

## Checklist for researching graduate employers: FIND OUT THE FACTS

THE EMPLOYER	
<b>Name of employer</b> (check the spelling)	
<b>Website address:</b> main	
<b>Website address:</b> graduate recruitment	
<b>Outline of main business</b>	What products does it make? What services does it provide? What is the organisation's mission statement? How would I sum this up in my own words?
<b>Clients and customers</b>	Who uses this organisation's products/services? In which countries does this organisation operate?
<b>Main competitors</b>	What other organisations operate in this area or offer similar products/services? How do these organisations compare?
<b>Main location (HQ) and regional locations</b>	
<b>Size and annual turnover</b>	
<b>In the news</b>	Look at recent press releases and review a quality daily newspaper or its website – what are the important stories and headlines for this organisation?
THE GRADUATE JOB AND THE RECRUITMENT PROCESS	
<b>Relevant job opportunities/ graduate programme</b>	What does the position/graduate programme involve?
<b>Work experience/ placements/ internships</b>	
<b>Degree backgrounds sought</b>	
<b>Minimum requirements</b> (degree class; UCAS points)	
<b>Does the organisation accept applications from applicants needing a work permit?</b>	
<b>Application deadline</b>	
<b>Contact details for recruitment team</b>	
<b>General competences I need to demonstrate:</b> communication skills, writing skills, teamwork, commercial awareness...	
<b>Any specific job-related skills or experience needed?</b>	
<b>Type of application:</b> CV and covering letter, online application...	

<b>Selection processes:</b> tests, interviews, assessment centre...	What is the process? If this information isn't available on the website, how can I find out more?
<b>Any tips on applications and handy hints from the recruitment team?</b>	
<b>UNDERSTANDING THE EMPLOYER'S CULTURE</b>	
<b>How do I think this employer likes to see itself?</b>	What are its stated or implied core values?
<b>What does the employer's brand say to me?</b>	How does the organisation brand itself? What do I think about this?
<b>What are its policies relating to flexible working, equal opportunities...?</b>	
<b>Awards</b>	Has this organisation won any awards related to recruitment and workplace (eg TARGETjobs National Graduate Recruitment Awards, Best Employer Awards...) or its products and services?
<b>What do current graduates say?</b> (read profiles on the employers website and at <a href="https://targetjobs.co.uk">targetjobs.co.uk</a> )	
<b>Will I be based in one location or expected to travel to different offices and sites?</b>	If mobility is required, when and how often will I be travelling and will this be international or within the UK?
<b>What training and development is on offer?</b> <b>How is this structured and delivered?</b>	
<b>What are the opportunities for progression and career development?</b>	
<b>What benefits are on offer – holidays, pension, private healthcare...?</b>	
<b>From reading the employer's literature and exploring other sources of information, what is my general feeling about this organisation?</b>	
<b>Why I would like to work for this employer</b>	
<b>What I could offer this employer</b>	
<b>Questions to ask at interviews</b>	

Don't forget to check out the employer hubs on <https://targetjobs.co.uk/employer-hubs> for information about employers, graduate vacancies and internships, plus tips on how to get hired written by our careers editors.