

## **Build your Brand**

# The Job Search

Visit our website



Important - You should record an invite to interview at <a href="https://www.hyperiondev.com/outcome">www.hyperiondev.com/outcome</a> and an offer of a job at <a href="https://www.hyperiondev.com/finaloutcome">www.hyperiondev.com/finaloutcome</a> as soon as you reach these milestones. We have a limited number of university co-certification opportunities, based on when you record these and opt in via these forms. The University of Manchester, University of York, and University of Nottingham will be awarding a limited number of co-certifications which will be awarded up to a limit based on the date students finish their bootcamp and record an invite to interview at <a href="https://www.hyperiondev.com/outcome">www.hyperiondev.com/outcome</a>. We may add additional university partners where the date of a job offer also is taken into account for the award.

### 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. You've already applied for 10 roles, well done - you're officially out there in the job market, making yourself known to employers and getting those all important job applications sent in! You will need to continue to spend time every week on job applications 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. This includes customising your application package for each role (as you practised in the previous task) and following up on roles you have applied for using your Job/Interview tracker. In this task, we are going to focus on helping you up your job search game!

#### TAKING THE NEXT STEPS IN YOUR CAREER JOURNEY

It might be intimidating 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 and have not yet achieved that. The secret to getting interviews is to ensure your application package is as good as you

can make it, and then cheerfully persevere until you succeed! However, getting discouraged is human, and it may be necessary to develop your personal grit and tenacity.

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!

#### **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**



## "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**, it can become a little overwhelming: with thousands of job listings to consider, and what may feel like a million things on your job-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 your job search so 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 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, do some homework to find out more about the companies and positions you apply for, so that you can prepare yourself for possible questions that might be asked.
- Start practising for the interviews do a couple of mock interviews with friends or family members, aligning your possible responses to that 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.
- 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 – often "informal interviews" 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 "<u>Informational Interviews</u>" these are a great way to informally introduce yourself to a company you are interested in working for, and also 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>, and <u>gov.uk</u> 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 <u>CV-library</u>, or you may like to get in touch with a <u>technology recruitment</u> <u>agency</u>. 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 <u>FlexJobs</u>, <u>Remote.co</u>, and <u>Remotely</u> may be the best place to start looking for your next professional home.
- 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 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 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. Use the example job titles below to guide your search.

#### • 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

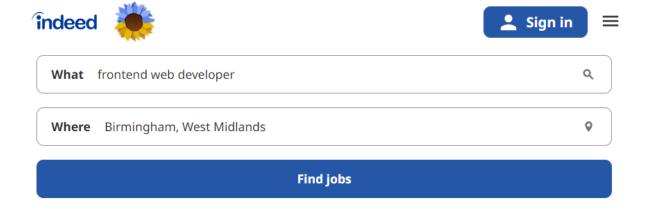
#### Web Developer

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

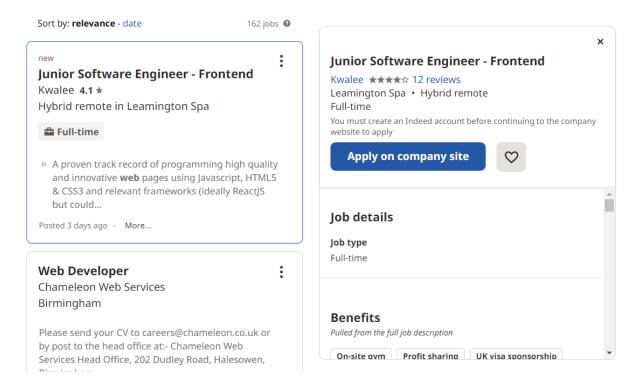
It is also useful to include the keywords such as programming languages, specific tools or libraries (Django, React), general technology terms (IT, tech), or a specific field (cyber security, fintech, cloud computing) on job portals and sites.

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.

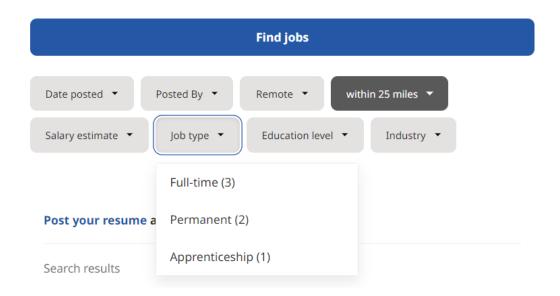
• Use the "What" box to add a job title, keywords, or a specific company and add your preferred location. Remember to try a variety of job titles and keywords to find as many relevant job listings as possible.



