



Careers Workshop

How to find a job

Outshine
the competition



Learning Objectives

At the end of this workshop you should be able to:

- Identify and record key information when searching for undergraduate and graduate recruitment programs
- Use online job websites and GDS (Graduate Destination Survey) flyers to find employment opportunities and suitable online resources to increase your networks.



Searching for Undergraduate & Graduate Programs

Websites	<u>Graduate Opportunities</u>	<u>Hobsons GradCareers</u>	<u>Unigrad</u>
Features			
<i>Undergraduate Programs</i>	Career Search	Vacation Work Programs	Vacation Jobs
<i>Graduate Programs</i>		Jobs Board	Graduate Jobs
<i>A-Z Employer Listing</i>	A-Z Employers	A-Z of Employers	Employer Profiles
<i>Closing Dates</i>	Closing Dates	Graduate Jobs and Application Closing Dates	Closing Dates

Please Note: Permanent residency maybe an entry requirement into some undergraduate and graduate programs.



Recording Undergraduate and Graduate Program Information (word template)

Organisation Name	
Contact Details	Person: Email: Website: http://www.
Program Type	<input type="checkbox"/> <i>Undergraduate</i> <input type="checkbox"/> <i>Graduate</i>
Program Title	
Closing Date	
Selection Criteria / Skills Sought	<ul style="list-style-type: none">▪▪▪▪▪



Searching for Advertised Positions

<div style="text-align: right;">Website</div> <div style="text-align: left;">Features</div>	<u>Career Gateway</u>	
Graduate Programs	<ul style="list-style-type: none"> • Search of Career Gateway for all graduate programs currently advertised. • List can be ordered by employer or closing date. • Links to job details and external job specific and employers websites 	
Search Positions	<ul style="list-style-type: none"> • Positions can be searched by: <ul style="list-style-type: none"> ○ Status ○ Date ○ Location ○ Employment type ○ Faculty ○ Service ○ Location ○ Industry 	<ul style="list-style-type: none"> • The search list can ordered by: <ul style="list-style-type: none"> ○ Relevance ○ Date added ○ Title ○ Expire date • Criteria of job searches can be saved for future use.
Browse Positions	<ul style="list-style-type: none"> • Positions are filtered by: <ul style="list-style-type: none"> ○ Service (eg casual / part-time, vacation etc) ○ Faculty 	
Browse Employer	<ul style="list-style-type: none"> • Positions are filtered by: <ul style="list-style-type: none"> ○ Industry (eg construction, education etc) • By viewing individual employer links will see: <ul style="list-style-type: none"> ○ Employer information ○ Employer website link 	



Searching for Advertised Positions (cont)

Website Features	<u>Seek</u>
Search Engine	<ul style="list-style-type: none"> • A simple or advanced search will allow you to filter jobs by a combination of: <ul style="list-style-type: none"> ○ Keywords ○ Type (eg full time, part-time casual etc) ○ Classification ○ Location
Search by Employer or Recruiter	<ul style="list-style-type: none"> • Filtered alphabetically or by industry • Search IBISWorld Company Profiles
Browse All Jobs	<ul style="list-style-type: none"> • Jobs can be filtered by: <ul style="list-style-type: none"> ○ Industry (i.e Graduate / entry level, accounting etc) ○ Classification ○ Location
My Account & JobMail	<ul style="list-style-type: none"> • By completing a free registration you can access the following services: <ul style="list-style-type: none"> ○ JobMails ○ Salary checks ○ Resume storage ○ Save job searches ○ Job and application storage



Searching for Advertised Positions (cont)

Website Features	MyCareer
Job Search	<ul style="list-style-type: none"> • A simple or advanced search will allow you to filter jobs by a combination of: <ul style="list-style-type: none"> ○ Keywords ○ Location ○ Type (eg full time, part-time casual etc) ○ Classification ○ Min and max pay
View All Sectors	<ul style="list-style-type: none"> • Jobs can be filtered by: <ul style="list-style-type: none"> ○ Sector (i.e Graduate / entry level, accounting etc) ○ Classification ○ Location
Job Alerts	<ul style="list-style-type: none"> • By completing a free registration you can access the following services: <ul style="list-style-type: none"> ○ Job alerts ○ The Grad Update newsletter ○ Salary checks



Recording Job Information [\(word template\)](#)

Organisation Name	
Contact Details	<i>Person :</i> <i>Email:</i> <i>Website: http://www.</i>
Job Type	<input type="checkbox"/> <i>Full-time</i> <input type="checkbox"/> <i>Part-time</i> <input type="checkbox"/> <i>Casual</i> <input type="checkbox"/> <i>Temp</i> <input type="checkbox"/> <i>Contract</i>
Job Title	
Closing Date	
Selection Criteria / Skills Sought	<ul style="list-style-type: none">••••



Search for employers of Monash Graduates

- **Use the relevant GDS (Graduate Destination Survey) flyers to view employers that recruit Monash graduates and occupations where your degree can lead:**
 - [Art and Design](#)
 - [Arts](#)
 - [Business and Economics](#)
 - [Education](#)
 - [Engineering](#)
 - [Information Technology](#)
 - [Law](#)
 - Medicine, Nursing and Health Sciences (release date tbc)
 - [Pharmacy and Pharmaceutical Sciences](#)
 - [Science](#)
- **Visit the career / employment section of suitable employers and record relevant information you find into the table on the next page.**

