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

- **Self Aware** – self-awareness allows you to know what you want from a job and what you have to offer the employer.
- **Employer Aware** – knowing what employers are seeking from new graduates.
- **Job Search Aware** – knowing where and how to find out about job vacancies.

### Self aware

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 graduate 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, 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?**
- **Have you completed the Seeking Graduate Opportunities booklet in the Career Development Program on MySCU?**

### Employer aware

Knowing the employers in your industry/sector and what they are looking for requires solid research, but this is an investment of time that pays off during the recruitment process. While every employer has different requirements, graduate employers identified the following top 10 skills they were looking for in 2014:

1. Interpersonal and communication skills (written and oral)
2. Passion/knowledge of industry/drive/commitment/attitude
3. Critical reasoning and analytical skills/technical skills/problem solving/lateral thinking
4. Academic results
5. Work experience
6. Cultural alignment/values fit
7. Emotional intelligence (including self-awareness, strength of character, confidence and motivation)
8. Teamwork skills
9. Activities (including intra and extracurricular)
10. Leadership skills.

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1 Graduate Careers Australia (2014) Graduate Opportunities 2014. GEON Impact Printing.
Job search aware

Start developing a database of potential employers early on during your studies. This will help with finding work experience while studying and will help you know which companies are employing graduates and when. It also ensures you are aware of the skills and attributes that employers are looking for 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:

- Graduate Opportunities (www.graduateopportunities.com) and UniGrad (www.unigrad.com.au) – directories that cover private and government sector graduate and vacation programs. You can access these online or go to the Career Development Service office to obtain your free copy at the beginning of session 1.
- GradConnection (www.gradconnection.com.au) – a useful online resource for direct information from employers.
- Company websites for advertised vacation and graduate programs.

Online vacancies

- Seek (www.seek.com.au) – covers a range of industries.
- https://www.apsjobs.gov.au – vacancies in the APS, the Australian Parliamentary 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.
- Industry specific websites – most industries and government agencies have specialised recruitment sites. It is important you are familiar with these, so ask your School contacts for websites specific to your discipline and see the Career Development Service website for My Degree – Career Options sheets.

Industry networking

- The Big Meet (www.thebigmeet.com.au) – a careers fair suitable for uni students in all years where you can speak directly to a range of graduate employers. On in most capital cities, early in the first half of each year – see website for event nearest to you.
- LinkedIn (www.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 maximum three-page resume.
- Follow up with a courtesy phone call to demonstrate your initiative.

Where to find more help

- SCU Career Development Program on MySCU – learn.scu.edu.au
- Visit careerhub.scu.edu.au for job vacancies, events and resources
- Email for a careers consultation: careers@scu.edu.au
- For further resources and fact sheets go to scu.edu.au/careers