



Australia's
Global
University

Careers and Employment International Student Employability Guide

www.careers.unsw.edu.au



UNSW Careers and Employment is committed to enhancing your global employability, and empowering you to succeed beyond the classroom and find employment, throughout and after university. When you start at UNSW, be sure to register at careers.unsw.edu.au

The information in this guide should be used in combination with career development seminars, career advice appointments, and all the other UNSW Careers and Employment resources for international students which are outlined [here](#).

This guide was originally published by the International Education Association of Australia (IEAA) and written by Jo Doyle. It was sponsored by ETS TOEFL and the Victorian Government Department of Economic Development, Jobs, Transport and Resources, and supported by the Australian Government Department of Education and Training. It has been edited to provide information on specific resources for UNSW International Students.

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Starting out

As an international student, your family has invested heavily in your future, so planning your career is vital for you to reach your potential. Your education and career are a major life investment and the following guide will provide helpful hints to make the most of your studies in Australia and advance your global employability.

As the nature of work keeps changing, the only certainty is that most people will have a range of different jobs throughout their lifetime. Careers are not linear and many of the jobs of the future do not exist today. You will need to have the right skills to keep adapting to the changing global job market.

The type of work you do affects all aspects of your life including: your self-esteem, family and personal relationships and finances. So planning is important to ensure you are able to satisfy your dreams and live a full and rewarding life.

A good place to start is to come and speak to a UNSW Careers Consultant!

Make a career advice appointment
[click here](#)

Identify your career goals

Research shows the earlier you begin to plan and build upon your skills towards your career goals, the more employable you become.

So take the time to make a plan. Get help to work out what you want and how you can achieve your career goals.

Make an appointment with a careers counsellor at your institution; attend career planning workshops and industry specific sessions.

Start early and get your plan together in first year so you can make the most of the services and opportunities available at your institution to fine-tune your skills.

Start thinking about what you want from your future career. Ask yourself the following questions:

- What am I good at? What do I dislike doing?
- What interests me and what am I passionate about?
- What is your dream job? Where would you like to work and why?

One way to work through these questions is to take an online interest inventory or self-evaluation test to find out what you like to do.

There are many of these activities online designed to help young people work out what their interests are and help you see where these interests can take you when developing a career.

Reviewing your interests and career planning

graduatecareers.com.au

graduateopportunities.com

joboutlook.gov.au/

More available at student.unsw.edu.au/useful-links

What are employers looking for?

Soft skills

There are two distinct types of skills employers are looking for when recruiting staff: hard or technical skills and soft or personal skills.

Hard skills are the technical knowledge and abilities that you need to perform a particular job or role. These skills are easy to measure, observe and quantify and are often used to single candidates out for interview.

Examples of hard skills include: holding a particular degree or certificate, reading, mathematics, proficiency in a language, knowledge of specific laws or policies, typing, and using computer software packages.

Soft skills, on the other hand, are less tangible. These skills are made up of personal qualities or attributes that make a candidate a suitable team member to work within an organisation.

Examples of these interpersonal skills include: good communication, active listening, teamwork, empathy, initiative, emotional intelligence, time management and organisational skills.

Hard skills are most often used in the recruitment process to identify potential employees but it is the soft skills that determine (usually during the interview process) which person is the right 'fit' for the company, team and role.

According to the Australian Association of Graduate Employers 2015¹, Australian employers surveyed rated the top ten soft skills as follows:

1. Cultural Fit
2. Teamwork
3. Interpersonal Skills
4. Oral Communication Skills
5. Problem Solving Skills
6. Motivational Fit
7. Achieves Results
8. Written Communication Skills
9. Analytical Skills
10. Time Management Skills

Communication is the key

Communication is an all-encompassing skill set. It includes:

- The ability to correspond in emails, letters and reports in a concise and clear manner.
It is more than the ability to write in English. It is about producing written material that is appropriate for the task and easy to read (grammar, tone and context are important)
- The ability to actively listen and confidently contribute to conversations in the workplace both socially and work related.

Social 'water cooler' conversations are the informal workplace conversations about yourself and your family with your work colleagues. People love to talk about the weather, sport, food, fashion, TV, music and workplace gossip. Participating in social conversation is important in building team dynamics and can help advance your career.

Work related communication includes telephone and customer service skills, interaction with superiors and team members, communicating in meetings and team related activities.

- Body language or non-verbal communication is also important eye contact, posture, personal space, shaking hands.

