

# Are you a first, second, penultimate or final year student?

## How to get closer to Grad employment in each year of uni – create your own plan to secure your first job!

You are the only one that can create an action plan to get to your 'perfect' job. All action plans are flexible – you never know what life is going to throw in your direction. Embrace change, your resilience and personal growth depend on it!

The direction you start with may change as you learn more about yourself and the industry/roles you are interested in. None of your experiences or study is ever wasted if you alter your direction. How does your history strengthen you as a candidate?

**First year** is all about figuring out what you want to study and that you are going in the right direction. **Career services, Careers Fairs** and **Employer Presentations** aren't just for final year students – they are for first and second years too and are a great way for you to figure out if you are on the right path.

**Penultimate year** is the perfect time for final year recruitment season preparation.

Applications for graduate employment programs open from February of your final year. Ensure you have the experience and a professional resume by the end of your second/penultimate year.

**Final year** is about sourcing job opportunities that suit you and putting your networking and interview skills to the test!

**CAGE** has put together a step wise approach to creating your own tailored plan. Take what works for you and put it into action!

Check off your current progress with some of the suggested checklists. **Don't worry – its never too late to start!**

Access **UQ's employment and careers info** at [www.Careerhub.uq.edu.au](http://www.Careerhub.uq.edu.au)

This online database provides vacancies for graduate employment, internships, vacation work and volunteer opportunities.

The site also lists all UQ Careers and Graduate Employment workshops.

Workshops include:

- Writing a resume
- Preparing job application

Hints and tips are available in the Factsheets and news article section 24/7.

*"The secret to happiness is to make your vocation your vacation."*

Anonymous

*Get help when you need it!*



## First Year Students

Time to make sure you're in the right program and heading in the right direction!

- 1** Is your major and minor in line with required program structure which will entitle you to graduate? 
  - Unsure? Check with your schools **Academic Advisor** asap!
- 2** Confident in your personal career plans/ direction and choice of study? 
  - Unsure? CAGE offers **free** 'decision making roadblocks' workshops designed to assist you in your course and career planning.
- 3** Do you know where to get **advice** regarding your personal **career direction**, resume, and job searching, vacation/industry placements? 
  - Unsure? UQ Career Advisors are available most afternoons for **Drop-Ins from 1–3pm** at Student Services (opposite Boost Juice) to answer any career related enquiries.
- 4** Are you aware of professional online etiquette and do you feel **confident** presenting yourself positively to potential employers in person? 
  - Unsure? Attend CAGE workshops in Networking to give you the skills and confidence to speak to potential employers and start **developing professional networks** as a student. Book through Careerhub.
- 5** Are you aware of the **variety of jobs** you can do and the many industries they exist within? 
  - Unsure? Get out there! Attend various **Employer Presentations** and speak to recruiters and Graduates at **Career Fairs**. Details on Careerhub.

## Second Year and Penultimate Students

Take the pressure off your final year and start planning for next year's graduate applications!

- 1** Have you developed a personalised action plan to help you gain the experience, skills and **know how** to increase your chances of successfully gaining your **graduate job**? 
  - Unsure? Book a 15 minute CPC (**career planning consultation**) with a UQ Career Advisor through reception at Student Services (opposite Boost Juice).
- 2** Do you know **when your industry** prefers students to **commence placements** and how they prefer to recruit graduate positions? 
  - Unsure? Attend the UQ Careers Fair and chat with potential employers and recent graduates. UQ also has a rising number of Discipline specific Career Fairs – check with your school.
- 3** Are you aware of the aspects you may enjoy as well as dislike within your chosen industry? 
  - Unsure? Attend **Employer Presentations** which you are interested in, as well as some you may not be, to see what you like and dislike in a wider range of industries than you originally focused on.
- 4** Do you have a **professional resume** which highlights your unique skills, strengths and motivation ready to use for Industry Placement or Vacation Work? 
  - Unsure? Attend a CAGE 'How to write a Resume and Cover Letter' workshop to learn how to tailor your applications to **match a specific role** and company.
- 5** Are you confident in **providing relevant** and succinct **responses** when being interviewed by a professional organisation? 
  - Unsure? Attend CAGE '**Interview Skills**' workshops.
- 6** Are you aware of opportunities to engage with Industry through active student associations in your area of interest? 
  - Unsure? Find out if Student Associations **exist in your discipline**. Many of these groups have strong industry ties and facilitate discipline specific Career Fairs on campus.

## Final Year Students

Put your Degree into use and start applying for Graduate Programs and Graduate Positions.

- 1** Are you **prepared to start applying** for Graduate positions opening in **February** of your final year? 
  - Unsure? Use suggestions on this guide to **create your own action plan**, or attend a Career Planning Consultation (CPC). Bookings via Student Services, 21D.
- 2** Do you know which organisations/types of positions are best suited to you? 
  - Unsure? Attend UQ Careers Fair, Industry Specific Career Fairs as well as a range of Employer Presentations on campus and speak to employers and graduates. **CAGE Job Search Strategies** workshops will also assist you in your planning and research of organisations.
- 3** Do you know how to **present yourself** well in an Assessment Centre? 
  - Unsure? Attend the free CAGE **Surviving Assessment Centres Workshop** to develop your understanding and practical skills.
- 4** Are you satisfied that **your professional resume** highlights your strengths and successfully targets the graduate position you are applying for? 
  - Unsure? Attend a Resume & Cover Letter workshop and use guides from Careerhub, prior to drafting your application. Then register for a **Resume Check** for a 20 minute review with a UQ Career Advisor.
- 5** Are you confident about your presentation and responses in a **Professional Interview**? 
  - Unsure? Attend an Interview Skills workshop and use guides from Careerhub, prior to attending a **Mock Interview with a UQ Career Advisor**. Places are limited and require bookings 48 hours in advance. Book via Careerhub.
- 6** Have you developed your **professional networks** while studying? Is there a professional Industry Association which you may need to join? 
  - Unsure? **Start investigating** while you are a student, many of the Associations have **student membership options**. These networks are a great way to build relationships and scope opportunities.