The Graduate Guide
Welcome to your alumni community.

Graduation is a time for celebrating your success and looking to the future. You are now part of a global family of over 170,000 Sheffield alumni from more than 180 countries. From teachers and engineers to Nobel Prize winners and Olympic champions, Sheffield’s graduates are helping to shape the world we live in.

The Development, Alumni Relations and Events (DARE) team work with our alumni in so many ways. We’ve produced the Graduate Guide to support you as you embark on this next phase in your life. As well as advice about job hunting, setting up a business and your options for further study, you’ll also find out about the many ways in which you can stay connected to your University.

Watch our video sheffield.ac.uk/alumni/we-are-dare

Claire Rundström
Head of Alumni Relations
Life after graduation

1. Don’t worry if you don’t have a clear plan yet
It can take a while to figure out what you want to do and the direction you want your career to go in.

2. Take steps to improve your career prospects
This may be through volunteering, doing an internship, taking online courses or asking for extra responsibilities in your part-time job. All these things can help you decide what you want to do and make you stand out from the crowd when applying for roles.

3. Build up your contact list
Alumni events can be a great way to expand your professional network with fellow Sheffield graduates.

4. Be persistent
The job market is very competitive, so don’t lose heart if at first you don’t succeed. Always ask for feedback and be sure to act on it next time.

5. Try unconventional means of applying for jobs too
Often small and medium-sized businesses can be receptive to speculative applications.
Your Careers Service

So you’ve graduated and it’s time to think about your next steps. Not sure where to start? The Careers Service can help. For up to three years, they’re here to provide you with information, support and guidance to help you fulfil your potential and get to where you want to be.

There’s lots of information available on the Careers Service website. Search for vacancies, sign up for job alerts, access free courses, take practice psychometric tests and lots more.

0114 222 0910
@unishefcareers
fb.com/unishefcareers
@unishefcareers
University of Sheffield Careers Network

What next?

If you’re not sure what career you’d like to go into, don’t worry. You’ve probably already made steps towards this, even if you don’t know it yet. As a recent graduate, you’ll have lots of ideas, knowledge and experience which employers are looking for.

The Careers Service online resources can help match you to possible careers by encouraging you to think about your skills, interests and motivations.

→ Further study can be a great way of enhancing your career prospects. Find out more on p. 12.

→ Thinking of taking some time out? Using this time to go travelling or doing voluntary work can be a great experience, but it’s important to plan what you’re going to do afterwards too.

→ Budding entrepreneur? You can access the services offered by University of Sheffield Enterprise (USE) to help your dream become a reality – see p. 11 for more information.

sheffield.ac.uk/careers
sheffield.ac.uk/careers/explore

Remember! You can use the Careers Service for up to three years after graduation.
Job hunting

Job hunting can sometimes feel a little overwhelming, but Career Connect is a great place to start looking. Its powerful search function is only available to Sheffield graduates and it enables you to search for placements, graduate jobs and part-time work; find out about events, such as careers fairs run by the University; and book appointments with a Careers Adviser if you need additional support.

If you’re an international student or graduate, or you’re looking for work in other countries, check out the International careers resources.

Applications and interviews

The Careers Service offers a range of services online to help you write strong job or course applications, as well as guidance on how to use social media to enhance your job prospects.

Application top tips

1. Follow all instructions carefully
   It’s the first sign to an employer that you can pay attention to detail – a key skill they’ll be looking out for.

2. Never type your answers directly into the application form
   Draft and save everything in Word first so you can check spelling and grammar.

3. Tailor your answers
   You may have aced that module in Contrastive Germanic Linguistics, but is it relevant to the job spec? If not, leave it out.

4. Use the STAR technique – this can be useful in interviews too
   Situation – briefly give context to your answer.
   Task – what was the objective?
   Action – what did you do and how?
   Result – what was the outcome?

5. Proofread. Then proofread again
   Even better if you can get someone else to check over it too. Basic errors can cost you an interview.

You’ll be asked to take part in the national Destinations of Leavers from Higher Education Survey to find out what you’re up to six months after graduating. Please complete it and help us make sure that Sheffield gets responses from all its recent graduates.