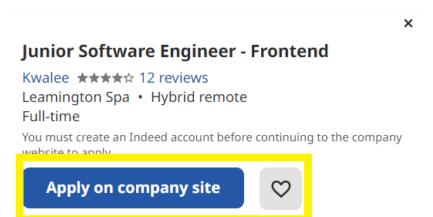
• A summary of results will appear on the left-hand side. When you click on a listing a more detailed version of the listing will appear on the right-hand side of your screen.



• 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 Otta for remote work. Otta creates a profile for you based on your responses to questions such as:

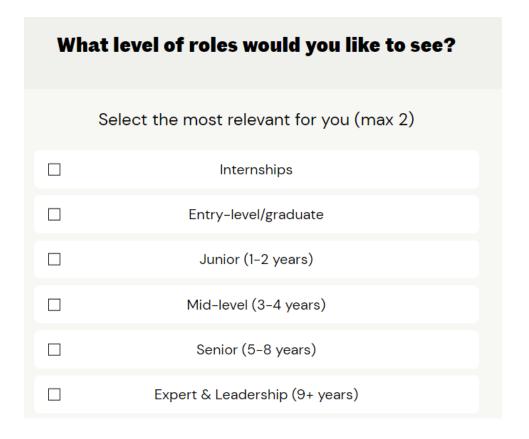
• What is important to you?



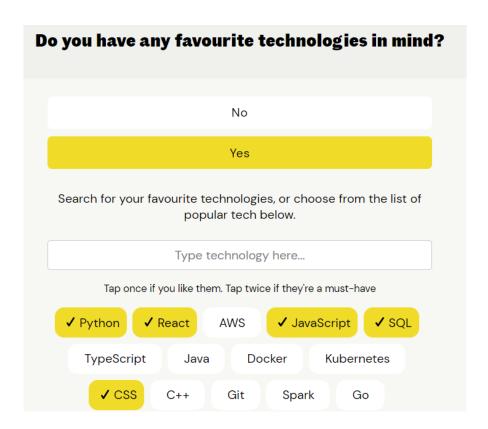
• What type of roles would you like to see?



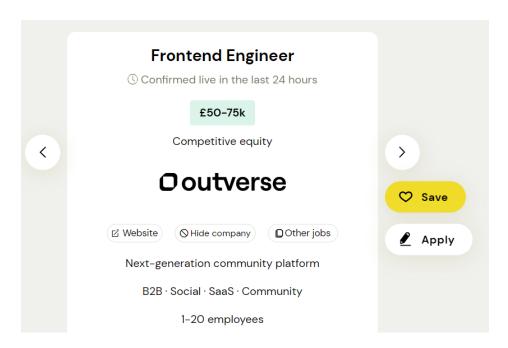
What level of roles would you like to see?

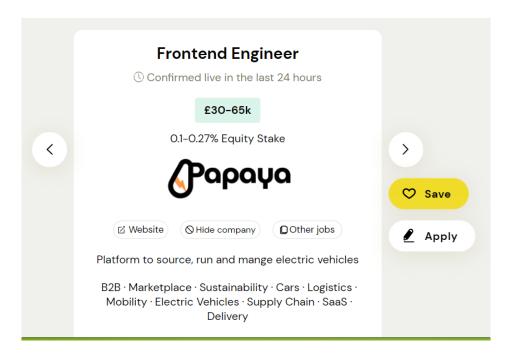


• What technologies would you like to work with?



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.

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



Remember, it is a requirement of this bootcamp that you have your first invitation to an interview by **10th March 2023 for one or more** of the following:

- an apprenticeship programme that utilises some of the knowledge obtained in your bootcamp
- a paid work opportunity for a duration of at least 12 weeks that utilises some of the knowledge obtained in your bootcamp
- a full-time job that utilises some of the knowledge obtained in your bootcamp and is with your current employer or a new employer

By **1st August 2023** you will need to show one of the following:

• an offer of a new job that utilises part or all of the skills acquired in your bootcamp. You don't need to accept the offer to fulfil this requirement, and it can be an apprenticeship role

• 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 a variety of opportunities to help you practise your interviewing skills and broaden your engagement with the tech sector. As soon as you achieve an invitation to a job or apprenticeship interview, please fill out <a href="https://hyperiondev.com/outcome">hyperiondev.com/outcome</a> before attending the interview.

