



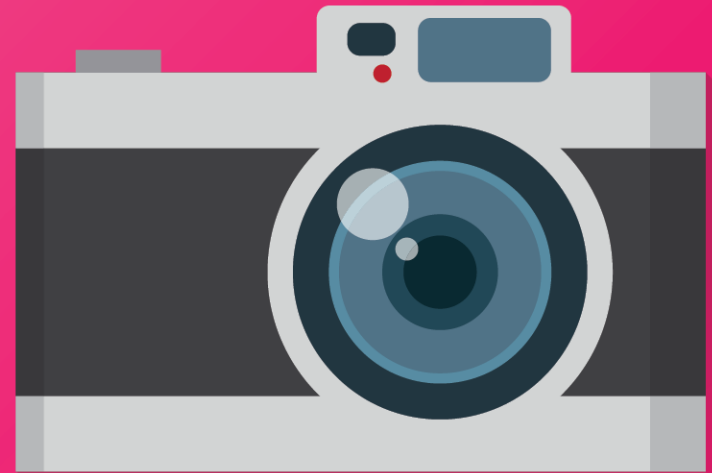
Careers and Employment

Applying for Graduate & Internship Programs Online

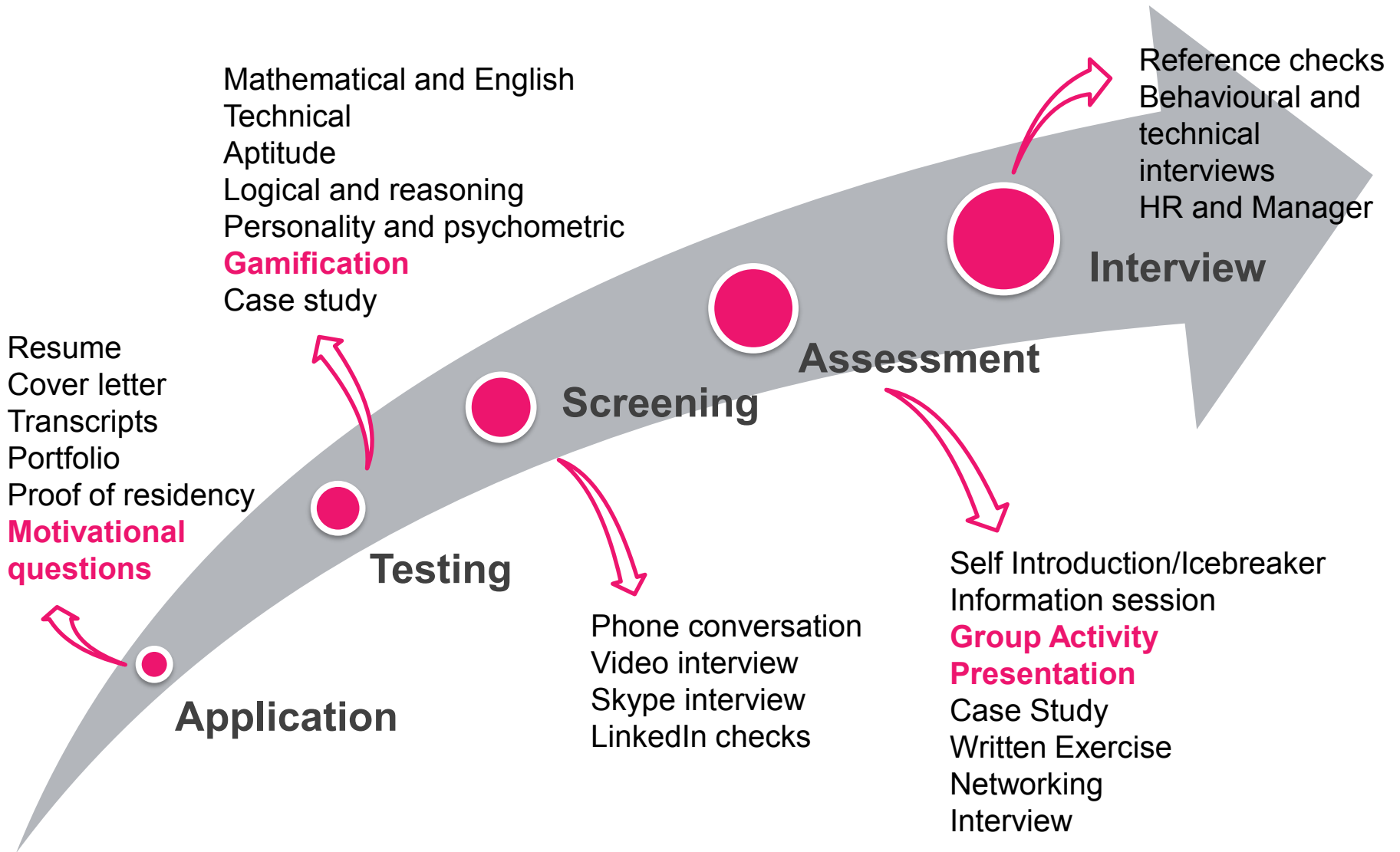
Vikki Edwards | Careers consultant

**Please
ask before
taking
photos of
our slides.**

Thank you!