Sheffield.ac.uk/careers/applications

careerconnect.sheffield.ac.uk
sheffield.ac.uk/careers/jobs
University of Sheffield Enterprise

Bringing your entrepreneurial ideas to life

University of Sheffield Enterprise (USE) provides advice and support for Sheffield graduates who want to start their own business. They can help you with:

- Funding
- Business coaching
- Coworking opportunities and use of office space
- Workshops and events

Grants of up to £1,500 are available through USE’s Evolve programme for start-ups in their early stages.

My legal background has been very helpful, but my involvement with USE and the skills I’ve developed, the ability to test ideas and network with other entrepreneurs, have been fundamental to getting my idea off the ground.

Natalia Welch (MA International Criminology 2012), below, set up her business Pura Panela – a Columbian ‘healthier and balanced alternative to processed sugar’ – with the support of USE.

Interview top tips

1. Preparation is key
   Research the job and employer, and be clear about how your skills and experiences link to the role.

2. Keep copies...
   Of the job advert and your application. Often these form the basis of the interview.

3. Arrive on time
   Not too early and NEVER late. 10 minutes before the time they’ve given you is about right.

4. Be specific
   Declaring “I work well in teams” isn’t good enough. Give specific examples which demonstrate the skills they’re looking for.

5. Focus on your strengths...
   And show that you’re aware of your weaknesses and are working to overcome them.

Equality issues

It is important that through an application and interview process you are able to do your best and not feel discriminated against. You should never be asked about your age, gender, sexual orientation, disability (unless you wish to disclose this yourself) or marital status.
Postgraduate study at Sheffield

Do you want to start a Masters this autumn? It’s not too late to apply to study at Sheffield.

Whether you want to carry on studying a subject you love, learn new skills or try something new, a Sheffield Masters degree can help transform your future.

Explore your postgraduate study options at Sheffield with our Graduate Application Service and receive:

– One-to-one guidance
– Advice on finance and funding options
– Fast track application service

Graduates can also qualify for up to 10% off your tuition fee.

“I’m originally from Birmingham, but I’ve created a life for myself in Sheffield and really wanted to stay here. There’s a vibrant postgrad community at Sheffield, and many of my peers who haven’t previously lived in Sheffield have also found so many ways to meet new people.

Postgraduates at Sheffield have so many opportunities to engage with their fields of interest outside of the actual course which really helps in building up extra-curricular experience which will be really valuable in the future.”

Sarah Pugh, LLB International Law 2016
LLM International Law and Global Justice 2017
Students’ Union Life Membership Gold

Revisit your student days again and again by becoming a Life Member of Sheffield Students’ Union. Membership means you’ll still be able to go to Students’ Union club nights and bars, and you’ll also have access to the opportunities offered by Sheffield Volunteering. It costs just £10 and all proceeds are invested into the Students’ Union. To get your card, visit the clothing and gift store ‘Our Sheffield’ in the main entrance or download an application form online and your card will be posted out to you.

University clothing, gifts and souvenirs

Remember your University experience forever with our extensive range of quality and ethically sourced products. Explore our range of crested and essential hoodies, sweatshirts and t-shirts.

New for 2017 is customised clothing for Faculty, society and team wear. If it’s a gift or souvenir you’re after, there’s stationery, ties, bags, mugs and lots more.
Reunions and events

Once you’ve graduated, we’re sure you’ll miss your alma mater. The Alumni Relations team is here to help you reunite with friends and remember the times you spent here as a student.

They organise a number of reunions and events throughout the year which alumni and friends are invited to attend.

These events happen on campus, around the UK and internationally, and range from informal receptions to pub quizzes, formal dinners, class reunions and more.

Keep an eye on your email inbox for:

- Pop Tarts Reunited in September
- London Pub Quiz in February
- Alumni Sports Day and Pop Tarts Reunited in March/April

We can also help you to plan and arrange your own reunions or events.

Let us know when you get together with fellow grads by tweeting @SheffieldAlumni

Alumni Sports Day

Get a team of friends together, come back to Sheffield, throw your kit back on and compete in this annual six-a-side tournament against fellow alumni at Goodwin Sports Centre.

In the evening you can take part in the Alumni Pub Quiz before heading to Pop Tarts Reunited in the Students’ Union. Interested? We’ll email you details of how to sign up nearer the time.

