

We're here to help.

Build Your Career

Information for Students and Alumni

ABOUT US

Career Development and Employment (CDE) aims to improve graduate outcomes for all UTAS students and to facilitate improvements in the quality of career development programs and activities available at the University of Tasmania. We work closely with local, national and international employers, students, faculties and alumni to provide a comprehensive career education and support service.

Career decision making is an important life skill and something that becomes particularly useful during your transition into and out of UTAS. It is also important to identify what you need to do throughout your studies in order to be competitive in the graduate recruitment market. Ask yourself this question: why would an employer pick me from a pool of hundreds of applicants? Through our research and professional networking, we have a strong understanding of what employers are looking for. We can help you build the foundations for a successful career whilst you're studying and then assist you to communicate these skills, attributes and knowledge to employers through the job search and job application process.

We understand that sometimes students aren't sure what sort of career to build or when, where and how to start building. But, whatever stage you're at, it's never too early or too late to start building your career with the support of UTAS Career Development and Employment.

OUR SERVICES

CareerHub

CareerHub is the University of Tasmania's online resource for up-to-date job vacancies, career information, appointments and on-campus events such as employer information sessions.

New positions are advertised daily – many of which are only available to UTAS students. The part-time and casual jobs on offer will mostly be located in the area of your registered campus as will most of the undergraduate work experience opportunities; however, many of the graduate positions are nationally and internationally based.

You will also find useful web-links, assistance with resume writing and selection criteria, current scholarships, volunteer opportunities, info sheets, news and can register to attend employment-related events and workshops.

CareerHub can be accessed at <http://careerhub.utas.edu.au>.

Career Counselling

Career counselling consultations with qualified Careers Advisers are available for students and alumni needing support with career direction. Careers Advisers can help with job search and career information, life/career planning, goal setting, developing options, exploring personality work preferences and career transition issues. Appointments are also available for students who have an upcoming job interview and would like help to prepare.

Appointments on the Hobart and Launceston campuses can be booked via CareerHub by clicking the **View available appointments** tab and selecting your appointment topic preference.

Cradle Coast career counselling appointments can be made by contacting (03) 6324 3787.

Workshops and employer information sessions

Weekly workshops are offered for students and alumni on career related topics, such as:

- Build your career – drop in sessions
- Resume revival
- Interview skills
- Discover your ultimate career direction
- Networking – the hidden job market
- Addressing selection criteria

We also run faculty specific workshops, lectures and employer information sessions as required, coordinated together with students, faculty heads and employer networks.

Workshops & information sessions change throughout the year. For full details and to book, log onto Career Hub and go to the **Events** section.

ResumeLink

ResumeLink is your first port of call for developing or updating your resume. This online resource includes resume examples and audio presentations.

You can submit a draft resume and send via email to resume.link@utas.edu.au for staff to provide feedback.

ResumeLink –

www.support-equity.utas.edu.au/careers/services-for-students/resume-link

International Students

Comprehensive advice is available for international students who wish to gain employment whilst studying at the University of Tasmania.

CDE work closely with staff in Cross Cultural support (CALD) and the Community Friends and Networks Programme (CFNP) to support international students.

Like to know where UTAS graduates are now?

Graduate Careers Australia undertakes a national Graduate Destination Survey every year. The survey is an invaluable source of up-to-date, accurate information about trends in salaries and employment options, as well as changes in industry and the workplace. It is a very useful tool for successful career planning for all students.

The latest survey results can be found at:

www.support-equity.utas.edu.au/careers/services-for-students/graduate-destination-information

7 TIPS FOR EFFECTIVE CAREER BUILDING

1. Build your resources

Career planning relies on research and information gathering. Familiarise yourself with the careers team on your campus, where careers advisers can provide free and confidential career planning consultations.

2. Register with CareerHub

CareerHub is the University of Tasmania's online resource for up-to-date job vacancies, career information and events. You will also find useful web-links, assistance with resume writing and selection criteria, volunteer opportunities, info sheets, and news.

3. Get connected and build networks

Joining and participating in a TUU club or society is a great way to contribute to your university, but it also provides you with further evidence of examples where you've demonstrated the employability skills that employers are looking for.

4. Find part-time or volunteer work

Volunteer work can be a great way to build your skills and learn about your community, as well as a way to connect with people in your industry of choice. CareerHub has details of volunteer positions available, but also check those listed through Volunteering Tasmania.

5. Develop a resume

To apply for most positions, you will require an up-to-date resume which markets your skills and experiences. A resume is not a static document and should be tailored to each application. As your experiences change, you will update your resume with your new skills and/or qualifications.

6. Get to know yourself

Part of doing your research and gathering information is about getting to know yourself. Make an appointment with a Careers Adviser to get assistance in identifying the skills, interests and values that are important to you.

7. Go to the Careers Fair

Attending the annual Careers Fair is a great way to extend your knowledge of the labour market and particular employers. You'll be able to investigate graduate opportunities and discuss application processes directly with potential employers, whilst learning more about their companies and the details of the jobs that they recruit for.

Other Career resources:

- www.myfuture.com.au
- www.graduatecareers.com.au
- www.seek.com.au
- www.jobs.tas.gov.au
- www.apsjobs.gov.au
- www.lode.com.au



BUILD YOUR CAREER

PERSONAL INFORMATION STATEMENT

Your personal information is being collected by the Support and Equity Unit on behalf of the University of Tasmania for the primary purpose of providing a career development service to you. Failure to provide this information may result in you not receiving the service. Your personal information will only be used for the primary purpose for which it is collected and disclosed only to University of Tasmania staff who require the information to properly carry out their duties.

The University will ensure that your personal information is not used for another purpose or disclosed to third parties without your consent unless such a disclosure is required or permitted by law.

Your information may be disclosed in the following circumstances:

1. Your prior approval has been obtained to disclose information; or
2. Failure to disclose the information would place you or another person at serious risk; or
3. Disclosure is necessary to prevent significant property damage; or
4. It is subpoenaed by court, or
5. In exceptional circumstances, as stated in the UTAS Privacy Policy, or
6. If disclosure is otherwise required or authorised by law.

Personal Information will be managed in accordance with the *Personal Information Protection Act 2004*, and the University of Tasmania's Personal Information Privacy Policy. For information on how your personal information is being used or stored, or to access your personal information, visit the University's website at www.utas.edu.au or contact the University on (03) 6226 2697.

You also have the right to request access to your personal information held by the University in accordance with the *Freedom of Information Act 1991 (Tas)*.

CONTACT US

CDE offer support across all UTAS campuses. You can contact us by email or phone.

Careers.Service@utas.edu.au

Hobart – 6226 2697

Launceston & Cradle Coast – 6324 3787