Graduate recruitment process

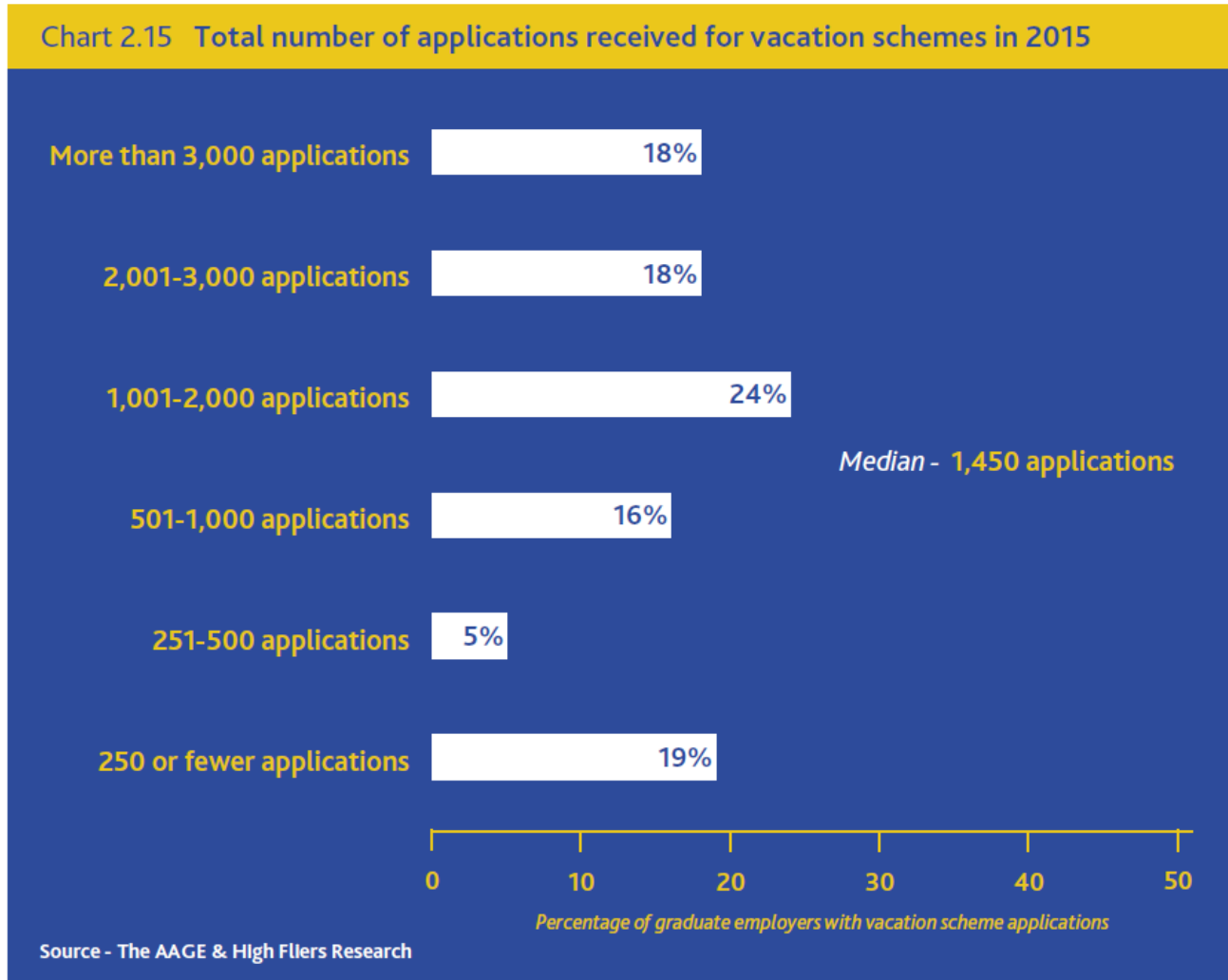


Statistics

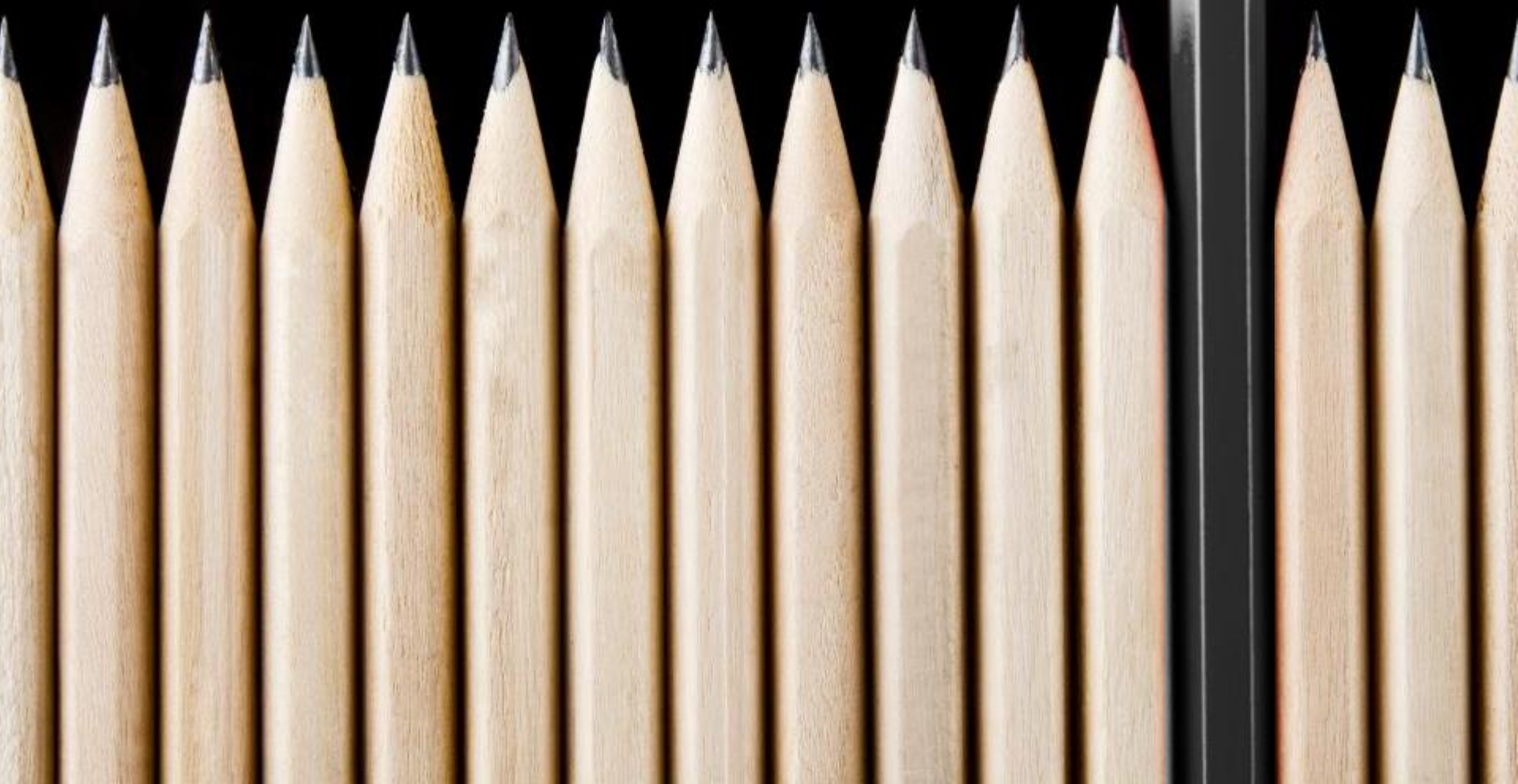
- | | | | | | | |
|----------|--|------------|--|----------|--|------------|
| 1 | Online application | 96% | | 5 | Face to Face | 74% |
| | <ul style="list-style-type: none">• Motivational questions• 40% required cover letter | | | | <ul style="list-style-type: none">• One interview – 47%• Two interviews – 24%• Three interviews – 2%• 7% had at least one technical interview | |
| 2 | Online testing | 42% | | 6 | Assessment Centre | 61% |
| | <ul style="list-style-type: none">• Psychometric Testing• Cognitive Testing | | | | <ul style="list-style-type: none">• Several mentioned that the AC involved a case study, math test, presentation or programming test (for coding roles). | |
| 3 | Phone Interview | 42% | | 7 | Reference Check | 42% |
| 4 | Online application | 33% | | | <ul style="list-style-type: none">• Medical assessment – 4% | |
| | <ul style="list-style-type: none">• Digital 2 way interviews and one way interviews | | | | | |

