

Get Ready For Graduate Recruitment

What is graduate recruitment?

- Entry into Graduate Programs for recent graduates
- Candidates usually apply in their final year of study to commence work the following year

What are Graduate Programs?

- They give recruits insight into the organisation's culture, job requirements and career opportunities
- They provide structured training and development
- They are usually for one year

Requirements

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 Career/Employment section of 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: The Monash Employment and Career Development (ECD) web site has regular up-dates about application dates.

How do I find these graduate programs?

- The ECD web site – check this weekly early in Semester 1
- Employer presentations - gain insight into the organisations and what they look for in a graduate
- *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 graduateopportunities.com
- *Unimail* - unimail.com.au - profiles graduate recruiters
- Major newspapers (e.g. *The Age*)
- Employer web sites
- Your networks

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 (use the review service provided by ECD at the Career Fairs)



How to prepare for graduate recruitment:

- Check the Monash ECD web site regularly (especially early Semester 1)
- Research organisations of interest to you - ensure you know their selection process and requirements
- Attend Careers seminars and workshops run by ECD on your campus
- 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 (details on the ECD web site)
- Practise how to articulate your strengths, skills and career interests to an employer
- Obtain a copy of your current academic transcript

Who offers graduate programs?

- Government, corporate and large employer organisations
- One of the largest recruiters of graduates is the Public Sector, employing approximately 40% of graduates

Broad categories of graduate employers include:

Victorian Local Government	gograd.com.au mav.asn.au
Regulatory Authorities	Australian Securities and Investment Commission (ASIC) Australian Prudential Regulation Authority (APRA) Australian Competition and Consumer Commission (ACCC) Australian Communications and Media Authority (ACMA)
Federal/Commonwealth Departments <ul style="list-style-type: none">- Often based in Canberra- Each department decides on its own selection process	Department of Foreign Affairs and Trade (DFAT) Australian Security Intelligence Organisation (ASIO) Australian Secret Intelligence Service (ASIS) Department of Education, Employment and Workplace Relations (DEEWR)
Victorian Public Service	graduates.vic.gov.au
National and Multinational Corporations and Firms	Engineering Firms Banking and Finance related companies (e.g. ANZ, Commonwealth Bank) Accounting firms (e.g. KPMG, Deloitte Touche Tohmatsu, Pitcher Partners) Petroleum and Mining companies (e.g. Rio Tinto, BHP)

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

- It is a highly competitive process - 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
- 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 gaining employment experience

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