



The
University
Of
Sheffield.

Campaigns &
Alumni
Relations.



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 join a global family of over 300,000 Sheffield graduates from more than 205 countries. From teachers and engineers to Nobel Prize winners and Olympic and Paralympic champions, Sheffield's alumni are helping to shape the world we live in.

We can't wait to see what you do next.

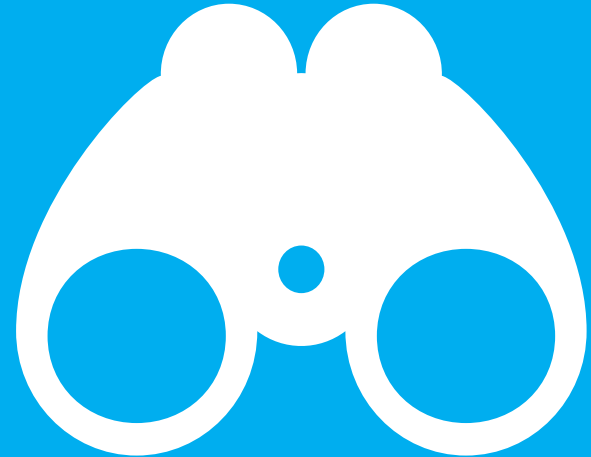
The Alumni Relations and Careers Service teams are here to help you shape your future.

We've produced the Graduate Guide to support you as you embark on this next phase in your life. As well as advice on establishing your career, you'll also find out how you can stay a part of your university, now and always.

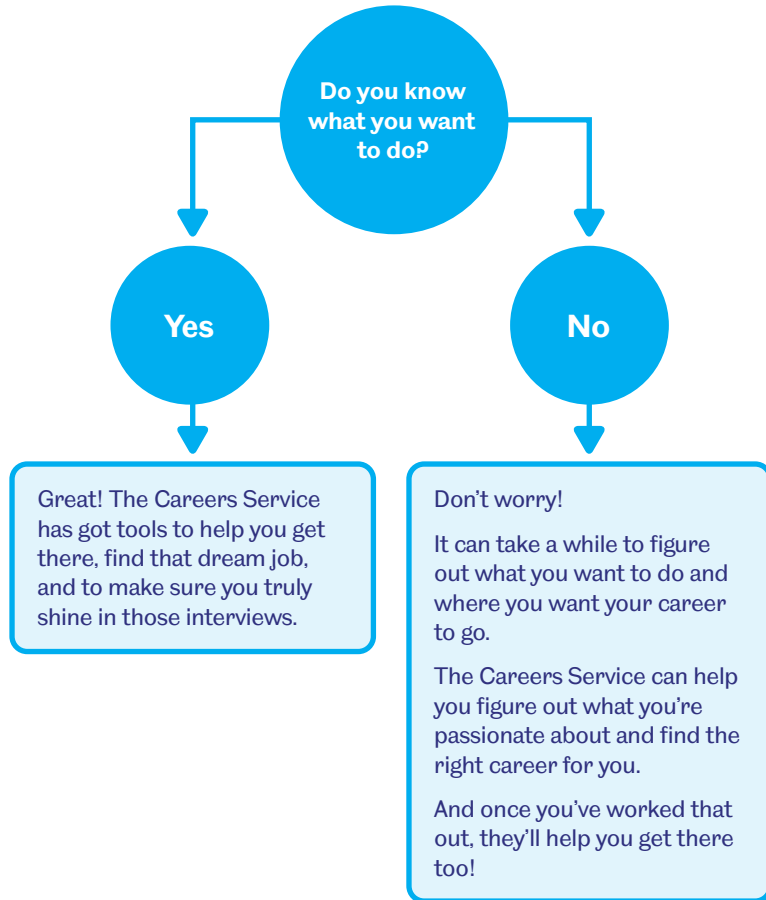
Congratulations, and keep in touch.

Claire Rundström
Head of Alumni Relations

Your Future



You've graduated, what next?