UNSW Careers and Employment Industry Survey 2016

Number Of Applications



**How will you set
yourself apart?**





Differentiate yourself



Provide evidence

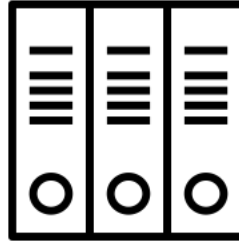


Focus on achievements



Tailor your application

A white desk organizer filled with books and magazines, with a vase of white flowers in the foreground. The text "Get organised" is overlaid in red.



Date	Company	Application Deadline	Application Submitted	Follow-up (Y/N)	Details



JOB APPLICATION

COMPANY	POSITION	LOCATION	CONTACT
<input type="checkbox"/> Euler Bros. Architekten	Innenarchitektur Architektur	München	info@eulerbros.de
<input type="checkbox"/> Geyer Architekten	Gesamtsiedlung für 6 Wohnhäuser	München	Alexander Geyer Hamburg - 0479 999- 18000000, info
<input type="checkbox"/> Industriemilieu Architekten	Kulturvermittlung	München	indusmilieu@tiscali.de
<input type="checkbox"/> AWT Architekten	Bauwesen	München	awt@awt-berlin.de www.awt.de
<input type="checkbox"/> K + P Architekten	Bauhauptstadt Aufstellung	München	info@k+p-architekten.de
<input type="checkbox"/> Endlich Architekten	Landschafts- architektur	Berlin	endlich@endlich-architekten.com
<input type="checkbox"/> Hahn Studio Architekten	Innenarchitektur	Berlin	info@hahnstudio.de
<input type="checkbox"/> Schürmann, Partner Architekten	Hausbau	Berlin	schu@schuermann.de www.sch.de

Read instructions

SEITE	REFID/CO	INTERVALL	NOTES	✓
			<p>Wurde unter dem Deckel infomatische Tafel angebracht (auf dem Deckel)</p> <p>Lebens: Deckel des Aufwands für Aufmerksamkeit vergrößert</p> <p>Handlung: keine persönliche Daten - nur Aufzeichnung!</p> <p>Lebens: Deckel in der Hand (auf dem Deckel - nicht auf)</p> <p>Deckel: keine persönliche Daten (auf dem Deckel - nicht auf)</p> <p>Lebens: keine persönliche Daten (auf dem Deckel - nicht auf)</p>	

Follow the Steps

Application Process



Join our award winning Australia Post Graduate Program that is backed by our strong development program, and work in a dynamic and supportive business that values innovation and growth.

Apply for our graduate program today and find out why we are surprisingly more than you think!

- To apply for our Graduate Program, you need to first fill in and submit an online application form.
- If your application is successful, you will then continue on to the subsequent phase/s. See the recruitment stages outlined below for further details.

Are you eligible? Please check you meet the **eligibility criteria** before applying.

Stage 1: Online application [Read more](#)

Stage 2: Online testing & video interview [Read more](#)

Stage 3: Assessment centre [Read more](#)

Stage 4: Behavioural interview [Read more](#)

Stage 5: Employment offer [Read more](#)

Apply now

Follow The Steps

Eligibility criteria

To be eligible to apply for the Australia Post Graduate Program, you must:

Read less

- have completed your undergraduate or postgraduate studies in the last 3 years, or currently be completing them
- have Australian citizenship or permanent residency (including New Zealand citizenship) at the time you apply

Follow The Steps

Application Process



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Stage 5: Employment offer [Read more](#)

Apply now

Follow The Steps

Stage 1: Online application [Read less](#)

To help make sure you are a good fit for us and vice versa, our online application form includes questions about:

- Your academic results and achievements
- Extracurricular activities
- Future aspirations

Tips

- Submit your application as early as possible - our system can become very busy just before the closing date.
- Your application is your "brand", so make sure you've thoroughly checked it for spelling and grammar.