### **Compulsory Task 1**

Today, all you are doing is applying for more roles. You can follow these steps, which should be familiar by now:

- Create 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. As you progress through the Compulsory Task you will fill your answers into this Google doc, which you will save as a PDF and upload to your Dropbox at the end.
- 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 organisation, and the industry. Find another 5 junior tech roles currently being advertised again different from those you have previously applied for ensuring you consider a range of employers large (1000+ employees) and small (100-500 employees) companies as well as tech scale-ups (up to 100 employees), paid internships and apprenticeships,

or companies that source, hire, and train (SHT is the keyword often used in job ads - these companies hire talent with the intention of providing extra training to ensure the employee can hit the ground running).

Remember that our team will review your data and create relationships with your identified companies; we already have relationships with many larger tech companies, so focussing on companies of different sizes and profiles will help to diversify your application profile and increase your chances of success.

- **Create and submit applications** to the roles you have identified.
- For each of the roles you have identified, again identify the recruiting/hiring managers (possibly the Talent or HR people at each company) and their contact details (**email addresses for at least 2**) and **LinkedIn profile URLs** (**for all**, mandatory). Reach out to the contacts you have identified, drawing their attention to your application to their company's role.
- Fill in 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 Compulsory Task 1 so that the mentor marking your work can see that you have completed this part of the task.
- Update the Job/Interview tracker you created in the second Build Your Brand task. Include your notes and updates (dates, progression, type of interview, deadlines, and status) on your application process for all roles you have applied to so far. Put a publicly accessible link to your Job/Interview tracker into your Google doc.
- Ensure your doc contains the answers to this task (Compulsory Task 1), and then save your document as a PDF (using menu options File -> Download -> PDF) and upload the PDF file to your Dropbox.
- If you secure an interview, it is absolutely vital that you notify us via <a href="https://hyperiondev.com/outcome">hyperiondev.com/outcome</a>.



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.

#### **REFERENCES**

CFI (2021) Informational Interview <a href="https://corporatefinanceinstitute.com/resources/careers/interviews/informational-interview/">https://corporatefinanceinstitute.com/resources/careers/interviews/informational-interview/</a>

Glassdoor (2021) How to Succeed in Your New Job <a href="https://www.glassdoor.com/blog/guide/how-to-succeed-in-your-new-job/">https://www.glassdoor.com/blog/guide/how-to-succeed-in-your-new-job/</a>

Indeed (2021) Holding Yourself Accountable: Definition and Strategies <a href="https://www.indeed.com/career-advice/career-development/holding-yourself-accountable">https://www.indeed.com/career-advice/career-development/holding-yourself-accountable</a>

Long (2018) 6 Ways to Hold Yourself Accountable and Crush Your Goals This Year <a href="https://www.entrepreneur.com/living/6-ways-to-hold-yourself-accountable-and-crush-your-goals/308465">https://www.entrepreneur.com/living/6-ways-to-hold-yourself-accountable-and-crush-your-goals/308465</a>

Paterson (2022) 10 smarter ways to find a job <a href="https://www.savethestudent.org/student-jobs/top-10-smarter-ways-to-find-a-job.html">https://www.savethestudent.org/student-jobs/top-10-smarter-ways-to-find-a-job.html</a>

Workopolis (2016) Data reveals the best time of year, day of the week, and time of day for finding a new job

https://careers.workopolis.com/advice/the-best-time-of-year-day-of-the-week-for-finding-a-new-job/

Wignall (2019) The Ulysses Pact: An Ancient Technique for Building Better Habits <a href="https://nickwignall.com/ulysses-pact/">https://nickwignall.com/ulysses-pact/</a>

WikiJob. (2022). 10 of the UK's best IT apprenticeships. https://www.wikijob.co.uk/industry/it-technology/best-it-apprenticeships WikiJob. (2022b). *The 11 best UK job boards in 2022*. https://www.wikijob.co.uk/features/useful-resources/10-best-uk-job-boards-2020

Wikipedia (2022) Commitment device <a href="https://en.wikipedia.org/wiki/Commitment\_device">https://en.wikipedia.org/wiki/Commitment\_device</a>