How to take the next step

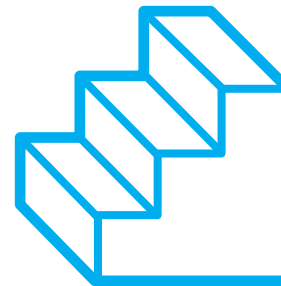
Whether it's securing your first role, or taking that next step up in the organisation, these tips will always serve you well.

1. Always keep developing

Nothing ever stands still, so you can't either. Whether it's tools, techniques or technologies, make sure to stay ahead of the game.

2. Take steps to improve your career prospects

This may be through volunteering, taking on extra responsibilities in your job, or getting involved in new projects. All these things can help you stand out from the crowd and potentially discover new avenues for your career.



3. Build up your contact list

Who you know can be as important as what you know, but networking can be a scary thing to start. Connecting with other alumni online or at events can be a great way to expand your professional network where you know you have something in common to break the ice.

4. Try unconventional means of applying for jobs too

Often small and medium-sized businesses can be receptive to speculative applications. Show them what you can do and take the initiative to catch their attention.

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

The Careers Service is here to provide you with information, support and guidance, to help you fulfil your potential and get to where you want to be.

Wherever you are with your career planning they can help - either through online resources or a one-to-one appointment with one of their advisers.

On the web they've got self service guides on choosing a job, where to look for vacancies and putting together an application.


Or you can book an appointment with a careers adviser; this can be face-to-face, on Google Meet, or over the phone.

They are also connected with lots of employers - from local SMEs to large multinationals - and host job listings and careers fairs where you can meet employers face to face.

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

 sheffield.ac.uk/careers/grad

 0114 222 0910

 Send them a message via Career Connect

 @unishfcareers

 @unishfcareers

 @unishfcareers

 The University of Sheffield Graduate Careers Support Network

Career Connect

Career Connect is the central portal for all things careers.

Job hunting can sometimes feel a little overwhelming, but Career Connect is a great place to start.

Once you've set up your graduate login, you'll be able to search job listings based on your specific criteria, and set up job alerts. You can also use it to sign up for employer fairs and webinars, or 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.

Set up your graduate Career Connect profile by visiting: sheffield.ac.uk/careers/graduate/graduate-access-career-connect



Applications and interviews

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

Job 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 a document first so you can check spelling and grammar.

3. Tailor your answers

Make sure all your answers are tailored, specific and relevant – both to the role and the company. If it isn't relevant and you're short on space, leave it out.

Transcripts and HEAR

If you need to access or share your course results or HEAR activity with prospective employers you can do so through the Gradintelligence system. This is the official service to provide certification of your results and achievements.

sheffield.ac.uk/certificates-verification/access-hear-transcript

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

And 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.

Assessment centre prep

If you've been asked to take an online assessment or aptitude test, this might be a completely new experience. But we've got you covered here as well, with guides and practice tests within Career Connect so that when you take one for real, you'll be well prepared.

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

You know Sheffield is an amazing place to study, so if you're looking to continue, why not stay in the city you love.

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

Alumni Rewards

As a Sheffield graduate you may be eligible for up to a 20% tuition fee discount on postgraduate taught courses (capped at £2,500).

Find out more about a tuition fee discount: sheffield.ac.uk/postgraduate/alumni-rewards



Due to completing my BSc in Biochemistry and Microbiology at the University of Sheffield, I already knew that the standard of teaching was high. Furthermore, having already spent three years in the department, I knew how passionate the lecturers and researchers were about their work, as well as ensuring students were given the best support and opportunities. I have thoroughly enjoyed my masters, I feel that I have learnt so much, been challenged and had amazing support throughout.

Chloe Preston

*Postgraduate degree:
MSc Antimicrobial Resistance*



Continue developing

The world doesn't stop developing and neither should you. There are plenty of ways you can keep learning new skills and building your experience:

- **Online courses**
 - Sheffield offers all sorts of online courses (many of them free) to continue your learning, or get a taster of a different profession
- **The Boardroom**
 - View exclusive masterclasses from globally leading Sheffield alumni working as C-level executives
- **Try Volunteering to develop new skills**
 - Take on new opportunities:
 - ▶ With your employer
 - ▶ With a new organisation
 - ▶ Or with us to support current students (see page 20 to find out more)

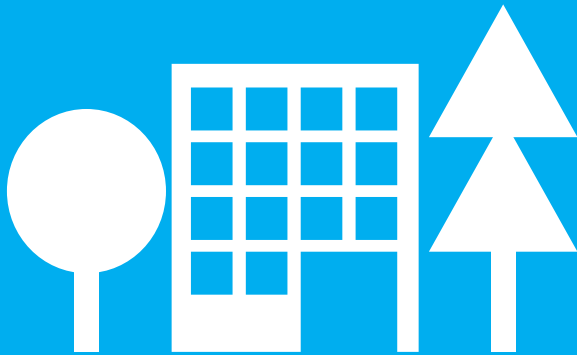
Entrepreneurship

Got a great business idea but don't know how to get started? The University can help through the Entrepreneurship team, who provide advice and share useful resources.

Connect with the Sheffield Entrepreneurship team:
sheffield.ac.uk/entrepreneurship



Your Sheffield



What we can help with

The Alumni Relations team is your first point of contact for help with the University once you've graduated. If you're not sure what help you need, come to us and we'll point you in the right direction.

As well as answering your questions, it's our job to help you stay in contact with your university, provide any assistance you may need, and keep you up-to-date with news, events, career development and opportunities for you to get involved in.

FAQs

- **Where can I get a transcript of my results, official verification of my grades, access my HEAR, or get a replacement certificate?**
 - Visit the Certificate and Verification webpages: sheffield.ac.uk/certificates-verification
- **How can I get an academic reference?**
 - Speak to your personal tutor or dissertation supervisor - they will know you best and be able to provide a tailored statement



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 summer, along with the quarterly Sheffield Alumni Bulletin via email.

We'll also send you details of events and reunions, updates from clubs, societies and your old department, as well as opportunities to come back to campus to help the next generation of students.

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



Alumni benefits

As well as careers support, there's a whole lot of other benefits to being a Sheffield graduate:

Libraries - As a graduate, you can apply for free membership of the library. This will let you access all University libraries during staffed service hours, plus the Western Bank and Health Sciences libraries during self service hours. You can also borrow and request books from all our libraries and access online resources on-site.

Sport Sheffield - Get a discounted membership rate, giving you access to the gym, swimming pool, steam and sauna rooms, and fitness classes, all based at the Goodwin Sports Centre.

Hotels - if you're coming back to Sheffield, get a discounted room rate with a number of hotels in Sheffield, including Halifax Hall Hotel and Jonas Hotel near campus.

Wedding venues - if you met your special someone at Sheffield and are thinking of tying the knot, why not do it somewhere with special memories for you both?

To see details on all these and more, visit: sheffield.ac.uk/alumni/benefits



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 your first copy of our annual magazine, *Your University*.

Alumni Events

Once you've graduated, we're sure you'll miss Sheffield. The Alumni Relations team organise a variety of events to help you get back together with your friends and reconnect with your coursemates.

There's a whole mix of events throughout the year, from talks and prestigious receptions, to quizzes and club nights.

And our events aren't just in Sheffield, they take place across the UK, the world, and online.

Here's a selection of our recent events - look out for invitations coming to your inbox soon!

Check our Events Calendar for forthcoming alumni events: sheffield.ac.uk/alumni/events

House of Lords reception

Ever wanted to visit and take a tour of the Palace of Westminster? Every year we host a very special reception to let our alumni do just that.

Pop Tarts Reunited

The most memorable Sheffield club night doesn't have to end just because you aren't a student. Twice a year we run a special night open to graduates - just the opportunity to bring your friends back to Sheffield and pretend you never left.

Alumni Sports Day

Face off against fellow alumni teams from different years, as well as current students, and see whether you've still got it on the playing field.

International receptions

In collaboration with our alumni groups around the world, we arrange special overseas events and bring Sheffield to you. We routinely host events across the USA and China, and are always looking to add more events as travelling permits.

Public Events

As well as the events we arrange just for you, the University also runs a full calendar of public events throughout the year that are worth a trip back to Sheffield for.

Festival of the Mind

Bringing the University's most exciting and diverse research into the city, it's a great way to find out about the impact Sheffield is having on the world.

Off the Shelf

One of the UK's premiere literature festivals, Off the Shelf brings world-renowned authors into the city for interviews, discussions and workshops on their writings.

Public lectures

It's our privilege and our pleasure to welcome a variety of famous faces to Sheffield to talk about their lives and work. From alumni like Helen Sharman, the first British astronaut, to artists like Grayson Perry or sporting stars like Harry Redknapp, the variety of speakers we welcome to Sheffield is outstanding.

Take a look at what's coming up on the University's What's On pages: sheffield.ac.uk/whatson



International alumni groups

With over 300,000 alumni in 205 countries, we are proud to be a truly international university.

If you've moved overseas to a new city, you can connect with fellow alumni by joining one of our international alumni groups and continue to build your networks and make new friends.

Take that little piece of Sheffield with you and chat with like-minded graduates to help you get to know a new place, or just find someone to share your memories of Sheffield with.

Many of our groups also organise get-togethers and events - both informally and for professional networking to help bolster your career links.

We have dedicated groups across the USA, Mexico, Columbia, China, India, Pakistan, and we're always adding more.

Find out more and join one of our international alumni groups: sheffield.ac.uk/alumni/international



Merchandise

Keep representing Sheffield!

A memento to remind you of great times, a present for a friend, or a way to show off your pride - the SU Store has an extensive range of quality and ethically sourced products.

Explore the range of crested and essential hoodies, t-shirts, hats, accessories and other goodies in store or online at: sheffieldstore.com



SU Lifetime Membership

Become a lifetime member of Sheffield SU to continue showing your support as well as:

- Accessing SU bars and club nights
- Joining societies and using the Activities and Sports Zone
- Take part in Sheffield Volunteering



 University of Sheffield
Students' Union



Volunteering

Volunteering is a fantastic way to improve your professional skills and pass on everything you've learnt to the next generation. It can help you demonstrate leadership and mentoring skills - vital if you want to move up the career ladder.

Plus, it's a great way to network, stay connected with your department and the University, whilst inspiring and guiding current students.

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
- Attend a networking event

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. Whatever stage you're at, you've got something valuable to contribute as a volunteer.

Visit our Volunteering webpages to find out more:
sheffield.ac.uk/alumni/volunteer



Why volunteer

Coach Cafe

"I loved the chance to re-connect to The University of Sheffield and meet really engaged students at an earlier stage of their career."

Social Sciences London City Connections

"Not every student has access through friends or family to ask questions or get advice about what comes after graduation, but by volunteering, you can help to fill that gap. Having been involved for a few years now, it's great to see how well people are doing as time passes and their careers progress."

Global Engineering Challenge and Engineering You're Hired

"I have enjoyed the opportunity to interact with students, and contribute towards the development of skilled engineers. It also gave me the opportunity to refresh my own knowledge. I would recommend all alumni to volunteer and support such activities."

Careers Service eMentoring

"It's very satisfying for me to be able to give something back to the University, by helping the current generation of students develop their career prospects in these challenging and uncertain times"



Giving back

If you've received a scholarship or hardship grant then you'll know how crucial extra funding can be. We hope the donations went some way to relieving your money worries and helped you focus on your course.

And if you've been part of a club or society then you've probably had help from donations too. Whether it was help to buy new equipment or represent Sheffield with pride, we hope you enjoyed learning something new and made friends for life.

Donating is about lots of alumni each giving at a level they're comfortable with. Together you'll help make Sheffield an even more amazing place to study.

Discover how you can leave your mark on Sheffield:
sheffield.ac.uk/giving



Thank you to everyone who donates to support student clubs. The funding has been extremely beneficial because being able to compete with proper equipment gives us the edge we need. And knowing there are people out there who want to see your club succeed really helps to shift our mindset and gives everyone a massive morale boost.

Charlotte McGinley
(SU Wellbeing and Sport Officer)



Receiving a scholarship has changed my time at Sheffield from being a source of great stress to an incredible experience. I couldn't be more grateful.

Jasmin Yeo
(BA Architecture student)

Outstanding alumni

Just like you, many University graduates have made Sheffield their home before going onto even greater things. Here are just a few you may recognise.

Sports

Dame Jessica Ennis-Hill

*BSc Psychology 2007,
Hon LittD 2010*
Olympic gold in heptathlon

Bryony Page

BSc Biology 2015
Olympic silver and bronze in trampolining

Hollie Pearne-Webb, MBE

BA Economics 2013
Olympic gold-medal in hockey

STEM

Helen Sharman, CMG, OBE

BSc Chemistry 1984, Hon DSc 2017
Scientist and astronaut

Sir Richard Roberts

*BSc Chemistry 1965, PhD
Chemistry 1968, Hon DSc 1994*
Nobel Prize winning Chemist and Molecular Biologist

William Matthews

BA Architectural Studies 1993
Designer of the Shard and the Tintagel Castle Bridge



Dame Jessica Ennis-Hill



Helen Sharman, CMG, OBE



Bryony Page

Outstanding alumni

Society

The Rt Hon Lady Justice Rafferty

LLB Law 1971, Hon LLD 2005
Former Lady Justice of Appeal,
Chancellor of the University of
Sheffield

The Rt Hon the Lord David Blunkett

BA Politics 1972, Hon LittD 2016
Former Member of Parliament and
Home Secretary

Dr Amal Al Qubaisi

*PhD Architecture 2001,
Hon LittD 2016*
First female President and Speaker
of the UAE Federal National Council

Business

Ann Cairns

BSc Maths 1978, Hon LittD 2019
Vice-Chair for Mastercard

Douglas Young

*BA Architectural Studies 1986,
Hon LittD 2019*
Designer and Founder of G.O.D

Steve Oliver

BA Psychology 1992
Co-founder of musicMagpie

Clive Humby, OBE

*BSc Maths and Computer Science
1975, Hon DEng 2016*
Data Analyst and inventor of the
Tesco Clubcard

Outstanding alumni

In the media

Dan Walker

*BA History 1998, MA Journalism
Studies 1999, Hon LittD 2019*
BBC presenter and journalist

Munya Chawawa

BSc Psychology 2014
Comedian, writer and presenter

Lucy Prebble

BA English Literature 2002
Playwright and screenwriter for
Succession

Wayne Garvie

*PhD Economics and Social
History 1989, Hon LittD 2019*
President of International
Production at Sony Pictures
Television

Stephen Daldry

*BA English Literature 1982,
Hon LittD 2001*
Director and producer

Ade Solanke

BA English Literature 1984
Award-winning playwright

Lee Child

LLB Law 1977, Hon LittD 2009
International best selling author

Dame Hilary Mantel

BJur Law 1973, Hon LittD 2005
Double Booker Prize winning
author

Dorothy Byrne

*Dip Business Studies 1974,
Hon LittD 2018*
Editor and former Head of News
and Current Affairs at Channel 4



Dr Amal Al Qubaisi



The Rt Hon the Lord David Blunkett



Ann Cairns



Dan Walker



Ade Solanke



Munya Chawawa

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.

29,666

The number of students currently studying here.

7

The number of consecutive Varsity competitions in which the University of Sheffield has beaten Sheffield Hallam.

1.3million

Books and periodicals in the University libraries.

1,000

More than 1,000 graduates have given their time to support over 7,000 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.

10 years +

Our Students' Union has been voted the best in the country for more than a decade.

100

We are a world top 100 university, ranking 17th in the UK and 95th internationally in the 2022 QS World University Rankings.

£76 million

More than 65,000 individual gifts have been donated to the University since 2002, totalling more than £76 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 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
-  +44 (0) 114 222 1071
-  @SheffieldAlumni
-  @SheffieldAlumni
-  @SheffieldAlumni
-  University of Sheffield Alumni

Watch our graduate video to learn more about what it means to be a Sheffield alum.

Visit: sheffield.ac.uk/alumni/graduates



Alumni

A graduate or former student of a school, college or university.

From the Latin: nursling, pupil, foster son, from alere to nourish

Alumnus - male singular

Alumna - female singular

Alumni - male or mixed plural

Alumnae - female plural

Alum - informal

Campaigns and Alumni Relations
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UK

sheffield.ac.uk/alumni