Stage 2: Online testing & video interview [Read less](#)

If you're successful after the online application stage, you'll be asked to complete an **online test** where you can demonstrate your verbal, numerical and cognitive skills.

You'll also be invited to participate in a **one-on-one video interview** to find out more about what you have to offer.

Stage 3: Assessment centre [Read less](#)

Once you're shortlisted through our online and video assessments, we'll invite you to participate in our assessment centre exercise. You will be asked to participate in a variety of activities, including a group case study activity.

The assessment centre is located in our corporate offices so you can see how it feels to be part of Australia Post as it prepares for the future, and get to meet some of our managers and current graduates. Please note if you are travelling from out of state, you will be responsible for all travel arrangements and any costs incurred.

Tips

- Book your session as soon as you receive our email - a 'first come, first served' basis applies to scheduling
- Bring copies of your academic results and proof of Australian or New Zealand citizenship (birth certificate) or permanent residency (passport) for us to keep
- Dress in business attire
- Arrive at least 15 minutes before the start time so you can register with us

Follow The Steps

Stage 4: Behavioural interview [Read less](#)

If you're successful at the assessment centre, the next step is the final interview where you'll get another opportunity to meet our managers face-to-face.

This session includes a behavioural interview that assesses competencies important to our business transformation.

Tips

- Dress in appropriate business attire
- Arrive at least 15 minutes before the start time so you can register with us
- Prepare for your behavioural interview by thinking of relevant past situations where you've solved problems or achieved success at school, work or during volunteer activities
- Use the STAR technique - What is the Situation or Task? What Actions did you take? And what were the Results?
- If you feel nervous (and this happens to all of us!) just take a few deep breaths. The process is not intended to 'grill' you, but to give you the opportunity to show us who you are.

Stage 5: Employment offer [Read less](#)

After some final routine and reference checks, we'll make an employment offer to the successful candidates.

In the months prior to your start date, we'll regularly send you information and updates on what's happening here. We'll also arrange an event where you can meet some of the team; including your graduate peer group, senior leadership team and current graduates.

