Welcome to the first edition of Careers News for the Australian School of Business for 2010. In this edition we look at the survey results from the Australian Association of Graduate Employers (AAGE) Employer and Candidate Surveys to find out what employers are looking for and how you can improve your employability outcomes. February and March are the months to meet employers so don’t miss the Careers Expo and Employer Information Sessions. We look forward to working with you again in 2010!

UNSW 2010 Annual Careers Expo!
Monday 22nd March, 12- 4pm
Students from all years are welcome!

PRIZES * GIVEAWAYS * FREE BBQ and COFFEE!!

Participating organisations include:

For more info and registration:
www.careers.unsw.edu.au

Employers on Campus
In March
Don’t miss out!!! Register now!!!

TUESDAY 2 March
12:00 – 2:00 pm  Bain & Company
5:30 - 7.00pm  Corporate Value Associates

WEDNESDAY 3 March
12:00 – 2:00 pm  Credit Suisse
5:30 - 7.30pm  The Boston Consulting Group

THURSDAY 4 March
12:00 – 2:00 pm  Citi

FRIDAY 5 March
5.30 - 7.00pm  Oliver Wyman

MONDAY 8 March
1:00 – 2:00 pm  Bain & Company: Ace the Case
5.30 - 7.00pm  Port Jackson Partners Ltd

TUESDAY 9 March
12:00 – 2:00pm
5.30 - 7.00pm  Deutsche Bank
1:00 – 2:00 pm  A.T. Kearney

WEDNESDAY 10 March
5:00 – 9:00 pm  UBS
1:00 – 2:00 pm  L.E.K. Consulting
5.30 - 7.30pm  Booz & Company

THURSDAY 11 March
12:00 – 2:00 pm

For more info and registration:
Don’t wait until the end of your studies to start thinking about your career!

The Australian Association of Graduate Employers (AAGE) recently surveyed recruiters from 185 leading Australian and New Zealand organisations, and more than 25 per cent considered graduates ‘not very well prepared’ for work. Taking steps throughout your degree to prepare yourself for work, in ways that study alone cannot do, may be the key.

So in an employer’s eyes, what makes a person ‘work ready’? Only half of the employers surveyed considered grades ‘very important’, whilst almost all primarily valued oral communication, interpersonal skills, teamwork and problem solving.

Gaining work experience, whether it’s paid or voluntary is an effective way to challenge yourself and develop these skills. The AAGE Candidate Survey of 1,772 graduates commencing employment in 2010 found that 90 per cent had engaged in part-time or casual work during their studies. Nearly half had done voluntary work and more than 70 per cent had undertaken an internship, cadetship or traineeship. In fact of the 30 per cent that had previously worked for their future employer, the majority had done so through an internship or vacation work, which further suggests it as an effective pathway to employment.

The survey also showed that 19 per cent of the graduates had held office in a student society, a good way to gain leadership skills that may help strengthen and differentiate an application.

How can Careers and Employment help you?

There are a number of different ways Careers and Employment can help you find work: our workshop ‘Get that Job’ is a great place to start, and will show you how to take a proactive approach and think beyond the usual job seeking avenues. We also have an online job board with current part-time, full time, internship and voluntary vacancies. Consider approaching organisations who haven’t necessarily advertised an internship or job opportunity; watch our DVD ‘Can I have a few minutes of your time’ to develop an ‘elevator pitch’ that will make an impression on potential employers. Attend industry functions as an opportunity to build your network.

94 per cent of employers surveyed use behavioural based interviewing as part of their recruitment process last year. So instead of the question ‘Tell me about yourself’, you may be asked ‘Tell me about a time where you worked effectively in a team’. The response should outline the situation, the specific task, the action you took and the positive result or outcome (STAR). You should prepare for each interview by thinking of examples for each of the selection criteria for the position.

In addition to analysing the job description, you can learn more about the employer’s requirements by reading the organisation’s online and hard copy literature carefully, conducting information interviews, attending on-campus information sessions and speaking to employers at our Careers Expos in March or July. To learn more about behavioural based interviewing, come along to an ‘Ace the Interview’ workshop, and check out our book and DVD library as well as resources on our website. You might also wish to book an appointment with a Careers Consultant to practice your interview techniques and get some invaluable feedback on your performance.

Psychometric assessment is becoming a more common way of assessing skills and ‘fit’ for a particular workplace. Two-thirds of surveyed employers used ability tests, whilst personality questionnaires or case studies were used by half of the employers. To find out more, come to an ‘Assessment Centre and Psychometric Testing’ workshop and check out our online tests and books.

With so much evidence of the importance of workplace skills and employment experience, it’s never too early to think about your career!
Collect Your 2010 Graduate Recruitment Directory - FREE!

Would you like a list of employers who are recruiting final year students in your field? Collect your copy of Graduate Opportunities from the UNSW Careers and Employment office.

In the directory, you will find a list of graduate employers for students in business, accounting and finance. You can also search for employers recruiting indigenous students, international students, graduates with disability and students with generalist degrees.

There are profiles for each individual employer detailing their graduate and internship programs, eligibility requirements, as well as information on how and when to apply.

If you are in your final year, don't leave it until November to think about your career options! Employers recruit for their graduate programs from as early as February.

It's Expo Time!

Your guide to making the most of the Careers Expo

Imagine yourself visiting an expo or a trade show. If you wander around not knowing who to speak to or what questions to ask, you are likely to walk away feeling that there wasn’t a lot of useful information.

Imagine yourself visiting the same expo again. This time you have researched the organisations and what they have to offer. You have come prepared with a list of organisations you would like to speak to and a list of questions to ask. How would your experience be different?

The Careers Expo is the best time for you to get first hand information about organisations and graduate opportunities. The more prepared you are, the more you will get from attending. The expo is the time when you can speak to recent graduates about their experience and ask the graduate recruitment teams about their recruitment process. Their information and tips can help you excel with your online applications, interviews and any other stages in the recruitment process. Some students were even “fast-tracked” through the process because they made such a good impression on a potential employer during the Expo.

Preparation is the key to making the most of your experience at the Careers Expo. Have a look at the list of participating organisations before attending and compile your own target list. Research each of the organisations on your list, find out more about the opportunities they offer and their requirements. Prepare a list of questions you would like to ask and avoid common questions which are already answered on their website. You should also prepare a general introduction which you can use when approaching the representatives, highlighting your background and key strengths. It is important to approach and interact with potential employers in a professional manner. Be ready to answer general interview questions during your conversation. They may ask what you are studying, why you have chosen your field, what you know about their organisation and what your career goals are.

There are over 120 employers and 1,800 UNSW students attending the expo each year, so come prepared!

Careers and Employment runs expo preparation workshops “Career Expo! Make the Most of It” prior to the event. There are also useful online tips and video. Visit www.careers.unsw.edu.au for more info.