



Job Searching for Industrial Training



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Careers & Employment



Group Discussion

“Have you had a job before? If so, how did you get it?”

What were the most effective methods of job search?

“Most jobs are found by applying to job ads on the newspaper and on the internet.”

Is this true?



Job Search Strategies

More Passive Strategies

Approached Employer

Media Advertisement

Family and/or Friends

Employment Agency

Advertised Positions

University Career Service

Hidden Job Market

More Active Strategies

Work Contacts / Network

Internet-based Job Search

Other University Source

Careers Fair / Info Session

22%

78% = 100%





Strategies for Finding Industrial Training

More Passive Strategies

- School and Faculty job listings
- Media/internet advertisements

More Active Strategies

- University careers service
- Careers Expo/Info Session
- Approaching employers
- Industry magazines
- Work contacts/networks
- University contacts – lectures, tutors, general staff, post grads
- Family &/or friends



How to Find Industrial Training

Approaching Employers

- Cold calling – research and contact companies
- Draw up a list of your target organisations:
 - UNSW Careers website – employer profiles, etc
 - Newspaper articles, Industry and business publications
 - Seek & My Career –whose advertising ?
 - UNSW Library Company information subject guide – annual reports, business directories, eg. Who's who in business
 - Websites of professional associations eg. APESMA, ACEA (Association of Consulting Engineers Australia), Engineers Australia, Australian Computer Society



How to Find Industrial Training

Networking

Work and professional contacts

- Current and past employers

Attend Organised Events

- Join and participate in relevant professional associations
- Join and participate in relevant student societies and activities
- Attend employer and industry events to make the most of employer contact eg. Careers fairs, Info sessions & workshops

University school/faculty staff

- Speak to lecturers, tutors, general staff, post grads

Family and/or friends

- Draw up a list and let people know that you are looking for work



Applying for jobs – Key Marketing Tools

- Resume
- On-line applications
- Cover letters-
Expression of
Interest
- Referees
- Recruitment
Agencies
- Networking
- Phone contact
- Interviews



Top 10 Selection Criteria for Recruiting Graduates

Interpersonal & Communication Skills (Written and Oral)

Academic Qualifications

Work Experience

Leadership Skills

Passion / Knowledge of Industry / Drive / Commitment / Attitude

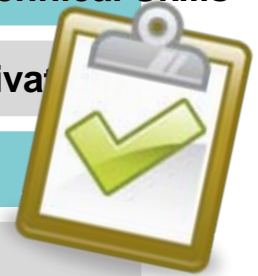
Teamwork Skills

Critical Reasoning & Analytical Skills / Problem Solving / Lateral Thinking / Technical Skills

Emotional Intelligence (self-awareness, awareness of others, confidence, motivation)

Activities – includes both intra and extracurricular

Cultural Alignment / Values Fit

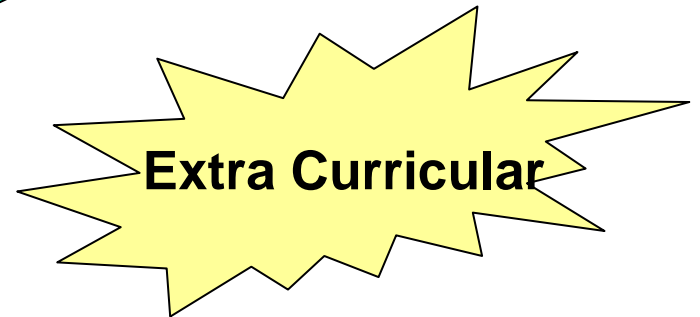
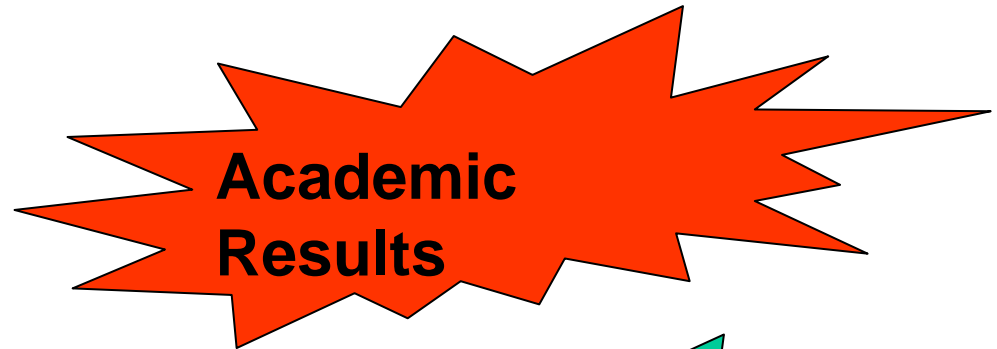


Source: Graduate Outlook 2006



Employer Expectations

- Can you do the job?
- Will you do the job?
- Will you fit in?





Next Steps – Maximise Your Success!

Identify your career goals - analyse your skills, interests, values

- Research the industry and identify opportunities
- Develop a target list of organisations – find out their needs – research the role and organisation
- Start networking
- Prepare targeted cover letters and resumes – strive for quality not quantity
- Develop your phone skills and interview skills
- **Start applying**
- **Be persistent!**



UNSW Careers and Employment Services

Need a Job?

- Jobs Online
- Fortnightly e-newslist
- Employer talks on campus – Information Sessions & Guest Presenters
- Careers Expos – Graduate, Vacation/Internship, Volunteer, International

Need Career Help?

- Daily workshops
- Individual assistance
- Website - info on applying for Jobs
www.careers.unsw.edu.au
- Employer profiles on the website
- Graduate Destination Survey
- Careers library / computer access



**Level 2, East Wing,
Quadrangle Building.
Ph: 9385 5429**

or

www.careers.unsw.edu.au