

Looking for a Job in the UK Checklist

This checklist is designed to help you feel confident and organised as you navigate the UK job market. Use it to track your progress and identify areas where you may need further support.

Understanding Your Right to Work	Yes	No
Do you understand your current visa conditions and working rights in the UK?		
Have you checked official guidance from UK Visas and Immigration (UKVI) to confirm: <ul style="list-style-type: none">· How many hours you can work during term time and vacations· Whether your visa allows full time work after graduation· Your eligibility for the Graduate Route or Skilled Worker visa		
Do you feel confident explaining your right to work clearly to employers if asked?		
Have you researched whether employers in your chosen sector are likely to sponsor visas?		

CV Preparation and UK CV Standards		
Is your CV written in a UK style format and no longer than two pages?		
Is your CV applicant tracking system compliant, using a clear layout created in Microsoft Word rather than Canva or online templates?		
Have you had your CV reviewed by a Careers Adviser or employability service/team?		
Have you tailored your CV to each role using the skills and language from the job description?		
Do you have more than one CV version if you are applying to different industries or role types?		
Have you written a tailored cover letter for each application, highlighting why you are interested in the role, the skills you bring, and how your experience aligns with the job description?		
Have you expanded upon the projects and assignments that you have completed in your bachelors or masters in the UK?		

LinkedIn		
Is your LinkedIn profile complete, professional, and aligned with your career goals?		
Have you asked for any LinkedIn recommendations to improve your profile?		
Are you using LinkedIn to connect with peers, alumni, and professionals, and to follow organisations you are interested in?		
Are you posting updates about your learning, projects, or events you are attending?		
Are you commenting on or engaging with content from companies or professionals in your field?		
Have you joined relevant groups and participated in discussions to expand your network?		

Interview Preparation	Yes	No
Have you prepared structured examples using the STAR technique that demonstrate your skills and experience?		
Are you confident discussing your motivation for the role and your right to work in the UK?		
Are you confident in explaining the transferable skills you have as an international student?		
Have you prepared an answer to the “Tell me about yourself question?”		
Have you researched the company in detail and would be confident answering questions about this?		
Have you prepared some questions to ask the interviewer to show your enthusiasm and interest in the role and company?		
Have you planned your journey to the interview?		

Where to Look for Jobs		
Are you using industry specific job searching websites, besides Indeed? For example, searching “Retail job searching websites” will show you Retail Jobs, Retail Choice and Jobs Retail. Use websites that are relevant to your industry as well as generic websites.		
Are you using Student Circus – a website for international students looking for sponsorship? Take a look at these student and graduate specific job searching websites		
<ul style="list-style-type: none"> • Bright Network • Rate my Placement • Milk Round • Grad Cracker • Student Job UK • Prospects 		

Developing your Experience		
Are you considering ways to develop your skills and experience in the UK?		
Have you completed virtual work experience with The Forage or Springpod?		
Have you considered volunteering roles through Charity Job, Reach Volunteering or Tower Hamlets Volunteer Centre?		
Can you complete any personal projects to continue to improve your skills?		
Can you complete any free online courses? Look at Free Course England and Alison.		
Are there any professional bodies that you can join that are relevant to your industry?		