

Checklist for researching graduate employers: FIND OUT THE FACTS

THE EMPLOYER	
Name of employer (check the spelling)	
Website address: main	
Website address: graduate recruitment	
Outline of main business	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?
Clients and customers	Who uses this organisation's products/services? In which countries does this organisation operate?
Main competitors	What other organisations operate in this area or offer similar products/services? How do these organisations compare?
Main location (HQ) and regional locations	
Size and annual turnover	
In the news	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	
Relevant job opportunities/ graduate programme	What does the position/graduate programme involve?
Work experience/ placements/ internships	
Degree backgrounds sought	
Minimum requirements (degree class; UCAS points)	
Does the organisation accept applications from applicants needing a work permit?	
Application deadline	
Contact details for recruitment team	
General competences I need to demonstrate: communication skills, writing skills, teamwork, commercial awareness...	
Any specific job-related skills or experience needed?	
Type of application: CV and covering letter, online application...	

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

Don't forget to check out the **Employer Insights** reports on <http://targetjobs.co.uk/employer-insights>
You'll find an overview of over 100 leading graduate employers including information on their recruitment processes, and top tips on their applications, interviews and assessments.