

# What should you ask employers?

## The selection process and key selection criteria

### General questions:

- How do you recruit employees?
- What are the most important qualities and skills you look for in candidates?
- What do you look for when you read an application from an applicant?
- Is there a particular type of work experience I should complete while studying?
- Can you suggest anyone else I can speak to about career options in this field?
- May I contact you again should I have any further questions?

### Specific questions:

If you have a particular organisation in mind or are interested in a position you have seen advertised, prepare specific questions to clarify the criteria listed or to find out where you might stand with your particular qualifications and experience; e.g.

- What does 'sound academic results' mean in your organisation?
- I have a double degree - does this influence the choices I have in job roles? How?

## The work role

- What are some of the responsibilities, tasks and priorities in your organisation?
- Can you tell me some of the things I would be doing in a typical week?
- What training is provided to graduates?

## Career development

- What positions might a student with my major/skills find in your company?
- What sort of jobs do people in this field move on to do?
- What professional associations relate to employees in your company?
- What is the organisation's policy towards further study?

## The organisation

- Is the structure of the organisation changing?
- Who are the major clients of the organisation?
- What are the growth patterns of the organisation?
- Is there a parent company or are there subsidiaries? What impact do they have on the role I might go into?
- What are the recent developments, new products and projects, or new markets for the organisation?



## General tips

- Prepare before you meet with employers - students who present as being confident and well informed, and who ask perceptive, relevant questions make the best impression
- Research the companies that interest you before you attend an expo or make contact with employers by other means:
  - Check out the organisations' web sites to find out who they are, what they do, and what they look for in employees
  - If you know anyone in the organisations or in the industry ask them about the organisations
- Introduce yourself by name to open conversation
- Be purposeful in enquiry - this respects other people's time and shows you have focus
- Make the most of all opportunities to speak with as many industry representatives as possible

**This is a networking opportunity! Use it to build your career.**

## Resume and cover letter drop-in service

Work on your resume and/or cover letter prior to coming to a drop-in.

See: [careers.monash.edu.au/students/resume-checking.html](http://careers.monash.edu.au/students/resume-checking.html) for samples, resources and videos.

	<b>Berwick</b> Building 930	<b>Caulfield</b>	<b>Clayton</b> Building 10 , Ground floor, Campus Centre	<b>Gippsland</b> Building3N, Room113	<b>Parkville</b> Scott Building, Room G32	<b>Peninsula</b> Room A1.11
<b>Mon</b>		11 am – 12 pm (Office 3, Student Service Centre)	11 am – 12 pm	11 am – 12 pm		11 am – 12 pm
<b>Tue</b>		11 am – 12 pm (Level 2, Building A, Library)	11 am – 12 pm			11 am – 12 pm
<b>Wed</b>	11 am – 12 pm	11 am – 12 pm (Level 3, S block)	11 am – 12 pm		3 – 5 pm 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month	
<b>Thu</b>	11 am – 12 pm	11 am – 12 pm (Level 2, Building A, Library)	11 am – 12 pm	11 am – 12 pm		
<b>Fri</b>		11 am – 12 pm (Office 3, Student Service Centre)	11 am – 12 pm	11 am – 12 pm		

## Other assistance for your career

ECD offer a wide range of activities for students who are preparing for employment.

Check out the website [careers.monash.edu.au](http://careers.monash.edu.au) for information on:

- **Employer information sessions** – employers on campus, promoting opportunities with their organisations
- **Career seminars and workshops** – practical information on finding and applying successfully for work
- **Career Gateway** – your online access to graduate opportunities, events and a resume builder

### General enquiries

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