Sheffield Alumni Quiz – London

Now in its seventh year, our annual quiz in London keeps getting bigger and better. This year over 100 graduates from as far back as 1969 right up to the present day battled it out in 22 teams. If you’re heading to London after graduation, we’d love to see you at the next quiz night in February.
Volunteering

Volunteering is a fantastic way to stay connected with your department and the University whilst making a huge difference to students. It also allows you to continue to develop your skills and build your own professional network. Here are just some of the ways you can get involved:

- Mentor a student
- Give a talk about your career
- Provide a career profile
- Feedback on student projects

Visit our webpages to register your interest and find out more.

Our annual Pioneering Alumni Award recognises an alumni volunteer who has graduated in the last five years. It is presented at our annual Sheffield Alumni Volunteer Awards.

We asked our Alumni Volunteers why they choose to give their time and knowledge to support the studies and career prospects of our students.

Jason Cook @JCook1501:
@SheffieldAlumni Sheffield Uni gave me so much during my 5 years so I naturally want to give something back! #SheffAlumniVols

nommer @nommer:
@SheffieldAlumni It doesn’t take much time, and it’s personally rewarding. You’ll meet other alumni too so good for networking!

Charlotte Hudson @HudsonLottie:
@SheffieldAlumni Got involved because not everyone leaves Uni with a clear career path ahead. I want to show that’s nothing to be scared of.

PML @Munrolott:
@SheffieldAlumni The best thing (apart from revisiting Sheffield) is seeing the enthusiasm of and opportunities for students.

In the last year more than 900 former students from around the world have given nearly 10,000 hours of their time to help current students through our Alumni Volunteering Programme.

sheffield.ac.uk/alumni/volunteering
Supporting your University

Sheffield Scanner – the future of medical imaging

We’re currently working to raise £2 million to bring a ground-breaking MRI-PET scanner to Sheffield. It’s the most advanced imaging technology available to date and will transform our understanding of serious conditions like cancer, dementia, heart and lung diseases, Motor Neurone Disease, Parkinson’s and stroke and the way we treat them in the future.

The entire University is behind this campaign and with your help we can make this life-changing project possible.

Find out more and donate at sheffield.ac.uk/sheffieldscanner

What causes are important to you?
Student hardship? Medical research? Business and entrepreneurship? Addressing inequality? Improving facilities in your department? There is a strong tradition of philanthropy here at Sheffield and every year, thousands of graduates donate to make a positive change in the world through their University.

These gifts – large or small – are transformational. They help fund life-changing scholarships, improve the student experience and fund the incredible research taking place here.

Giving back

We hope that as a graduate, you’ll choose to give back to your University. You can make a regular or one-off donation, and every penny of your gift will go towards our causes. You can donate online or get in touch with our Regular Giving team on 0114 222 5598.

Or why not raise money for one of the University’s fundraising priorities? Recently alumni have raised thousands of pounds from running challenges, parachute jumps, sports events, and bake sales for causes which are important to them. Contact Development Officer, David Meadows at d.meadows@sheffield.ac.uk to find out how we can support you with your fundraising.

I loved my time at Sheffield. Working as a student fundraiser, I got to see how much is done with the donations and I thought: For the price of a pint in the Union, why not contribute too? To start now with a small amount, it stacks up over the years without me ever noticing it!

Lewis Yates, BEng Civil Engineering 2014

sheffield.ac.uk/alumni/donate
0114 222 5598
Outstanding Sheffield alumni

Dame Jessica Ennis-Hill (BSc Psychology 2007, Hon LittD 2010) is one of Britain's greatest athletes. She won heptathlon gold at the London 2012 Olympics and silver at Rio 2016. She is also the current British record holder.

Eddie Izzard (Hon LittD 2006) is a comedian, actor and writer. He first performed comedy whilst studying at Sheffield for a year in 1981, before leaving to pursue it full-time. In 2016 he raised over £1 million for Sport Relief by running 27 marathons in 27 days. Eddie was awarded an Honorary degree from the University in 2006.

Lucy Prebble (BA English Literature 2002) is a playwright who wrote The Sugar Syndrome, The Effect and ENRON. She has also written for the Guardian and is the author of the television series Secret Diary of a Call Girl, which starred Billie Piper. Lucy was honoured with a Distinguished Alumni Award in 2014.

Dan Walker (BA History 1998, MA Journalism Studies 1999) is the host of BBC Breakfast and Football Focus. Dan still lives in Sheffield, has given talks at his old department and is a patron of our Elite Sports Performance Scheme.

