Introduction to Careers & Employment Services

Introduction to the team

- Tanya Morgan – Manager
- Rebecca Boddington– Graduate Transition Consultant
- Sarah Hawes– Industry Experience and Development Officer
- Nikki Penhaligon – Career Psychologist
- Catherine Chinnock– Employment Services Liaison Officer
- Murray Wright– Industry Learning Coordinator

Employability Skills

- Communication
- Problem Solving
- Learning
- Technology
- Teamwork
- Initiative & Enterprise
- Planning & Organising
- Self - management

Career Decision Making

- Learn about yourself: interests, abilities, skills and values
- Have a good understanding of the world of work: industries, occupations, qualifications
- Collect information about specific careers and companies
- Set career goals

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CareerHub

CareerHub is an internet employment service for students.

You can access casual, part-time, fully-time, volunteer, work experience, internships and graduate positions 24 hours a day from anywhere in the world.

New jobs, events, workshops and employers are listed daily so check in regularly so you don't miss out on the numerous opportunities available to you.

To access CareerHub simply log on to http://careerhub.usq.edu.au using your Uconnect username and password.

Careers & Employment Services

Career Library

We offer both an on-campus and online Career Library which provides resources about various career options, graduate employers, job search services, application writing techniques and more

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Mentoring Program

Career Mentoring assists students to prepare for their transition from university to employment. Students are linked with likeminded industry professionals for a period of 6 months.

This program and your relationship with your mentor will provide you with opportunities to receive career advice and provide direction for your future career goals.

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Employer Presentations

Employers often come on-campus to present information about their company and various career opportunities available to USQ students.

These presentations provide an excellent opportunity to speak directly to employers about job opportunities and to gain a better understanding of the type of employment available.

If you can't make the presentations we film them and make them available on our website.

Careers & Employment Services

Job Readiness Workshops

Careers & Employment provide a series of seminars about the job search and application process. They are presented throughout the year and are also filmed and made available on our website.

They include:

- Job search techniques
- Resume writing
- Answering selection criteria
- Interview skills
- Pre-employment testing, Assessment Centres and Psychometric Testing
- Networking
- Workplace etiquette
- Employer panel (TBC)
- Graduate Panel (TBC)

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Career Fair

The annual Career Fair held at the beginning of Semester 1 at the Toowoomba campus allows students to talk directly with representatives from organisations about graduate career opportunities.

A free bus is available for our Fraser Coast and Springfield students.

Those students who cannot make the on-campus Careers Fair can visit the Hall of Companies online.

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Industry Experience Program

The Industry Experience Program is a 30 day unpaid work experience program that has been designed to assist students to develop and enhance their skills and knowledge and broaden their understanding of the world of work and career opportunities.

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Career Counselling

Our Career Counsellors can assist you in deciding on the career you want to purse, selecting your study program or majors and assist in job searching and application techniques.

Drop-ins (no appointment necessary)

Toowoomba	10am-11am & 2pm-3pm
Fraser Coast	10am-11am
Springfield	11am-12noon

Useful Websites

- Careers & Employment
  http://www.usq.edu.au/studentservices/careers/
- USQ CareerHub
  http://careerhub.usq.edu.au
- Graduate Careers Australia
  http://www.graduatecareers.com.au/
- Graduate Opportunities
  http://www.graduateopportunities.com/
- Grad Careers
  http://www.gradcareers.com.au/
- Unigrad
  http://www.unigrad.com.au/
- Myfuture
  http://www.myfuture.edu.au/

Career Development Checklist

1. Attend on-campus or online Career Fair
2. Have your resume and cover letter checked by Careers & Employment staff
3. Have a good understanding of yourself (skills, personality, interests, values)
4. Have a good understanding of your options (what jobs can you get with your degree?)

Career Development Checklist

5. See yourself as a professional and know what you have to offer a prospective employer
6. Develop a network of industry professionals
7. Develop some relevant industry experience to enhance your employment prospects
8. Record your knowledge, skills, abilities and experience in a portfolio

Further Information

Toowoomba/Distance
Phone: 07 4631 2210
Email: careers@usq.edu.au
Location: G Block

Fraser Coast
Phone: 07 4194 3125
Email: FraserCoast.StudentHub@usq.edu.au
Location: Student Hub, C Block

Springfield
Phone: 07 3470 4400
Email: studentservicesspringfield@usq.edu.au
Location: Level 3, USQ Building

Website – www.usq.edu.au/studentservices/careers

‘Understanding the job market and Job search techniques’

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Student Services

Applying for a Job ?