The importance of continually developing your English while in Australia is vital in giving you that cutting edge when looking for and applying for work. The whole application process assesses your ability to communicate effectively through a number of steps:

- Writing: applications, tailored resumes and cover letters
- Speaking: in interviews – tell me about yourself / answering behavioural based questions, analysing case studies, psychometric testing and assessment centre group tasks.

¹The Australian Association of Graduate Employers Survey 2016

6 GREAT WAYS TO IMPROVE YOUR COMMUNICATION SKILLS

- Take short courses to improve your pronunciation or writing skills.
- Join and participate in clubs/societies. This expands your network and helps you build knowledge and vocabulary about your area of study or interest.
- Get to know some local slang and familiarise yourself with cultural norms. Watch the way other students communicate with their lecturers/teachers, friends and in public. Watching TV or listening to the radio can be a great way to build up intercultural knowledge. Fun activities could include: watching Australian soap operas, cooking shows, listening to podcasts, going to see live music or watching comedy.
- Be proactive and try working with a diverse range of people when producing a group project. You will meet new friends and gain a different insight into people's views and experiences. Australia has a rich multicultural heritage and this is a fantastic way to improve your understanding of 'how things work' in various social and work situations. Remember team work is a highly desirable skill and universities use group assignments as form assessment because they mirror workplace tasks and help students get work ready.
- Keep building on your English language skills: read widely, listen to the radio, watch films and TV and try using English daily – at home and with your friends. Many universities record their lectures and this is a great way to review things you might have missed and improve your listening and comprehension skills.
- If you are struggling with your studies or don't understand something be proactive and get help. Ask questions, speak to your lecturers and tutors or friends about your problems. Visit the academic support services team for advice on essay writing and look for a tutor or mentor to help you with problem areas.

There are lots of ways to work on your English while at UNSW. See [here](#) for more information.

Research has shown that those international students who engage in a broad range of activities outside their language group have a greater understanding of Australian culture and are more able to communicate effectively thus making them more employable. They perform better in the interview process and make the transition to workplace culture more smoothly.

Problem solving / critical skills: demonstrating these skills

Nowadays, employers expect graduates to have strong analytical and problem solving skills.

Analytical skills are the ability to gather information, analyse it, articulate the issues to others involved and make decisions to solve these problems.

Problem solving is all about using logic and imagination to come up with solutions. If you are working in a team it is also about listening to others and working together to reach a set goal.

Solving problems in the business world also requires resilience and perseverance.

A great way to demonstrate your problem solving skills in an interview situation is to use the IDEAL model²:

- | | |
|------------------------|--|
| ■ Identify the issue | ■ Act on the agreed course of action |
| ■ Define the obstacles | ■ Look at how it turns out and whether any changes need to be made |
| ■ Examine your options | |

To enhance these skills consider participating in these programs: **Univate**, **GlobalScope** and **Interchange**.

Be passionate

Employers want staff with passion, drive and enthusiasm. You can demonstrate these attributes by:

- Being actively involved in extra curricular activities, a professional organisation or clubs and societies
- Showing you have the determination and optimism to achieve a result, even when things get tough
- Showing you can learn from your mistakes
- By demonstrating you know yourself and how you work (emotional intelligence).

Alumni highlights



Jimmy Wang

China
Bachelor of Commerce, 2014
Finance Officer, UNSW IT

UNSW Programs/Extracurricular Activities:

Yellow Shirts
Professional Development Program
Career Leaders

Most Useful Careers and Employment Services:

Professional Development Program
Careers Expos

Employer Presentations/Events

Advice for Current Students:

Follow your curiosity to find your passion!



Nazeema Ahamed

Sri Lanka
Master of Arts, Policy Studies, 2009
Ministry of Science, Technology and Research, Director responsible for policy and strategic planning

UNSW Programs/Extracurricular Activities:

Professional Development Program
APP conducted prior the degree

Most Useful Careers and Employment Services:

Professional Development Program
One on One Advising Appointments
Online Resources

Advice for Current Students:

Strengthen your network, make use of the resources available for your study



Sumit Kumar Sharma

India
Master of Professional Accounting (Extn) 2016
Team Assistant (Accounts), Settlement Services International

UNSW Programs/Extra-curricular Activities:

Cultural Mentorship (SDI)
Global Workplace Practice COMM5008

Most Useful Careers and Employment Services:

One to One interview with Careers Team
Career Seminars
Online Resources

Advice for Current Students:

Make sure you go and meet Careers Team to discuss your career pathway.

Tips for your first year

Build knowledge

The first year of your studies is all about building knowledge. Visit career fairs and attend industry information and career planning sessions hosted by your institution. Ask questions to recruiters, recent graduates, interns, career counsellors and your friends and begin building up an understanding of what skills and attributes you will need for the career you want. Find out what skills and attributes companies are looking for and start developing these skills. Focus on building on your technical and soft skills during your first year.

