

CAREERS SERVICE NEWSLETTER - NUMBER 4, 2008

Welcome to the last term of the year. We hope that you have returned well rested ready to tackle the work that lies ahead. For many of you this is the final stretch to what, hopefully, has been a wonderful and enriching uni experience. No matter where you are at in your studies it is never too early to start working towards building your skills and resume in preparation of starting your amazing careers. It can however, be too late! In this newsletter we hope that you will find some inspiration and guidance in working towards your career goals.

“We always overestimate the change that will occur in the next two years and underestimate the change what will occur in the next ten. Don’t let yourself be lulled into inaction.”

- Bill Gates.

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SELF ASSESSMENT.

Gather information about yourself to assist in making a decision about a career.

By developing an understanding of self values, interests, aptitudes, abilities, personal traits, and desired life style you should become aware of the interrelationship between self and occupational choice.

Start by:

- * Learning interests, abilities, skills, and work values
- * Listing accomplishments
- * Understanding physical and psychological needs
- * Assessing aspirations and motivation level
- * Deciphering personal traits and characteristics

Competency Areas:

As you begin to develop a better understanding of yourself, you will gain the following competencies:

- * Gain self-awareness
- * Improve self-confidence
- * Understand time and stress management
- * Develop personal/professional management skills

Strategies for Gaining Self-Assessment Competencies:

The following list gives concrete examples of ways to gain competencies for self-assessment.

- * Take exploratory classes
- * Attend workshops for study skills, time management and stress management
- * Join activity clubs or professional clubs
- * Allow regular time for leisure, hobbies and friends
- * Identify personality style
- * Identify work values
- * Demonstrate interpersonal skills in expressing feelings and ideas
- * Demonstrate skills in overcoming self-defeating behaviours

Relevant and practical experience:

Begin to evaluate occupational choices and gain practical experience through internships, work experience program, relevant summer employment, volunteer work and campus activities. You will begin to make more specific decisions about occupational choices and confirm your decisions.

Start by:

- * Learning about the types of related choices and practical experience available as an intern student or work experience program in your areas of interest
- * Testing new skills and try diverse experiences
- * Deciding the type of organization in which to volunteer or work
- * Assessing likes and dislikes of work values, skills, work environments, responsibilities, etc.
- * Assessing if additional/different coursework or skills are needed for your targeted career goals

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*LESS THEN 40 DAYS TO GO FOR 2008..... ARE YOU
READY FOR THE WORLD OF WORK?*

Is this your final year?

Have you completed your Resume template yet?

The year is nearly over and you have worked long and hard to finish your degree. Now, it is time to start applying for jobs if you haven't already done so.

Handy hints;

- * Write down all the things that you would like to have in a job. Eg work aspects, conditions, future prospects, team environment.
- * Write down all your attributes/qualities that you can bring to a position.
- * Write down all the company's that would like to work for.
- * Then Google, Google, Google, research all company profiles. Learn their lingo.
- * What are they looking for in an employee? Do you fit their criteria?
- * Check out their Graduate Programs. A lot of them closed in April but some do have late intakes.
- * Now you have to make up a general Resume after you have completed the first four steps above.

* Remember that every Company you apply to will or should have a Resume tailored for their individual needs. Once you have made up your general one you can then build individual ones from that.

There is so many fantastic LINKS on Career Hub. Links that help you write a Resume, Selection Criteria, Covering letter etc so go exploring the site.

Remember once you have graduated change to “Graduate” on CareerHub and you can have access for 12 months after you leave Charles Sturt University.

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09.09.09 CAREERS FAIR.

We will bring the employers to YOU at the Bathurst Campus!

Are you savvy enough to come along?

Over 50 employers will be at the Bathurst Gymnasium on the 9th March 2009.

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Did you hear! Yes that is right MOST Graduate Programs that advertise employment in 2010 close in the first half of 2009.

But if you are really **savvy** you will also know that, to have access to over 50 Employers to talk with face to face IS just to big an opportunity to MISS! *Because;* Other opportunities that may also be available while talking to these employers are;

- * Work Experience
- * Voluntary work
- * Vacation work
- * Internships
- * Paid Part time or Casual work

That is right - so be savvy and get down to the Bathurst Campus Gymnasium on 09.09.09.

Buses will be provided for transport of students from other CSU Campuses to Bathurst.

Are you thinking that it is along way to go for 3 hours with an employer? Then watch this space for other exciting student activities that the Bathurst Campus students will host in conjunction with the Careers Fair. *Hint....*get your sports shoes ready and get that new outfit you have been dreaming about. It will be the place to be.

09.09.09 be there or be square!

