Quiz:  False  True

- 10% of Curtin graduates secured a job through their networks (i.e. through people they know)
  - False – it’s 55%; so start building your networks today & throughout your degree

- Employers spend 6-30 seconds reading a resume
  - True! Ensure your resume will impress within 30 seconds

- 75% of jobs are found through an advert
  - False – it’s only 25%; so you need to discover how to find those ‘hidden’ jobs through networks, applying to companies direct etc
Introducing the Careers & Employment Centre:

- **Course & Career Planning**
  - Where your degree can lead
  - Selecting majors & changing courses

- **Employment and Opportunities**
  - Careers Fairs & Employer presentations
  - CareerHub (online jobs & events board – more to come on this)

- **Job Application Support**
  - Resumes & Cover Letters
  - Interview Techniques
  - Assessment Centres / Psychometric Testing
Is this relevant to first years?

Yes!
What employers look for: An equation for your success

Good degree from Curtin
+
Employability Skills (communication, teamwork etc)
+
Career Management Skills (resume writing, interview skills etc)
+
Industry Experience / Professional Placement
+
Enterprise Skills & Commercial Awareness

Belief in yourself, ability to articulate all this + BAGS OF PASSION

= Graduate Job = You!
What is CareerHub?

- Online jobs & events system exclusively for Curtin students and graduates
- Local, national and international employment opportunities
- Part time, full time, grad programs, voluntary & work experience
- Employers looking to target Curtin students & graduates
- Gateway to other services offered by the Careers team
- Careers Events – info and booking
- Careers Resources, news & information
How to Log in

• Go to https://careerhub.curtin.edu.au
Events – employer presentations, careers workshops............take a look

Search Events

Type of Event
Careers Fair, Employer session...

Campus
Any

Find Events

My Event Bookings

Careers and Employment Centre

CGSB Students Only: Build Your Career - Creative Job Search Techniques
This workshop will include practical advice about how to search for job vacancies, with an emphasis on how to source those 'hidden' jobs that you never see advertised but know are out there. Get ahead of the game. PLEASE NOTE - THIS EVENT IS FOR CGSB STUDENTS ONLY.

📅 22 Jul 2014, 5:00 PM - 6:30 PM
📍 CGSB, 78 Murrey Street, Perth

Employability Award: Stop Googling, Start Networking
Discover how to find hidden opportunities in surprising places.

📅 8 Aug 2014, 11:30 AM - 1:30 PM
Resources

Great advice on how to draft your resume.

Functional Resume Sample
This functional resume sample is an effective tool for demonstrating the relevance of your employment and experience.

Chronological Resume Sample
This chronological resume sample focuses on listing your work experience by date.

Resume & Cover Letter Workbook
Detailed information and examples show you how to create the perfect resume and cover letter.

How can I improve my resume and cover letter?
Looking for help preparing your resume and cover letter? The Curtin Careers & Employment Centre offers a range of resources to assist you. Available on our website http://life.curtin.edu.au/careers.htm is a Resume Builder as well as a the resume and cover letter information available in the 'Resources' section of CareerHub...

I'm a graduate from Curtin, can I get my resume and cover letter checked?
The Online Resume Review form is only accessible by current Curtin students. However as a recent Curtin graduate, you can continue to access all of the services you did as a Curtin student, including workshops, resume and job application reviews, one to one appointments, and a wealth of online and hardcopy resources. These services are provided...

Resumes
Your resume is an essential part of your application and should inspire confidence and curiosity.
# Resources: Gaining Experience

how to find work experience; the value of volunteering; sources of overseas opportunities, jobs on campus....it’s all here!

<table>
<thead>
<tr>
<th>Resources</th>
<th>Relevance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Experience For Students</strong></td>
<td><img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /></td>
</tr>
<tr>
<td>Employers are looking for graduates who not only have good academic results, but who have some work experience in their field.</td>
<td></td>
</tr>
<tr>
<td><strong>Work Experience Insurance For Students</strong></td>
<td><img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /></td>
</tr>
<tr>
<td>The Curtin Careers &amp; Employment Centre can offer Work Experience Insurance, free of charge, to current Curtin students.</td>
<td></td>
</tr>
<tr>
<td><strong>Who can I speak to about internships/work experience?</strong></td>
<td><img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /></td>
</tr>
<tr>
<td>The Curtin Careers Centre provides services including workshops that will give you the tools to find a suitable work placement. You will be guided through: How to find a placement What to expect What is required of you How to keep track of your experiences Evaluating what you are learning How to add the experiences to your resume</td>
<td></td>
</tr>
<tr>
<td><strong>FWO Fact Sheet Internships Vocational Placements Unpaid Work</strong></td>
<td><img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /></td>
</tr>
<tr>
<td>Fair Work Act Fact Sheet - Student Work Experience Placements Compliance</td>
<td></td>
</tr>
<tr>
<td><strong>Employability Award: Industry Experience</strong></td>
<td><img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /> <img src="relevance" alt="Relevance" /></td>
</tr>
<tr>
<td>Employability Award: Industry Experience</td>
<td></td>
</tr>
</tbody>
</table>

Curtin Careers Centre
Career Guides for each Faculty


Resources

A Chosen Career in Speech Pathology
The 'A Chosen Career in...' series provides information on where your degree can lead, labour market statistics and possible areas of employment.

