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USQ Careers & Employment Service

USQ Careers & Employment provide a wide range of services for regional and national employers seeking to raise their profile in the University environment and recruit quality graduates. With over 29 000 students, USQ Careers & Employment can assist you in distributing information about career opportunities within your organisation to our local and international students.

Student recruitment is widely recognised as a strategic approach to business success. Supporting students' professional development throughout their learning journey will foster new ideas, cutting edge skills and motivated talent. Through providing valuable industry expertise and advice, you are contributing to the enhancement of USQ students' employability skills.

■ Job Advertising (CareerHub)

USQ Careers & Employment can assist you in advertising any employment opportunities that you may have available. This service is available at no charge. Please find below information about using USQ CareerHub, our online student employment website.

CareerHub is an internet based job board available to all USQ students. You may advertise casual, full-time, or vacation work, as well as work experience, career events, or graduate opportunities free of charge at any time throughout the year. The students can access the employment website 24 hours a day from anywhere in the world.

How to register on USQ CareerHub

Registering on CareerHub is straightforward! Go to <http://careerhub.usq.edu.au/Employers/> and follow the step-by-step instructions listed below.

To register your details click 'Register on CareerHub', enter your details, and click 'Finish'. Your registration will be submitted to USQ Careers & Employment for approval.

Once approved, you can access CareerHub as often as you like using the username and password that you have specified.

When you are registered as an employer on CareerHub you will be able to:

- Maintain your contact details and set your company into appropriate employment categories
- Add a list of contact people within your company, and specify what 'Service' (e.g.: Graduate Employment, Vacation Employment) they should be the primary contact
- Add vacancies directly to the CareerHub system for students to search
- Edit and close the vacancies you have listed
- View a history of all the previous vacancies you have listed on CareerHub
- Add events you are running to CareerHub for students to search (employment related only)

All items you add to CareerHub will be subject to approval by the USQ Careers & Employment Service.

■ Career Fair

The Toowoomba on-campus Career Fair is a professional forum designed to allow interaction with potential employees and the distribution of company literature. It is a great chance to speak directly with graduands and promote your job opportunities.

Employers are invited to come on campus and purchase a booth to represent their company, answer enquiries from interested students and promote the job opportunities available within the organisation. The event also allows networking between companies as well as students. Employers benefit from the USQ Career Fair through the promotion of their company and career opportunities to USQ students and by the opportunity to meet prospective employees for graduate programs. USQ produces excellent graduates from a wide range of disciplines across the Faculties of Business and Law, Engineering and Surveying, Education, Sciences and Arts.

The Career Fair is held early in first semester each year at the Toowoomba campus, and is organised by the Careers & Employment team at Student Services. Students from Fraser Coast and Springfield will have the opportunity to attend the fair as well.

USQ Careers & Employment encourages you to contact them to discuss how the team can accommodate your organisation.

■ Advertising Opportunities

USQ Careers & Employment offers employers the opportunity to advertise and promote their organisation via Web Banner's on USQ CareerHub. With over 29 000 students registered on USQ CareerHub this is a very effective way of raising your organisations profile. For information on promoting your organisation with a Web Banner on USQ CareerHub, please contact the Careers & Employment team. This is a fee based service.

■ Email and Mail Distribution

USQ Careers & Employment can organise a direct email distribution to target students of your choice. This method is highly effective as students are given an email account through the university and it is the main source of communication between the university and its students. A high response rate is evident through this quick and efficient contact regarding graduate employment and career related topics. We can also distribute pre-packaged surface mail which can be posted out to students' listed addresses. An itemised invoice will be forwarded to your company, subsequent to the dispatch of email or surface mail to students.

■ Employer Presentations

On-campus employer presentations provide you with direct access to future graduates. We can arrange group meetings, informational sessions between students and your company or book individual interviews with selected students. In order to promote career opportunities to distance students we can also film your presentation and upload the video link to our website or facilitate a webinar (online) presentation. Visits to campus contribute favourably to an organisation's profile amongst graduates and can have tangible benefits that extend beyond immediate recruitment.

■ Career Library and 'The Workshop'.

USQ Careers & Employment maintain an on-campus library, at each of the three USQ campuses, devoted to career information. Employers are welcome to send us promotional material relating to their organisational career paths, graduate programs and job opportunities. This information will then be put on display for students to collect or peruse. We also offer an online Career Library which allows external students to have access to a variety of online career resources and information. The employer section provides a link to your website and allows students to search for career information and opportunities within your company.

■ Speed Networking Events

The USQ Speed Networking is a career event that allows employers to profile their organisation, promote various career opportunities, and to engage with USQ students. Whether you are looking to raise your profile, fill graduate, vacation, work experience positions, or engage with USQ students, Speed Networking events will connect you to our student cohort, in a dynamic and effective manner. USQ Speed Networking functions are designed to teach USQ students the important skills of networking, communication, and professionalism through a practical event. A series of faculty specific Speed Networking events will be held in Semester 2. USQ Careers & Employment encourages you to contact us if you wish to take part in this event. Employer numbers for this event are limited.