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CAREER DEVELOPMENT - WORK EXPERIENCE PROGRAM

Relevant work experience, much like [vacation work](#), is becoming increasingly important in terms of providing career development opportunities for students. The advantages can include:

- *Something to strengthen your résumé
- * Make contacts to unearth future job opportunities
- * *Road-test* your employability skills and personal attributes in a workplace
- * Gain new perspectives on employment and career pathways

The Career Development Work Experience Program supports the further development of (selected) career-related graduate attributes:

Personal Management

- * Develop abilities to maximise personal characteristics, experiences and relationships that improve life, learning and work
- * Develop abilities for building positive relationships in life and work
- * Develop strategies for responding to life and work changes

Learning and Work Exploration

- * Link life-long learning to the career building process
- * Participate in continuous learning supportive of career goals
- * Locate, interpret, evaluate and use career information
- * Evaluate social, demographic, technological, occupational and industrial trends that impact on work and learning opportunities

Career Building

- *Develop abilities to seek, obtain/create and maintain preferred work/career options
- * Engage in career decision-making
- * Incorporate adult life reality into career decision-making
- * Make career decisions suited to, and supportive of, personal needs, values and goals
- * Demonstrate an understanding of engaging in, and managing the career building process

This work experience program is separate and distinct from any course related practicum or clinical placement. And, work experience for career development purposes does not, necessarily, have to be related to a student's current course of study.

University insurance policies protect a student undertaking a work experience opportunity that is approved by the University's Careers Service.

The Careers Service maintains a *work experience register* in order to recognise and approve career development activities engaged in by students under this program.

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TEN CAREER SKILLS TO KEEP YOU EMPLOYABLE IN THE 21ST CENTURY

by: *Karla Brandau*

from <http://changingminds.org/index.htm>

Most people drive through life looking in their rear view mirror and judging the future by the past. They have a really good view of where they have been and mistakenly think the future will be similar to the past as they make decisions based on their previous experiences. Even though past experience gives a base for the future, there are many employability factors to take into account as you plan to grab one of the best jobs in 2010 and beyond.

The future work world will be even more global. If your job is not one that requires you to physically be in one place, i.e. serving food, washing windows and stocking grocery shelves, you will be competing with bright and hungry workers in India, China, Korea and other developing nations around the globe.

Competing in the new environment will require higher levels of competence and necessitate looking straight ahead, not constantly glancing rear-view mirror for warm fuzzy feelings about what you have achieved in the past.

Here are 10 skills to acquire and refine that will increase your professional confidence level and make you more employable in the 21st Century:

1. **Constantly adapt to technology.** Dependency on technology in the future will increase, not decrease. Spend time learning new computer programs but more importantly, make applications to your daily routine and strive to use technology as an enabler of productivity, not as a neat new toy with tons of cute features that you don't use. To decide if the new gadget is worth the time, ask yourself, "Does this make time or waste time?"
2. **Embrace diversity.** Get comfortable with other ethnic cultures, religions and customs. Be curious about what makes people from other cultures tick. Learn a little about the customs and attitudes that belong to workers from other countries. The time will be well spent as you begin to relate human to human, not human to inhabitant of another country.
3. **Be a life-long learner.** When you finished your last college course did you utter a sigh of relief and mumble something like, "Whew, glad I'm finished

with my education!” Surprise...the new century will require you to be a continuous learner. Be prepared to reinvent yourself, the pool of information in your brain and your work-related skills every 4-5 years.

4. **Practice impeccable integrity.** Employers need to feel your spirit and have the quiet assurance that you are honest. Even one person in an organization who takes advantage of company assets for personal gain causes untold rules and regulations. Taking integrity beyond just simple honesty, however, means that when you commit to a deadline, you are fully committed to producing results, not excuses.
5. **Be a self-starter.** Fire yourself up or look forward to being the first to go when bottom lines dip into the red, a recession lurks around the corner or the next merger takes place. Those who learn to work on the optimistic side of life not the pessimistic side of life, are more valuable to the organization as they create a positive work environment that produces higher productivity.
6. **Demonstrate personal discipline.** Employers want to hire people who have disciplined work habits and disciplined thinking. The more disciplined the worker, the less time managers must spend rethinking, retracing and reworking...basically worrying if you will be reliable. When you demonstrate personal discipline, you and your manager can spend more time on solving problems and moving the company forward.
7. **Prioritize and evaluate daily.** Two of the biggest time wasters in the world are not knowing where to start when you get to work in the morning and working on low priority items. To compete in the global work environment takes meticulous prioritization of tasks and the ability to identify the highest priority item that you tackle first every morning.
8. **Be adaptable.** To stave off obsolescence, organizations must constantly change and regularly introduce change initiatives. Often employee resistance derails plans for updating processes and procedures and stalls company progress. To increase employability in 2010, learn to be part of the solution, not part of the problem. Ask tough questions that define the future and actively look for ways to support the new change initiatives.
9. **Think creatively and innovatively.** Contributing to your organization in 2010 demands thinking outside of the box and looking for creative ways to solve nagging problems, increase productivity or produce a new product or service. When a challenge presents itself, be the first to offer a new viewpoint, discover an alternative or recommend another course of action. Your ideas combined with the creative ideas from other employees will help your organization renew itself as necessary to be competitive in the 21st Century.
10. **Have the Can-Do attitude.** Immerse yourself in all the available positive mental attitude material you can find. Negatives are thrown at you the entire day from the news, next door neighbours and the nerd in the next cubicle. Teams face hurdles to productivity which causes dissention among members. Management faces stockholder dissatisfaction and product deadlines. To compound the problem, your mind naturally generates negative thoughts before positive thoughts. You have to train your mind to see the positive, to find the positive and to see the opportunity lurking in the obstacle. If you can master the positive can-do attitude, you will add value to every thing you touch and be more employable in an increasing negative world.