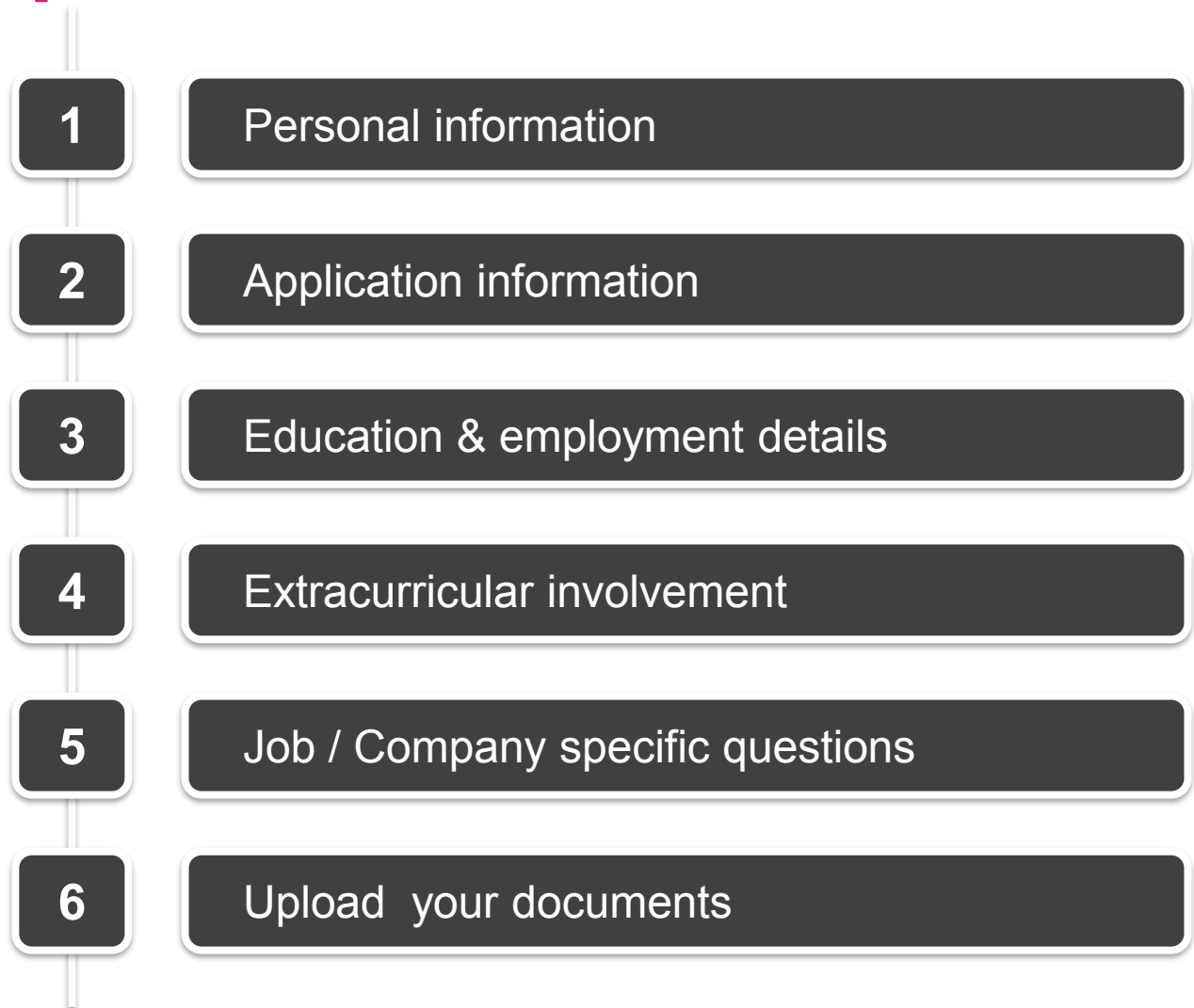
Tips

- Please read the employment offer thoroughly and call us if you have any questions
- Sign the contract and return it to us ASAP
- Give us any updates to your contact details especially email addresses and mobile phone numbers
- Don't forget to celebrate your wonderful achievement!

Typical online application



Online Application



Activity:

Read through the sample application and make comments on the areas for improvement.

Relevant Experience



Relevant Experience



Customer Service Representative

Jun 2012 – present

Woolworths

- Serve customers
- Clean floors
- Pick up rubbish

Customer Service Representative

Jun 2012 – present

Woolworths

- Consistently outperform volume per hour KPI's with an overall 20% higher than the store average
- Provide excellent customer service to over 200 customers per shift
- Display initiative by using slow periods to tidy the service area and assist shelf packers in stock presentation
- Worked effectively as part of a team of 15 to reorganise the stockroom on delivery day

Relevant Experience

Fundraising Volunteer Jun 2013 - Present CEESS, UNSW

- Raised money
- Hung out with friends



Fundraising Volunteer Civil & Environmental Engineering Student Society, University of New South Wales

Jun 2013 - Present

- Design, organise and promote four major annual events to raise money for the society
- Demonstrated strong team work by working closely with six team members to successfully raise \$5,000

Relevant Experience

Interests: Sport, travel, reading

Smith College Soccer Team, University of New South Wales August 2014-Present

- Liaise with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Execute the policies and procedures governed by UNSW



Differentiator questions



Why Us?

- Do your research
- What's unique about them?
- Do not copy and paste from the website
- What can I bring?
- Personalise your answer
- Show passion!



Open-ended questions

- Why do you want to work for us?
- Which area of the business would you like to work in and why?
- What is your proudest achievement and why?
- Pick one of our Company Values and explain how it relates to you.

University Office Internship

A month-long internship in a faculty-based student centre within the University

What motivates you to apply for this internship? (100 words or less)

1. I want to gain practical workplace experience to enhance my career opportunities. And this program is exactly what I am thinking about
2. My main motivation in applying for this program is to develop my confidence and professional skills in an office working environment. Being in the final year of my studies I have fine-tuned my focus towards my career and I believe that this program will allow me to grow through its office work placement. I am also motivated to improve my customer service, communication and teamwork skills and I am very impressed with the fact that the program offers rotations around different departments to ensure a holistic office experience.
3. I have been studying an Arts degree at UNSW for 2.5 years and over this time I have really enjoyed the aspects of university life that allowed me to interact with other students and assist them with their time at university. This year I worked as a Faculty of Arts and Social Sciences peer mentor where I helped students to register with different university services, organised orientation activities and answered their questions. As a student I can understand the challenges of navigating student life and I would love the opportunity to continue to assist students within an administration role.

