



Finding graduate jobs

Graduating from uni and finding a job is an exciting but sometimes confusing time. There are many things you can do throughout your degree to make the transition to graduate employment easier – so start early and work on the following:

- Self-awareness – so you know what you want from a job and what you offer the employer.
- Employer awareness – knowing what employers are seeking from new graduates.
- Job search awareness – knowing where and how to find out about job vacancies.

Self-awareness

Knowing the type of position and company you are looking for in relation to your values, strengths and skills will increase your chances of finding rewarding employment. Graduates who display high levels of self-awareness stand out and make it easier for an employer to establish their fit with the organisation. Think about:

- Location – where do you want to live and work?
- What kind of job are you seeking – does it have a title, do you know what tasks you would be doing, do you like these tasks?
- What is important in a job for you? (e.g. aligns with your interests, security, status, rate of pay, networking, training, chances of promotion, hours of work, corporate responsibility, travel, family friendly workplace, challenge etc.)
- What strengths/skills and qualifications make you well suited to this type of job?
- What sort of company culture will best suit you?
- What other factors are important in a job?
- Have you tapped into your networks for further help, information and advice?

Employer awareness

Knowing the employers in your industry/sector and what they look for requires solid research. This investment of your time pays off during the recruitment process.

While every employer has different requirements, graduate employers identified the following top 10 skills that they look for and assess:

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|--------------------------------------|----------------------------|
| 1. Communication | 6. Resilience |
| 2. Teamwork | 7. Emotional intelligence |
| 3. Interpersonal skills | 8. Planning and organising |
| 4. Initiative and enterprise | 9. Self-management |
| 5. Understanding of our organisation | 10. Leadership |



Employers said that the skill graduates most lacked, was an understanding of their organisation. This highlights the importance of researching potential employers to become employer aware!


Source: The 2019 AAGE Employer Survey

How to research employers

Find out about specific employer organisations by:

- Reading the 'about us' section of their website
- Googling them for reviews and recent achievements
- Expanding your networks





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Job search awareness

Start a database of potential employers from year one of your studies. This will help you find work experience while studying and know which companies are employing graduates and when. It also ensures you are aware of the skills and attributes employers are seeking in your industry. The following resources will help get you started.

Graduate programs

Apply for these targeted recruitment programs at the **beginning of your final year**. They offer structured training and development with Australia's top organisations – see these useful online resources:

- gradconnection.com.au
- au.prosple.com
- Search company websites for advertised vacation and graduate programs.

Online vacancies

- scu.edu.au/careers – Go to CareerSuccess to search for job vacancies. Access to local and international job opportunities.
- seek.com.au – covers a range of industries.
- careerone.com.au – covers various industries.
- apsjobs.gov.au – vacancies in the APS, the Australian Public Service and many other Australian Government agencies. From entry level to leadership roles across a wide range of professions, new positions are advertised on APSJOBS every day.
- iworkfor.nsw.gov.au – access resources and search for NSW government jobs.

- smartjobs.qld.gov.au – vacancies and career information relating to Queensland government jobs.
- **Industry specific websites** – most industries and government agencies have specialised recruitment sites. It is important you are familiar with these, so ask your Faculty contacts for websites specific to your discipline and see the latest recommendations on CareerSuccess.

Industry networking

- thebigmeet.com.au – a careers fair suitable for uni students in all years where you can speak directly to a range of graduate employers. Held in most capital cities, early in the first half of each year – see website for details.
- linkedin.com – is becoming more prominent as a professional job search and employer networking tool.

Speculative or cold call applications

Send carefully targeted and researched applications to employers who have not advertised jobs.

The key to succeeding is to:

- Identify the most relevant contact person by using the internet or ringing to find out the person's name, position title and contact details.
- Target only a few organisations at a time, so you can carefully research and tailor each application.
- Include a one-page cover letter and a two-page resume.
- Follow up with a courtesy phone call to demonstrate your initiative.



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