Some of these skills will be relatively simple and others may be difficult for you to implement. As you improve in each area mentioned above, however, you will increase in confidence and competence and create an environment where you add value to the organization and a need for your personal services. You will have greater job stability.

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WEBSITES OF INTEREST:

<http://www.gradconnection.com/>

Register, complete your profile and the site matches you with possible employers.

The connection process:

1. You register with GradConnection
2. Complete your [online profile](#)
3. Build your CV
4. We start representing you to potential employers
5. When a job comes up that matches your profile we are notified and will contact you
6. We open you up to opportunities you didn't know existed!

<http://www.jobseeker.org.au/>

Jobseeker is a targeted employment website, focused solely on jobs in government, human services and the community and not-for-profit sector.

<http://computermatching.pmcv.com.au/index.cfm>

Website for Victorian health intern and programs computer matching.

<http://www.selectioncriteria.com.au>

Information regarding applying for Government/Public Service positions and writing to selection criteria.

The site has a link to use facility and extensive free resources for applicants, graduates, managers and selection panels.

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RESEARCH & DEVELOPMENT GRADUATE – REQUIRED.

Mars Petcare Australia is the leading manufacturer of petcare products in Australia, marketing leading brands such as PEDIGREE, WHISKAS, MY DOG and DINE.

Imagine working with a global multinational company who have constantly set new standards of excellence for over 50 years and whose R&D facility is totally focused on product sourcing and improvement through technology innovation. Now imagine having a genuine influence within that environment from day one - as a graduate.

Mars Petcare is responsible for market leading brands including Pedigree, Whiskas, Schmackos, Dine and MyDog and we're looking for the best young R&D minds around. Creative thinkers who constantly challenge the status quo, aren't afraid to ask 'why not?' and thrive on early responsibility and challenge. You'll need the initiative

and focus to learn quickly, see opportunities where others see issues and bring an analytical, yet practical approach to problem-solving.

In return for your commitment and drive, you'll be given every opportunity to see your ideas turn into commercial realities and rapidly grow your career through both on the job training and strategic professional development strategies e.g. AIM membership.

But a career at Mars isn't all about work. Our open plan office environment encourages peer interaction and our social calendar means you'll never be short of attractions and distractions. What's more, Wodonga is one of regional Australia's most vibrant centres. Great snowfields, vineyards, the Murray River and Riverina area are all within easy reach, and for a big weekend, Melbourne is a leisurely trip down the Hume.

If all of the above sounds like you, please send your covering letter and resume to Lauren Cleaver at lauren.cleaver@ap.effem.com

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CONTACT YOUR CAREERS OFFICER

DE, Wagga Wagga, Albury & Thurgoona campuses

Paul Worsfold

Senior Career Development Officer

Division of Student Services

Charles Sturt University

Locked Bag 588

Wagga Wagga NSW 2678

AUSTRALIA

Ph: +61 2 6933 4191

Fax: +61 2 6933 2709

pworsfold@csu.edu.au

DE, Bathurst, Dubbo & Orange campuses

Victoria Anderson

Career Development Officer

Division of Student Services

Charles Sturt University

1 Panorama Ave,

Bathurst NSW 2795

AUSTRALIA

Ph: +61 2 6338 4695

Fax: +61 2 6338 4304

vanderson@csu.edu.au

CareerHub Enquiries

Karen Macdonald

Careers and Student Access Assistant

Division of Student Services

Charles Sturt University
1 Panorama Ave.,
Bathurst NSW 2795
AUSTRALIA
Ph: +61 2 6338 4459
Fax: +61 2 6338 4304
kmacdonald@csu.edu.au

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