

GUIDANCE FOR UEA GRADUATES



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GUIDANCE FOR UEA GRADUATES

You have studied and grown here, so why not start your career here?

As a graduate of UEA, you already know what makes our community special. Now imagine being part of a team that helps create that experience for future students and plays a role in shaping what comes next.

This guide is designed to help you succeed in the University's recruitment process. It explains how the skills and experiences you've developed during your studies can be used as strong evidence in your job application.

Roles at the University

There is an extensive range of roles across the University, not just academic roles! Opportunities exist in many professional services such as HR, Finance, Procurement, IT, Marketing and Communications, as well as Estates, Facilities and campus operations. Academic opportunities include Laboratory Technicians and Lecturers.

Current opportunities are advertised on our [Careers at UEA page](#). If there are no suitable vacancies, you can register for job alerts via the webpage and set your job preferences so you'll be notified when a relevant role is advertised.

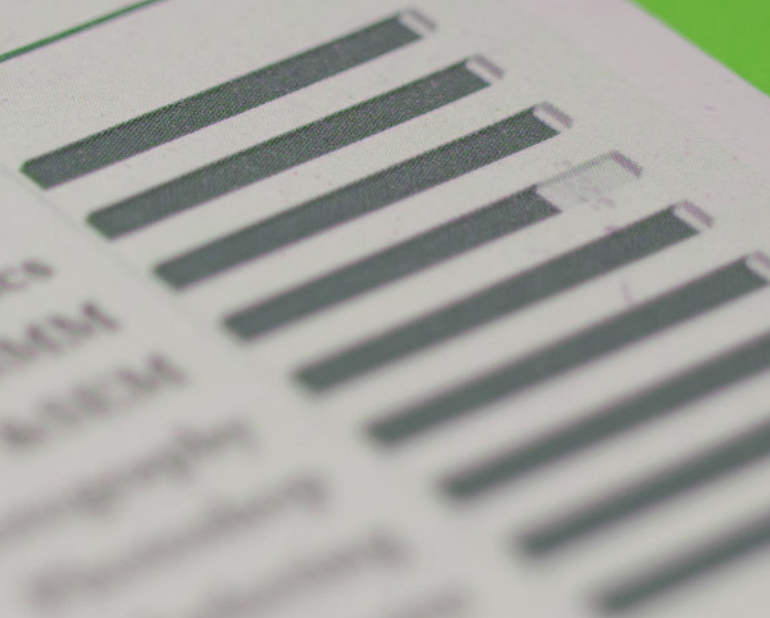


WRITING A CURRICULUM VITAE (CV)

As part of the application process you
will be required to submit a CV.

Skills

MS Office
Google Analytics
CRM
CRM & CRM
Programming
Programming
Programming
Programming
Programming



WRITING A CURRICULUM VITAE (CV) - CONTINUED

The details you include in your CV will depend on the roles you are intending to apply for:

Roles within Academia

- **Contact details** (name, phone number and email address)
- **Education history**
 - » Qualifications
 - » School, College or University where you studied
 - » Dates you attended
- **Work history** – placements, volunteering and any paid jobs, include:
 - » Employer details
 - » Job title
 - » Dates
 - » What you did - provide positive examples of your achievements
- **Relevant research employment**
- **Gaps** in your CV – where relevant, explain any gaps and provide examples of the skills you developed during this time
- **Teaching**
- **Publications**
- **Conferences and talks**
- **Academic responsibilities and outreach**
- If you are applying for a postdoctoral position you may also wish to include a list of your **research skills**
- **Hobbies, interests and/or achievements**
- **References**

Roles outside Academia

- **Contact details** (name, phone number and email address)
- **Personal profile** – a few short lines summarising who you are and what you hope to do. Think about what the employer is looking for and align this to the role
- **Education history**
 - » Qualifications
 - » School, College or University where you studied
 - » Dates you attended
- **Work history** – placements, volunteering and any paid jobs, include:
 - » Employer details
 - » Job title
 - » Dates
 - » What you did - provide positive examples of your achievements
- **Gaps** in your CV – where relevant, explain any gaps and provide examples of the skills you developed during this time
- **Hobbies, interests and/or achievements**
- **References**

Useful tips when writing a CV

- Research the University, Faculty/School/Division and the job before you write your CV.
- Promote your skills and experience.
- Use a clear font like Arial, size 11 or bigger, with the same style throughout.
- Use headings, bullet points and spacing to make it easier to read.
- Keep it to 2 sides of A4, unless it is an academic CV.
- Be clear and precise.
- Match the words you use to the keywords in the job description.
- Get someone else to read it, double check your spelling and grammar.
- Save a backup copy.