A Chosen Career in Social Work
The 'A Chosen Career in...' series provides information on where your degree can lead, labour market statistics and possible areas of employment.

A Chosen Career in Psychology
The 'A Chosen Career in...' series provides information on where your degree can lead, labour market statistics and possible areas of employment.

A Chosen Career in Physiotherapy
The 'A Chosen Career in...' series provides information on where your degree can lead, labour market statistics and possible areas of employment.

A Chosen Career in Pharmacy
The 'A Chosen Career in...' series provides information on where your degree can lead, labour market statistics and possible areas of employment.

A Chosen Career in Occupational Therapy
The 'A Chosen Career in...' series provides information on where your degree can lead, labour market statistics and possible areas of employment.

A Chosen Career in Nutrition & Dietetics
The 'A Chosen Career in...' series provides information on where your degree can lead, labour market statistics and possible areas of employment.

Topics

- Career Guides Health Sciences
- Career Guides CAS
- Career Guides CBS
- Career Guides Humanities
- Career Guides Science Engineering
- Career Planning
- Centre for Aboriginal Studies
- Competitions and Surveys
- Curtin Business School
- Gaining Experience
- HDR
- Health Sciences
- Humanities
- In the Workplace

Browse Resources

Search Resources  Bookmarks
The Tool Box

Search Jobs
- e.g. "Graduate", "Engineering", "Work Exp"
- Type Of Work: Any
- Location: Fremantle, WA, Australia
- Bookmarked Jobs: Vacation & Internship Programs
- Part-time/Casual (Degree related)

Get the job!

Upcoming Events
- Team Leadership: Social Change...
  1 July 2014
- Australian volunteers...
  Next Wednesday
- Curtin Careers Fair 2015...
  5 March 2016
- Engineering Careers in the...
  1 April 2015

Appointments
- Careers Centre Drop In Service 8.45am-5pm daily
  (No appointment necessary)
  The Learning Centre 20 minute drop-in sessions available from 10.00am to 4.00pm Mon-Friday

Tool Box
- Resume/Cover Letter Check
- Work Experience Insurance Registration
- Careers Employability Award
- Earn While You Learn
- Interview Stream

Upload your Resume for review here

Video yourself answering interview questions here
Interview Stream

Use your Curtin email address as your username

Choose a password
Customise your interview questions to your career interest
Next steps:

✓ Set your preferences in CareerHub
✓ Read the Resume Workbook – draft your resume – get it reviewed (face to face or upload via CareerHub)
✓ Browse job vacancies, volunteering opportunities, events, careers workshops & book your place
✓ Don’t leave career planning until your final year
✓ Like us on our Facebook page to keep up to date with what’s happening
How to get careers help:

- **Online 24/7:**
  - CareerHub

- **Individual Support:**
  - Drop in available Monday-Friday 8.45am-5.00pm @ Curtin Careers & Employment Centre, Building 303, Level 2 (no appointment needed)
  - Phone + Skype appointments can easily be arranged e.g. for external students

- **Group sessions and Events:**
  - CareerHub
  - Within your course - tailored
Work Ready Careers Fair

WEDNESDAY AUGUST 13 2014
CURTIN STADIUM 11AM-2PM

• Onsite Resume Review
• Meet Employers
• Build Networks
• Perfect Your Job Application Strategy
• Specialist Career Advice
• Great Prizes

Proudly sponsored by:

Brought to you by the Curtin Careers & Employment Centre


Curtin Careers & Employment Centre
Curtin University 18/02/2015
Employability Award Structure

1. Complete eight modules of your choice
2. Participate in a professional industry placement
3. Complete a formal reflection

Curtin Employability Award with official recognition of your achievements via the Curtin Extra Certificate

Upon completion of the Award program, you will have:

- Career management and professional skills to complement your degree
- Completed an industry/work experience placement
- Official recognition of your achievements via the Curtin Extra Certificate
- Experience and attributes that make you stand out to employers

Curtin Careers & Employment Centre
Building 303, Level 2
📞 9266 7802
careers@curtin.edu.au

Thanks for listening 😊