Behavioural Questions

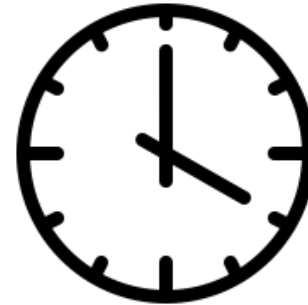
- Describe a time where you have had to solve a difficult problem.
- Tell us about a time where you worked effectively as part of a team.
- When have you utilised your negotiation skills, what was the situation and outcome?
- Have you shown initiative at work? If so, what was the situation, what did you do and what was the outcome?
- Detail a time where you have needed to remain organised.



STAR example



Recent



Relevant



Relatable



STAR Approach

Situation

Task

Action

Result



Organisational Skills

(S) I have demonstrated strong organisational skills as a Project Assistant whilst working in a cancer research team at UNSW. **(T)** For one project, I helped the team to schedule usability studies. **(A)** It involved booking facilities and equipment plus arranging for participants to attend. I developed a spreadsheet where I could keep track of the information and update the team on the progress at any time. **(R)** My records ensured the studies ran smoothly under the tight schedule. I was invited to join the team again when they received funding for a new project.

What does this mean to you?

- Refer to their philosophy
- Go beyond the definition
- Relate to your experience



Do your research

PwC Online Application

The online application form comprises sections on personal information, academic achievement, [career motivation](#), and demonstration of key personality traits such as [teamwork](#).

The application will be referred to in both interviews. Make sure you retain a copy for your records.

Students: Applying to Google

Ready to apply for an internship or a full-time job at Google? Here's what you'll need:

- An updated resume
- A transcript from your university (unofficial is fine)
- In some cases, a cover letter, short essay, or additional information listed in the job description

Helpful questions to think about as you prepare:

- How do you work best, both as an individual and as part of a team?
- What challenges have you faced at school or at work and how did you overcome them?
- Which of your skills or experiences would be assets in the role and why?

Do your research

Question 1: Describe what you think will motivate you about working at Deloitte and the service line you have applied to.

