

# Get Ready for Graduate Recruitment

## What are “graduate programs”?

- Structured professional development roles designed specifically for new or recent graduates
- Candidates usually apply in their final year of study to commence work the following year
- There is a graduate recruitment ‘season’ – most employers recruit between February and early April
- The programs give recruits insight into the organisation’s culture, job requirements and career opportunities
- They are usually for one to two years and often include the opportunity to work in a number of different roles
- **Applicants must either be Australian citizens OR have Permanent Residency (PR) status** - Note: Some companies accept applicants who are in the process of acquiring PR and who satisfy their other selection criteria. Check the Graduate Opportunities for International Students 2011 guide [www.graduateopportunities.com](http://www.graduateopportunities.com) or the specific details of individual organisations’ web sites for details.

## When does graduate recruitment occur?

- Early in Semester 1 - peak times March/April
- Some organisations recruit later in the year
- Check the closing date for applications via organisations’ web sites

Note: [www.graduateopportunities.com](http://www.graduateopportunities.com) and [www.unigrad.com.au](http://www.unigrad.com.au) has a really useful calendar and the Monash Employment and Career Development (ECD) web site has regular up-dates about application dates.

## How do I find these graduate programs?

- Employer Information Sessions on campus - gain insight into the organisations and what they look for in a graduate – check the ECD calendar for lunch time and twilight sessions on campus
- *Graduate Opportunities* - available from the ECD office on your campus
  - profiles a large number of graduate recruiters and indicates what discipline area/s they are seeking
  - available on line
  - *GO For it!*, a free e-zine, is also available for subscription at [www.graduateopportunities.com](http://www.graduateopportunities.com)
- Employer web sites – look at the Careers / Job section and click through to the Graduate or Student section

## How to prepare for graduate recruitment:

1. Check the Monash ECD and Graduate Opportunities web sites regularly (especially early Semester 1)
2. Research organisations of interest to you – and reflect on why you are interested in them
3. Ensure you know their selection process and requirements
4. Attend Careers seminars and Employer Information sessions run by ECD on your campus – check the calendar on the ECD website
5. Prepare a targeted resume and have it checked by:
  - attending the resume checking service provided by ECD on your campus or
  - sending it on line to [resumes@careers.monash.edu.au](mailto:resumes@careers.monash.edu.au)
6. Practise how to articulate your strengths, skills and career interests to an employer (see our leaflets on Employability Skills, Applying for Jobs and Interview Practice)
7. Obtain a copy of your current academic transcript
8. Get support from your peers – there are quite a few graduate discussion forums, such as Whirlpool Forums, where you can discuss your experiences. Most of these are unmoderated so the quality of information differs.

## Career fairs: attend these to:

- Meet representatives of organisations - human resource personnel and/or past graduates who can answer your questions about the organisations and their Graduate Programs
- Gain insight into what they seek in their new recruits

### When you attend:

- Be well groomed, neatly dressed and organised with your questions - leave a good impression as a potential new member of their team
- Collect the material on offer by employers - it will provide useful information when you prepare a targeted resume
- Career Fairs are not the time to submit your resume to employers (but do use the review service provided by ECD at the Career Fairs)

## Who offers graduate programs?

- Government, corporate and large employer organisations – these can all be found on [www.graduateopportunities.com.au](http://www.graduateopportunities.com.au) or [www.unigrad.com.au](http://www.unigrad.com.au)
- One of the largest recruiters of graduates is the Public Sector, employing approximately 40% of all people in Graduate Positions

### Federal Government

These roles are often based in Canberra and each department decides on its own selection process. You can look at all the departments on [www.directory.gov.au](http://www.directory.gov.au) Look for roles on [www.jobsearch.gov.au](http://www.jobsearch.gov.au) **Examples of Federal Government employer groups:**

- Federal/Commonwealth Departments; eg: Department of Foreign Affairs and Trade (DFAT) and Department of Education, Employment and Workplace Relations (DEEWR)
- Regulatory Authorities; eg: Australian Securities and Investment Commission (ASIC) and Australian Communications and Media Authority (ACMA)

### State Government

State government roles in a number of Victorian departments and agencies can be found on Victorian Public Service

[www.graduates.vic.gov.au](http://www.graduates.vic.gov.au)

**Note:** For graduates with a Disability there is a scheme called the Disability Employment Advisory Service which has been funded by the Victorian Government as a positive initiative to assist with the employment of people with Disabilities within the state government <http://www.randstad.com.au/jobseekers/candidate-services/deas-jobseeker-frequently-asked-questions>.