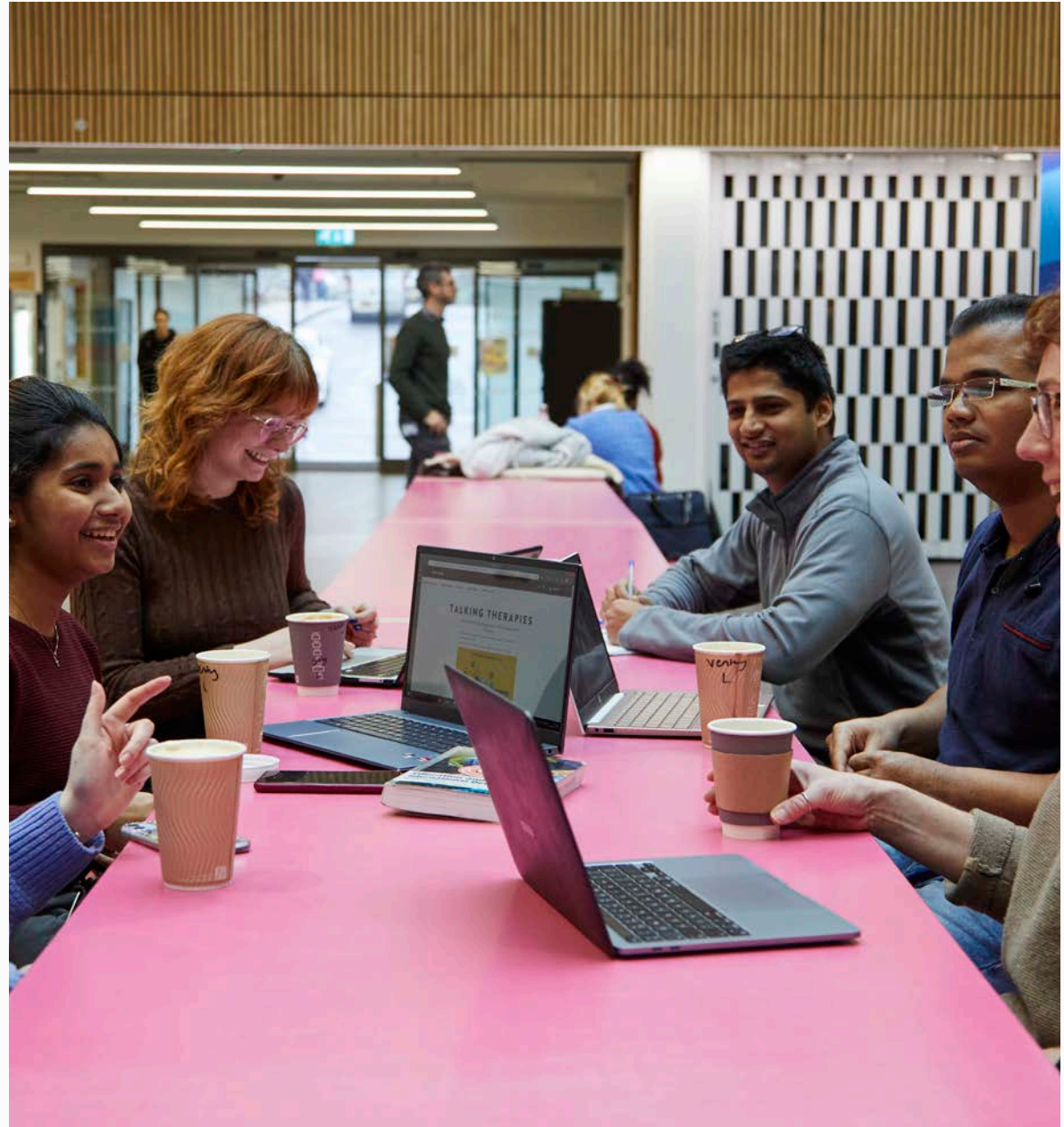
WHY YOUR EXPERIENCE MATTERS

By studying at the University, you already have a valuable advantage over other candidates. You understand the needs of students, the campus culture, and the teaching and learning environment. You may also already be familiar with some of the systems and processes used across the University.

When explaining how you meet the essential and desirable criteria for a role, think about the skills you have developed during your studies. For example, completing projects and coursework often builds skills such as teamwork, working to deadlines, communication, research, and presentation skills.

You should also draw on experiences outside your course, such as involvement in societies, volunteering, placements, or part-time jobs. Consider the skills you have developed through these activities and how they could be applied to the role you are applying for.

Most importantly, don't be afraid to highlight your achievements and strengths. Use clear examples to show what you have done and the impact you made, as this will help your application stand out.



WRITING A STRONG APPLICATION

All advertised posts include a Candidate Brochure, which provides details about the role. This includes a job description and person specification, outlining the essential and desirable skills required for the position.

When you provide evidence of how you meet the criteria, it is important to pay close attention to what is listed as essential. Hiring Managers will use the information in your application to score you against these criteria when shortlisting candidates.

Try to make this process as easy as possible for them. Hiring Managers may be reviewing a large amount of applications, so clear and well-structured answers will help your application stand out.

We strongly recommend that you address each criterion in a separate paragraph, clearly stating which requirement you are responding to. You should then provide a specific example showing how you meet that criterion. These examples can come from your studies, including assignments, group work, research projects, volunteering, societies, placements, or part-time jobs.

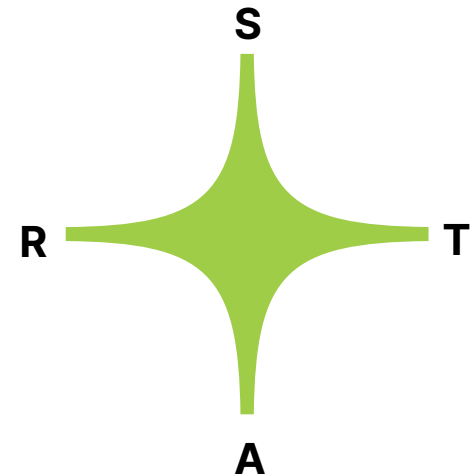