Prepare a resume and cover letter

Before you start applying for internships and graduate roles it is important that you get your resume in order. It is essential to tailor both your cover letter and resume to skills required of the position. Access Resume and Cover letter checklists and samples on our website by clicking on “resources.”

Get a head start; attend one of UNSW Careers and Employment's free seminars! We recommend first attending “Writing a Successful Resume and Cover Letter” or “Get that Professional Job: Strategies for Successful Job.” Register [here](#)

Gain experience

Work experience: part-time / casual work

Many students work part-time while studying. As an international student you can work up to 40 hours per fortnight. It can enhance your employability by giving you insight into Australian workplace culture. For the most up to date information on student visa work rights, visit border.gov.au/Trav/Stud.

Benefits include:

- Gives you access to potential referees and begins your Australian employment history
- Demonstrates your reliability, time management and ‘trustworthiness’
- Increases your intercultural knowledge and develops your interpersonal skills (especially –speaking and listening)
- Working within a team builds skills like cooperation, initiative, teamwork
- Provides you with the opportunity to meet and interact with a diverse range of people who become part of your social and professional network
- Skill building: customer service, conflict resolution, money handling, computer and telephone skills

Did you know that over 4,200 part time and full times jobs are posted on the UNSW Job Board?

[Visit here](#)

Looking for place to volunteer? Join a UNSW Student Society [here](#) or go to **UNSW Advantage** for a list of over 450 accredited volunteering and professional development opportunities for UNSW Students.

Volunteering

Volunteering is a great way to build up your confidence and develop a range of skills. Employers are looking for students who engage in their local community and can demonstrate skills such as: initiative, teamwork, cultural fit and communication skills.

There are many different ways to get involved in volunteering:

- Clubs and societies
- Sporting organisations
- Local school and community groups
- Faith base – through your local church, mosque or synagogue

You can also get involved via more formalised advertised roles within the community through the large non-for profit sector. These roles are often advertised online and have agreed hours and working conditions. All volunteer roles by their very nature are non-paid.

- [Seek Volunteer](#)
- [Volunteering Australia](#)
- [Go Volunteer](#)

Many local councils also run volunteering programs and you can access them via your local council's website.

Benefits of volunteering:

- Gain experience and acquire new skills which looks great on your resume
- Increase your Australian network and develop friendships within your adopted community
- An insight into Australian lifestyle and workplace culture
- Develop your English language and interpersonal skills by interacting with a diverse range of people, ages and ethnicities
- Gain local referees.

Alumni highlights



Brandy Shushan Xu

China

Master of Professional Accounting, 2015

Analyst, Deloitte Consulting

UNSW Programs/Extracurricular Activities:

Yellow Shirts

Professional Development Program

Leadership Program

Most Useful Careers and Employment Services:

Professional Development Program

Careers Expos

Online Job Board

Advice for Current Students:

Leave a good impression on anyone you have worked with



Hua Fan

China

Bachelor of Engineering, 2007

China Commercialisation Manager, UNSW Innovations **UNSW**

Programs/Extracurricular Activities:

Cultural Mentorship (SDI)

Student Entrepreneur Program

Most Useful Careers and Employment Services:

Student Entrepreneur Program

Advice for Current Students:

Don't look for a job, create one

Tips for your second year

Build your career portfolio, gain experience and expand your network

Explore work integrated learning

Work integrated learning (WIL) provides students with discipline specific work experience as part of their course work. The work placement is fully credited towards the student's degree and is organised and supported by the faculty.

Research has shown that international students who undertake embedded work experience in their studies are more likely to be employed after graduation as they gain valuable insights into workplace culture and build a range of skills.

Check with your Faculty Student Centre to learn more about work integrated learning opportunities that may be part of a course.

Internships and vocational placements

Internships are highly sought after and highly competitive in Australia. In recent years internships have become more popular and many companies are using them as a precursor to a graduate role or entry-level position.

Internships are targeted to students in their penultimate year and are usually for fixed timeframes. For example: three months over summer, or part-time over a semester. Internships provide paid support and in-house training by the company during that time period.

Vocational placements / internships are also popular during the Australian winter (June–July) and summer (December–February). These are generally short-term paid placements – mainly for penultimate year students – and include supervision, structured training and staff development. In some cases, they may lead to a graduate position for stand out candidates.

