



The
University
Of
Sheffield.

Development
Alumni
Relations &
Events.



The Graduate Guide

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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 190,000 Sheffield alumni from more than 190 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, 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

Your Future



You've graduated, what next?



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 any jobs you may have. All these things can help you decide what you want to do and make you stand out from the crowd when applying for graduate roles.



3. Build up your contact list

Alumni events can be a great way to expand your professional network with fellow Sheffield graduates.



4. Try unconventional means of applying for jobs too

Often small and medium-sized businesses can be receptive to speculative applications.



5. 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.

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. 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.

You can access careers support for up to three years after graduation.

There's lots of information on the Careers Service website, including advice on choosing a job, where to look for vacancies and applying for postgraduate study.

Search for vacancies and sign up for job alerts by creating a graduate account on Career Connect.

You can book an appointment with a Careers Adviser; this can be face-to-face, via Skype, or over the phone.

 0114 222 0910

 @unishfcareers

 fb.com/unishfcareers

 @unishfcareers

 University of Sheffield
Careers Service

 Send them an email via
Career Connect

Next steps

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. 11.
- 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.



Job hunting

Job hunting can sometimes feel a little overwhelming, but Career Connect is a great place to start looking. Its powerful search function enables you to look for graduate jobs and part-time work, as well as finding out about our careers fairs. This is also where you'll be able to book an appointment with a Careers Adviser.

If you were an international student, or you're looking for work in other countries, check out the international careers resources on the Careers Service web pages.



Graduate Outcomes

You'll be asked to take part in the national Graduate Outcomes survey to find out what you're doing, approximately 15 months after graduating. Please complete it and help us make sure that Sheffield gets responses from all its recent graduates.

Applications and interviews

The Careers Service offers online support to help you write strong job or course applications, as well as how to use social media to enhance your prospects.

Applications 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.

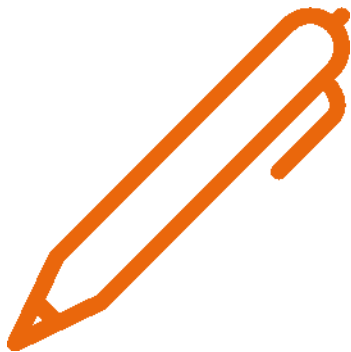
Task – what was the objective?

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.



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

What do you do well and enjoy doing? These are your strengths. But show that you're aware of your weaknesses too and what you have been doing to overcome them.

Your HEAR

If you were an undergraduate, the Higher Education Achievement Report (HEAR) is an official record of your university achievements. It contains academic information, and extra-curricular activities that the University can verify. As a University-issued document, it supports the information about you in your CV and application forms. It can also help remind you what you have achieved at University, to help you write your applications and prepare for interviews.

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. Book a confidential appointment with an adviser to discuss how/when/where you could disclose a disability to your employer so they can make any reasonable adjustments which you would be entitled to under the Equality Act 2010.

Postgraduate study at Sheffield



STAY ON.
Go far.

Whether you want to carry on studying a subject you love, learn new skills or try something new, why not find out where a Sheffield postgraduate course could take you?

Visit our **Stay On. Go Far.** webpage to access dedicated opportunities and services to support your journey to postgraduate study including:

Alumni Rewards - As a Sheffield graduate you can benefit from a 10% discount of up to £1,500 on tuition fees.

Talk to US - Get personalised support and advice on your postgraduate options at Sheffield, a fast-tracked decision on your application and detailed advice on funding and finance.



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 extracurricular experience which will be really valuable in the future.

Sarah Pugh

(LLB International Law 2016, LLM International Law and Global Justice 2017)



Your Sheffield



Update your details

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 quarterly 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.

Keep us updated

In order for us stay in touch and let you know about the latest events, news and opportunities that are most relevant to your location, interests and expertise, we need your up-to-date contact details.

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



sheffieldstore.com/products/sheffield-students-union-life-membership
0114 222 8667

Students' Union Life Membership

Revisit your student days again and again by becoming a Life Member of Sheffield Students' Union.

Membership entitlements

- Access to the Students' Union building, including club nights and bars
- Sign a friend into the Students' Union
- Visit the Activities and Sports Zone & join Students' Union societies
- Access to Sheffield Volunteering

It costs just £10 and all proceeds are invested into the Students' Union. To become a Life Member, visit sheffieldstore.com

 University of Sheffield
Students' Union

 Sheffield
Students'
Union Store



sheffield.ac.uk/alumni/merchandise
sheffieldstore.com
sheffield.ac.uk/cics/university-gifts

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.

There is also customised department, faculty, society and team clothing available. 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 and Events teams are 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 formal dinners, class reunions and more.

Keep an eye on your email inbox for:

- Pop Tarts Reunited in September
- House of Lords reception in Spring
- Alumni Sports Day and Pop Tarts Reunited in 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 tagging @SheffieldAlumni

**POP
TARTS
★
REUNITED!**



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.

House of Lords reception

This event has become a highlight in the alumni events calendar, proving to be increasingly popular each year. Tickets are allocated via a ballot system and successful applicants are invited to purchase tickets for an evening reception and optional tours in the Palace of Westminster. To ensure you receive an invitation to this special event, please keep your contact details up to date with us at sheffield.ac.uk/alumni/update

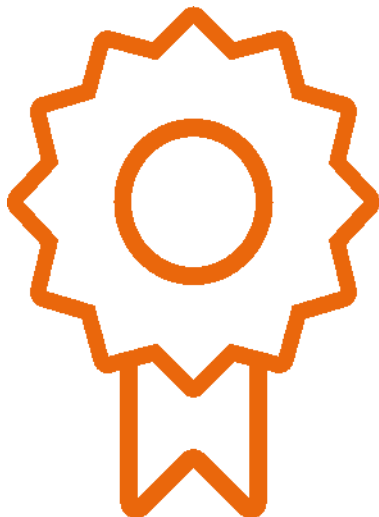


Volunteering

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

You can choose to volunteer as a new graduate, or wait until you've been out in the workplace for a couple of years - it's up to you. Visit our webpages to register your interest and find out more.



Our annual Volunteer of the Year Award recognises an alumni volunteer who has gone above and beyond. It is presented at our annual Alumni Thank You event.



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 almost 1,000 former students from 45 countries have given over 10,000 hours of their time to help current students through our Alumni Volunteering programme.

Alumni giving back

As a Sheffield student, you'll have benefited from the generosity of our alumni community. Maybe you took part in a club or society project funded by the Alumni Foundation, received a scholarship, experienced research-led teaching or made use of the facilities, libraries and academic equipment on campus. You may not have realised it at the time, but donors support all of these things.

Opportunity for all

We believe that everyone, regardless of their background, should have the opportunity to study at Sheffield. But the increasing cost of going to university can be a real barrier for some. The University offers financial support for students from lower-income and disadvantaged backgrounds, but sadly, demand is higher than ever. Donations make a huge difference. It is only with help from supporters that we can award more scholarships to talented students, helping them to study here free from financial worry.

How you can help

Now you've graduated, we'll keep in touch with you about how alumni donations are making a difference. If you'd like to give to help students in financial need, you can. To find out more, visit sheffield.ac.uk/alumni/donate or phone **0114 252 5788**. Watch out for a call from one of our student callers – they'd love to catch up with you.

Or, why not take on a fundraising challenge? Recently alumni have raised thousands of pounds from sports events, bake sales and running challenges in support of scholarships and other charitable causes. Contact our Community Fundraising team at communityfundraising@sheffield.ac.uk to find out how we can support you with your fundraising.



The scholarship means I can take part in the same activities as my coursemates without it being obvious I don't have as much money as them. I can be a normal student, just like everyone else.

Salma Ghafoor
(*MBChB Medicine student*)

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, Hon LittD 2019*) 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, CMG, 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.



Dame Jessica Ennis-Hill



Dan Walker



Lord David Blunkett



Ade Solanke



Eddie Izzard



Dr Helen Sharman, CMG, OBE



Lucy Prebble

Alumni benefits

As well as careers 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 up to a 10% discount with cottages.com and receive a discount at a number of hotels in Sheffield, including Halifax Hall Hotel and Jonas 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.



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.

28,849

Students are currently studying here.

7 years

2019 marked the seventh consecutive year in which the University of Sheffield beat Sheffield Hallam at Varsity.

1.3million

Books and periodicals in the University libraries.

3,000

More than 3,000 graduates have given their time to support the University and its students as Alumni Volunteers.

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.

11 years

Our Students' Union has been voted the best in the country for the past 11 years.

100

We are a world top 100 university, ranking 13th in the UK and 78th internationally in the 2019 QS World University Rankings.

£52 million

More than 41,000 individual gifts have been donated to the University since 2002, totalling more than £52 million in philanthropic income received.

10,000

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

Keep in touch

We share news through our website, social media pages and emails, and you can also reach us by phone. All our addresses and handles are included below so you know where to find us and get all the latest from Sheffield.

 sheffield.ac.uk/alumni

 alumni@sheffield.ac.uk

 0114 222 1071

 @SheffieldAlumni

 @SheffieldAlumni

 @SheffieldAlumni

 University of Sheffield Alumni

Watch

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

Development, Alumni Relations & Events
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UK

**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.*