

JCU Job Ready

Steps to employment success



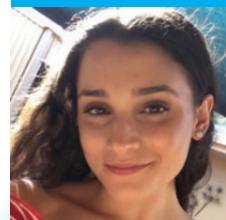
jcu.edu.au/careers

It's never too early to set your career goals and start working towards them.

As you progress through your degree, aim to acquire the skills, knowledge, experience and attributes that give you the edge.

Here are our recommendations of actions that will maximise your graduate employability.

Start now, complete as many as you can and take charge of your career.



I knew before starting university I wanted to gain an internship with a major accounting firm. In order to do so I had to take charge of my career, be organised and motivated to take steps to succeed. Over the past two years I have studied at JCU Singapore, built networks with employers, created a LinkedIn profile, worked hard to gain good results, and accessed support and services at JCU, including fine-tuning my interview skills using Big Interview. My hard work has paid off. I have gained paid internships in both Cairns and Brisbane for the summer vacation, and secured a trainee accountant position for my final year of study.

Jessica Stopford
JCU Business student



What makes a graduate stand out from the rest? At GHD, we look for those who can tell their own story - who have done something, achieved something, contributed something back. We seek individuals from very diverse backgrounds who have a few things in common. Motivation, the desire to work with others and a really interesting personal story. What is your story going to be when you graduate? Enjoy your studies and remember to invest in your story. Future employers will be listening when you are ready.

David Cardiff
People Manager
North Queensland GHD

JCU Careers and Employability

We support you with your career planning, decision making and successful transition into graduate employment.

Appointments

- Available in person, phone or virtual meetings
- Career planning and preparation support
- Job search, job application and interview preparation support
- Students unable to attend an appointment are welcome to email their job application documents for feedback

Drop-in Sessions

- Available for resume, cover letter, LinkedIn assistance
- Tuesday 10am-12pm, Level 1 Library (during Study Periods 1 and 2)

Visit jcu.edu.au/careers to explore our resources



Annual employers' event on campus. Meet employers, discover opportunities and identify expectations.
Townsville – 17 March 2020
Cairns – 18 March 2020



JCU's job portal for graduate, part-time, casual, vacation and volunteer vacancy listings. Weekly e-newsletter providing a snapshot of jobs based on your profile.



Self-paced online modules to develop employability and help you reach your career goals.



Training portal to learn, practice and improve interview techniques and build confidence.



Self-paced modules to build entrepreneurial skills and attributes for career success in the modern workplace.



Course-specific snapshots covering graduate opportunities, professional associations, registration requirements and more.



Casual, graduate, postgraduate and higher degree by research resume examples PLUS course-specific graduate resume examples.



Cover letters, selection criteria, skills employers want, starting a business and more.

FIND US...

Townsville Campus
Level 1, Library
☎ 4781 4711

Cairns Campus
Level 1, Library
☎ 4232 1150

jcu.edu.au/careers
careers@jcu.edu.au
📱 JCU:Careers

Steps to Employment Success

For more ideas visit www.jcucares.info/jobready

Explore career options
Research future career opportunities and graduate job vacancies to broaden your horizons and develop your career goals. Review and fine-tune your goals as you progress through your studies.

Get involved
Get to know your lecturers, tutors and fellow students as they are valuable contacts now and in the future. Participate in extra-curricular activities and events as employers look for well-rounded applicants.

Identify employer expectations
Talk to employers and scan relevant job vacancies to identify the skills, knowledge, and experience required. Fill any gaps you identify and further expand your strengths.

Get LinkedIn
Establish a professional online presence and connect with industry professionals. Regularly update your LinkedIn profile with the knowledge, skills, and experiences you are gaining.

Prepare early in final year
Develop a job search plan and devote time to it. Identify employers, positions of interest and their recruitment practices and deadlines. Reconnect with your networks and seek their professional advice.

Apply for graduate programs
Check graduate employment programs offered by the government and large employers. Students are recruited as early as March in their final year of study for employment the following year.

Attend the JCU Careers Fair
Learn about job opportunities, organisations of interest, and future career paths. Network to develop industry contacts and find out what employers are looking for. Attend every year.

Gain leadership experience
Explore volunteer and paid leadership opportunities within and outside university. Leadership experience can set you apart from other job applicants.

Gain career-relevant experience
Apply for placements, internships, cadetships, vacation programs, or other career relevant work. Gain career experience and skills and demonstrate your talent and potential.

Join relevant professional associations
Investigate student membership options. Many associations offer networking, professional development, mentoring, and useful career resources.

Follow employers' social media
Grow your understanding of their company culture and priorities. Employers use social media to promote job opportunities and connect with future staff.

Explore innovative graduate opportunities
Investigate startups and network with the entrepreneurial community – attend meetups, startup weekends and hackathons. Many employers seek innovative, forward thinkers.

Gain workplace experience
Undertake work – it provides evidence of your ability to follow workplace policies and procedures, and will develop transferrable skills, such as communication and teamwork.

Aim for good results
To succeed, devote time to your studies and make the most of resources and support available. Good results demonstrate competency, commitment and a strong work ethic.

Build your networks
Seize all opportunities to meet employers on or off campus, in person, or online. Employers get to know you and you get to hear of opportunities – it's a win-win situation.

Study overseas
Gain international experience, knowledge, skills, and the disposition to succeed in a global workforce. Build your cross-cultural communication skills and cultural sensitivity.

Undertake professional development
Attend industry events and complete online courses to gain extra skills and knowledge to increase your competitiveness and address any gaps identified through your job search.

Know your value to potential employers
Develop a short pitch summarising your relevant strengths. Reflect on your skills, experiences, values, and preferences. Be ready to talk confidently about them.

Connect with JCU Careers and Employability
Discover how we can support you with your career planning and job search. Check our website (jcu.edu.au/careers) and like our JCU Careers Facebook page.

Volunteer in a career-relevant field
Develop work skills, gain experience, and create networks and referees for future job applications. Demonstrate your values and the causes you care about.

Take up the challenge
Develop teamwork, problem solving, and project management skills through student competitions and challenges. Demonstrate initiative and creativity that will impress employers.

Fine-tune your application skills
Check out our degree-relevant resume templates. Access our drop-in and appointment services for one-to-one coaching and feedback.

Polish your interview skills
Shine in your interviews. Use JCU's Big Interview program for online training and practice. Review interview questions for your industry and how to best answer them.

Pull it all together
Have your LinkedIn, resume and cover letter checked to ensure they effectively market you. Check your referees are current and prepared to receive enquiries. Ensure your digital footprint is professional.

First Year _____

Middle Years _____

Final Year _____