### National and Multinational Corporations and Firms

There are many medium and large organisations which run Graduate Programs. Some of the biggest industries which do this include:

- Engineering Firms (e.g. Xstrata, Technip)  
[www.graduateopportunities.com/industries/engineering](http://www.graduateopportunities.com/industries/engineering)
- Banking and Finance related companies (e.g. ANZ, Commonwealth Bank)  
[www.graduateopportunities.com/industries/financial\\_services](http://www.graduateopportunities.com/industries/financial_services)
- Accounting firms (e.g. KPMG, Deloitte Touche Tohmatsu, Pitcher Partners)  
[www.graduateopportunities.com/industries/accounting](http://www.graduateopportunities.com/industries/accounting)
- Petroleum and Mining companies (e.g. Rio Tinto, BHP) [www.graduateopportunities.com/industries/minerals\\_energy](http://www.graduateopportunities.com/industries/minerals_energy)

## What if I don't get into a graduate program?

- Remember that it is only one route to employment after your graduation – most students **don't** go into graduate positions
- It is a highly competitive process – only about 10-15% of graduates will be selected for a Graduate Program
- Keep in mind - applying for Graduate Programs is an excellent training exercise for applying for any future position where you will need a customised resume and effective interview technique
- Maintain a consistent approach to job searching – look at the ECD job search and personal branding leaflets
- Check organisations' web sites for employment opportunities other than specific Graduate Programs and apply for these
- Address any gaps in skills you may now be aware of by completing voluntary work, short courses or by gaining employment experience

# Making an application

Once you've prepared for your graduate position search and found a scheme that you would like to apply for it is time to tailor your application to that job. If you've prepared well, it shouldn't take too much time to make every application unique and relevant. Follow these steps:

## 1 Know what is required in relation to the job for which you are applying

- What does the advertisement tell you about the position?
- What does the job description tell you about the skills and attributes the employer is seeking? If the selection criteria aren't obvious make a list of them yourself.
- What information will you need to supply in the application process?
- What documents do you need to supply; e.g. do they want a separate statement of claims?
- Do you need to send any extra documents such as academic transcripts, passport proof or other kinds of certificates?
- Is there a contact person you can call to clarify aspects of the position and the application process?
- How long will the application take to compile? Do you have enough time to do it well?

## 2 Do your research

- Research by searching the organisation's website – always look at the 'About Us' section to find out what the organisation thinks about itself.
- Read industry based journals and look at recent news articles talking about innovations the company is involved in or awards they have won.
- Speak with people you know who work in the industry.
- Observe and mirror the language the company uses in their advertisement or on their website. Ensure you use the same key words in your application (e.g. if you normally say *team work* in your resume but the advertisement asks for a *team player*, change your resume to *team player*)

## 3 Answer the questions

- Respond to every question and double check you have followed all the instructions.
- If the question is not relevant, write 'not applicable' rather than leaving it blank - never write 'refer to resume' as it makes you look lazy and uninterested in the position.
- Complete any optional questions that give you the chance to explain how your interests, abilities and career goals support you as a match to the selection criteria.
- Provide relevant, current examples to back up your responses to questions.
- You may also be asked to take an online psychometric or skills based test. You will usually have only one chance to take the test, so make sure you are relaxed and prepared before you start. It is advisable to undertake practice tests.

## 4 Submit your application

- Graduate Position application websites often have an 'Apply Now' link. You may have to register a username and password. Remember your login details so you can return to your application.
- Always type your responses into a Word document and transfer the information into the form or database. This allows you to spell check and safeguards against losing information if the computer or website crashes.
- Comply strictly with the word /character limits for your answers (you can check character length of your answers in MS Word by going to the Word Count tool in the Review/Proofing tools).
- Print a copy of your application. Re-read it then have someone with knowledge and good language skills about job applications give feedback.
- Keep a copy of each application form. When it comes to the interview stage, you need to remember exactly what you have told the employer.
- Before submitting the application, make sure that you have included any relevant attachments (e.g. resume, cover letter, statement addressing the selection criteria).
- After you have sent your application, you usually receive an automatic acknowledgement that your application was sent successfully.
- You can practice submitting an online job application on these non-Australian websites:  
[www.co.marin.ca.us/depts/HR/jobs/bulletin\\_pr.cfm](http://www.co.marin.ca.us/depts/HR/jobs/bulletin_pr.cfm) <http://www.stratford.lib.ct.us/job/practiceapplication.html>

## General enquiries

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