

Graduate Job Searching:

How to find your ideal first Graduate role and sell yourself into it!

1. Know yourself – because you are going to have to speak for yourself!

It may sound a bit corny to start your job searching with telling you that you need to know yourself before you do any actual job searching, but it is essential. You should be able to confidently speak about your strengths, be aware of your limitations and your plan to develop them and know what type of employer or company would suit you best because of your work ethic and personality otherwise you may find that you spend a significant amount of time applying for roles and companies that you don't suit!

Each individual is unique, just like an organisation, manager and team. Employers are looking for applicants that are competent in their roles, fill a niche in the team (i.e. leadership skills, adaptable) as well as meet the company values. Are you a go getter who likes being thrown in the deep end and willing to work long hours? Do you feel more comfortable with formal training and mentoring with a clear professional development plan? Prefer Monday to Friday 8:30 – 5? Want to work for a company that has team sports on some weekends? Companies are as diverse as their applicants.

Free Careers and Graduate Employment workshops in Resume & Application Writing, Networking, Interview Skills & Job searching are available. All will assist you to identify what to document and say in the application process as well as develop your understanding of relevant experiences for employers.

Now you know a little bit about yourself, who would help you develop your skills or who would challenge you!

2. Who do you want to work for? Hone in through research & applications!

Do some asking around! Read about companies on the internet, in the business section of the newspaper and journals. Attend Employer presentations, go to Careers Fair, join an Industry Association and mix and mingle with people from a variety of companies. Or, test the waters! Apply for Internships and work experience placements during your study so you can see where fits you best.

Employers want to hire people that genuinely want to work for them. Presented well, this legwork will assist you to stand out from other applicants as a serious contender.

3. Prepare to APPLY!

Through networking and attending events you may meet someone who requests your resume. This may not be for a job immediately, but it may lead to one or your resume may be forwarded to someone in a position to hire. Fantastic! But what does your resume look like?

Your Resume requires continuous improvement to reflect your own continuous development and career direction.

Your second year is the perfect time to create a professional resume, as you will learn during the CAGE workshops what skills are important and which future situations to keep an eye out for, so you are able to use them in job applications. In your second/penultimate year, you can use your resume for Volunteer roles, Internships, Work Experience or as a basis for scholarships. Your Resume is a great way to keep track of your skills, experience, achievements, strengths and abilities.

Having completed your Resume, you will have a greater idea of how well rounded as an applicant you are!

4. Finding Vacancies, the hidden & the advertised

Traditional methods of job listings only listed in the newspapers are gone! Employers have increased their candidate pool to attract applicants nationwide as well as from overseas. To do this, they market and recruit in several ways. Here are the main types of recruitment for Grad Employment:

www.careerhub.uq.edu.au

This online database contains vacancy listings. Employers who are targeting UQ students submit vacancies which require approval from the Careers & Graduate Employment Unit before being listed.

Careers Fairs & Employers Presentations on campus

Find out about different companies, figure out who you would like to work for as well as when and how to apply. Presentations generally include helpful tips for what to include in your application.

Company Websites

Organisations generally list their vacancies, especially Graduate Programs on their website. This also gives you the opportunity to do more research to tailor your application.

Jobsite websites including specialist sites/newsletters/newspapers

Check the popular websites like Seek, CareerOne as well as government websites. The Careers section in Newspapers usually has relevant industry articles. Many websites have been established which specialise in industry specific recruitment.

Recruitment Agencies

Recruitment agencies are a great way to get into different industries, as the recruiter will generally know exactly what an employer is looking for. If you aren't the right fit for that particular job – you may be for another. The recruitment agency wants to fill the vacancies – it's their job!

Internal vacancies

Ever noticed a company that generally only advertises entry level and senior roles? Many companies rely on existing staff to fill internal vacancies. This gives professional development opportunities to staff as the position may only be for short periods (2 weeks – 6 months). How do you get those jobs? Get employed by the company in step 1! Internal vacancies can be a great opportunity for roles suitable for graduates. Applicants who completed Internships or Work Experience during their study may have great experience, referees and inside knowledge to assist their application!

Networking

Networking is a great way to undertake all of the above! Networking may lead you to be offered or advised of an unadvertised role. You may also be advised about a company or position you were not aware were hiring or realised were a good fit for you! Networking works both way and you may also be able to assist the other person in the future. Building a good reputation is important and you can start at any time!

'To love what you do and feel that it matters, how could anything be more wonderful?'

Katherine Graham – Publisher of the Washington Post