When providing examples, you may find it helpful to use the STAR technique:

Situation - Give a brief overview of the context or background.

Task - Explain the specific task or responsibility you had.

Action - Describe the actions you took. Focus on your individual contribution, even if it was part of a group project. Avoid phrases such as "we did" and instead explain what you did.

Result (and Learning) - Explain the outcome of your actions and what you achieved. You can also highlight what you learned from the experience, particularly if the outcome was not completely successful.



Using the STAR approach helps you provide clear, structured examples that demonstrate your skills and experience effectively.

TIPS FOR COMPLETING THE UEA APPLICATION FORM

- Ensure you complete the application form fully.
- Details from your CV will prepopulate aspects of your application, including sections of your profile. Please check these to ensure details have been copied correctly before submitting.
- The browser you are using may time out when completing the application. This is not caused by the system. To avoid this we advise you write how you meet the essential and desirable criteria in word and then copy this to the application form when ready.
- Make sure you mention each of the essential (and desirable) criteria, referring back to the person specification in the Candidate Brochure. The Recruiting Manager is looking for an easy-to-read statement about why you are applying, what skills and experience you bring to the post and demonstrable examples on how you meet the essential (and desirable) criteria. Tailor your responses to the specific role you are applying for.
- List or highlight any achievements that make you stand out.
- Maintain a positive and professional tone.
- Use the STAR (Situation, Task, Action, Result) or CARL (Context, Action, Result, Learning) mnemonics to help you develop examples for competency-based questions.
- If you have a disability, long-term health condition, or other circumstances that may require adjustments, please provide details on your application form. Reasonable adjustments can be made to support you during the recruitment process, in line with the Equality Act 2010.



COVERING LETTER

As part of the application process, you may have the opportunity to upload a covering letter. This is a great chance to explain your motivation for applying, share your perspective on the University as a student, and highlight what you feel you could bring to the role.

Your covering letter should complement your application form and CV, rather than repeat the same information. Use it to expand on your interest in the role and explain why you would like to work at the University.

Remember that the Hiring Manager may be reviewing many applications, so this is your opportunity to make a strong impression. Be confident in highlighting your experiences and achievements, and think about how you can present your skills and examples in a way that helps you stand out.

INTERVIEWS AT UEA

You will be contacted if you have been selected for interview. Details of the interview process will be provided including the interview date, any additional tests/ presentations you may be required to undertake, and whether the interview is in-person or virtual. We may allocate you an interview time or you may be able to self-select an interview slot to suit you.

Regardless of whether your interview is being held in-person or virtually, the tips on page 11 apply.



USEFUL TIPS FOR THE INTERVIEW PROCESS

Pre-interview

- Research the University and know the job. Look at the University's website, related press articles, company reports, social media presence etc.
- Think about what you are likely to be asked, using the person specification as a guide.
- Know yourself and prepare your evidence in advance. Think about how you could answer typical questions and prove your ability by referring to specific experiences in the past.
- Check accessibility needs early. If you require reasonable adjustments (e.g. accessible venue, additional time for a written task), let us know in advance so arrangements can be made.

Interview

- Listen very carefully, pause to collect your thoughts if necessary, and answer the questions with evidence. Think about why you're being asked different questions, and make sure your answers give enough detail to prove how good you are.
- Keep calm, stay positive. How you relate to the interviewer is almost as important as what you say, so try and smile and be engaging and positive. Remember, they wouldn't have selected you for interview if they didn't think you had the potential to do the job.
- Think of a few questions in advance to ask at the end of the interview.
- Express your views with confidence. You may be asked about your teaching, research or professional practice. We value diverse perspectives, and in line with the Higher Education (Freedom of Speech) Act 2023, lawful views will not disadvantage you. Answers are assessed only against role criteria.

Post-interview

- Review your own performance and learn from this. Interviews are something you get better at with practice. What worked? What didn't? What should you have done beforehand?
- Follow up. If appropriate, it might be a good idea to write to the interviewer afterwards thanking them and reiterating your enthusiasm for the role.
- Ask for feedback, whether you get the job or not.

INTERVIEWS AT UEA (CONTINUED)

At the start of the interview the panel should give you an overview of the Department/ School/Division and where the role you have applied for sits within this. They may also give you some information about why the role is available.

At the end of the interview the panel may check your notice period or potential start date should you be successful. They should also let you know when you will hear an outcome.



ENTITLEMENT TO WORK IN THE UK

If you are offered a role at UEA, this will be subject to verification of your entitlement to work in the UK. British and Irish nationals will be able to use TrustID to evidence right to work remotely or present original documentation. Individuals of all other nationalities will be subject to the points-based immigration system and confirmation of employment status can be evidenced by providing your date of birth and share code from GOV.UK.

In certain circumstances, it may be possible for the University to apply for a Skilled Worker Visa Certificate of Sponsorship to enable individuals to work in the UK. The Staff Immigration and Compliance Team will provide support during this process. If you have questions, or are unsure whether you have right to work in the UK for a specific role, please contact staff.visacompliance@uea.ac.uk

OFFER OF EMPLOYMENT

If you are the successful candidate you will normally receive a verbal offer which will be followed up by a formal written offer letter, setting out the terms and conditions of appointment. The formal offer of employment will be made in writing by the Resourcing Team and will include details of all relevant terms and conditions relating to the post. You will be given a timeframe within which to accept or decline the post, along with the contact details for the Resourcing Adviser who will be able to answer any questions that you may have about the offer of appointment.

Should you accept the offer our Compliance Team will support you through our onboarding processes.



NETWORKS

Networking is a great way to meet people, share knowledge, and learn about opportunities you may not otherwise come across.

Platforms such as LinkedIn can be a useful tool for building your professional network. You might connect with University staff, alumni, or professionals working in areas that interest you. This can help you gain insights into different roles and learn more about potential career paths.

If you need any support or guidance in applying for a role at UEA please contact UEA Resourcing Team at staff.recruitment@uea.ac.uk.

WORKING FOR THE UEA STUDENTS UNION

Whilst separate to the main University where different recruitment practices apply, opportunities are also available in the UEA Students Union. Further information can be found at <https://www.ueasu.work/workingforus>



CAREER CENTRAL

As a UEA graduate you can also access help and support from Career Central – UEA's dedicated on-campus and online careers service. From your first day at UEA to three years after you graduate and beyond, Career Central can help you explore career options and prepare you for your first steps after graduation, whether

that's applying for a graduate job, further study or starting your own business.

If you require support logging in to Career Central, please contact career.central@uea.ac.uk

Career Central can help you by providing general advice on careers including:

- Career Insights and Work Experience
- Graduate Jobs
- Appointments (online or in-person), including CV feedback and mock interviews
- Resources offering help and information across a range of subjects including CV tailoring, cover letters, applications and job hunting
- Mentoring
- Events



GRADUATE CHECKLIST

Use this checklist to guide your application and make your skills and experiences stand out.

1. Explore Roles

- ☐ Check the Careers at UEA page for current opportunities
- ☐ Register for job alerts to be notified about new vacancies

2. Know Your Advantage

- ☐ Reflect on your student experience and campus knowledge
- ☐ Identify skills gained from projects, assignments, societies, volunteering, placements, or part-time jobs
- ☐ Be ready to showcase achievements and strengths with examples

3. Prepare your CV

- ☐ Tailor your CV to the role you're applying for
- ☐ Include relevant education, work experience, projects, volunteering, and extracurricular activities
- ☐ Keep it clear and concise

4. Understand the Role

- ☐ I have read the job description carefully
- ☐ I understand the key responsibilities of the role
- ☐ I have reviewed the essential and desirable criteria

5. Complete the Application Form

- ☐ Fill in all sections fully and accurately
- ☐ Check pre-populated details from your CV
- ☐ Address all essential (and desirable) criteria from the person specification
- ☐ Highlight achievements that make you stand out
- ☐ Maintain a positive and professional tone
- ☐ Draft responses in Word first to avoid timeouts
- ☐ I have tailored my CV and supporting statement to this specific role
- ☐ I have clearly shown how my experience meets the essential criteria
- ☐ I have used examples from my degree, projects, placements, or student activities

6. Provide Evidence using STAR

- ☐ Use STAR (Situation, Task, Action, Result) to structure examples
- ☐ Focus on your individual contribution, even in group work
- ☐ Include the outcome and what you learned

7. Covering Letter

- ☐ Explain your motivation for the role
- ☐ Share any insights gained through interactions with students/staff where relevant
- ☐ Highlight what you bring to the role (don't repeat CV info)
- ☐ Be bold, confident, and creative to stand out

8. Final Tips

- ☐ Check spelling and grammar
- ☐ Tailor your application for each role
- ☐ Mention any reasonable adjustments you may need
- ☐ Contact the named individual in the candidate brochure to discuss the role before applying
- ☐ Submit before the closing date

**YOUR TIME AT UEA
HAS GIVEN YOU
UNIQUE SKILLS AND
EXPERIENCES. USE
THEM TO SHOW WHY
YOU'RE THE RIGHT
FIT AND MAKE YOUR
APPLICATION SHINE!**



An internationally renowned university, UEA is ranked 26th in the UK (Complete University Guide 2026) and is in the UK Top 25 for research quality (Times Higher Education Rankings 2026) reflecting the international excellence of its research environment. We are in the World Top 60 (QS World Rankings for Sustainability 2025) and the World Top 9th for reduced inequalities (Times Higher Education Impact Rankings 2026). The University holds UK Teaching Excellence Framework Silver status.



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