



Graduate Recruitment

– are you ready for the next step?

C O N T E N T S

- **What skills are they looking for?**
- **What is involved in the application process?**
- **Where do I start?**
- **Develop networks**
- **Remember!**
- **Contact details**

Graduate recruiters are responsible for selecting people to meet their company's present and future human resource needs. They operate in a dynamic, constantly changing and highly competitive environment.

The range of employers who recruit graduates is many and varied. A significant amount of recruitment is conducted by small to medium enterprises in a relatively low-key fashion. They might advertise a specific graduate position in the local paper, or ask for a bulk email to be sent to a selected student group, or open a position up to graduates and others and select on merit.

Larger organisations offer specific graduate programs that involve rotations across a number of areas for a period of up to two years. At the conclusion of these rotations graduates may be offered a permanent position within an area of interest and need to the organisation. These organisations will usually commence their recruitment cycle early in the year prior to placement. Final year students will be expected to go through the application process during semester 1 with the closing date for many organisations being between February and April. Offers of employment are generally secured prior to final examinations.

A final avenue is the use of third party recruiters known as employment services. These firms offer companies a professional placement service, often undertaking all aspects of the recruitment process on behalf of the company recruiting for a position. Graduates can register with these firms and if a suitable position becomes available they may be short-listed for interview. Many of these firms also offer temporary placement services which can be a good way for graduates to get some work experience and a 'foot in the door' to the employment market.

WHAT SKILLS ARE THEY LOOKING FOR?

Graduate recruiters are looking for students who will add value to their organisation and help them to achieve their goals. They are seeking a number of common skills including:

- academic achievement in a suitable discipline
- literacy
- numeracy
- basic computer skills
- written business communication skills
- oral communication skills
- interpersonal skills
- team-working skills
- problem-solving skills
- research and analytical skills
- leadership skills

WHAT IS INVOLVED IN THE APPLICATION PROCESS?

Many application processes will include:

- An initial written application, which will involve submitting a response to specific selection criteria, a resume and other relevant documentation such as an academic transcript. Many companies now require all applications to be submitted online and details can be found on the careers pages of company websites.
- A series of psychometric tests including verbal, numerical and abstract reasoning. These tests aim to provide employers with a reliable method of selecting the best applicant.
- An interview. This may be an initial interview with human resource personnel and then an interview with a line or area manager.

WHERE DO I START?

CareerHub

The student careers portal is called CareerHub and can be found at the Career Development and Employment Service website: www.utas.edu.au/services/careers. You need to register and can then access all graduate positions available. CareerHub provides an outline of the position description, the application process and any other relevant information such as a company website. In addition, you can access links to firms that may be offering graduate positions, articles of interest such as 'Addressing Job Application Selection Criteria', workshops and other events, news items and a place to store your resume.

Careers Week

The University will be running Careers Week from 16-20 March 2009. During this week many companies interested in recruiting penultimate year students will be in attendance and will be running individual information sessions. There will also be workshops on topics such as resume writing and addressing selection criteria. The Careers Fair will be held on Thursday 19 March in the Activities Centre on the Hobart campus and transport will be available for Northern students. The Law Fair will be held on Friday 20 March also in the Activities Centre on the Hobart campus. In addition to Careers Week, a number of other firms will be conducting information sessions during the first half of the year. Watch out for events listed on CareerHub.

DEVELOP NETWORKS

Approximately 70% of jobs are not advertised. This hidden job market exists through the development of networks and relationships. You will already be doing this when you meet people during extra-curricula activities, part-time employment, maintaining contacts with family and friends and generally interacting at uni – these are all important sources for finding work. For more information see the fact sheet entitled 'The Hidden Job Market: Networking' on our website.

REMEMBER!

The process of gaining employment after your degree is one that must be embarked on early in your degree. You need to keep your resume up-to-date, ensure you are gaining the skills required by potential employers and generally making sure you are able to compete in a highly competitive job market. At the end of the day you are trying to 'sell' yourself to potential employers and as with any marketing campaign, you must have a strategy in place and set achievable goals.

CAREERS COUNSELLING

Qualified career counsellors are available for students needing support with life/career planning, goal setting, developing options, job search assistance and career transition issues.

For further information or to book an appointment, call Hobart on 6226 2697, Launceston on 6324 3787, or the Cradle Coast Campus on 6430 4949.