What can I do during my study that will enhance my employability when I graduate?

Increase your awareness of career opportunities

- **Who are the employers in your field?**
  Research graduate employer profiles and develop a file of employers relevant to your career goals. Directories such as [www.nationwide.com.au](http://www.nationwide.com.au) and [www.graduateopportunities.com](http://www.graduateopportunities.com) are useful. For example, nursing students might research the graduate programs offered by state and private hospitals. Find out how and when the employers recruit graduates in your field and in your state.

- **Talk to employers** - start conducting Informational Interviews – try to get a feel for the culture of different organisations and what employers expect of new graduates. What career paths exist within the organisation?


Dare to Dream!

- **Start developing your dream graduate Resume.** What skills, personal qualities, and experience would impress my future employers? How can I use my time at uni to contribute to this? Remember that good academic grades always impress - so don’t neglect your study! Examples of Resume templates and Information Sheets on Resume Writing may be found on ACU CareerHub.

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- Some students find it useful to formulate a Career Action Plan with associated goals and timelines - but be flexible, allow for change and chance.

- **Obtaining related work experience** and gaining exposure to the real work environment is ideal.

- **Volunteer work** is highly regarded by employers and is a great way of contributing to the community as well as making employment contacts, increasing your skills, obtaining referees and gaining work experience - useful for inclusion in your Resume.

- **Gain student membership of your Professional Association and attend seminars and conferences.** This provides great networking and professional development opportunities, increases your skills and keeps you professionally updated.
New students to ACU - welcome!
The Career Development Service welcomes you and looks forward to supporting your Career Development Learning.

Whether you are an undergraduate or post-graduate student, you have taken a significant step in managing your own career by making an important career decision to undertake study in a particular course at ACU. The Career Development Service welcomes you.

Started your degree but still not sure where it is leading?
Learning career management skills may help you find direction. Make an appointment with a Career Adviser on your campus, attend workshops and use our on-line resources to learn more.

In this context it will be important for you to:

- Be proactive and actively engaged in planning your career - don’t leave it to your final year
- Be mindful that change is constant - and chance happens - be flexible and review your career goals often

Increase your Career self-awareness.
This involves an understanding of how your unique self-concept, abilities, skills, interests and values can influence your career decisions. It is also critical to understand how these are impacted by social and contextual systems of influence such as peers, family, globalisation or changes in the employment market.

- Take time to reflect on ‘me’. What am I good at? What am I passionate about? What do I value? What is my personal style? Consider the influence of your new friendships and new experiences at uni.
- Develop a self-reflective stance in relation to your studies and associated work experience
  In learning about my discipline and the associated career field, what skills, values, interests and abilities would I need to be successful in this field? How is my study impacting on my values, my interests and my self-concept? Is this course still the best one for me? Will this occupation fit with my personality style? What strengths am I developing in this area?
- Be aware of the Graduate Attributes and employability skills that you are developing through your course and other activities while at uni.

Your future employers will want to see evidence of your skills - record them!
Employability skills include: communication, teamwork, problem-solving, self-management, planning and organising, technological proficiency, initiative and enterprise.

- While you are at uni purposely seek out opportunities to practise these skills. For example, look for opportunities to join teams and reflect on your teamwork style. What works for you in teams? How do you handle conflict in teams?

ePortfolio Reflection
- Document your experience in developing proficiency in using the employability skills - this can be used as a tool for marketing your strengths to future employers. Developing a list of examples of where, when, why and how you have used a particular skill, will be very useful to you for inclusion in employment applications and in employment interviews in the future. ePortfolio's are often used for documenting reflections of skill development, achievements and personal learning.

Career development is a lifelong process
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Office of Student Success