Benefits of undertaking an internship:

- Expand your network and open doors to possible employment
- Build confidence and technical knowledge
- Helps builds skills and experience in your chosen field
- It is a great way to 'try before you buy' – road test a role or a career
- Make some money.

Under the Fair Work Act, work experience generally needs to be paid, except where it is voluntary work with a not-for-profit organisation or part of your course (a 'vocational placement', as defined in the Fair Work Act) – that is, a work placement embedded into your course.

To learn more visit [FairWork Australia](#).

Get familiar with the Australian recruitment cycle

Become familiar with the recruitment cycle in the sector you wish to work in. If you are interested in gaining work experience in Australia it is important to know when the major companies in your sector are recruiting and what particular skills they are looking for.

Graduate roles and internships

- Applications open late February and close towards the end of April/early May for graduate roles and winter internships (placements during June–July)
- Graduate roles usually start February the following year
- Universities usually host career fairs, and employer sessions on campus during March and April

July / August

- Vocation and internship roles for positions during summer (November–February placements)

October / November

Global placements advertised. Check what is going on back home and apply for positions at companies you are targeting in your region. Often these companies are very keen to recruit overseas-educated students.

Research and develop commercial awareness

In Australia, youth unemployment (15–24 year olds) is currently as high as 20 per cent in some areas. Just having a diploma or a degree is no guarantee that you will get the job of your dreams. This means you need to differentiate yourself from your competition in a very competitive job market. To do this you will need to research. Profile companies you want to work for and get proactive about the role you want.

Recruiters expect you to know about their organisation. During the application process you are often asked about what you know about the company and how your skills will fit into the role and the corporate culture.

Be strategic and only target companies that suit you and your skill set. Don't apply for hundreds of jobs online. Always tailor your resume and cover letter to suit each job you apply for. Take your time and do your research

Develop a global network and access the hidden job market

Access the Hidden Job Market! Attend our “Network for Success” seminar. Register [here](#)

Did you know that many jobs in Australia are not advertised? This is known as the hidden job market.

Moving to a new country and studying abroad means you are far away from your network of family and friends. International students often struggle to tap into the hidden job market in Australia because they have a very small network. Therefore, one of the key tips to enhancing your employability is to increase your personal network.

To build strong personal relationships you need to have excellent communication skills and make authentic, meaningful connections with people you interact with in your daily life.

The UNSW Professional Development Program assists UNSW international students to further develop their professional skills and enhance their career opportunities.

The Program consists of two components:

- A three-day seminar on business communication, customer service skills, employer expectations and the recruitment process
- A 50-hour office internship program organised by Careers and Employment and run in various departments at UNSW

The Program aims to assist international students in:

- Gaining knowledge of employer expectations in the Australian workplace
- Enhancing business communication, business writing and customer service skills
- Improving interview skills and ability to perform during recruitment activities
- Gaining administration and customer service experience in an office environment
- Developing confidence in professional settings



Find out more [here](#)

Mentoring programs

Many institutions provide career development support via formal mentoring programs. This is a great way to build networks and gain an insight into your sector.

- Joining a mentoring program can help clarify your career goals
- Benefit from the industry knowledge and career experience of mentors.
- Mentors often have a rich network and can help students connect with possible career opportunities.

Learn more about mentoring programs at UNSW for International Students:
SDI Cultural Mentoring
Peer Mentoring Programs

Top networking tips

- Join a professional association connected to your field of study and participate in networking events, conferences and information sessions. Many professional associations have discounted fees for students and provide online resources, job opportunities and career advice for members. For example, CPA Australia, Engineers Australia or the Australian Computer Society.
 - What Professional Associations Exists in your Industry? Find one to join [here](#)
- Joining and participating in clubs and societies during your studies allows you to share ideas and information with like-minded local students. It will give you an insight into the social world of young people in Australia and, depending on the club or society, give you access to a diverse network of contacts
- Participate in a sporting team; you will develop valuable teamwork skills while keeping fit and staying active.
- Volunteering is becoming a very popular way for young people to gain meaningful work experience and interpersonal skills while giving something back to their local community. Many corporations look for candidates that some sort of volunteering or community engagement on their resume.
- Use social media to maintain and build these connections (e.g. Facebook and LinkedIn).
 - LinkedIn is very popular in Australia and is a valuable Professional Networking website. Learn more by attending the “Navigating LinkedIn for Career Success” seminar. Register [here](#)
- Keep connected with family and friends back home. Nurture these relationships and maintain them via social media. Build your online global network.
- Consider using your family connections to gain work experience back home during the holidays via job-shadowing, informational interviewing, internships or vocation placements.

