

Welcome to the UQ Careers Fair!



DO's:

...get a map, read this 'cheat sheet' and make a mini plan for this Careers Fair!

...be confident in where you want to go, why you have chosen your degree & exploring the opportunities available to you.

*...show your **genuine interest** in the company and be attentive when they respond to your questions.*

*...present a great first impression! Introduce yourself and use good body language - stand tall, firm handshake, good eye contact, be yourself and **SMILE!** You may meet these people again in an interview!*

...prepare a couple of questions before speaking to the employer - sample questions are included!

...collect any relevant brochures, handouts and business cards. Follow up with a thank you email within the next 48 hours (Tip: after speaking to the employer write a little note about what you spoke about so you can jog their memory of who you were in the email).

Employers recruiting International Students!

Check the program guide to see if each company recruits International Students for Graduate Programs, Internships or Work Experience. In the **Careers Fair Booklet**, under the Company profile '**Residency Status Requirements**' - the company will list if they recruit International Students or only Australian PR/Citizenship. There are many employers at the Careers Fair who want to recruit International Students so make sure you speak to them! Remember to tell them about any work experience you completed overseas and why you decided to study here in Australia! If the company you are interested in requires PR or citizenship discuss work experience/internship opportunities and ask if the company has any offices in your own country or region?

Ask how long after graduating you are still able to apply for the Graduate Program or if there are other vacancies within the company you are eligible to apply for. This Careers Fair is a great opportunity to meet with employers and find a company you would like to work for and start planning! Remember to ask them what sort of applicants they are looking for!

This is your opportunity to meet with a wide variety of organisations who are looking for UQ students to apply for their Graduate Programs!



DON'Ts:

...underestimate yourself. Any experience - employment, volunteer, social clubs even group work at uni are great experiences which employers find interesting as it may highlight some other skills you have developed which are valuable to them.

...rule an employer out because of their industry. All organisations require staff from many disciplines, surprise yourself and speak to some employers in industries you would not usually speak to!

*...highlight something about yourself you believe is a weakness! Only **POSITIVE!***

...spend all your time talking with friends. If you go with someone, feel confident to speak to an employer by yourself. Focus on the employers & opportunities, not the people you attend with.

...attend to take free goodies! This comes across as unprofessional and may not look good if you have a bag full of goodies by the time you speak to an employer you are actually interested in..

...arrive late - many representatives are from interstate and may need to leave early.

After the Careers Fair:

- **Follow up** with employers - thank you emails (use the notes you wrote on their business cards & some information from the brochures, not just a thank you, but reconfirming your interest).
- Create a personalised job search plan! Use the Career Service fact sheets on Job Search, suggested preparation guide & Action Plan available on Careerhub! www.careerhub.uq.edu.au – Fact Sheets
- Start attending Careers & Graduate Employment (CAGE) workshops to **improve your professional image:**
 - Resume, Cover Letter and Applications
 - Interview Skills
 - Networking
 - Job Searching
 - + To register: www.careerhub.uq.edu.au - Events
- After attending CAGE workshops, you may have your resume/application reviewed by a Career Advisor
 - + To register: www.careerhub.uq.edu.au - Appointments

Sample questions to ask employers at Careers Fair!

Don't be shy! Ask some questions, show your interest! There's a better chance the employer will remember you if you had a conversation, as well as giving you the opportunity to get some inside tips about what sort of applicants the company is looking for and it can help you narrow down who you would like to work for! Below are some sample questions - don't be afraid to ask if you have some that are not listed!

Sample Questions:

1. About the Job/ Position

- What are the main responsibilities, actual tasks you might do in a typical week?
- Is it possible to obtain voluntary/casual/vacation/work experience?
- What sort of person do you have to be to be really good at this job?
- Is the role different from what you expected?
- Does your company have any preferences for the formatting or content of resumes or cover letters?

2. Career Development

- How many years does the typical graduate employee stay with your organisation?
- What are some of the typical career paths/what job might people move on to?
- What additional responsibilities do staff take on?

3. Getting In

- What are some useful stepping stones or voluntary experience I should look for?
- What personal qualities & skills/knowledge are you seeking?
- What types of graduates tend to be successful in your company's recruitment process?
- Do you have a mid year commencement?
- What is involved in your company's recruitment process (assessment centre, psychological testing, and number of interviews)? How long does the process take from beginning to end?

4. The Organisation and Its Culture

- Is the structure of the organisation changing?
- What is the pace of work like? Are there peaks & troughs or is it fairly constant?
- Is there much opportunity /encouragement for mobility, cross-training, lateral moves etc?