

# **Build your Brand**

# The Search for Jobs and Self-employed Work Opportunities

Visit our website



Important - By 10 July 2023 you should record an invite to an interview (if seeking employment) at <a href="www.hyperiondev.com/outcome4">www.hyperiondev.com/outcome4</a> or a self-employment declaration (if self-employed or seeking to be) at <a href="www.hyperiondev.com/selfemployed4">www.hyperiondev.com/selfemployed4</a>. Additionally, you should record an offer of a job (if seeking employment) or evidence of obtaining new <a href="www.hyperiondev.com/selfemployed4">work/contracts</a> (if self-employed or seeking to be) at

<u>www.hyperiondev.com/finaloutcome4</u> by **15 September 2023**. Please record these milestones as soon as you reach them.

We have a limited number of university co-certification opportunities with UK Russell Group universities. A **limited** number of co-certifications will be awarded based on the date that students finish their bootcamp and record an invite to an interview or a self-employment declaration. We may add additional university partners where the date of a job offer is also taken into account for the award.

Note that you may qualify to skip this task and all future "Build your Brand" tasks if you have recorded an invite to an interview or self-employment declaration - more information is provided at the end of this document, directly before the Compulsory Task section.

### Introduction

There was a time when people stayed in the same job and worked for the same company for most if not all of their professional careers, but those days are long gone! This means you need to prepare to apply for jobs several times during your working career. If you're self-employed, pitching for new business will be a regular part of your working life. You may already have applied for up to 7 roles or pitched your services or products to up to 7 companies in the first 2 BYB tasks. If so, well done - you're officially out there in the market, making yourself known to employers and getting those all important job applications or pitches sent in! You will need to continue to spend time every week on job applications or new work pitches to hone your skills. Set aside some time every day, or a longer block of time once a week, to hunt for and apply to jobs or new work opportunities. This includes

customising your application package for each role / pitch (as you practised in the previous task) and following up on roles / pitches you have applied for using your **Job/Interview/Pitch Opportunity** tracker. In this task, we are going to focus on helping you up your job / work opportunity search game!

#### THE VALUE OF GRIT AND TENACITY

It might be intimidating changing to tech by entering the job market, making a change in your career, or starting your own business. Moreover, it might feel hard to keep going after having already applied for a number of jobs, especially if you hoped for quick success getting an invitation to an interview or an offer of a work contract and have not yet achieved that. The secret to getting interviews and succeeding in pitches is to ensure your application package is as good as you can make it, and then cheerfully persevering until you succeed! That said, we know that getting discouraged is human, and it may be necessary to develop your personal grit and tenacity. **Research indicates that** grit is a more important factor than either IQ or talent in career success, so developing grit is well worth the effort!

Your first objective is to simplify this challenging process into a series of brief, doable activities. Begin with something simple. Make a commitment to yourself that you'll honour, to keep doing your best at your bootcamp and in the job application or entrepreneurial process. How can you make a commitment to yourself and ensure that you honour it? Well, you can significantly increase your chances of successfully holding yourself accountable by creatively including sensible incentives to stick to. Enter the *Ulysses Pact*, a **commitment device** used to help make it easier for you to force yourself to stick with a course of action that you may find challenging. Setting up automated bill payments or investment contributions is a typical illustration of a Ulysses Pact in daily life.

Getting yourself in the right head-space and using techniques and methods to make it more practical to keep to your goals is a good place to start building a foundation of success - especially when it comes to something as important as your Career Journey! Below, we list some practical methods of making yourself grittier and more accountable. You began looking at career goals (short- and long-term) in the first BYB task, so you've got a head start on this list.

#### **ACCOUNTABILITY**

Ways of Keeping Yourself Accountable.

- 1. Adjust your mindset
- 2. Establish a long-term goal
- 3. Set short-term goals
- 4. Define your values
- 5. Set a timeline for yourself
- 6. Create lists
- 7. Finish one task before you start another
- 8. Track your progress
- 9. Create a self-reward system
- 10. Ask trusted colleagues or contacts for feedback

(Source: indeed.com)

# HOW TO SEARCH FOR JOBS OR SELF-EMPLOYED WORK OPPORTUNITIES

"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle."

#### - Steve Jobs

When you're starting the job of looking for a **new job** or opportunities to pitch your products or services, it can become a little overwhelming. With thousands of job listings to consider, and what may feel like a million things on your search to-do list, it can be tough to force yourself to sit down at your computer and get to work. Luckily, with a little preparation beforehand, you can make the search process much easier.

So, let's look at a few simple steps to consider when starting out:

• Review your CV template – as explained in the previous Build Your Brand task, you are going to have to customise and personalise this for every job application or pitch you intend on sending in, so make sure the base document is always up to date.



- Do your research before you begin preparing for possible interviews or pitches, do some homework to find out more about the companies, positions, and contracting opportunities that you apply for, so that you can prepare yourself for possible questions that might be asked.
- Start practising for the interviews / pitches do a couple of mock interviews or pitches with friends or family members, aligning your possible responses to a target company or job's specific requirements. You can also Google common interview questions for your field and the type of jobs you are after, and prepare responses to these. If you're pitching your products or services, or those of a company you intend to start, looking at media (e.g. marketing material) or other individuals and companies working in the same industry can help you to understand how the game is played, and also enable you to identify effective vs ineffective approaches.
- Network attend industry events and career fairs where you have an opportunity to meet people working in the industry and at companies you are hoping to work at or with often "informal interviews" or pitches can take place here. Also network with your peers from your bootcamp cohort, as connections made while studying can help you greatly later in life.
- Set up a few "Informational Interviews" these are a great way to informally introduce yourself to a company or contact you are interested in working for or with, and also to find out more about similar positions you might be interviewed for or hired for.

#### WHAT SITES SHOULD YOU USE?

- With almost 80% of recruitment now being done on <u>LinkedIn</u> (remember to set up job alerts!), it will remain one of the main focus points for your job hunt. However, this does not mean that you should not also consider other sites and platforms when looking for opportunities. Websites such as <u>Glassdoor</u> and <u>Indeed</u> are good alternatives, and even <u>Google</u> has optimised its search engine to make finding job listings easier.
- Also remember to explore the multitude of technology apprenticeships currently available all over the UK. Websites such as <u>Find Apprenticeships</u>, <u>UCAS</u>, <u>gov.uk</u> also list apprenticeships in the digital, technology, or IT sector. You can also <u>explore companies</u> that offer apprenticeships in technology directly.

- If you would like to search specific companies for jobs or apprenticeships, **Reed** facilitates this type of search well.
- If you would like to explore opportunities outside corporate organisations check out **Escape the City**, **Otta**, and **AngelList Talent**.
- To receive alerts specific to your skills you can upload your CV to the CV-library, or you may like to get in touch with a technology recruitment agency. Recruitment agencies favour more senior roles, so this is more likely to be helpful later in your career, but good to know about.
- If the pandemic changed the way you view the traditional office-based job and you are dead set on the work-from-home experience, then sites like FlexJobs, Remote.co, and Remotely may be the best place to start looking for your next professional home. You can also filter for remote jobs on many job sites.
- If you are looking for graduate related jobs and internships, you can visit **graduatejob.com**, **give a grad a go**, and the **Graduate Recruitment Bureau**.

Most of these job portals or sites also have mobile app extensions so you will be able to find and save jobs or contracting opportunities at companies you are interested in on the go. Make the most of your time - go ahead and download those apps and use them to look for jobs or opportunities while you wait to meet a friend for coffee or find yourself in the waiting room for your next appointment!

#### **HOW TO SEARCH**

Recall from the first Build your Brand task, creating a list of job titles and keywords that match your skill set will help you find relevant job listings? You can use the example job titles below to guide your search.

#### Cloud Engineering

- Junior Cloud Engineer
- Cloud Support Engineer
- Cloud Operations intern
- Junior Cloud Administrator
- Junior PaaS Engineer
- Cloud Software Engineer
- Cloud consultant

#### • Cyber Security

- Risk Assessment Analyst
- Junior CyberSecurity Analyst
- Junior Python Developer
- Junior Software Developer
- Junior Security Engineer
- Penetration Tester

#### • Data Science

- Data Architect
- Machine Learning Engineer
- Python Software Engineer
- Backend Developer
- Data Analyst internship

#### • Software Engineering

- Python Software Engineer
- Junior Software Developer
- Software Engineer
- Backend Developer
- Junior Database Developer

#### • Web Developer

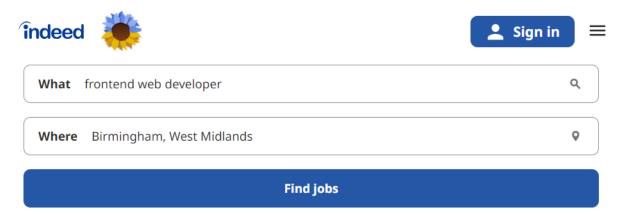
- Junior Web Developer
- Front-end Web Developer
- Graduate Web Developer
- Web Developer apprenticeship
- JavaScript Software Engineer

It is also useful to include the keywords such as programming languages, specific tools or libraries (Django, React, Kali Linux), general technology terms (IT, tech, programming), or a specific field (cyber security, fintech, cloud computing) on job portals and sites.

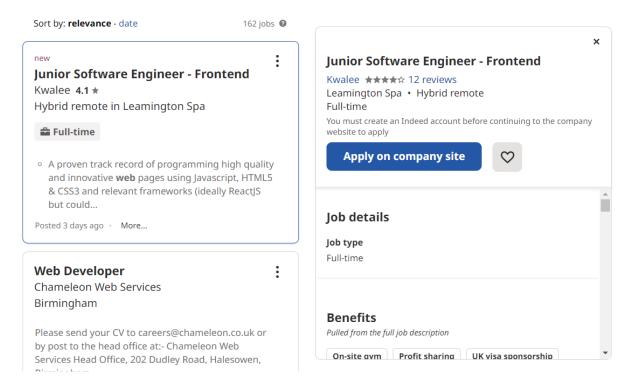
Similar to how we walked you through the LinkedIn search in the first Build your Brand task, we'll now walk you through a job search on Indeed.



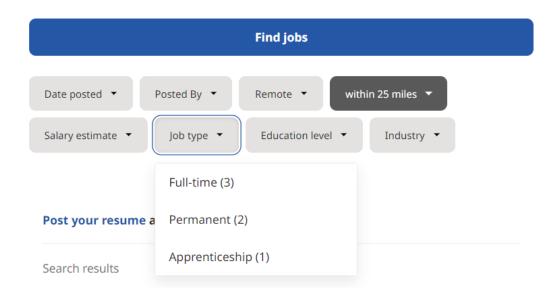
• Use the "What" box to add a job title, keywords, or a specific company and add your preferred location. Remember to try a variety of job titles and keywords to find as many relevant job listings as possible.



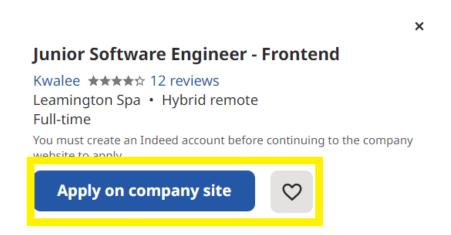
 A summary of results will appear on the left-hand side. When you click on a listing a more detailed version of the listing will appear on the right-hand side of your screen.



• Use the filters to narrow your search if necessary. For example, you can choose a job type or a particular industry, a distance limitation, or jobs with certain salary estimates.

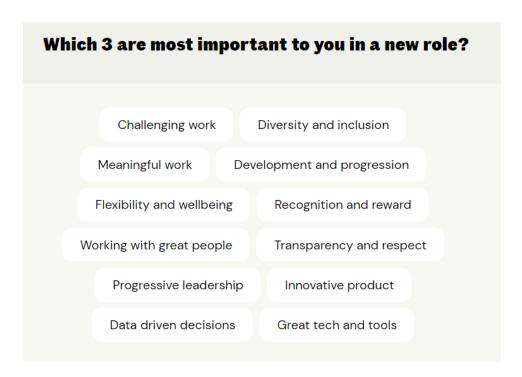


 Apply for the job immediately or create an account to save jobs you are interested in.



Indeed makes recommendations based on your previous searches, but if you would like a more tailored experience try a platform such as <a href="Otta">Otta</a> creates a profile for you based on your responses to questions such as:

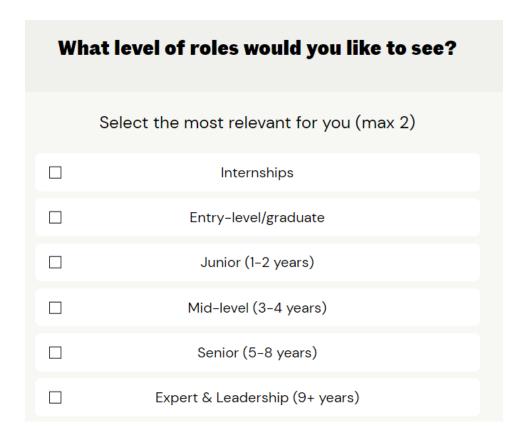
• What is important to you?



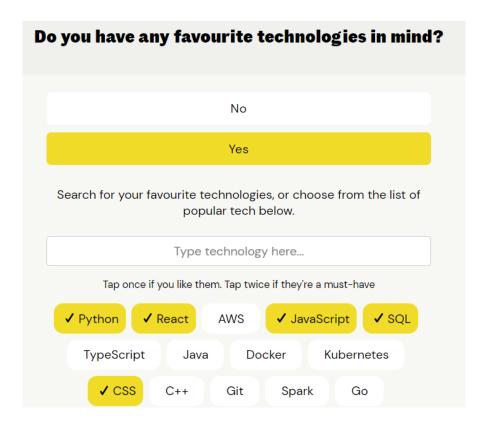
• What type of roles would you like to see?



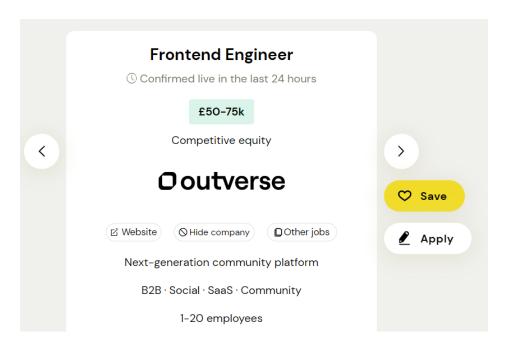
• What level of roles would you like to see?

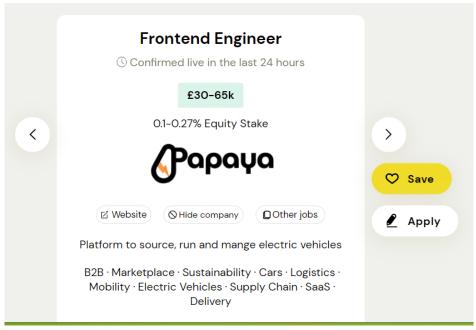


• What technologies would you like to work with?



Based on your responses Otta will show you a list of job opportunities. For example:





Otta will tailor the job opportunities it shows you based on listings that you save or apply for. You can set it up to email you opportunities daily, or in a weekly digest.

Each job site has slightly different features and characteristics. Try a few out to see which ones you find most useful!

#### A PARTNERSHIP TO BOOST YOUR CHANCES OF SUCCESS

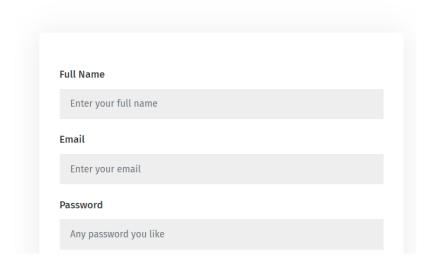
HyperionDev has partnered with an awesome company called **Hackajob** to significantly boost your chances of success in getting interviews and job offers (for job seekers) or other work (for those seeking to be self-employed). Hackajob is a private tech careers marketplace, and they are working hard to support HyperionDev's Skills Bootcamp students. The company uses machine learning, combined with human curation to deliver highly accurate candidate matches, and allows companies such as the BBC, Sainsbury's, and Vodafone to directly source high-intent technical talent, at scale. You can use their platform to find permanent employment, part-time employment, or contract employment; as such, Hackajob is a useful resource for students seeking to be self-employed as well as those seeking regular employment! Hackajob are able to facilitate hires within as little as 17 days, and a number of our Skills Bootcamp students have already had great success in reaching their last two major DfE milestones (interview or provable progress to getting new self-employed work, and a job offer or new work contracts for the self-employed) through their Hackajob profiles.

Let's have a look at what signing up to Hackajob's platform looks like. You will do this when you come to the compulsory practical task (using the custom link provided in order to be associated with the Skills Bootcamp and benefit from HypeironDev's partnership with Hackajob).

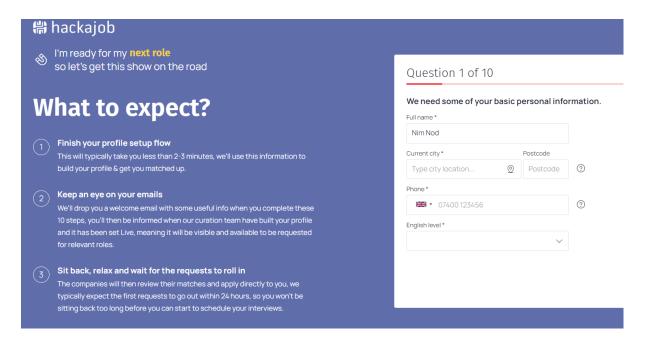
The sign up page looks like this:



# Sign up



Once signed up, users must complete a profile which only takes a few minutes. This includes 9 questions to gather details of your current skills developed through the Skills Bootcamp and previous work experience and skills.

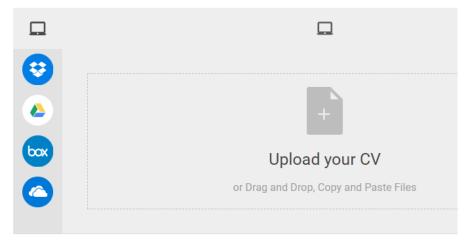


For the 10th question, upload the optimised CV you created in the previous Build Your Brand Task and you'll be done signing up.

#### Ouestion 10 of 10

#### Add your CV

File upload criteria like file format: PDF, JPG, PNG, or max file size: 25MB.



Then, ensure that your profile is live to be able to start receiving job matches and interview requests. Each request comes with a clear job description and unique employer insights, including tech stack, salary, and location.



Remember, it is a requirement of this bootcamp that by **10 July 2023** you record your first **invite to an interview** (if seeking employment) at **www.hyperiondev.com/outcome4 or** submit a self-employment declaration (if self-employed or seeking to be) at <a href="http://www.hyperiondev.com/selfemployed4">http://www.hyperiondev.com/selfemployed4</a>
Additionally, you should record an offer of a **job** (if seeking employment) or evidence of obtaining **new work/contracts** (if self-employed or seeking to be) at <a href="http://www.hyperiondev.com/finaloutcome4">www.hyperiondev.com/finaloutcome4</a> by **15 September 2023**.

You can record any of the following:

- Joining an apprenticeship programme that utilises some of the knowledge obtained in your bootcamp.
- Obtaining a paid work opportunity for a duration of at least 12 weeks that utilises some of the knowledge obtained in your bootcamp.

 Obtaining a full-time job that utilises some of the knowledge obtained in your bootcamp and is with a new employer or your current employer (e.g. a promotion or extension of role).

By **15 September 2023** you will need to record one of the following at **www.hyperiondev.com/finaloutcome4**:

- An offer of a new job or apprenticeship that utilises part or all of the skills acquired in your bootcamp. You don't need to accept the offer to fulfil this requirement.
- New contracts or opportunities you obtained that utilise the new skills acquired through the bootcamp, which may include self-employed contract work or starting your own company.

Remember to keep an open mind and **explore various opportunities** to help you practise your interviewing skills and broaden your engagement with the tech sector. If you achieve an invitation to a job or apprenticeship interview, please remember to fill out <a href="https://doi.org/10.2016/nj.com/">https://doi.org/10.2016/nj.com/</a> before attending the interview.

**Co-certification:** We have a limited number of certificates we can award where your bootcamp is co-certified by a Russell Group UK university. When you record an outcome you will be able to opt-in for co-certification. The date you record an outcome at <a href="https://hyperiondev.com/outcome4">hyperiondev.com/outcome4</a> (if seeking employment) or submit a self-employment declaration (if self-employed or seeking to be) at <a href="https://www.hyperiondev.com/selfemployed4">www.hyperiondev.com/selfemployed4</a> and finish your bootcamp will be factored into whether or not you are awarded such a certificate. By having your bootcamp co-certified, you'll get noticed by employers faster, may have access to additional study options and career support post graduation from your bootcamp, and, ultimately, be able to build your professional brand in tech faster.

**Build Your Brand (BYB) exemption**: remember that you will be allowed to **skip further BYB tasks** if you use the following procedure:

- Submit <u>either</u> your <u>invite</u> to an <u>interview</u> outcome at <u>www.hyperiondev.com/outcome4</u> <u>or</u> your <u>self-employment</u> <u>declaration</u> at <u>http://www.hyperiondev.com/selfemployed4</u>.
- 2. Create a text file with a note to your reviewer explaining that you have submitted an outcome via the relevant official form, and providing your name, surname, and the email address with which you signed up to the bootcamp.
- 3. Place this file in your Dropbox for the particular BYB task you are seeking exemption from, as you would normally do with your task answers.
- 4. Request a review of that BYB task from your dashboard. On reading your note, the reviewer will check our database to determine whether the proof of outcome data you have submitted has been verified.
  - a. If verified, your submission for that task will be registered as complete.
  - b. If declined, e.g. if the outcome proof you've submitted is not appropriate (submissions like blank files or anything else that doesn't constitute

- appropriate milestone evidence), the reviewer will let you know that you still need to complete and submit the BYB task.
- 5. Note that you will need to follow steps 2, 3, and 4 for every BYB task you wish to be exempted from.
- 6. Also note that once this data is submitted to a reviewer, you should continue with the next tasks in your bootcamp, so that if verification of your submitted evidence takes a while, it doesn't delay your progress.

## **Compulsory Task 1**

Let's start off by creating a Google doc with a uniquely identifiable filename that includes your name and email address and a task identifier for this task (**BYB3**). For example, if your name was John Smith and your email address was john\_smith@gmail.com, your filename would be **John Smith** - **john\_smith@gmail.com** - **BYB3**.

Today, all you are doing is applying for more roles or pitching for new work opportunities. As usual, the instructions below differ slightly for job seekers and self-employed students. Read them carefully and follow those that fit the category you are in.

#### **JOB SEEKERS**

- Once again, consider the sort of roles you might like to apply for and the sort of companies you might want to work for. Take into consideration the role, the skills required, location, ways of working (remote, hybrid, or on-site), the type and size of the organisation, and the industry.
- Find 5 junior tech roles currently being advertised different from the roles you identified in the last Build Your Brand task ensuring you consider a range of employers large (1000+ employees) and small (500-100 employees) companies as well as tech scale-ups (up to 100 employees), paid internships and apprenticeships, or companies that source, hire, and train.

Remember that we specifically request that you search for and apply to a broad range of organisations. We find this to be **best practice** for a number of reasons: it pushes students out of the comfort zone of just applying to work for the major brands they're already familiar with; it helps students to broaden their knowledge of which companies form part of the tech hiring

landscape, particularly small to medium enterprises (SMEs); and, it ensures that we meet the DfE requirement to address the needs of the broader, especially SME, tech market. Keep in mind that our team will review your submitted data and create relationships with your identified companies wherever possible. We already have relationships with many larger tech companies, so focussing on companies of different sizes and profiles will also help to diversify your application profile and increase your chances of success.

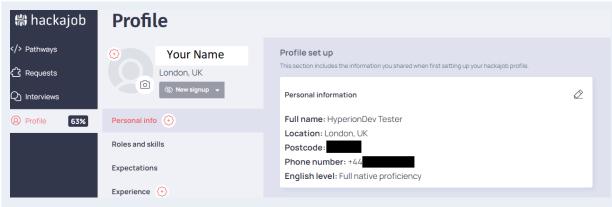
- For each of the roles you have identified, again identify the recruiting or hiring managers (possibly the Talent or HR people at each company) and their contact details if possible (email addresses for at least 2) and LinkedIn profile URLs (for all, mandatory).
- Create and submit applications to these 5 opportunities. Also, reach out to the contacts you have identified in whatever way possible (email, LinkedIn direct message, phone call, etc.), drawing their attention to your application to their company's role.
- Remember to track your applications in the **tracker spreadsheet** we provided a template for earlier in this task.

#### **SELF-EMPLOYED STUDENTS**

- Once again, consider companies and business contacts that you would pitch your services or products to. Note the contact and other details of 5 such companies and contacts.
- Create and submit pitches to these 5 opportunities, as well as the 2 you identified in the first Build your Brand task.
- Remember to track your pitches in the **tracker spreadsheet** we provided a template for earlier in this task.

#### **ALL STUDENTS**

- Fill the details of the contact people you have identified into **this form**. Take screenshots of the form showing all the data you have filled in, and paste them into the Google doc you created in the beginning of this task, so that the mentor reviewing your work can see that you have completed this part of the task.
- Put a publicly accessible link to your Job/Interview/Pitch Opportunities tracker into your Google doc.
- Sign up for a <u>hackajob</u> profile using <u>this custom link</u>. When you're finished signing up, you'll be presented with a profile that looks something like this, only personalised to you.



Take a screenshot of your profile and add it to your Google answers document.

- Ensure your doc contains the answers to this task (Compulsory Task 1 form content screenshot, link to tracker spreadsheet, and hackajob profile screenshot), and then save your document as a PDF (using menu options File -> Download -> PDF) and upload the PDF file to your Dropbox.
- Remember, if you secure an interview, it is absolutely vital that you notify us via hyperiondev.com/outcome4.



HyperionDev strives to provide internationally-excellent course content that helps you achieve your learning outcomes.

Think that the content of this task, or this course as a whole, can be improved, or think we've done a good job?

**Click here** to share your thoughts anonymously.

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