Tips for your final year

Start applying for work

In your final year it is time to start using all your research and planning and apply for work.

The nature of work is rapidly changing and the average Australian worker will have 10 or more jobs throughout their lifetime. It is important to realise that as a new graduate you may work in a variety of fields before finding the right fit for you.

When job seeking:

- Do your research
- Be open to opportunities. Be flexible as many jobs start out as short term contracts or casual positions
- Manage your expectations
- Be willing to start at the bottom and work your way up.

Stand out in the recruitment process! Attend the “Group Assessment Centres and Psychometric Testing” Seminar and “Applying for Graduate Programs Online.” Register [here](#).

5 TIPS TO SUCCESS

- Research the company's vision or mission statement, core business and strategic direction and competitors
- What are their key values and do these ‘fit’ with your own personal beliefs and values?
- Does the company value diversity and require bilingual, globally minded staff?
- What is the application process and do they recruit international students? If so, what types of prerequisites are there? Know your post-study work rights and what type of visa you might need.
- Will you have to complete a new language test (ETS TOEFL, IELTS, Pearson) or achieve a certain grade average to qualify for the role you want? Some corporates set IELTS as high as 8 in speaking, reading and writing.

Graduate programs

Graduate roles are structured professional development programs designed specifically for university graduates. These programs are traditionally offered in the corporate and government sectors in Australia to top tier students.

These full-time positions provide rotations in key areas of the business over a set period of time (usually two years). Graduate programs offer structured training and support, feedback and ongoing employment opportunities.

Entry requirements into graduate programs vary and are highly competitive. It is important to research your eligibility when thinking of applying for a graduate role in Australia.

If you are interested in a graduate program you will need to apply in the March or April of your final year. However, students are eligible for graduate programs up to two years after they graduate.

Attend one of Australia's largest Career Expos: The UNSW Careers and Employment March Expo. Learn more [here](#).

In order to be the best candidate you need to research the company, sector and the type of roles available for new graduates.

According to the Australian Financial Review³, in 2015 KPMG received over 10,000 applications for just 300 graduate positions in Australia.

In order to wade through all the applications KPMG received, the company launched a new sophisticated application process to reduce the face-to-face interview time. It included online games and psychometric tests, which aimed to filter out over 60 per cent of candidates. Only three per cent of graduates who applied were successful.

Competition is fierce and large companies can afford to pick and choose the best graduates from the pool of applicants. To give yourself the cutting edge against your competitors you need to do your research and read widely about the sector in which you are interested.

Start your career in a small-to-medium sized business

There are many opportunities for students wishing to launch their careers within small-to-medium businesses. Entry-level positions are less competitive than graduate programs and have fewer restrictions in terms of visa requirements and language proficiency.

Benefits of working in a small-to-medium size business:

- Skills and experience are often very 'hands on' and you get a broader understanding of the way businesses work
- You are often given early responsibilities, which increases your confidence and gives you a higher profile within the company that you might not have in a larger organisation
- Insight into Australian business culture
- Large corporates are attracted to generalist skills developed in small business and you can use this role to make the step to a larger organisation after a few years.

Have your own business idea? Find out how **UNSW Innovations** help you make it a reality:
[Click here](#)

Returning home

There are many opportunities open to you as an overseas-educated graduate. If you are keen to go back home after you graduate it is important that you stay in touch with what is happening in your local job (labour) market while undertaking your studies.

Many multinational companies have branches all over the world and are looking for candidates with a large range of skills including English. These corporations have a global mindset and value locally born, overseas-educated students.

Investigate the entry requirements and recruitment cycle in your own region and don't forget to start planning early.

³ King, A. and Tadros, E., 'KPMG starts "selfie" graduate interviews as big four accounting firms boost hiring', Australian Financial Review, 19 March 2015

- Follow what is going on in your sector – read local websites, join local professional associations and keep informed about the economic and political activities in your region.
- Research potential employers and the local recruitment cycle and application process.
- Target multinational or Australian companies in your region who are looking for bilingual staff with a global perspective and apply for graduate programs or vocation or internship opportunities, consider joining local professional associations and chambers of commerce.

Make an appointment with a Careers Consultant to discuss your particular strategy for looking for work in your home country. Make an appointment [here](#).

- Find out what skills and attributes are valued by recruiters in your region and work towards building these into your resume
- Create a region-specific resume in your own language and in English for multinationals (get it checked by someone back home)
- Research UNSW alumni on the UNSW Australia LinkedIn page. Once you graduate, be sure to join the UNSW Alumni LinkedIn group.

