employers. Do not say you will undertake any role they may have. Show focus and confidence. Research the employer well and understand their workplace and roles within it. Be realistic, highlight roles that fit your qualifications, skills and experience. However, be willing to discuss other options the employer feels appropriate to your skills, education and experience.

Build relationships and develop your network

Collect business cards of people you meet. Afterwards e-mail them and thank them for their time. From time to time you may wish to contact them for updates on the business, positions available and for advice when making applications and preparing for interview but be careful and do not contact them too much as this may work against you.

Employer events at UCD

At UCD, the Career Development Centre provides opportunities to link students with employers who have vacancies. See the table opposite for this year's dates.

“ It can be difficult for students to differentiate themselves during the recruitment process, particularly at application stage, and therefore students should take full advantage of the networking opportunities which are available with employers at Careers Fairs, presentations etc. These events in most cases will be attended by members of the recruitment team, along with recent graduates who are currently working with the company. Students should use these opportunities to introduce themselves and potentially build relationships with the employer, which may help them stand out at a later stage. ”

Janis Heather, Recruitment Manager, KPMG

Law Fair

This event brings law firms recruiting trainee solicitors from any degree discipline to UCD. This is an ideal forum for students from non-law disciplines to explore legal careers, access vacancies and network with potential employers.



Careers Fair

Up to 50 exhibitors from a range of business/industry sectors will be present to market graduate and internship opportunities. This popular event normally attracts around 2,000 students and it is advisable to bring good quality CVs with you.

Health and Science Careers Fair

This event has been developed to offer students access to a range of national and international employers in Health and Science fields

Internships Fair

Most recruiters look to recruit students who have made a difference, shown commitment to a chosen career and have developed a range of employability skills. Doing an internship can be a great way to build the profile that employers are seeking so come and see what our exhibitors have to offer.

Careers Week

From social workers to investment bankers, speakers from a variety of companies and sectors talk about what their jobs entail and give practical advice to students seeking to pursue careers in that area.

Languages Fair

Many multinational companies are seeking UCD graduates who can speak multiple languages. Come along and see where your language skills can take you.

Science Opportunities Fair

A unique forum for undergraduate and postgraduate students across all scientific disciplines to meet with employers and get information on current vacancies and internship opportunities. There will also be a Graduate Study Zone where students can investigate options for further study.

Education Fair

This fair is targeted at current and past PGDE students as well as anyone interested in a career in teaching.

Course specific fairs

Throughout the academic year there are a number of Careers Fairs targeted specifically at specific courses. These include the Nursing Opportunities Day, the UCD Agriculture, Food Science & Human Nutrition Careers Day and the Computer Science Opportunities Day.

Graduate recruitment presentations

Many employers visit UCD and present to students on intern and graduate opportunities. Presentations will give you an insight into the company and an opportunity to meet recent graduates and recruitment personnel. Attend as many as you can and to network – resist the temptation to quietly leave when the formal presentation is over!

Save the date

Here are some networking dates for your diary in 2011/12. Some dates have not yet been finalised so keep an eye on our website www.ucd.ie/careers for further information.

| Semester 1 | Date |
|---|--|
| ■ Nursing Opportunities Day | 14 September 2011 |
| ■ Law Fair | 5 October 2011 |
| ■ UCD Careers Fair | 6 October 2011 |
| ■ Science Opportunities Fair | 27 October 2011 |
| ■ Employer presentations | Ongoing throughout the year. Check www.ucd.ie/careers for details |
| Semester 2 | |
| ■ UCD Agriculture, Food Science & Human Nutrition Careers Day | 14 February 2012 |
| ■ Languages Fair | 22 February 2012 |
| ■ Internship Fair | 23 February 2012 |
| ■ Education Fair | 23 February 2012 |
| ■ Computer Science Opportunities Day | May 2012 |



Are you an aspiring entrepreneur?

UCD students and graduates are helping to drive Ireland's economic recovery by starting their own businesses.

Spurred by the challenging economic situation, more and more students are looking for alternatives to the traditional graduate career paths and are converting their business ideas and university research into successful commercial enterprises. The good news for the budding entrepreneurs amongst you is that there is a range of support and resources available if you are thinking

“ Research your idea thoroughly: if it's a consumer business get out there and talk to people. Make sure there is a market for your product. Don't be put off by doubt – it's natural! Try to look beyond the first six months – what will you need after you've set your company up? Try to map out your future plans and requirements as best you can. ”

Tim Greenwood has a BA in History from UCD and a Diploma in Business Studies from the Smurfit School of Business. In 2005, he and his wife set up a cookery school in Dún Laoghaire, Cooks Academy

about starting your own business. We profile two of these below: Dún Laoghaire-Rathdown County Enterprise Board and NovaUCD.

Enterprise Boards – Helping to make your business a success

As a UCD student your 'local' Enterprise Board is Dún Laoghaire-Rathdown County Enterprise Board (DLRCEB). DLRCEB works with aspiring and early stage entrepreneurs and assists hundreds of microenterprises through the provision of business advisory services, tailored training courses and seminars, one-to-one meetings with a mentor and facilitated monthly business networks. There is finance available to qualifying businesses. Michael Hayden of DLRCEB says: 'Most start-ups lack resources and support and find themselves overwhelmed by the workload they have to manage on their own. Through the complimentary supports our Board has in place, we can help people to acquire new skills, access specialist advice and widen their network of influence.'

E-mail: info@dlrceb.ie
Web: www.dlrceb.ie

NovaUCD – The hub of innovation and knowledge transfer activities at UCD

NovaUCD's support for innovation and knowledge transfer activities is built around four key areas:

- Managing technology transfer
- Incubating start-up companies

- Promoting a culture of innovation and entrepreneurship
- Building partnerships.

In the seven-year period since NovaUCD officially opened, 16 new UCD spin-out companies have been incorporated and just under 60 high-tech and knowledge-intensive companies have located at NovaUCD. During this time over 320 inventions have been disclosed by UCD researchers, over 100 priority patent applications have been filed and over 70 licence agreements have been signed with a range of indigenous and international companies.

At UCD the development of a culture of innovation and entrepreneurship is critical for the successful identification and commercialisation of intellectual property. A key activity of NovaUCD is to promote awareness and embed the ethos of innovation, knowledge transfer and commercialisation within the research and student communities. To find out more about NovaUCD and NovaUCD events visit www.ucd.ie/nova or follow them on twitter @NovaUCD.

Other sources of support and guidance

- Enterprise Ireland www.enterprise-ireland.com
- Basis www.basis.ie
- Young Entrepreneur www.youngentrepreneur.ie

UCD's start-up successes

Here are some inspiring stories from current or former UCD students who have taken the plunge and started their own business.



NAME Rhona Togher
DEGREE BSc Physics student
BUSINESS Restored Hearing

As part of a secondary school project for the BT Young Scientist & Technology Exhibition, Anthony Carolan, Eimear O'Carroll and I looked at ways of using sound waves to tackle auditory problems. We examined tinnitus (ringing in the ears) and were shocked to discover that 92 per cent of the population experience temporary tinnitus at some point in their lives.

Our project developed a therapy that stimulates the inner ear by using sound to vibrate it in a specific manner, eliminating the irritating ringing and restoring hearing sensitivity. We put our therapy to the test and found a 99 per cent success rate amongst temporary tinnitus sufferers.

Encouraged by our success, we created a company and incorporated as directors and co-owners of Restored Hearing in May 2009. As we had no business experience, this was a very challenging prospect. We were very fortunate, however, to have business mentors and advisors on hand to guide us.

The summer of 2009 was spent securing funding, designing the website www.restoredhearing.com, publicising the company and raising awareness of tinnitus and hearing damage. Our e-commerce website was ready to launch in August 2009 and we were thrilled to get local and national coverage in newspapers and on TV and radio.

Restored Hearing is a NovaUCD client company and we are campaigning to 'Stop the Deaf Generation' by increasing public awareness of the damage listening to loud music can cause to one's hearing.

Tips for entrepreneurs

Research your idea as thoroughly as possible and get as much support, including mentoring, as you can from an early stage. Restored Hearing has taught me that scientific discoveries can be turned into promising business ventures with a good support network and a lot of hard work.



NAME Dr Maurice Coyle
DEGREE BSc and PhD Computer Science
BUSINESS HeyStaks Technologies

HeyStaks Technologies (www.heystaks.com), a NovaUCD company, was established in 2008 as a spin-out company from the Science Foundation Ireland funded CLARITY Centre for Sensor Web Technologies at UCD.

HeyStaks is a unique technology that allows searchers to harness their social graphs as they search on their favourite search engines, bringing together the content sharing world of the social networks and the query-based search world of mainstream search engines.

Co-founder Peter Briggs and I joined Professor Barry Smith's research group as PhD students after completing Computer Science degrees at UCD. It was out of this research group that HeyStaks was born. One of the things that attracted me to that particular PhD was the potential for commercialisation. We started the research with an eye to ultimately creating a successful product and forming a company.

The catalyst for forming the company was the Eircom Web Innovation Awards (which HeyStaks went on to win): in order to compete a company had to be set up.

Some elements of the transition from research to the commercial world have been challenging, for example talking to potential investors who don't necessarily care about how the product works involved a shift in mindset and approach for us. We had to change the way we talked about the product. We have also found ourselves doing things computer nerds shouldn't do, like financial planning, but this has been a great learning experience.

Tips for entrepreneurs

- Try to do your research in a research centre – that way you can get paid for doing it!
- Get your prototype ready as soon as you can and get it out there.
- It's good to have a mix of personalities and skills on your team: think about the different types of expertise that you need and build your team accordingly.



NAME Chris Rooney
DEGREE BBL Business & Law
BUSINESS SafeText

My friend Liam Ryan and I came up with the initial idea for SafeText (www.safetext.ie) after chatting to Liam's sister who is a GP. She had just been to a conference on contraception and was remarking on how women sometimes forget to take their oral contraceptive pill. Liam is quite technically minded and he thought a reminder text message would be a good idea.

After consulting with a few people we discovered that there was a market for our idea. We put together our business plan and took out a bank loan to fund development of the website. Although making financial projections can seem very daunting, your biggest assets are always enthusiasm and motivation – if you don't know how to do something you can always find out.

We outsourced the building of our website and divided the key responsibilities between us based on our areas of expertise – I focus on the sales, marketing and communication and Liam oversees the technical aspects. We had a 'soft launch' of the site in September 2010 and our official launch on 14th February 2011.

Our plan for next year is to grow as much as we can, promoting the site through student bodies and getting GPs on board as we would like them to endorse it. I am taking a year out from my studies to focus on the company.

Tips for entrepreneurs

- Find a way to do it – don't make excuses. New enterprise will help get us out of this recession.
- Enthusiasm and motivation are vital – you will encounter setbacks but you need to stay positive and be persistent.
- The support is there if you ask for it – don't be afraid to talk to people and take advantage of the resources available to you.
- If you fail let it not be for lack of effort – the only place that success comes before work is in the dictionary!

Internships: work your way into a graduate job

Internships can be a great way of getting experience and potentially lining up a graduate job for yourself.

What is an internship?

An internship (also referred to as a work placement) is like a trial run at a company. Internships are usually completed by students in the penultimate year of their degree programme but may also be open to more junior or senior students. Internships vary in length: some take place during the summer holiday months whereas others span longer periods of time. The duration that best suits you will depend largely on the nature and structure of your degree programme.

Why do an internship?

Many employers use internships to identify candidates for permanent graduate jobs in the future. It is much less of a risk for them to hire a former intern that they know and trust rather than a stranger. Thus, an internship can be a stepping stone to the job you want. Aside from the possibility of it leading to a job offer, there are many other benefits to doing an internship, for example:

- It gives you the opportunity to test out a potential career area before making a longer term commitment.
- It can be a great way to enhance the 'Employment' section of your CV.
- An internship will complement your academic and social activities to show



- an employer that you understand the workplace and have developed skills that can transfer to their environment, for example communication, teamwork, commercial awareness and the ability to work under pressure.
- It provides the opportunity to build your network of contacts within a company and potentially more broadly

within a sector. This kind of network can prove extremely valuable to you when job-hunting.

How do I find an internship?

There are two primary ways of finding an internship. The first involves applying for advertised internships (for example via graduate job search sites like gradireland.com, www.ucd.ie/careers, and www.prospects.ac.uk or university notice boards). JobBridge is a national internship scheme that provides work experience placements for jobseekers for a six- or nine-month period. Opportunities are advertised on www.jobbridge.ie. The second involves taking a more proactive approach by making speculative applications, i.e. sending a tailored CV and covering letter, to companies that you are interested in. Many students have been successful in getting internships by approaching companies and pitching themselves. The Career Development Centre can help you to identify companies that you might want to apply to and also provide assistance with your applications.

Top tips for finding an internship

Start early – competition can be fierce so you need to start looking in Semester 1.

Do your research – use all of the resources available to you to identify major employers in your area of interest. You have nothing to lose by making an application so don't be afraid to think big.

Be persistent – you may need to submit many applications before you are successful.

Use your network – do you have any contacts that might be able to help, for example aunts, uncles, family friends, current or previous students who work or have worked in some of your target companies? They may be able to provide you with an introduction.

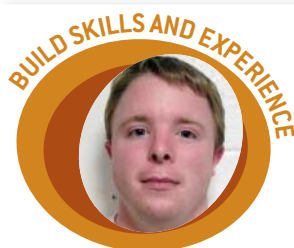
How do I get the most from my internship?

Be clear at the outset about what you want to get from your internship and don't just apply for anything. Internships that offer only unskilled work with little opportunity for development should be avoided. Have a plan for what you want

“I was always unsure of what career path I wanted to take, even throughout my BA degree in History, Politics and International Relations in UCD. Throughout university I undertook as much work experience as possible in different areas. It was through a marketing internship in an accounting firm that I got my first taste of auditing, when I requested a short stint in one of their auditing departments. This ultimately led me to apply for and successfully get a position as an audit trainee at KPMG.”

Emer Fleming, BA History, Politics & International Relations, Audit Trainee with KPMG





NAME Edward Judge
DEGREE BEng Chemical Engineering
INTERNSHIP Summer internship at Shell

At the beginning of the third year of my Chemical Engineering degree I applied for a summer internship in the Shell Oil Company. Their programme appealed to me as it was based on real-life projects being conducted across the company, providing the opportunity to get involved in areas of work outside the scope of my degree. They also use their internship programme to hire graduate employees. After submission of an online application and a phone interview I was accepted onto the programme and matched to a project that Shell felt would play to my strengths.

I went over to Aberdeen in June to start my internship. When I started on the project I realised very quickly that I had not been brought in to do a 'Mickey mouse' job – it was very much a real project. Initially, I was a bit daunted by the level of responsibility that I had and felt uncomfortable requesting meetings with more senior people – I was only an intern after all! However, a week or two in I realised that I was seen as a colleague who people respected and they were very willing to help. The project was quite intense, everyone was under pressure and there were some long hours but overall it was a fantastic learning experience.

The high point was in the last week when I presented my work at a meeting of Vice Presidents and senior managers from across Europe. My supervisor came up to me afterwards and said "congratulations, you've saved us \$25 million". It was clear to me how valuable the work I had been doing was to Shell. Another major high point was winning a place on the graduate programme and I am very excited about starting work with Shell in September 2011 as a Graduate Surface Operations Engineer. I would definitely recommend that students do an internship: it's a great way to build skills and experience and can also lead to a graduate job at the end.

to achieve during your internship.

However, you should also have realistic expectations. Most companies will expect you to help with the mundane clerical work from time to time. Show willingness to muck in – you never know what it might lead to!

Don't be afraid to ask questions – an internship is a great learning opportunity so make the most of it by asking your

colleagues about their roles, company systems and processes and the wider sector.

Get feedback – ask your manager for regular feedback on how you are doing and take this on board.

Follow up – don't lose touch with the contacts you make on your internship. Check in every once in a while to keep up to date with developments and potential opportunities.

“While doing my PhD I had the opportunity to do a summer internship with Digital Domain, an academy award winning digital production studio focused on visual effects for big budget feature films and advertising production, based in Venice Beach, Los Angeles. While I was there I worked on software used in the making of GI Joe and The Mummy 3 – you can check out my work in the Eiffel Tower scene of GI Joe! Overall my internship was a great learning experience and I have benefitted from it in a number of ways, personal and professional.”

Brian Duffy, PhD Computer Science,
 Summer internship in LA



“I was lucky enough to obtain an internship in the US and will be working with Merck, a global pharmaceutical company, for the summer, followed by a nine-month internship with Pfizer. I think that studying abroad in the US gave me an extra edge when applying for internships with these international companies. I also had worked in a chemical lab during the summer of first year and did an internship in the processing department at Boliden Tara Mines, Navan at the end of second year. Not only did I gain practical knowledge which makes college more relevant and engaging for me, but the experience gave me an encouraging stepping stone when submitting my applications and interviewing for Merck and Pfizer. I have always been interested in the pharmaceutical sector and am buzzing at the prospect of working with two of the top pharmaceutical companies in the world.”

Sheila Courtney, BEng Chemical Engineering,
 Internships at Boliden Tara Mines, Merck and Pfizer



CVs

THAT HIT THE MARK

(AND ONE THAT DOESN'T)



Use your CV to market yourself effectively and maximise your chances of success.

website
www.ucd.ie/careers for information on when these take place) or you can have your draft CV reviewed by a Career Development Adviser via our Quick Query drop-in service. Online help, including examples and templates can be found at:

- www.ucd.ie/careers
- gradireland.com
- targetjobs.co.uk
- www.prospects.ac.uk

What format should I use for my CV?

There can be conflicting advice on how a CV should look and the truth is there is no one format or approach that will work for all applications. While the most common format is the traditional chronological CV, there are other kinds, for example skills-based and academic. Accepted formats also differ from country to country. By researching the company, making use of your contacts and consulting a Career Development Adviser you will find out what the optimal format is for your application. As the traditional CV is used by most people and is easy for the reader to review, this is the format often used by students and recent graduates. The key thing is to make it **your** CV: employers will notice if they receive identikit CVs so copying a sample or template CV is not a good idea.

What information should I put in my CV?

Personal details

Include your name, address, telephone number and e-mail address.