■ Career Mentoring

Career Mentoring assists students to prepare for their transition from university to employment by developing a relationship with an industry professional to discuss the elements of the world of work. Students are able to ask their mentor questions about the industry, the organisation and skills required, as well as possible career paths that may be available. The student is responsible for organising meeting times, discussion points, and documenting the discussions. This program allows organisations to connect with potential employees and to share knowledge and skills that can improve the quality of emerging professionals.

■ Work Integrated Learning

Internship programs, tailored to cover particular academic program requirements, are being designed to facilitate Work Integrated Learning (WIL). These programs provide significant benefits to both students (experience and employability) and industry partners (access to undergraduates with relevant contemporary training and skills). USQ perceives this initiative as an opportunity to enhance the development of work ready skills through dedicated professional experience as well as enhancing employment prospects through collaboration with relevant host organisations. We encourage industry to participate in WIL through providing projects and placements for student learning.

■ Industry Experience Program

The USQ Industry Experience Program 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. This program is a practical learning based industry experience program that allows an organisation to host a student for unpaid work experience up to 30 days (or the equivalent hours). As work is unpaid, insurance will be covered by the university. This is a great way of recruiting students and assessing their skills and abilities before having the opportunity to consider them for permanent paid work.

■ Smart State Internship Program

The USQ Smart State Internship Program is an internship program that allows employers to engage students within the specific disciplines of Engineering & Surveying, Sciences and Information Technology. This initiative differs from the Industry Experience Program as the students undertake a project-based placement over the duration of one semester on a flexible arrangement. It can be undertaken on a paid or unpaid basis. The Smart State Internship Program enables you to engage enthusiastic students with the required skills and knowledge, in order to meet your organisation's specific needs. It also provides the opportunity to make a valuable contribution to the career development of a USQ student.

■ Job Readiness Workshops

There are a number of workshops specifically targeting employability skills. Employability skills are those necessary for an individual to secure employment, progress in their careers, maximise their potential, and make a significant contribution to the fulfilment of an organisation's mission. These workshops are delivered by employer representatives in order to ensure that the workshops remain on the 'cutting edge' of industry expectations and needs in the workplace. USQ Careers & Employment facilitate these workshops throughout the academic year and invite industry professionals to present to students in order to assist in their employability and professional development.

■ Sponsorship Opportunities

USQ Careers & Employment are happy to discuss with employers regarding the opportunities to partner on events and activities.

■ Interviews

Many employers find it useful and convenient to conduct their preliminary interviews on campus. As the university is located away from the city centre, it is a convenient location for students. We can assist you by providing interview rooms and scheduling interviews.

We advise booking interview rooms as early as possible as there is heavy demand during some periods. Let us know if there will be more than one person interviewing so we can ensure you have a suitably sized room.

Graduate Disciplines

USQ Graduates are available from a wide range of discipline areas. Below is a broad list of areas covered by each faculty. This is not an exhaustive list and more detailed information about all undergraduate and postgraduate courses offered by USQ can be found in our online Handbook located at <http://www.usq.edu.au/handbook/current/>

Faculty of Arts

Anthropology, Behavioural Science, Communication and Media Studies, Community development worker, Community Engagement and Transformation, Counselling, Creative Media (including Multimedia), English Literature, History, Indigenous Studies, Indonesian Language, International Relations, Journalism, Law and Politics, Marketing, Music, Peace Studies, Public Relations, Sustainable Environments, Theatre, Tourism Management, Visual Arts.

Faculty of Business & Law

Accounting, Administrative Management, Applied Computer Science, Applied Finance, Business Forensics, Business Law, Commerce, Environmental Management and Sustainable Development, Finance, Human Resource Management, Information Systems, Information Systems, Information Technology Management, International Business, Management and Leadership, Marketing, Network and Security, Occupational Health and Safety, Personal Financial Planning, Personal Financial Planning, Project Management, Property, Supply Chain Management, Sustainable Business Sustainable Economics and Policy, Tourism Management.

Faculty of Engineering & Surveying

Agricultural Engineering, Civil Engineering, Computer Systems and Telecommunications Engineering, Computer Systems Engineering, Construction, Electrical Engineering, Engineering Project Management, Environmental Engineering, Geographic Information Systems, Infrastructure Management, Instrumentation and Control Engineering, Mechanical Engineering, Mechatronic Engineering, Power Engineering, Road Engineering, Software Engineering, Structural Engineering, Surveying, Technology Management.

Faculty of Education

Professional and Workplace Learning, Career Development and Lifelong Learning, Communities and Informal Learning, Early Childhood, Guidance and Counselling, Higher Education, Learning Design, Middle Years of School, Online and Distributed Learning, Organisational Capacity Building, Primary, Secondary, Special Education, Technical and Vocational Education, TESOL.

Faculty of Sciences

Applied Computer Science, Biology, Biotechnology, Chemistry, Climate Adaptation, Climatology, Environment and Sustainability, Human Biology, Human Physiology, Information Systems Development, Information Technology, Information Technology Management, Mathematics and Statistics, Network and Security, Nursing and Midwifery, Physical Sciences, Physics, Psychology, Wine Technology.



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