

Graduate Recruitment

WHO RECRUITS UNI GRADUATES?

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, and select on merit. Or they may offer positions via word of mouth and local connections.

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 – this means you will need to start the application process early in your last year of study. Closing dates for many organisations are between February and April. Recruitment for these large graduate programs can be lengthy, with offers of employment generally secured later in the year, prior to final examinations. The majority of these larger scaled programs are based on the mainland, with recruitment processes usually also held interstate.

A final avenue is the use of third party recruiters known as recruitment or 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. Demand for a diverse workforce is high, so employers will be looking at skills and attributes alongside academic results. Key skills include:

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

WHAT IS INVOLVED IN THE APPLICATION PROCESS?

Many application processes for graduate positions 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 and aptitude tests including verbal, numerical and abstract reasoning. These tests aim to provide employers with a reliable method of selecting the best applicant.
- An interview / series of interviews. Initial short-listing may be via a phone interview. Or you may have an initial interview with human resource personnel and then an interview with a panel of people, including the line or area manager.

Some organisations hold psychometric testing, interviews and group work on the same day and duration can range from a few hours to a whole day. This is sometimes called an 'Assessment Centre' and is a more efficient way for employers to shortlist a large number of students whilst also being able to assess a multitude of skills relevant to the role, not just technical skills.

WHERE DO I START?

CareerHub

The student careers portal is called CareerHub and can be found at: <http://careerhub.utas.edu.au>. You need to register and can then access information about graduate positions available. CareerHub provides an outline of the position description, the application process and any other relevant information such as a company website.

Careers Week

Careers Week at UTAS is held in March each year and focuses on a number of career related activities culminating with the Careers Fair on the Hobart campus at the end of the week.

During Careers Week employers market their graduate opportunities to UTAS students, particularly to penultimate and final years, through the offering of employer information sessions, employer panels and participation in the Careers Fair.

To help point you in the right direction during Careers Week visit:

www.support-equity.utas.edu.au/careers and click on the Careers Week link.

START PLANNING EARLY

The process of gaining employment after university 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.

Many organisations offer internships / clerkships and vacation work experience programs to university students. These programs can be a great way to build skills and may also increase your chances of being successful in gaining a graduate program placement.

WHAT OTHER OPTIONS DO I HAVE?

As well as graduate opportunities targeted at university graduates, you can also apply in the 'open market place' for positions where you will be competing against other applicants on the basis of your skills and experience. These jobs will be advertised in newspapers, on the internet, or directly on organisation websites. It is important to start thinking about networking and volunteering to build your connections to the world of work.

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.

FURTHER SUPPORT

Careers 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 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 careers counselling appointments can be made by contacting (03) 6324 3787.

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