Education

Include your university, the name of your degree programme, current GPA, when you are due to graduate and your expected degree classification. Next put in

your secondary school and your Leaving Certificate results. You can also include details of relevant subjects/modules and if relevant a short description of your final-year project or thesis.

Employment

Start with the most recent, including paid work and paid/unpaid internships. Describe key responsibilities (don't list every single task) and highlight achievements and skills gained. Use active verbs – managed, organised, analysed, etc. Avoid passive words like, helped or 'involved in'. Make sure you tailor your information to the requirements of the job – draw attention to experience and skills that you gained that will be valuable in the job you are applying for.

Achievements and interests

Don't neglect this section – employers want to hear about your extra-curricular activities, on and off campus. Have you held positions of responsibility in clubs, raised money for charity or been a class rep, a peer mentor or captained your hockey team? Don't just state your title, describe what you did and the difference that you made. What did you learn from the experience? What skills did you develop?

Other information

Here you can include details of other relevant skills that you possess, for example IT proficiency or languages. You can also include information on professional memberships, training courses that you have completed and any other **relevant** information here.

Referees

You can include contact details for your referees or you can say 'references available on request'. If you are including a referee's contact details make sure you get their permission first.

When applying for a job you need to connect your education, skills and experiences to the employer's requirements. Different employers use different methods of application: some have online application forms while others will ask you to submit a CV and covering letter. Make sure that you comply with their preferred method, and whatever the format, market yourself effectively. If your application doesn't hit the mark you will not get an interview so you need to articulate why you are the best person for the job and what makes you stand out from other candidates. You will need to present specific information about yourself that illustrates how you match up to the employer's criteria.

In Ireland, most employers accept a CV and covering letter in response to an advertised position or as a speculative application. Getting your CV in shape is a key task if you are planning to apply for graduate jobs, internships or even part-time work. In this section you will find information on how to structure your CV and what sort of information to put in it. There are a number of other resources available to you, for example, you can attend a CV workshop run by the Career Development Centre (check out our

And here's how not to do it...

Unfortunately people get it wrong sometimes and employers see all kinds of CV blunders. Making a silly mistake or writing something inappropriate is the quickest way to get your CV thrown in the bin. Josephine Bloggs has not been having much success with her graduate job applications and when you look at her CV you can see why...

JOSEPHINE BLOGGS

PERSONAL DETAILS
Address: 32 Glenomena Student Residences, UCD, Belfield, Dublin 4
DOB: 12/06/1995
Gender: Female
Marital status: Single
Telephone: 086 8875412
Email address: drunkenmunkey@hotmail.com

Career Objective
 I am a hard-working, dedicated, enthusiastic, ambitious and driven Science student. I am seeking a challenging career in a stimulating industry. I would be a **huge** asset to any company I join as I have a lot to offer personally and professionally. I know I can change your organisation for the better.

Education
University College Dublin
2009–2012
 Bachelor of Science

Ballymahon Community School, Trim, Co. Meath 2009–2012
Leaving Certificate: Higher Level – English (B3), Irish (B1), French (B1), Maths (A2), Physics (B3) Ordinary Level – Chemistry (A1)

Junior Certificate: Higher Level – English (A), Maths (B), French (A), History (C), Geography (C), Business studies (B), Science (A), Spanish (C)

Employment History
Little Rascals Playschool, Trim, Co. Meath Assistant Summer 2009
 • Involved in day to day running of playschool
 • Administrative tasks
 • Excellent multi-tasking skills developed
 • I < 3 children and I really enjoyed this job! Lol

TechLabs, Clondalkin, Dublin 16
May – Sept 2010
 • Working in the lab
 • Assisting supervisor with clinical tests
 • Doing research
 • Data entry of results 4 d lab team

Summer Intern

Key Skills Profile
 • Communication
 • Teamwork
 • Problem solving
 • Emotional Intelligence
 • IT
 • Planning & Organising

Interests & Achievements
 • Secretary of Scientific Society
 – Took minutes
 – Helped to organise the 'Weird Science' drinkfest 2010
 • UCD ladies hockey team
 • Won several matches
 • St Vincent de Paul
 • Watching TV
 • Walking my god
 • Making new friends

References available on request

When it comes to font the best option is to keep it simple. Use Times New Roman, Arial or similar. Avoid 'Word Art', coloured fonts and decorative effects – you want the recruiter to focus on the content of your CV, not be distracted by the formatting.

The Personal Details section of your CV should contain contact details only. You do not need to include details of gender, date of birth or marital status.

Josephine has left out a lot of relevant information about her degree. See the previous page for details of what should be included here.

In the Education section you only need to go back as far as your Leaving Certificate (or equivalent).

Make sure you use spell check! Many recruiters will throw a CV in the bin if they spot spelling mistakes or grammatical errors.

Avoid text speak at all costs! Emplrys h8 it!

Employment History should be in reverse chronological order, ie the most recent job should come first.

A tailored key skills profile can be great way of highlighting the skills that you would bring to the job. However, it is not enough to simply list skills: you need to provide evidence for each, ie how you have developed that particular skill.

If you have held a position of responsibility in a campus club or society make sure you highlight this in your CV. The recruiter will not necessarily know what the role involved so you need to state this clearly, making reference to key achievements and the skills that you developed. Be strategic in the achievements that you select to highlight and how you describe them, for example you may not want to explicitly mention the 'drinkfest'.

Avoid listing interests that are very generic as they say little about you as an individual.

Remember that spell check doesn't catch everything! You need to proofread several times, and ideally ask somebody else to proofread, to ensure there are no typos.

Make sure you use a professional-sounding email address. An employer is unlikely to hire a 'drunken munkey'!

Career Objectives can be helpful but it can be quite difficult to write a good one. This example manages to be both vague and arrogant and is likely to irritate rather than enthuse a potential employer. You may find that your covering letter is a better vehicle for highlighting your key strengths relative to the role.

This description of responsibilities and skills developed is very vague and tells the employer little about what Josephine actually did and learned in this role. It is not enough to say that you developed excellent multi-tasking skills: you need to state how these skills were developed or demonstrated, ie provide evidence.

Anatomy of a covering letter

Your covering letter should support and complement your CV: here's how.

Many people overlook the covering letter and only include a CV in their application. This is a lost opportunity as a well written covering letter can greatly enhance your ability to market your skills and attributes effectively. Two common mistakes that people make when writing covering letters are to produce something that is little more than a cover note or taking it to the opposite extreme by

reproducing the entire content of their CV in letter format. Neither of these approaches will go down well with recruiters. It is essential that your CV and covering letter support and complement each other. Take a look at the example covering letter below: we have drawn your attention to key features and highlighted the information that should be included.

You should always try to address your letter to a specific person. This sounds a lot better than 'to whom it may concern' or 'Dear Sir/Madam'. You can often find a contact name on the organisation's website or by phoning their HR department.

2 River Road
Donnybrook
Dublin 4

17 March 2012
Mr T. Collins
Greenfoods
44 Main Street
Dublin
D1

Dear Mr Collins

I would like to apply for the position of trainee commercial manager as advertised on the UCD Career Development Centre website. I enclose my CV for your attention.

I am a final-year student of French at University College Dublin and expect to complete my studies in May 2012 with a 2:1 honours degree.

I have researched your website and your graduate management scheme and feel that I am best suited to the commercial manager programme. My experience of working part time at Marks & Spencer introduced me to work in a commercial environment where teamwork and customer care was vital in meeting sales targets. I was an active member of my team and found working to targets motivating, challenging and enjoyable.

I was also successful in securing a summer internship at Tesco where I had an opportunity to undertake projects such as allocation of floor space to new displays and supervising staff at tills and on the shop floor. I had to use my skills in leadership, teamwork and, at times, persuasion to get all the work completed on time with limited resources. My ability to influence and communicate effectively was successful when I received permission from my manager to introduce a promotion of fair trade products which had not been as successful as expected. Seeing my ideas take form on the shop floor was rewarding and I knew I had made a difference to the success of the store when we recorded a 20 per cent increase in sales. I am particularly drawn to your company because of your stated commitment to sourcing local, ethically produced products on as many product lines as possible.

I have been an active member of the UCD Student French Society and have organised a range of events and activities such as fund-raising for charity and organising a careers event for language students in partnership with the university Career Development Centre.

I hope that I have demonstrated the drive, commitment and enthusiasm for challenge. I have direct retail and business experience which will help me make an effective contribution to Greenfoods upon appointment.

I look forward to hearing from you. Please note that my final-year exams take place in the first two weeks of May 2012.

Yours sincerely

Mary Bloggs

Synthesise your key points and sign off politely. If you have exams coming up and will not be available for interview during this period you can mention the exam dates.

It is important that you do your research. In your covering letter you need to demonstrate to the employer that you have gone to the trouble of finding about who they are, what they do and what it is like to work for them. The company's website is a useful resource but you should also try to attend recruitment presentations/open evenings, visit their stand at the Careers Fair and talk to employees.

You need to 'sell' yourself effectively, highlighting how your skills, experience and attributes make you the right person for the job. Provide tangible examples and evidence – don't just list a series of qualities.

The first paragraph should cover who you are and why you are writing. You need to clearly state the job that you are applying for and draw attention to the fact that you have attached your CV.

Explain why you want to work for the employer – what is it that attracts you to them? Again, this is an opportunity to show that you have done your research.

You can draw attention to extra-curricular activities and achievements if you feel they provide evidence for relevant skills.



Making winning applications

Lorraine Toole, Graduate Recruitment Manager at PwC, gives some advice on completing application forms.

Many companies ask graduates to apply using an online application form. This allows them to compare applicants on a like-with-like basis by considering candidates' approach to and completion of a standard form. You can expect various categories of question in application forms:

- biographical, which gather data about you
- motivational questions such as 'Why are you suited to this type of work?'
- competency-based questions, which collect evidence on your skills in relation to the job.

Bear in mind that it may take longer than you expect to complete an application form so make sure you leave yourself enough time to draft and refine.

Selection criteria

Read the job advertisement and documents such as job descriptions. Throughout your application form you should focus on presenting evidence of the skills and qualities that the employer is seeking, including your academic projects and achievements and also responsibilities you have held during work experience or voluntary activities, involvement in societies, or sporting activities. Recruiters want to see an application which is effectively targeted to the position and employer and displays the skills and qualities that match their selection criteria.

Competency questions

Competency questions ask the applicant to provide detailed answers, based on personal experience, to demonstrate a skill required in the job. As there is likely to be a series of questions covering a range of personal skills, avoid using the same scenario twice. Draw on the breadth of your work, personal life and study to provide a variety of answers.

Competences (also referred to as transferable or employability skills) that employers often seek evidence of include:

- teamwork and leadership
- problem solving
- presentation skills
- networking
- planning and organising
- communication
- decision-making.

Commercial awareness

Many employers like applicants to demonstrate commercial awareness and knowledge of the business world and its relevance to their organisation. You should therefore research the companies you apply to. Knowledge of their customers and competitors can also provide you with a deeper level of understanding.

Lorraine's top tips

Remember: first impressions count. The application form is a major opportunity to sell yourself. Before you complete the form, gather the things you'll need:

- Full and accurate details of your university courses and exam results
- Secondary education exam results
- Details of any work experience and employment you've had.

Then, while you're completing the form, remember the following:

- Read and follow instructions carefully – make sure you stick to any word limits you are given
- Proofread everything you write
- Check your grammar and spelling – if you are completing an online application form draft your answers in MS Word so you can spellcheck and then paste proofed answers into the online form
- Be concise – you can elaborate at interview
- Don't repeat statements you've read in the company's brochures and website
- Don't be vague or embellish your achievements
- Keep a copy of your application form as this will be essential for interview preparation.

Support

You will find information on completing application forms at:

- www.ucd.ie/careers
- gradireland.com
- www.prospects.ac.uk
- targetjobs.co.uk

Prepare for success at interview

So you've got an interview – now all you need to do is convince the employer they need you.



Going for interview can be nerve-racking, but remember an interview is a two-way process. It is as much about you finding out if you want to work with the employer. Research the job and employer well, find out what happens at interviews and you will find the process more manageable.

Interviews – the first round

First-round interviews are conducted in person or by telephone and aim to find out more about you. Do you fit the job and the organisation? Questions explore your education, skills and experience, probing examples on your application form, testing your enthusiasm and motivation for the job, so preparation is key!

Telephone interviews

You will be asked the same questions as in any traditional interview but you will have no visual feedback to suggest how you are doing. In a telephone interview, focus on the questions and prepare thoroughly as for any other interview. Remember, speak clearly and slowly. Use somewhere quiet where you will not be disturbed or distracted.

Interviews focus on...

You

Interviewers will want to know about you, why you have applied to their organisation and why you want to work in the area. Show enthusiasm, motivation and knowledge of the company and job.

Business awareness

Employers expect you to understand the job, how it relates to other roles, and the issues facing employers in the sector. Take internships/part-time work, read the quality press so that you understand the economy and major issues, speak to employers at Careers Fairs, recruitment presentations and skills workshops. If asked to discuss a topic of interest recently featured in the press, choose a topic you can connect to the firm.

Education and experience

You will be asked about your education to date, for example why you chose your university and subject. If you have an academic 'blip' in your module grades, you need to be prepared to discuss this and explain why it happened. How did you cope? Did you learn anything from the experience? You need to think about

your work experience and how it relates to the job. Any experience you have will help if you relate it to the position.

Competences and skills

Present evidence that you possess the skills needed and know how they are used at work. Employers often use the term 'competency' or 'competence'. Think of this as the application of a skill in the workplace. Knowing you have developed the skills required is half the battle, the rest is down to you understanding how the workplace operates and uses your skills.

How we can help

The Career Development Centre offers regular workshops on interview preparation and interview techniques. Check our website or call in and book your place on our next workshop. Go to www.ucd.ie/careers. You will find advice and tips on good interview technique in many of our career sector publications and career guides – collect your copies from the Career Development Centre or go online to www.ucd.ie/careers, gradireland.com, targetjobs.co.uk and www.prospects.ac.uk.

Motivation

Show motivation for the job and your own career development. Employers are making an investment when they appoint you and they expect motivation and commitment.

Interests and activities

What occupies you when you are not studying or working? Employers want to see if you 'make a

difference' through your activities. Usually it doesn't matter what you do specifically, though always connect your interests to the job. For example, if you have applied for a job with significant interpersonal communication and your interests comprise activities that do not involve others, you may be presenting a mismatch between you as a person and the job. At the end of the day, be yourself. If you get a job by pretending to be someone you are not, it is likely you will not enjoy your work.

“ It is really important to be well prepared for your first interview with a company and to have rehearsed your answers to the standard interview questions. The more you practise the less nervous you will be. ”

Mark McDonnell, Economics and Finance graduate now working at First Derivatives. See page 12 for more about how Mark got his job.

Tips for competency-based interviews



Sharon Fleming, Senior HR Specialist at EirGrid, advises on what recruiters are looking for when they ask competency-based questions.

When you are asked a competency-based question at interview, recruiters are looking for evidence-based answers. Given the relative lack of work experience at graduate level, interviewers may ask a mix of competency (what did you do when) and hypothetical (what would you do if) questions. You need to show that you have thought about the question and have an understanding of why this competency is important at graduate level, and then reflect that in your response.

Initiative

To assess your competence in this area, recruiters may ask questions like 'Give me an example of a time when you created a better approach to completing a task' or 'Tell me about

a time when you went beyond what was expected of you to achieve a task. What did you learn from the experience?'

In your answer you should provide evidence of the following kinds of behaviours:

- Being proactive: generating ideas for how things can be improved
- Dealing with things before they become problems – without being asked
- Taking advantage of opportunities without being asked
- Trying that bit harder, thinking that bit more.

Communication

Typical questions:

'Tell us about the most significant presentation you have given so far. What did you do in advance to prepare and how did it go?'

'If you had to give a presentation on your final-year project to a group of primary school students, how would you go about it?'

Your answer should give evidence that you:

- do have experience of presenting to an audience (don't make it up)
- know your subject and understand your audience's level of knowledge
- can adapt your communication style to suit the situation and audience
- can present information in a clear and professional way
- can use everyday language, avoiding jargon and complexity
- have learned from experience.

Customer service orientation

Typical questions:

'Who are our company's key customers and stakeholders?'

'What challenges are we facing over the next number of years?'

'Tell me about a time when you had to deal with a challenging customer.'

Your answer should give evidence that you:

- know the industry and the value of understanding the challenges the company faces
- are aware of the company's role and function in relation to its customers
- are able to listen to and clarify the stakeholder/customer's needs and expectations
- give high priority to good customer service.

Working with others

Typical questions:

'Tell us about a time when you were operating in a supportive rather than a leadership role on a team. How did you contribute to the team?'

'Tell us about a time you had to adapt your personal style while working with other team members. How did you deal with conflicting viewpoints on the team?'

Your answer should give evidence that you:

- consult with and listen to the needs, concerns and positions of others
- are aware of the strengths and weaknesses of own communication style and can adapt your interpersonal style when interacting with others
- promote ideas and influence others to gain agreement for actions
- build trust by treating others with fairness and respect
- are able to complete a task through collaboration with other people.

Acing assessment centres

Knowing what to expect and being prepared will help you to do well at an assessment centre.