Dr Helen Sharman OBE (BSc Chemistry 1984, Hon DSc 2017) is a chemist who, in 1991, blasted off for a seven day mission to the Mir space station, becoming the first Briton in space. She was appointed as the President of the Institute of Science & Technology in 2015 and received an Honorary Degree from the University in 2017.

Ade Solanke (BA English Literature 1984) is an acclaimed British-Nigerian screenwriter and playwright, best known for her debut stage play Pandora's Box. She has held the position of writer-in-residence at the British Film Institute and is a Fellow of the Royal Literary Fund. In 2016, Ade was recognised by the University with a Distinguished Alumni Award.

The Rt Hon the Lord David Blunkett (BA Politics 1972, Hon LittD 2016) is a former MP who served as Education and Employment Secretary, Home Secretary, and Work and Pensions Secretary. In 2015, he joined the House of Lords and was appointed Professor of Politics in Practice at the University.
Alumni benefits

As well as careers and entrepreneurial support, postgraduate discounts, reunions and events, there are lots of other benefits available to you.

Sport facilities – S10health offers a discounted membership rate for all Sheffield alumni, giving you access to the gym, swimming pool, steam and sauna rooms, and fitness classes all based at the Goodwin Sports Centre.

Libraries – As a graduate, you can apply for free membership of the library. This will enable you to access all University libraries during staffed service hours, plus the Western Bank and Health Sciences libraries during self-service hours. You’ll also be able to borrow and request books from all our libraries and register to access a range of online journal articles using the Library Walk In Access Service.

Hotels and cottage hire – Enjoy a 10% discount with cottages.com and receive a discount at a number of hotels in Sheffield, including Halifax Hall Hotel in the Endcliffe student village.

Inox Dine – Situated on Level 5 of the Students’ Union Building, Inox Dine is one of the city’s finest restaurants. As a Sheffield alumnus, you’ll receive a 10% discount off their locally sourced, seasonal lounge menu.

Wedding venues – Choose from four stunning wedding venues at the University of Sheffield, including Firth Court, and receive an alumni discount with momentoUS.

You may need to show your Alumni Membership Card to take advantage of some of these benefits. We’ll post it out to you in September with our annual magazine, Your University.
Keeping in touch

To help you stay informed about what’s happening at Sheffield, we’ll be in touch with you in a number of ways. You’ll receive the annual alumni magazine, Your University, each July, along with regular Sheffield Alumni Bulletin e-newsletters. We’ll also email you with details of events and reunions, as well as opportunities to come back to campus to help the next generation of students here.

Watch

Watch our graduate video to learn more about what it means to be Sheffield Alumni. Visit sheffield.ac.uk/alumni/graduates

Keep in touch

To update your details visit sheffield.ac.uk/alumni/update

Update your details

Keep your details up-to-date so we can let you know about the latest events, news and opportunities that are most relevant to your location, interests and expertise.

University of Sheffield by numbers

1p
In 1904, over £50,000 was raised by penny donations from local steel factory workers and residents to help found the University – that’s over £15 million in today’s money.

1905
The University was founded, with just 114 students. King Edward VII opened Firth Court the same year.

1908
The first graduation took place, with 81 students attending the ceremony in Firth Court.

27,947
Students are currently studying here.

5 years
2017 marked the fifth consecutive year in which the University of Sheffield beat Sheffield Hallam at Varsity.

1.3million
Books and periodicals in the University libraries.

#1
We’re the number one Russell Group University for student experience and our Students’ Union has been voted the best in the UK for the ninth consecutive year in the Times Higher Education Student Experience Survey.

6 Nobel Laureates
In 2016, former lecturer, Professor Sir J Fraser Stoddart was awarded the Nobel Prize for Chemistry, making him the University’s sixth Nobel Prize winner.

2 tonnes
The world’s first air-cleansing poem, In Praise of Air, located on the side of the Alfred Denny Building, removed two tonnes of nitrogen oxide from the environment in just three years.

100
We are a world top 100 university, ranking 13th in the UK and 82nd internationally in the 2017 QS World University Rankings.

£40 million
More than 21,000 individual gifts have been donated to the University since 2002, totalling more than £40 million in gifts and confirmed pledges.

10,000
Congratulations – you’re one of 10,000 outstanding students graduating from the University this year.

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*Alumnus or (fem) alumna n. pl ni or nae –
A graduate or former student of a school, college or university. From the Latin: nursling, pupil, foster son, from alere to nourish.