- Use LinkedIn and social media and promote your unique personal brand – remember to promote your bilingual /bicultural advantage. Reconnect with your in country networks.

Alumni profile:



April, Wang Zheng

China
Bachelor of Commerce, 2011
Asia Senior Internal Auditor, MTS Systems Corporation

UNSW programs/extracurricular activities:
Professional Development Program
Peer Mentoring

Toastmasters
Most useful Careers and Employment services:

Professional Development Program
Online Job Board
Consultation appointment

Advice for current students:
Make use of the university resources and get involved

Working overseas

Are you keen to work overseas at the end of your studies? If so, it is important that during your studies you start doing your research and preparing your skills for the region you are targeting.

You may want to visit the region first to see if you enjoy the lifestyle and culture. This is a great excuse to go on holiday or you may want to undertake an exchange semester or study tour in this country as part of your studies. The options are endless but you need to do your homework first.

Questions to consider:

- Where do you want to go and why? How long for?
- What opportunities are open to a citizen from your country? Will you require sponsorship or a special visa to live and work in this country?
- Will you require additional language skills? If so, what will you need to do in order to qualify to work in this country? Do you need to study the language and to what level?
- What are the living conditions and salaries like? Do you need health insurance?
- What will be the long-term career benefits?
- Will your qualifications and experience be recognised?
- Do you have any family or family connections in this country that could provide information on living and working there or support you in your job-hunt?

Going Global

This website provides country-specific careers and employment information such as resume templates, wages, jobs, internships and recruitment cycle information. As a UNSW student, you can access GoingGlobal for free! Log in at careers.unsw.edu.au and click on the GoingGlobal logo

IAESTE

The International Association for the Exchange of Students for Technical Experience (IAESTE) provides students in the sciences with technical placements in over 80 countries: www.iaeste.org

Helpful tips

Job search strategies

- Look in the career sections on company websites and in online newspapers
- Search our online jobs board, visit careers.unsw.edu.au, also subscribe to our newsletter and visit our Facebook page for new job listings
- Use UNSW Careers and Employment's resources, which will have targeted entry-level positions available online
- Set up an online professional profile on LinkedIn and follow key companies. Maintain your professional brand and participate online
- Speak to your network, cold call or write speculative applications.

Make sure you attend "Get that Professional Job: Strategies for Successful Job." Register [here](#).

Be proactive in your job search

Don't just rely on online job sites. In 2014-15 the Department of Employment asked almost 6,000 employers across Australia about the methods they used to recruit staff (Australia Jobs 2015):

- a. 50%+ of all vacancies are advertised on the internet or in a newspaper. These jobs are very competitive
- b. 10% of vacancies are filled using an employment agency. Recruitment agencies are not there to find you a job - they work for the companies that hired them, not for you
- c. 33% of vacancies are not formally advertised

You must use a combination of strategies when looking for work. Online job boards can be a good place to conduct research and start your search, but your chances of success will be very limited if this is the only method you use.

Focus on opportunities outside graduate programs

Graduate programs are structured recruitment programs used by large organisations for hiring university students. These programs are highly competitive and have very strict requirements. Be sure to research your eligibility before spending time on an application.

Graduate recruitment programs are not the only way to find work and if you limit your job hunt to only these programs, you are less likely to be successful. Focus more on small and medium sized organisations (SMEs) to increase your chances of finding a position.

Approaching a local business and introducing yourself confidently and professionally may impress a potential employer more than an e-mailed resume. It also demonstrates your initiative.

Continue to Build your networks and talk to people

Make a list of everyone that you know. You'll be surprised at how many contacts you know and who may know about a potential position. Ask these people if they know anyone in the industry who you could talk to learn more about that industry. A great way to make contacts and to find out what a job is really like is to talk to people who are doing it!

This approach is common in the Australian job market and is called an Information Interview. You can often learn about opportunities that are not advertised by conducting an information interview. Read the **Information Interview** or watch the video [here](#).

Use LinkedIn

Update your LinkedIn profile and use it to research opportunities.

Online application

When applying online you will need to write concise answers within a set word limit. It is vital that you address the question and demonstrate your soft and hard skills with examples from your work or study history.

To demonstrate skills you can give examples of projects you've undertaken within your studies, volunteering, work experience or extra-curricular activities.

Employers want to know what your overall goal or drive is. So don't forget to include your motivation or overall suitability for the role.

A helpful tip is to cut and paste the questions into a word document and work on the questions offline. Get someone to check over your answers and ensure you have answered the questions appropriately.