Assessment centres (also known as selection centres), are widely used for graduate selection in the UK and they are becoming more prevalent in Ireland. If you are invited to an assessment centre

you will undertake activities designed around the job you are being considered for. Usually there will be other candidates present but it is important to bear in mind that you will be measured against the

employer's selection criteria, not against the other people present. All of the candidates at a particular centre may be successful or none may meet the standard required.

| Assessment centre activities | | Tips from Deloitte |
|---|--|--|
| Group work | Examines how you work with, persuade and influence others. Assessors note whether you dominate, sit quietly, contribute effectively (or negatively), if you make good use of logical reasoning or if you react to a situation emotionally. | Don't dominate the group but make sure you are being listened to. Don't cut others off: make sure you are being an active listener. |
| Presentation | You may be asked to present on a personal interest or a topic related to the job. Prepare well (if you know in advance), make use of information/equipment available, don't overrun, look at your audience, smile and connect with them. | If slides are required, make sure you leave some time to fill these in. Keep slides short and simple, use them as a guideline and speak around the text. |
| Psychometric tests | Can include numerical, verbal and abstract reasoning tests. Work quickly: you will be marked out of the number of questions on the test, not out of the number attempted. Practise by completing Profiling for Success at www.ucd.ie/careers . Use the 'test yourself' section at gradireland.com/careers-report , www.prospects.ac.uk and SHL Direct at www.shldirect.com . | For aptitude and ability tests, the key to success is to practise these tests to improve your accuracy and speed. For personality tests the best course of action is to be yourself and answer honestly. Tests have built-in mechanisms to spot inconsistencies. |
| In-tray/e-tray exercise | You may be asked to prioritise a large number of fictitious memos or be given a laptop and a lot of e-mails and asked what action/priority you would give to each item. You have limited time. Stay calm, and deal with the pressure. This task is designed to see how you are likely to prioritise work. Read ALL materials but don't spend too much time on any one situation. | Quite often there is no one correct answer – you need to demonstrate a general understanding of the issues and be able to provide a logical explanation for your answer. |
| Case studies | You will usually be given some information about a company or client who is experiencing a business problem. Your task, either individually or in a group, will usually be to identify the root causes of the key issues and make some recommendations for addressing these. | Use a framework for your answers, for example issues can be grouped together such as technology issues, strategic focus, HR practices or day-to-day operational issues. Think of the bigger picture – what external issues could there be? |
| Social activities | While social activities and meals are not formally assessed, use the opportunity to meet as many company representatives/recent graduates as you can. Remember assessors may ask their employees who impressed them at lunch or dinner. Be yourself, resist the temptation to drink too much, engage in conversation. | |
| Go online to www.ucd.ie/careers , gradireland.com , targetjobs.co.uk and www.prospects.ac.uk for help when preparing for assessment centres. The AGCAS DVD on Assessment Centres is an excellent resource and can be viewed on our website www.ucd.ie/careers . | | |

CARRY ON STUDYING: OPTIONS FOR EVERYONE



Graduate study could be your next step.

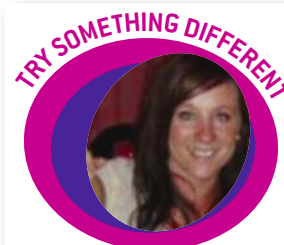
35 per cent of the UCD class of 2010 have gone on to do further study or training within Ireland, the UK and further afield. Graduate programmes can be taught or research-based and can range from a one-year postgraduate diploma or masters to a PhD taking three years or more. Students undertake graduate study for many reasons, usually because study:

- may be essential for entry to professions such as teaching.
- allows students to train for a new career, for example, undertaking conversion courses in computer science where there is a strong job market.
- provides an opportunity to pursue academic interests.

Graduate study can be interesting and rewarding. However, acquiring a graduate diploma or a masters degree will not always compensate for a lower

How we can help

Career Development Advisers can help students decide which type of graduate study they are best suited to and offer in-depth support on writing personal statements – critical for successful applications. There is also an extensive range of reference literature at the Career Development Centre on local, national and international graduate study options.



NAME Sinead Connery
DEGREE Postgraduate Diploma in Education

Having worked for a few years as a town planner I decided that I wanted to try something different. I started the PGDE programme at UCD last year and all is going well so far. It's quite a demanding course – I'm teaching in a school between 8.00 am and 1.00 pm and then back at a UCD for class at 2.00 pm. Sometimes I'm in class until 7.00 pm. In addition to the ongoing assignments I have to prepare my lessons.

I'm always trying to think of new and interesting ways to teach. The school I'm based in is great, with a strong academic ethos while also placing a lot of emphasis on other activities such as sport, voluntary work etc. My graduation is on the horizon so I'm currently looking for teaching jobs. I would like to travel so at the moment I'm considering Dubai, Canada and Australia. The PGDE is a challenging but enjoyable course and I am really looking forward to teaching full time.



first degree. If an employer recruits students with a 2:1 undergraduate degree, they are unlikely to accept an application from someone with a 2:2 and a graduate diploma or masters degree.

Remember, too, that it is important to start early and research funding opportunities.

If you are thinking about doing further study after you graduate you may want to consider the following before you make your decision:

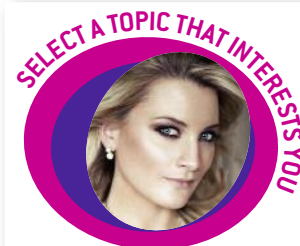
- Are you genuinely interested in the subject you are thinking about studying?

- Will completing graduate study help you achieve your career goals?
- What are the employment prospects for graduates of the programme?
- How will you fund your studies?

Graduate study at UCD

For students considering graduate studies, UCD is a good place to start their course research. The university's five Graduate Schools provide Ireland's widest range of taught and research graduate courses. The university offers unique specialist programmes such as Veterinary Medicine

and World Heritage Management; some programmes such as Nursing or Psychology are Ireland's longest-established; many are internationally accredited, eg the Business degrees; and close clinical and industry partnerships



NAME Laura Toogood
DEGREE PhD Information Studies

On the basis of my final-year results, I was awarded two scholarships for my PhD research at UCD. At the time I had reservations about studying for a further four years. I was very aware this would restrict my earnings in comparison to my friends. However my parents and senior staff at UCD encouraged me to grasp the opportunity to study for a doctorate; now I wouldn't change it for anything in the world.

To study for a PhD you need to be incredibly self-motivated. It is very different from a taught programme as you must create your own structure. On the flip side, I really enjoyed the flexibility offered by this type of schedule. I was able to focus hard on my research for concentrated periods and also spend time pursuing my other interests. I also enjoyed gaining experience as a tutor and lecturer.

The most important thing about doing a PhD is selecting a topic that really interests you. You will be looking at it every day for four years, so make sure you are genuinely enthusiastic about your research question. On completing my research, I started my own social media consultancy company and my qualification has been invaluable for securing some high profile business clients. The skills I learnt during my PhD were also very useful in my role as a researcher at the BBC and also feature writer for the Irish *Daily Mail*.

underpin programmes such as Architecture and Physiotherapy. Conversion courses in Computing, Maths and Business are also good options for students wishing to go into specific career areas. Visit www.ucd.ie/graduatestudies or contact graduatestudies@ucd.ie, tel 01 716 4043 for more information.

Conversion Courses

Conversion courses are generally one-year taught postgraduate courses that allow graduates to 'convert' to a new discipline. The original undergraduate parchment is



NAME Ursula Clarke-Everett
DEGREE Msc Computer Science

I studied Fine Art after I left school but found myself unemployed after graduating. While job-hunting I taught myself HTML and started building websites on a voluntary basis. As a child I learned to read and do maths through computer games so working with IT appealed to me. I had also taken a graphic design module as part of my course so this came in very useful when designing websites.

I really loved the work I was doing and this led me to the Computer Science Msc. I started in September and absolutely love it. It's such an interesting subject and is very broad in scope – we move on to something new every four to six weeks. Next semester we will be doing a project so it will be challenging but I am quite excited about the challenge. The project will involve using several of the programming languages that we have learned so it will be a nice way of bringing everything we've done so far together.

If you are someone who enjoys working with computers and would like to pursue a career in IT this could be the right course for you.

often the foundation upon which further, more focused career moves are made. These conversion courses equip students to adapt to the changing opportunities in the fast-moving marketplace.

These are nowadays commonplace in most subject areas, being most popular in business, arts, computing and the medical therapies. Some do exist for science and engineering graduates but these may require a primary degree in a related discipline.

The addition of a conversion course is a further boost to enlarging the career spectrum through either diploma or masters level.

These are very intensive and focused courses where the maximum information is imparted in the shortest time. Assignments will incorporate a lot of practical projects and will require students to work in groups.

Conversion courses may be the first level of a degree programme, giving the option of completing a diploma in a year or continuing on to do a masters.

Graduate study options will feature in the 2011 UCD Careers Fair on 6 October.

STUDYING ABROAD



NAME Peter Dunne
DEGREE LLM Law (Harvard University)

I applied to study in the US because of the great emphasis that law schools place upon public policy and clinical education. At Harvard, students are challenged to think not just about what the law currently says, but also why it does so and whether it is correct. An important feature of American law schools is their efforts to maintain close links with alumni. This offers students the invaluable opportunity of contact time with established professionals in almost every field – business, government and non-profit.

Harvard has a really helpful public interest careers office, with immensely dedicated staff who have an unparalleled knowledge of the not-for-profit sector. I hope to ultimately work in international equality law, particularly the movement for LGBTIQI rights.

I would really encourage UCD students to apply for graduate study in America. It is a wonderful experience and really worth the hard work. While I don't think that there is any one formula for admission, it always helps when students have a clear idea of what they want to study and can link their interest to past experiences.

Find out more

Ireland

- www.ucd.ie/careers Helpful information and web links to let you plan your applications to graduate study providers
- postgradireland.com Course database and helpful advice
- www.ircset.ie Irish Research Councils for Science, Engineering and Technology
- www.irchss.ie Irish Research Councils for Humanities and Social Sciences
- www.ria.ie The Royal Irish Academy
- www.hrb.ie The Health Research Board

Northern Ireland/Great Britain

- Queen's University, Belfast and the University of Ulster have information on their websites about graduate study courses and funding. For example, go to www.qub.ac.uk for information on provision at Queen's
- www.delni.gov.uk Details on statutory government funding available and eligibility criteria
- www.hero.ac.uk Information on UK universities
- www.rcuk.ac.uk UK Research Councils (all disciplines)
- www.funderfinder.org.uk Funding graduate study in the UK
- targetcourses.co.uk Graduate courses in the UK
- www.teach.gov.uk and www.gttr.ac.uk Teacher training courses in Great Britain

A large background image featuring a woman on the left and a man on the right, separated by a diagonal line. The woman's side is tinted yellow and she has a shocked or shouting expression with her mouth wide open and hand near her face. The man's side is tinted purple and he has a pleasant, smiling expression.

Q.

Does your face fit?

A.

It depends. Fidessa is a software company providing trading, investment and information systems for the global financial community. So, along with your University College Dublin computing or numerate degree, you'll need a relentless commitment to innovation, excellence and teamwork.

Visit our website for more information or contact the recruitment team:

London 020 7105 1000
Woking 01483 206628

fidessa.com/careers

Fidessa
Trade/Invest/Inform

JOBS AND COURSE PROVIDERS

Leading employers and course providers with thousands of vacancies who want to hear from you, plus sources of help about specific careers.

Sectors

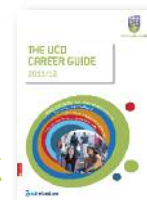
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One of the ways you might want to focus your career planning is through deciding upon a broad career sector and looking at what opportunities lie within.

The next seven pages detail some of the opportunities available from larger recruiters in traditional graduate career sectors. The Career Development Centre hosts fairs for many sectors: see our website for specific dates. If you need further help with getting a job in these sectors talk to employers at our Careers Week in February and at recruitment fairs, presentations and one-to-one sessions – see the ‘What’s On’ pages on our website. Read sector-specific careers magazines at the Career Development Centre.

We can also help if your interests lie in other areas. Use the Career Development Centre and the information resources on our website to research sectors, find out about careers and where to look for vacancies. For further study opportunities, read the postgraduate fact files at the Career Development Centre.

What are you waiting for?
Apply now and tell employers where you saw them first...



Computing and IT

Further information: gradireland IT & Telecoms



Computing and IT

Fidessa

Trade/Invest/Inform

John Wybrow

FidessaDukes Court, Duke Street, Woking, Surrey, GU21 5BH or
One Old Jewry, London, EC2R 8DN

Tel +44 (0)1483 206628

Web fidessa.com/careers

Main locations or regions Employing over 1,650 people globally, Fidessa is headquartered in London with 12 regional offices across Europe, North America, Asia and the Middle East.

Areas of activity & job function(s)

Fidessa group provides award-winning trading, market data and global connectivity solutions for firms involved in trading in the world's financial markets. Fidessa's products and services are built on the simple vision of making it easier to buy, sell and own financial assets of all types on a global basis.

Initial technical and business training will last around 4–6 months, focussing on providing you with a basic technical understanding of our products, an appreciation of global financial markets, sharpening your technical skills and preparing you for your first role. Individual training plans are tailored to specific needs, depending on your role within Fidessa. Initial training will be classroom style course based training along with practical hands-on training and work experience.

Graduates sought Computer Science, Maths, Physics or technically orientated degrees

Applications from students needing work permits No

Starting salary £22,000 to £28,000

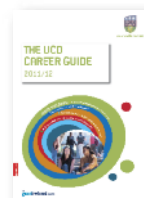
Pattern of recruitment Continuous

Form of application Online

Approx annual intake 60

Vacation work/courses No

What are you waiting for?
Apply now and tell employers where you saw them first...



Computer/IT

CHP Consulting

Gillian Bray, Manager, HR

CHP Consulting20 Gresham Street
London

EC2V 7JE

Tel +44 (0)20 7588 1800

E-mail recruit@chp.co.ukWeb www.chp.co.uk/careers

Main locations or regions Headquarters in London serving the UK and Europe, operations in North America, Australia, New Zealand and India

Areas of activity & job function(s)

Company activity – supplier of software, IT and business consultancy to blue-chip companies within the asset finance industry.

Job function – you will receive comprehensive business and technical training to enable you to work closely with clients and be a part of our implementation projects.

Graduates sought Any discipline

Applications from students needing work permits Yes

Starting salary £35,000

Pattern of recruitment Continuous

Form of application Online

Approx annual intake 20–25

Vacation work/courses No

Further information: gradireland directory



Strategic

ims

INTELLIGENCE.
APPLIED.

IMS Health & IMS Consulting Group

7 Harewood Avenue

London NW1 6JB

UNITED KINGDOM

Web www.imshealth.com/careers or
www.imsconsultinggroup.com

Main locations or regions

100+ offices globally; European hubs in London/Cambridge UK, Frankfurt/Munich Germany, also Basel and Hergiswil Switzerland.

Areas of activity & job function(s)

IMS provides market intelligence and consulting services for the global health community. Our people are creative and client-focused and we strive to create an environment where our employees are challenged, empowered and can flourish. We seek high achieving undergraduates and post-graduates with a passion for healthcare.

Graduates sought Lifesciences or other numerate discipline

Applications from students needing work permits Yes, for some positions

Starting salary

Competitive total reward package

Pattern of recruitment Continuous

Form of application

Online submission of CV

Approx annual intake Open

Vacation work/courses No

L.E.K.

Holly Johnson

L.E.K. Consulting LLP

40 Grosvenor Place

London SW1X 7JL

Tel +44 (0)20 7389 7200

E-mail london.recruit@lek.comWeb www.lek.com

Main locations or regions Europe, North America, Australia, Asia

Areas of activity & job function(s)

L.E.K. Consulting is an international consulting firm specialising in strategy development, transaction support and performance improvement. Formed in London in 1983, it has grown to over 900 staff across 20 offices in Europe, North America and Asia-Pacific.

Graduates sought All disciplines

Applications from students needing work permits Yes

Starting salary Highly competitive

Pattern of recruitment Annual

Form of application Online by 13th November 2011

Approx annual intake 40–50

Vacation work/courses Yes

For vacation work apply by 13th January 2012

Engineering

Further information: gradireland Engineering



Engineering

**Procter & Gamble****E-mail** recunitedkingdom.im@pg.com**Web** www.pgcareers.com**Main locations or regions** UK, Ireland, mainland Europe**Areas of activity & job function(s)**

P&G is a dynamic, fast-moving, multibillion dollar FMCG business. At P&G, Information and Decision Solutions stretches far beyond the traditional 'hardware and software' aspects of information technology. Information & Decision Solutions (IDS) is a key business enabler that spans technology tools, strategic development and collaboration to build relevant connections and drive better decision making.

Graduates sought Any discipline
Applications from students needing work permits Yes

Starting salary £28,600 (more if higher qualifications)

Pattern of recruitment Continuous

Form of application Online

Approx annual intake 20

Vacation work/courses 10 week summer internships

For vacation work apply by 17th March 2012 but early applications are encouraged

Finance

Further information: gradireland Finance



Accountancy, financial management, taxation



Katherine Moore

ACCA

9 Leeson Park, Dublin 6

Tel +353 (0)1 4988900**E-mail** info@ie.accaglobal.com**Web** www.acca.ie**Main locations or regions** National and International**Areas of activity & job function(s)**

ACCA provides a global professional qualification, with 571,000 student and members worldwide. The flexibility of the ACCA qualification means you can study and work in over 170 countries around the world. Students from any discipline are eligible to register with ACCA and you do not need to be working in an accounts related role to start your studies. ACCA has over 8,500 approved employers providing both national and international employment opportunities.

Graduates sought Any discipline
Applications from students needing work permits N/A

Starting salary N/A

Pattern of recruitment Continuous

Form of application Online, www.accaglobal.com/applynow

Approx annual intake N/A

Vacation work/courses No

Accountancy, financial management, taxation

**BDO**

Beaux Lane House
 Mercer Street Lower
 Dublin 2

Tel +353 (0)1 470 0000**E-mail** graduaterecruitment@bdo.ie**Web** www.bdo.ie**Main locations or regions** Dublin**Areas of activity & job function(s)**

At BDO, you won't be just another graduate trainee. Smaller client service teams and an excellent partner-to-staff ratio contribute to an environment where our trainees' work is noticed - by peers, partners and clients. We are looking for enthusiastic graduates to train as Accountants or Tax Consultants in our Audit, Consulting and Tax Departments.

Graduates sought Any discipline - Minimum 2.1 honours degree

Applications from students needing work permits Yes, for some positions

Starting salary Competitive with comprehensive study package

Pattern of recruitment Annual

Form of application Online application only

Approx annual intake 25

Vacation work/courses Yes - apply before April 2012



Graduate Recruitment Team

Deloitte

Earlsfort Terrace
 Dublin 2

Tel + 353 (0) 1 417 8578**E-mail** gradrecruitmentie@deloitte.ie**Web** www.deloitte.com/ie/graduate**Main locations or regions** Dublin, Cork, Limerick.**Areas of activity & job function(s)**

It's your future. How far will you take it?

Deloitte, the leading business advisory firm brings world class capabilities and deep local expertise to help clients succeed wherever they operate.

Graduates sought All disciplines
Applications from students needing work permits Yes

Starting salary Competitive

Pattern of recruitment Annual - closing date for applications is 5pm, Wednesday 19 October 2011

Form of application Online

Approx annual intake 200 graduates

Vacation work/courses Yes

For vacation work apply by January 2012



Nessa Kiely

Ernst & Young

Ernst & Young Building, Harcourt
 Centre, Harcourt St, Dublin 2

Tel + 353 (0)1 475 0555**E-mail** nessa.kiely@ie.ey.com**Web** www.ey.com/ie/careers**Main locations or regions** Dublin, Cork, Belfast, Waterford and Limerick**Areas of activity & job function(s)**

Ernst & Young is a global leader in assurance, tax, transaction and advisory services. Our 141,000 people are united by our shared values and a commitment to quality. We make a difference by helping our people, clients and wider communities achieve their potential. As a graduate you'll get experience in a variety of industry sectors, providing you with a solid business foundation for your career, working with respected experts and influencing leading businesses at the highest levels.

Graduates sought All disciplines

Applications from students needing work permits Yes

Starting salary Competitive

Pattern of recruitment Annual

Form of application Online

Approx annual intake 100-150

Vacation work/courses Yes



Careers Team

kavanaghfennell

Simmons Court House, Simmons Court
 Road, Ballsbridge, Dublin 4

Tel +353 (0)1 2060800**E-mail** careers@kavanaghfennell.ie**Web** www.kavanaghfennell.ie /www.insolvencyjournal.ie**Main locations or regions** Dublin**Areas of activity & job function(s)**

kavanaghfennell is Ireland's leading specialist provider of Advisory, Corporate Recovery and Insolvency Services. We currently manage a distressed asset portfolio with an associated debt of several billion euro. We work closely with financial institutions and legal practices. Our Advisory team are part of NAMA's business panel for carrying out Business Plan Reviews.

Graduates sought Business and Law, Bachelor of Commerce - Accountancy

Starting salary Competitive

Pattern of recruitment Annual - Oct/Nov mainly, however we do accept applications at any time of the year.

Form of application CV application to careers@kavanaghfennell.ie

Approx annual intake 6

Vacation work/courses Yes

For vacation work apply by 29/02/12

Accountancy, financial management, taxation


Denise Treanor, College Recruiter

KPMG

1 Stokes Place, St Stephens Green, Dublin 2

Tel +353 (0)1 410 2287 E-mail denise.treanor@kpmg.ie

Web www.kpmg.ie/gradcareers

Main locations or regions Dublin, Galway, Cork and Belfast

Areas of activity & job function[s]

KPMG brings together business advisors from many different disciplines – working together to provide our clients with the cutting edge business advice they need for their continued success. Our firm has 77 partners and more than 1,700 people in offices in Dublin, Cork, Galway and Belfast. We work with clients in all sectors of Irish business, providing a range of Audit, Tax and Advisory services. The cornerstones of our business are quality of advice, quality of service and quality of our people.

At KPMG, we are focused on our people and each year we look for graduates, like you, with the drive and determination to succeed in a fast-moving business environment. We're committed to recruiting the very best and, in return, we offer you the combination of exceptional training, an outstanding list of clients and great colleagues to work with. We want you to succeed in developing your career as a successful business adviser in a friendly, challenging and supportive environment and become a business leader of tomorrow.

We have opportunities for graduates in Audit, Tax, Corporate Finance, Restructuring & Forensic, Transaction Services and Business Performance & IT Advisory. Please see our website for more information.

Graduates sought All degree disciplines – you don't have to have studied Business to become a Business Leader

Starting salary €competitive

Pattern of recruitment Annual

Form of application Online application only, closing date 19/10/11

Approx annual intake 200+

Vacation work/courses Yes

For vacation work apply by Online application form



Graduate Recruitment Team

PricewaterhouseCoopers

One Spencer Dock

North Wall Quay

Dublin 1

Tel +353 (0)1 792 8550

E-mail ireland.graduate@ie.pwc.com

Web www.pwc.com/ie/graduate

Main locations or regions Dublin, Cork, Limerick, Galway, Kilkenny, Waterford and Wexford.

Areas of activity & job function[s]

As the leading professional services firm in Ireland, our work is hugely diverse. It's a remarkable business that employs over 2,000 people. Our graduate positions are within our Assurance, Tax, Consulting, Risk Assurance Solutions and Actuarial practices.

We offer a breadth of career opportunity where you can build on the skills and experience you've gained at university. We expect a minimum 2.1 degree, but just as important is evidence of your commitment to teamwork, creativity, sense of responsibility and commercial awareness. We're looking for high calibre, talented graduates with the thirst and enthusiasm to build a successful career in business.

Graduates sought All disciplines

Applications from students needing work permits Yes

Starting salary Competitive

Pattern of recruitment Annual

Form of application Online Application Form

Approx annual intake 250 +

Vacation work/courses Yes

For vacation work apply by Please see website for details

Banking


Barclays Capital

5 North Colonnade

London E14 4BB

Web www.barcap.com/seeyourself

Main locations or regions Europe, Americas, Asia Pacific

Areas of activity & job function[s]

Barclays Capital is the investment banking division of Barclays Bank PLC.

We have graduate and internship opportunities in areas right across the firm, including: Compliance, Corporate Communications, Finance, Global Financial Risk Management, Human Resources, Investment Banking, Legal, Events & Roadshow Marketing, Operations, Prime Services, Quantitative Analytics, Research, Sales, Structuring, Technology and Trading

Graduates sought All disciplines

Applications from students needing work permits Accepted

Starting salary Competitive

Pattern of recruitment Recruit on a

rolling basis from 1 August 2011.

Deadlines: Full-time applications –

15 November 2011; Internships –

31 December 2011

Form of application Online application system

Approx annual intake 250

Vacation work/courses Yes



EMEA Graduate Recruitment Team

Morgan Stanley

25 Cabot Square

Canary Wharf

London E14 4QA

E-mail graduaterecruitment@morganstanley.com

Web www.morganstanley.com/careers

Main locations or regions Dubai, Hong Kong, London, New York, Tokyo and all major European cities.

Areas of activity & job function[s]

Morgan Stanley is a leading global financial services firm providing a wide range of investment banking, securities, investment management and wealth management services. The Firm has over 60,000 employees in 42 countries.

Graduates sought Any discipline

Applications from students needing work permits Yes

Starting salary Competitive

Pattern of recruitment Annual

Form of application Online

Approx annual intake 350–400

graduates and 275–350 internship

vacancies

Vacation work/courses Yes

For vacation work apply by

Please check the website



RBC Capital Markets

The Graduate Team

RBC Capital Markets

City of London

Tel +44 (0)207 002 2250

E-mail gradqueries@rbccm.com

Web campus.rbccm.com

Main locations or regions London

Europe

North America

Asia Pacific

Areas of activity & job function[s]

RBC Capital Markets is a premier investment bank that provides a focused set of products and services to institutions, corporations, governments and high net worth clients in over 100 countries. We are the investment banking arm of Royal Bank of Canada.

Graduates sought Any discipline

Starting salary Competitive

Pattern of recruitment Annual

Form of application Online

Approx annual intake 30–40

Vacation work/courses Summer

Internships

For vacation work apply by see website

Investment

BUILDING TEAM SPIRIT TOGETHER



Société Générale

Corporate & Investment Banking

Web www.sgcib.com/graduates

Main locations or regions London, Paris, New York and Asia

Areas of activity & job function[s]

With some 11,000 employees and a presence in 33 countries throughout Europe, the Americas and the Asia-Pacific region, Société Générale Corporate & Investment Banking is an acknowledged leader in its three core areas of focus: Investment banking, Global finance and Global markets.

Our range of business lines, our international presence and the strength of our client franchises and product offerings provide a stimulating and diverse environment to make maximum use of your skills.

Graduates sought If you have an analytical mind, excellent communication skills and are ambitious, you may be just the candidate we are looking for.

Starting salary Competitive

Pattern of recruitment Annual – 2012

Deadlines: 17th October Asia,

31st October Europe

Form of application Online at

www.sgcib.gtios.com

Approx annual intake Europe – 20,

Globally – 100+

Vacation work/courses Yes

Industry

Further information: gradireland directory



Industry



Kerry Group

Web www.kerrygraduates.com

Main locations or regions UK, Ireland, EMEA

Areas of activity & job function(s)

Kerry Group is a world leader in the food and beverage industry, employing over 20,000 people in over 200 locations globally. Since 1972, our turnover has grown to approximately €5 billion. We're recruiting now, looking for exceptional graduates with the energy, ambition and vision to match ours.