- When faced with the task of searching for a job – it can be very daunting for some, particularly if you are new to the process.
- Where to start is the first question
- There are many different ways that we can approach seeking out the perfect job

First things first.....

- The first thing you need to do is prepare your resume.
- This will be one of your BEST marketing tools when applying for a job!
- It has to be concise and accurate before you start sending it to potential employers (including free of spelling mistakes)
- Our Careers & Employment team can assist with reviewing and providing feedback on your resume

Preparing a Cover Letter.....

- A cover letter is required for most job applications
- It is important that you tailor each letter to the individual job advertisement
- Don't simply change a few words for each advertisement (although it can be tempting to save time)
- Recruiters search for key words in your cover letter, detailing "how you meet the criteria"
- Read the job ad carefully to demonstrate your skills are a match for the job

Where to Look for Jobs?

- The most commonly used method for job searching is online and via the career section of the newspaper
- Websites Seek.com, search4jobs.com & careerone.com are popular job search websites
- You can enter search criteria such as location, industry, part-time/full-time to refine your search results
- Majority of these sites also enable you to set up “saved searches” and automatic job emails that can notify when jobs are advertised that meet your search criteria
- This will save you time and assist with job searching as it can be an exhausting process!

The hidden job market…

- You have looked online and in the newspaper and want to further increase your job search opportunities, another way to tap into the job market is to network!
- Studies have found a majority of great jobs are not advertised via the usual methods
- Do some research into companies you could see yourself working with, and give them a call directly – and market yourself.
- This positive and direct approach will be very impressive to companies

The hidden job market cont.

- http://www.usq.edu.au/studentservices/careers/students/jobsearch/careerlib/grademplibrary
- Careers and Employment Speed Networking Functions

Top 10 Job hunting MISTAKES!

CareerOne.com.au surveyed recruiters and HR managers to compile the top 10 ways job hunters ruin their chances of landing the job.

1. Spelling mistakes on a CV/cover letter.
2. Using "crazy" email addresses – sexylovegod@hotmail.com
3. Inventing careers and skills
4. Interrupting an interviewer to look at a text message or take a call.
5. Reeking of that last minute cigarette as you walk into the job interview. Yuk. Overpowering colognes/perfumes are also bad form.
6. Dressing inappropriately – the way you look should match the image of the company you are interviewing with. Also, jewellery that jangles irritates interviewers.
7. Not setting up a quiet space for a phone interview. Pet noises, house mates/family asking questions or loud music in the background are interview killers.
8. Sharing too much personal information.
9. Bagging your former employer or boss.
10. Not doing your home work about the employer – and worse - calling the employer by the name of their competitor.

How to apply....

- So you have found your dream job and you want to apply.
- It is not as simple as attaching your resume and clicking apply
- You must be well prepared with both your resume and cover letter to suit each individual job advertisement
- If you want to be short listed – you need to show you have given effort to your job application

What do YOU Want?

- So you know where to look, you now need to evaluate what type of position you are looking for ?
- Remember you are going to be spending every working day in this role – so it has to be the perfect fit for you
- What type of industry do you want to work in? Financial, Mining & Resources?
- What are the important factors you consider when reviewing employers? What do you value?
- Consider the location of the role also..Local, or interstate, could you see yourself moving for a role?

Research the organisation

- What are their values and mission?
- What is their reputation ? Ask around
- What projects/activities do they work on?
- What professional development and training opportunities do they provide for graduates ?

Is there a match?

- Do the organisation values match with your values?
- Will you benefit from the organisation (personally and professionally)
- Tips: Although it is important to be employed in a job after you graduate, it is just as important to be working in a role that you are happy with.
- Don’t simply apply for every position that matches your interest and degree

For more information

Contact :

Student Services, Careers & Employment
Phone: 07 4631 2210
Email: careers@usq.edu.au

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