Interview tips

- Plan your travel – arrive 10 minutes prior and turn off your phone! (Always research parking, transport and how to get to the venue)
- Dress professionally
- Find out what type of interview it will be and who will be conducting it. There are a range of interview types including: panel, assessment centre, one-on-one, telephone or via Skype
- Be prepared – re-visit your research about the company. Review its key clients, projects and core business. Know your product.
- Have examples prepared to demonstrate where you have developed the skills they are looking for.
- Be able to explain your visa status and bring along any relevant paper work: resume, responses to key selection criteria, referees details, passport/visa and your portfolio if needed.

Alumni profile:



Chintan Doshi

Masters of Financial Analysis, 2013
Head of Finance, HelloFresh

UNSW programs/extracurricular activities:

Student Ambassador
Graduate Student Association – Treasurer
ACCA - Brand Ambassador
UNSW Business School – Work
Health and Safety Student Representative

Most useful Careers and Employment services:

Professional Development Program
Career Seminars
Employer Presentations

Advice for current students:

Networking is a powerful tool that you should make use of through UNSW

Alumni profiles:



Stefano Giordano

Switzerland
Bachelor of Economics, 2012
Partner Manager, BOARD Australia

UNSW programs/extracurricular activities:

Professional Development Program
Underwater Club

Most useful Careers and Employment services:

Professional Development Program
One on One Advising Appointments
Online Resources

Advice for current students:

Get a part-time job and learn first-hand what it means to work in Australia



Sohaib Ahmed

Pakistan
Masters in Engineering Science, 2009
Customer Solutions Engineer, Cisco Systems Australia

UNSW programs/extracurricular activities:

Professional Development Program
Peer Mentoring

Most useful Careers and Employment services:

One on One Advising Appointments
Careers Expos
Online Job Board

Advice for current students:

Promote your personal brand & be visible among employers and professionals



Puloma Eshita

Bangladesh
Bachelor of Arts, 2012
Brand Ambassador, Conversion Live

UNSW programs/extracurricular activities:

Professional Development Program
Leadership Program

Most useful Careers and Employment services: Professional Development Program
Career Seminars

One on One Advising Appointments

Advice for current students:

Start networking and utilise all the services from the university



Edward Gauw

Indonesia
Bachelor of International Studies and Masters of PR and Advertising, 2015
Strategist and Analytics Operations, The Remarkables Group UNSW

Programs/Extracurricular Activities:

Professional Development Program
Peer Mentoring

Most Useful Careers and Employment Services:

Professional Development Program
One on One Advising Appointments
Introduction to the Workplace Course (DIPP1112)

Advice for Current Students:

Do not hesitate to network and gain invaluable local and international connections



Mina

China

Master of Professional Accounting, 2012

Finance Officer, UNSW Australia

UNSW programs/extracurricular activities:

Professional Development Program

Cultural Mentorship (SDI)

Careers Expo volunteer

Most useful Careers and Employment services:

Professional Development Program

Career Seminars

One on One Advising Appointments

Advice for current students:

Expand your network and stay ready for any opportunities



Lance Li

China

Bachelor of Commerce, Finance and Accounting, 2014

SapienVentures, Partner of Greater China

UNSW programs/extracurricular activities:

Peer Mentoring

Leadership Program

Most useful Careers and Employment services:

Career Seminars

Careers Expos

Online Job Board

Advice for current students:

Blend in and be the bridge of Chinese speaking world and Australia



Aninda Mukhopadhyay

India

Masters of International Business, 2016

Brand Strategy Consultant, Landor

UNSW programs/extracurricular activities:

Professional Development Program

Univate

Most useful Careers and Employment services: International

Student Careers Week

Employer Presentations/Events

Advice for current students:

Network and speak with people in industry.



Amit Majumder

Russia

Bachelor of Commerce/Bachelor of Economics, 2011

Client Relationship Manager, Link Market Services

UNSW programs/extracurricular activities:

Professional Development Program

UNSW Football Club

Most useful Careers and Employment services: Professional Development Program, One on One Advising Appointments, Employer Presentations/Events

Advice for current students:

Be prepared to face challenges and have confidence in yourself to succeed.

After you graduate

The world of work is constantly changing and the transition from full-time student into permanent full-time employment is increasingly rare. More and more graduates are starting their careers in short-term contracts or temporary positions.

Be open to opportunities and don't wait for that perfect job to appear. Use short-term opportunities as stepping-stones towards your ultimate goal.

Keep building on your skills and experience while staying motivated to get your dream job.

Managing expectations

- The current job market is very competitive and it is important to note that it takes on average nine months to find employment after your studies
- Remember you can't become a CEO straight out after your studies, so it is important that you manage your own expectations and apply for entry-level positions. Narrow your job search to roles you can actually meet the key criteria. Take your time and tailor your resume and cover letter to each job. Don't waste your time applying for hundreds of jobs.
- Building a career takes time. If you can't land that dream job keep positive, get proactive and start filling the gaps in your skill set.

You can access UNSW Careers and Employment services up to 18 months after you graduate. Remember to keep your information up to date in our online system. Be sure to also join the UNSW Alumni LinkedIn group and look to connect with alumni from your country.

- Target companies that embrace and promote diversity. Global companies are more likely to need bilingual, multicultural savvy staff. It is ok to return home to start your career, you may find that this will lead global opportunities.
- Be flexible and take opportunities if they arise. Grow your expertise and learn how to up sell the skills you have to gain the position you want in the future. Be a global worker.
- Finally, managing family pressure is vital when starting your career. Often there is an expectation that you must perform a certain job to satisfy family plans and this can often clash with your own dreams or interests. If you are struggling with these expectations make an appointment and see career counsellor or an academic adviser and find helpful strategies to manage this pressure.

Know your rights

Australia has laws protecting workers. These govern and guide what employers should pay and the type of working conditions employees should be given (hours, break times, Occupational Health and Safety requirements, and leave entitlements).

What can you do to ensure you are protected at work?

When you accept a job offer there are some things you and your employer should be clear on, including:

- your agreed pay rate
- your job duties
- your employment status (e.g. full-time, part-time or casual work)
- what time you'll be starting and finishing work
- how many hours you'll be working per week
- whether there's an award or registered agreement covering your job.

Getting a Tax File Number

A tax file number (TFN) is a unique nine digit number issued to you by the Australian Government so that you can work legally and pay tax.

A TFN must be supplied to an employer so they can pay tax on your behalf. If you are working for 'cash in hand' you are not protected by the law and may not be receiving the correct award wages.

To click here to: [apply for a TFN](#) or find out more information

Know how much you're worth

When applying for and accepting a position it is important to do your research and know how much you are entitled to be paid. Use the Fairwork Pay Calculator to work out your pay rates, penalties and allowances.

- [FairWork pay calculator](#)
- [FairWork pay information](#)
- [Payscale](#)

If you are under 21 then you are entitled to junior wages. This is a sliding scale and differs for each industry. [View salary scale](#).

In Australia employers are not allowed by law to discriminate or harass staff in relation to:

- | | |
|----------------------|----------------------------|
| ■ Race | ■ Disability |
| ■ Religion | ■ Gender |
| ■ Political beliefs | ■ Carer or parental status |
| ■ Sexual orientation | ■ Physical features |
| ■ Age | |

If you face any form of discrimination or harassment in the workplace please contact Fair Work Australia. Visit [here](#). For help and support call the Fair Work Infoline 13 13 94.

If you would prefer to speak in your own language, call 13 14 50 and nominate your preferred language:

[FairWork - language help](#)

[Fairwork - rights and obligations for international students](#)

Worker's compensation

- | | |
|--|--|
| ■ worksafe.vic.gov.au | ■ worksafe.qld.gov.au |
| ■ workcover.nsw.gov.au | ■ worksafe.nt.gov.au |
| ■ workcover.tas.gov.au | ■ workcover.com |
| ■ workcover.wa.gov.au | ■ worksafe.act.gov.au/health_safety |

Lifelong learning

Most people will have more than 10 different jobs over their lifetime and no career is linear. So it is important to keep developing your skills and expanding your knowledge so you can take on the next opportunity or challenge in your working life.

Key careers and employment dates for international students

February

- Investment Banking and Consulting Week
- Career Leaders Program
- DIPP1112 Introduction to the Workplace
- O Week Employer Presentations

March

- Investment Banking and Consulting Evening
- Professional Development Program Semester 1
- Careers Expo

June

- Univative
- GlobalScope

July

- Meet The Employers Day
- Professional Development Program Semester 2
- July Careers Expo
- DIPP1112 Introduction to the Workplace

August

- International Students Careers Week
- GlobalScope

Career development seminars

- available throughout semesters

- Get that job: Strategies for successful job seeking
- Writing a successful resume and cover letter
- Applying for graduate programs online
- Ace the interview! Effective interview preparation
- Group assessment centres and Psychometric Testing
- Network for success
- Selection criteria and resumes for academic and research positions
- Navigating LinkedIn for career success

Visit careers.unsw.edu.au to keep up to date with events throughout the year



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T: +61 2 9385 5429
E: careers@unsw.edu.au
W: careers.unsw.edu.au

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