Graduates sought Any discipline

Applications from students needing work permits Yes, for some positions

Starting salary Competitive

Pattern of recruitment Annual

Form of application Online

Approx annual intake 70–100

Vacation work/courses No

Law

Further information: gradireland Law



Law

MAPLES

Aoife Stokes

Maples and Calder

75 St Stephen's Green
Dublin 2

Tel +353 (0)1 619 2186

E-mail careers@maplesandcalder.com

Web

www.maplesandcalder.com/careers

Main locations or regions British Virgin Islands, Cayman Islands, Dubai, Dublin, Hong Kong & London

Areas of activity & job function(s)

Maples is an international law firm with six offices globally. Our Dublin office seeks graduates for trainee positions. Trainees who join us rotate through our Corporate, Finance, Investment Funds, Litigation, Property and Tax groups. We pay all of your Law Society fees including, PPC1 and PPC2.

Graduates sought Law / Business

Applications from students needing work permits No

Starting salary Highly competitive

Pattern of recruitment Annual

Form of application EAF

Approx annual intake 10

Vacation work/courses Yes

For vacation work apply by

23 March 2012

Not-for-profit

Further information: gradireland directory



Not-for-profit



Comhlámh – The Irish Association of Development Workers and Volunteers
Ballast House, 2nd floor, Aston Quay,
Dublin 2

Tel +353 (0)1 478 3490

E-mail info@comhlamh.org and
info@volunteeringoptions.org

Web www.comhlamh.org and
www.volunteeringoptions.org

Main locations or regions Global

Areas of activity & job function(s)

Comhlámh is a dynamic, membership organisation, committed to critical engagement on worldwide development. Through awareness raising, research, education and training we empower individuals to take effective action for addressing global injustice. Opportunities: Are you interested in volunteering in a developing country? Comhlámh's Volunteering Options can help. We have developed numerous resources to support you in making a decision about volunteering overseas, and in finding a responsible sending organisation.

Graduates sought Any discipline

Starting salary N/A

Pattern of recruitment Continuous

Form of application Online

Approx annual intake No Limit

Vacation work/courses N/A



Habitat for Humanity

Quadrant House
Chapelizod
Dublin 20

Tel +353 (0)1 629 9659

Web <http://www.habitatireland.ie>

Main locations or regions Dublin, Africa, Asia, Latin America and Eastern Europe

Areas of activity & job function(s)

Habitat for Humanity is an international non-profit organisation that aims to eliminate poverty housing by building simple, decent, affordable homes & by making decent housing a matter of conscience and action. Habitat for Humanity Ireland sends teams of volunteers overseas for up to two weeks to partner with local communities on home building projects. We also work in Ireland & are currently working with Dublin City Council to renovate derelict houses to enable low income families to become homeowners.

Graduates sought Any discipline

Starting salary N/A

Pattern of recruitment Continuous

Form of application Online

Approx annual intake No Limit

Vacation work/courses Onsite Training



Daphne Andrews

Special Olympics Ireland

4th Floor, Park House,
North Circular Road,
Dublin 7

Tel +353 (0)1 882 3972

E-mail hr@specialolympics.ie

Web www.specialolympics.ie

Main locations or regions Dublin 7, 11 and 12, Cork, Belfast, Sligo

Areas of activity & job function(s)

Special Olympics Ireland is a sports organisation for people with an intellectual disability. The essence and spirit of Special Olympics sport is visible & palpable at local level, where athletes train on a weekly basis in the 406 clubs across the island supported by the thousands of volunteers throughout the organisation.

Graduates sought Sports, Marketing.

Applications from students needing work permits No

Starting salary Competitive

Pattern of recruitment As vacancies arise

Form of application CV

Vacation work/courses Yes – unpaid internships/work experience

Not-for-profit



Suas Volunteer Programme

10–12 Hogan Place
Dublin 2

Tel +353 (0)1 662 1412

E-mail vp@suas.ie

Web www.suas.ie

Main locations or regions India & Kenya

Areas of activity & job function(s)

The Suas Volunteer Programme provides an opportunity to volunteer in a community-based school or educational project in India or Kenya, for ten weeks over the summer. It offers the possibility to develop personal and professional skills, to work in a team, and to learn about different cultures and the challenges and opportunities of development in our interconnected world.

Applications for Volunteers and Team Leaders for the 2012 Programme will open this November – for more details visit www.suas.ie

Graduates sought Any discipline

Starting salary N/A

Pattern of recruitment Continuous

Form of application Online – applications open early-November

Approx annual intake 90

Vacation work/courses Yes



Jennie Blake Volunteer Ireland

18 Eustace Street
Temple Bar
Dublin 2

Tel +353 (0)1 6369446

E-mail jennie@volunteer.ie

Web www.volunteeringireland.ie

Main locations or regions Dublin

Areas of activity & job function(s)

Volunteer Ireland is the national volunteer development agency and a representative body and support organisation for all local Volunteer Centres in Ireland. Volunteer Ireland co-ordinates the Ireland InVOLved Awards and the National Day of Volunteering and is the national co-ordinating body for European Year of Volunteering 2011.

Graduates sought Interns – Communications. Social Sciences. Administration.

Applications from students needing work permits yes

Starting salary This is an intern role. Expenses will be paid

Pattern of recruitment Continuous

Form of application CV

Approx annual intake 3

Vacation work/courses No

Retail management

Further information: gradireland.directory



Retail management



Area Management Recruitment Aldi Stores (Ireland) Limited

Newbridge Road, Naas, Co. Kildare

Tel +353 (0)45 846300

E-mail Via website

Web www.aldi.ie

Main locations or regions Throughout Republic of Ireland

Areas of activity & job function(s)

A world leader in grocery retailing. Job function: Area Manager responsibility for four to six stores after 12 months' training. Aldi is continually looking for high calibre, dynamic graduates with or without employment experience to join our Area Manager team. Your choice of degree option is not important to us. What is most important is your personality, strength of character and leadership potential.

Graduates sought 2:1 Any discipline

Applications from students needing work permits No

Starting salary EURO60,000, an Audi A4, healthcare and life assurance

Pattern of recruitment Continuous

Form of application Online application form or send your CV together with a covering letter illustrating your leadership potential

Approx annual intake 12

Vacation work/courses No

Retail management



HR Department Lidl Ireland GmbH

Great Connell Road
Newbridge
Co. Kildare

Tel +353 (0)45 853 450

E-mail hr@lidl.ie

Web www.lidl.ie

Main locations or regions Nationwide

Areas of activity & job function(s)

Lidl's Graduate Programme

A successful path for your future!

Our standard programme consists of 18 months on the job training with a focus on your chosen business area. Early responsibility and involvement in all operations will lead to a quick integration into your role.

For more information visit www.lidl.ie.

Graduates sought All disciplines

Applications from students needing work permits No

Starting salary Not disclosed

Pattern of recruitment Other

Form of application Online

Approx annual intake Differs

Vacation work/courses No

Teaching

Further information: gradireland.directory



Teaching



Teaching in Dubai

Sean Cooney
International Schools of Choueifat
United Arab Emirates, Oman, Qatar and Bahrain

Recruitment Department,
PO BOX 2077 University City Road,
Sharjah, United Arab Emirates

Tel +97165582717

E-mail careersgulf@sabis.net

Web www.sabiscareers.com

Main locations or regions United Arab Emirates, Bahrain, Oman and Qatar.

Areas of activity & job function(s) International Schools teaching of all subjects through english to International students.

Graduates sought Any discipline

Applications from students needing work permits Yes

Starting salary Competitive

Pattern of recruitment Annual major recruitment and continuous minor recruitment

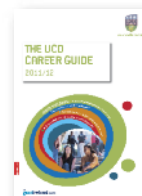
Form of application CV and letter of application

Approx annual intake 40

Vacation work/courses No

For vacation work apply by NA

What are you waiting for?
Apply now and tell employers where you saw them first...





The International Schools
of Choueifat - United Arab Emirates
Oman, Qatar and Bahrain

Members of the SABIS® School Network

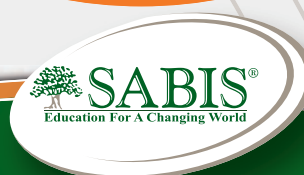
SEEKING A CHALLENGING EDUCATIONAL CAREER IN/AROUND DUBAI?

- **PGDE/H-Dip/PGCE/B.Ed. graduates required**
- **Training provided**
- **Tax free salary**
- **Fully furnished apartment**
- **Health Insurance**
- **Contributory private insurance/
savings scheme**
- **Free return air ticket**
- **Excellent career advancement
opportunities**
- **Paid holidays**

**Interviews in early spring 2012
for August 2012 start**

To Apply Please Forward your CV to
careersgulf@sabis.net and register at

www.sabiscareers.com



Further study

Further information: postgradireland.com and the [postgradireland](http://postgradireland.com) directory



Legal



BPP Professional Education

Aldine House
Aldine Place
142–144 Uxbridge Road
London W12 8AW

Tel +44 (0)845 077 5566

E-mail admissions@bpp.com

Web www.bpp.com

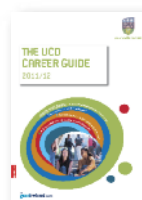
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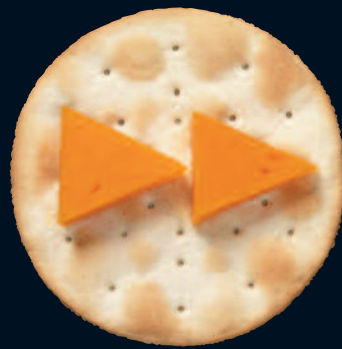
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