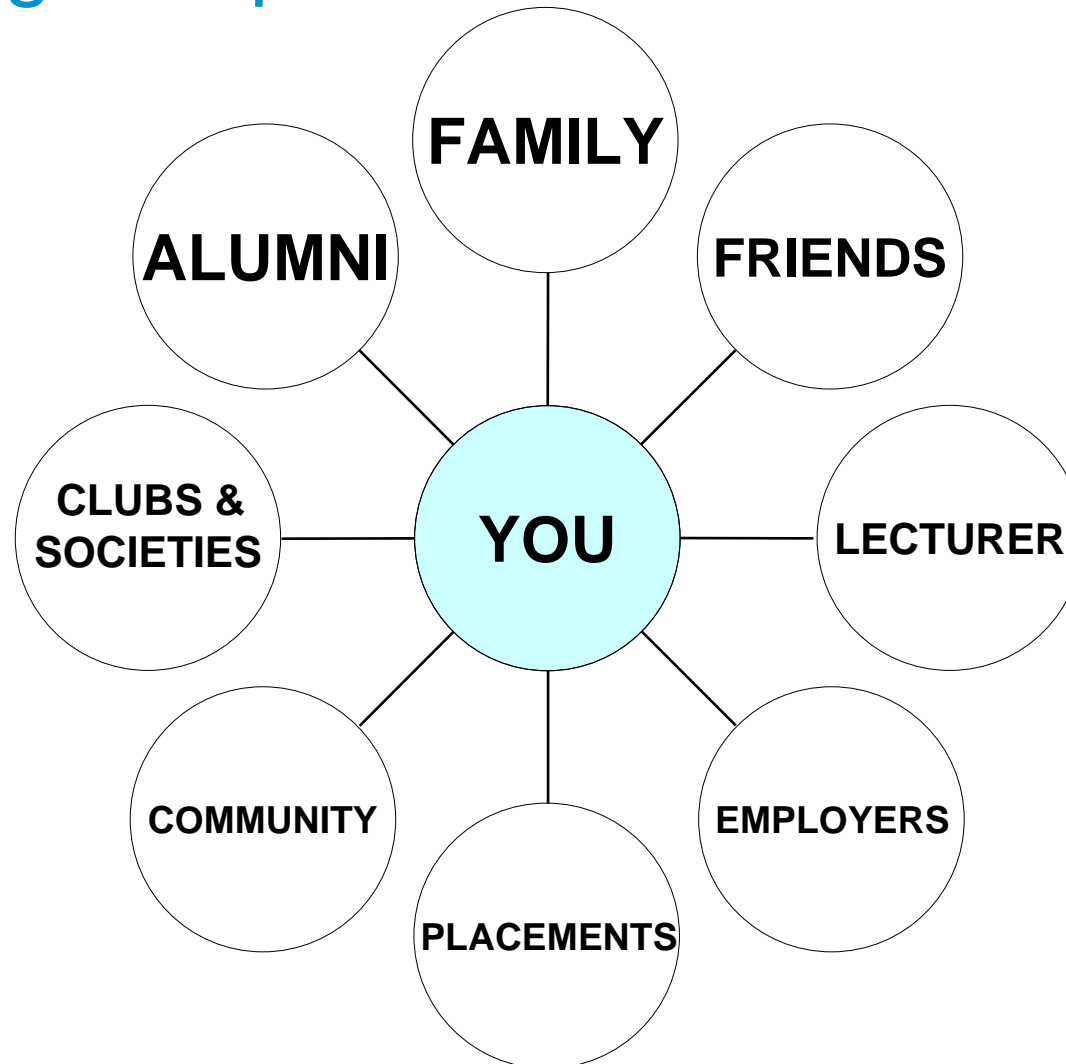


Recording employer information [\(word template\)](#)

Organisation Name	
Contact Details	<i>Email:</i> <i>Website:</i> http://www.
Job Type	<input type="checkbox"/> <i>Undergraduate Program</i> <input type="checkbox"/> <i>Graduate Program</i> <input type="checkbox"/> <i>Vacancies</i>
Job Title	
Closing Date	
Selection Criteria / Skills Sought	<ul style="list-style-type: none">••••••



Networking with personal contacts





Networking log ([word template](#))

Contacts Name:		Position Title:	
Company Name:		Date of Meeting:	
Phone:		E-mail:	
Address:			
Key points discussed:	<ul style="list-style-type: none">•••••		
Suggested contacts:	<ul style="list-style-type: none">•••	Follow up actions:	<ul style="list-style-type: none">••• <p><input type="checkbox"/> Thank-you sent</p>



Create and practice your “elevator pitch”

Task:

- **You are going to meet an employer and have 30 seconds to talk about yourself, what would you say?**
 - Write your 30 second “elevator pitch”. It should include your:
 - > Name
 - > Course you are studying
 - > Skills you can offer, with evidence
 - > What sort of position interests you
 - Practice your “elevator pitch” with another person in the group



Networking using Professional Associations

- **Using the websites below, find a suitable professional association:**
 - www.graduateopportunities.com/header/professional_associations
 - www.professions.com.au/member.html
- **Visit the professional associations website and find out the following information:**
 - Do they have a:
 - > Membership category suitable for you?
 - > Job search database?
 - > Section offering industry specific advice on job applications?
 - Are they offering any suitable professional development / networking opportunities for you to attend?



Networking using LinkedIn and Facebook

- **Set up an account on LinkedIn:**
 - www.linkedin.com
 - Create your profile
 - Join suitable groups to build your network
- **Prevent employers from seeing private information eg comments, pictures etc on Facebook (if applicable)**
 - Adjust your FB privacy settings



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