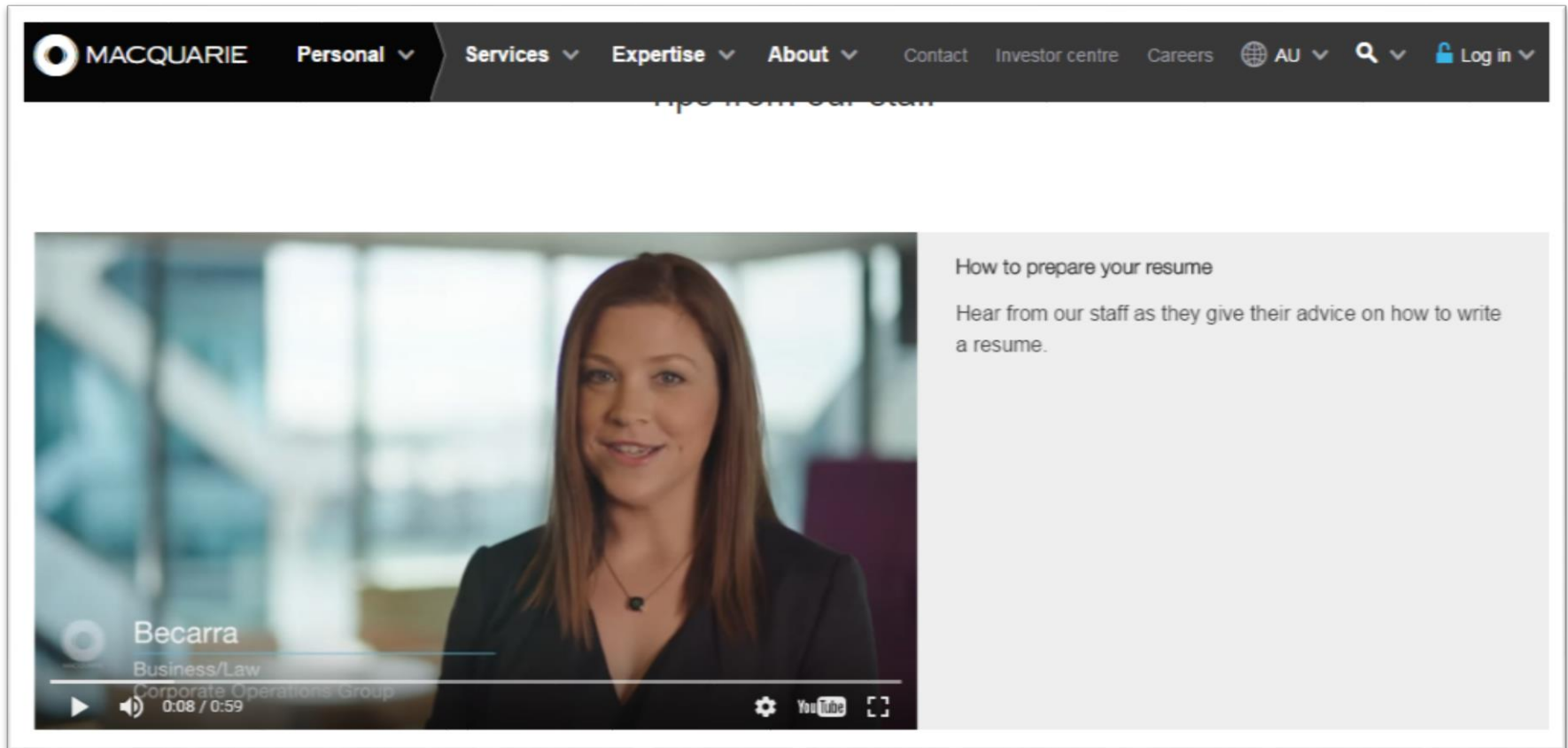


Question 2: Showing an understanding of the day to day role please tell us what you expect to be doing in your first year in your chosen service line.



- How did your interest in business start? What activities have you taken part in to develop your interest in business?
- Does the role offer any opportunities to grow and develop? What professional qualifications are on offer? Check your understanding of them and consider why you would like to pursue one.
- What other methods might you use to learn and grow?
- What part of the role do you think you will enjoy?
- What kind of working environment would be ideal for you?

Do your research



The image shows a screenshot of the Macquarie website's header and a video player. The header is dark with white text and icons. The video player shows a woman named Becarra, Business/Law, Corporate Operations Group, speaking. The video title is 'How to prepare your resume'.

MACQUARIE Personal Services Expertise About Contact Investor centre Careers AU Log in

How to prepare your resume

Hear from our staff as they give their advice on how to write a resume.

Becarra
Business/Law
Corporate Operations Group

0:08 / 0:59

Only the best candidates will complete the optional sections



Tips

- Submit early
- Prepare answers in MS Word
- Use formal language
- Use keywords/their wording (where appropriate)
- Answer all questions
- Review all the information you imported before submitting
- Ensure your online social profile is current and clean

Before Submitting

- Check grammar & spelling
- Proof read your answers

Avoid BIG WHOPPERS!

- “Problem solving kills” instead of “Problem solving skills”
- “The University of New South Whales” or “The University of New Soul Wales”
- “take apart the meeting”
- “extra-circular activities”
- “I play chest”
- “achieved higher number of transactions per shit than average”
- “To whom is concerned” or “To who may read this cover letter”
- “I’m looking forward to infecting your organisation”
- “Thank you for your consideration. Hope to hear from you shorty”

After Submitting

- Check your messages/ emails (& spam inbox) regularly
- Expect a call from the employer
- Prepare for the next round

**Is your voicemail
professional?**

Questions?

What do we do?

- Career development courses
- Career planning with career development specialists
- Two annual Careers Expos
- Regular employer presentations
- Employability skills seminars
- Interview preparation
- Resume advice
- Online job search



**CREATE YOUR CAREER
MEET OVER 100 EMPLOYERS
DISCOVER INTERNSHIPS AND GRADUATE POSITIONS**

CAREERS EXPO 2018

Featuring:

AMP
Aurecon
Caltex
Department of Defence
Experia
Fujitsu
Optiver
OzHarvest
Sydney Water
Westpac

Register: careers.unsw.edu.au

12 - 5pm WK2 8 Mar

📍 Hordern Pavilion, free shuttle buses all day



**Find us near the Basser Steps
Level 2, Quadrangle Building**

Or online at:

careers.unsw.edu.au

For more career advice join us on:

