

Getting that job

- Graduate employment positions (when available) are advertised on <http://acu.careerhub.com.au> and on general internet employment web sites such as , www.seek.com.au, www.careerone.com.au, <http://mycareer.com.au>,
- <http://jobsearch.gov.au>, and in the Commonwealth Public Service Gazette <http://www.apsjobs.gov.au> and on state, and local, government sites.
- The Graduate Careers Australia web-site provides a wealth of information for graduating students: www.graduatecareers.com.au.
- Your Professional Associations can also provide valuable information – see their web-sites and get involved with the networking opportunities they often provide for graduating students.

Research, research - Talk to employers

- Be clear about what it is you are looking for – for example, are you looking to work in the public or private sector/in small/ national/ or multi-national organisations? What's important to you – high salary/service/challenge/job security/job satisfaction/location/flexibility/work-life balance/structure/creativity/prestige/independence/or career progression opportunities? When you are researching organisations, seek a good 'job-fit' between the culture of the organisation and your values and priorities.
- Your graduate resume is your primary marketing tool for employment – it must be targeted to the specific requirements of each employer and must highlight the contributions you can make to the organisation.
- Use your initiative to actively seek out opportunities to speak with potential employers. Visit, telephone, or email employers to seek advice and information. Organise informational interviews with employers – this will build your confidence in talking to professionals and will help you to refine your career goals and make informed career decisions.

Useful websites

Salaries:

<http://www.wageline.qld.gov.au/> and
<http://www.wages.com.au>

Workers rights and responsibilities:

www.wo.gov.au and www.deewr.gov.au

Recruitment Agencies:

www.rcsa.com.au

Internships:

www.internships.com.au

Postgrad students:

<http://www.researchjobs.net.au>
<http://www.unijobs.com.au>
<http://www.beyondthephd.co.uk>

Employability Skills:

<http://www.employmentdirections.net.au/docs/employabilityframework.doc>

Work Overseas:

The 'Going Global' database (see the Career Development Service web-site) provides access to international job listings and internships.

Office of Student Success 

CONTACT US

Career Development Service:
http://www.acu.edu.au/careers_service

For more information and workshops
<http://acu.careerhub.com.au>



AUSTRALIAN CATHOLIC UNIVERSITY

Career Development Service



QUICK TIPS FOR SUCCESS
**FINDING
EMPLOYMENT**

RESEARCH. REFLECT. NETWORK

Office of Student Success 

Getting that job

Searching for work requires attitude!

Successful job hunters are proactive, persistent, flexible and positively motivated. Employment search usually takes much time, energy and commitment.

Searching for work requires persuasive marketing of your strengths to convince the employer that you are the best person for the job.

Looking for casual jobs

- Information about casual vacancies is often obtained through word of mouth. Talk to your network of contacts – e.g. contacts from previous work you have undertaken (including voluntary, casual, clinical placements or practicums), contacts from Professional Associations - or simply friends, family, flatmates, lecturers, neighbours, contacts in the local shopping centre, church or sporting club! Even sites such as Twitter, Facebook and MySpace can be an informative source of information about job opportunities!
- Useful websites for advertised jobs include: <http://acu.careerhub.com.au> , www.seek.com.au , www.careerone.com.au, <http://mycareer.com.au>
- Also look directly at the 'employment' sections on web sites of specific organisations, for example, some hospitality and retail outlets, travel and tourism organisations, hospitals and private schools have vacancy sections together with on-line application forms.
- In addition to applying for advertised positions, you are encouraged to explore 'the hidden Job Market'. This might include approaching selected employers directly. Prepare for this well:

Firstly, research the organisation to make sure you know something about who does what in the various sections of the organisation, and what skills, qualifications and experience would be highly regarded by the particular employer.

Secondly, conduct a self-audit of your own skills, abilities and experience and identify areas that might be considered by this employer as positive 'strengths' that you can use to market your suitability for employment within the organisation.

Thirdly, prepare a very short Resume which you can take with you to the organisation to leave with them. Highlight your strengths, and the employability skills that you can offer, any related work experience you have undertaken, and clearly indicate your contact details and availability for work. Make sure someone checks your Resume before you use it!

Finally, prepare a verbal introduction of yourself that you will use when you meet an appropriate person in the organisation. Make sure that this identifies who you are, what you are looking for, why you have targeted this particular organisation and, most importantly, what you can offer the organisation. Market your strengths and the skills and/or experience that you can offer. Rehearse this introduction - speaking out loud to your self – until you can deliver it smoothly and with confidence. Show enthusiasm. Remember that first impressions count.

Undertaking voluntary work is a good way to obtain experience in the field, to make contacts in the organisation and to obtain referees- and to contribute to your community! Useful web-sites include:

www.govolunteer.com.au and www.volunteerssearch.gov.au.

Attend the Employment Workshops offered by the Career Development Service on your campus

Looking for graduate employment

- Graduate Recruitment Programs** offer employment opportunities specifically for new and recent graduates. They offer a planned program of activities which provide targeted support and information for graduates making the transition into the workforce. Competition for places in these programs is usually strong. Not all organisations offer Graduate Recruitment Programs.

- Start your research early.** Some organisations offering Graduate Recruitment Programs start **recruiting as early as February** in the year prior to graduates taking up employment – this is particularly pertinent for Business students, but may also apply to students in other disciplines seeking to work in business organisations. (Be prepared - do your research and prepare a draft graduate Resume in your pen-ultimate year of study)

Make an appointment with a Career Adviser for assistance.

- Make sure you are familiar with Graduate Employment Program closing dates in your field. These are often different for each discipline and in different states. Graduate Nursing and Education students have a specified timeframe for making on-line applications. State and Commonwealth Government departments advertise their Graduate Programs at different times during the year.
- 'Graduate Opportunities' is a publication that lists employers recruiting graduates in Business, IT, Arts and Science, Social Science, Social Work and other disciplines. It is available on-line: <http://www.graduateopportunities.com> - or collect your free copy from the Career Development Service on your campus. This publication also provides
- industry and employer profiles with details of closing dates for Graduate Recruitment Programs and directions on how to apply for positions. Information on vacation programs and cadetships, and valuable career advice on graduate job-hunting can also be found. See also general Business Directories such as <http://www.nationwide.com.au> for information on Graduate recruitment organisations.