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**ECONOMICS
AND BUSINESS**

GRADUATE JOBS-THE HOW, WHY, WHEN, WHERE

*Hosted by IAG and the Faculty of
Economics and Business*

*Careers and
Employer Relations Office*





Introductions

- ***Ms Rosemary Sainty, Manager, Faculty of Economics and Business Careers and Employer Relations Office***
- ***Ms Katherine Ross, Graduate Program Manager, IAG***
- ***Roll Call!***



New Faculty Careers Office;

- **enhanced** careers and employer relations service in an increasingly competitive international market for University Business Schools
- **complementing** the existing centralized Careers Centre on campus.
- commitment to **continuous improvement**, development of career management skills, diversity, and CSR as a leadership opportunity for the faculty.



Don't let this be you:

- *“ I wish I'd made the most of the careers fairs and all the graduate recruitment stuff in my final year-I didn't think it was important as it was just the beginning of the final year!!”*



Today

- Key dates and events at USYD
- **The Employers' perspective:** what they look for in a graduate, how to stand out from the crowd
- **Ask the Employer:** Q& A from the floor
- How to Approach an Employer
- **Role Play-** How to approach an employer at an event



When are the Careers Fairs?

- **Careers Carnivale** Wed 28th March 2007, 12.00 - 5:00pm
Great Hall and MacLaurin Hall
- **Public Service Meet & Greet**
Tues 3rd April 2007, 12.30 - 2.30pm
The Cloisters, Main Quad



What is a Careers Fair?

Opportunity to interface in *directly* with employers from Business and Government. Exhibition style setting on your own campus environment.

What is Graduate Recruitment?

Larger organisations target talented students in their final year with a view to placing them in rotational programs at the beginning of the following year.

If I don't get a grad recruitment position?



Employer Presentation Dates

- NOW!!!

Eg.

- Merrill Lynch, 8th March 5:30pm
- A.T. Kearney, 9th March 12:00pm ... all the way to Easter
- www.careers.usyd.edu.au



Typical Closing Dates

- Bain & Co: 16th March, 2007
- Westpac: 30 Mar
- Department of Foreign Affairs and Trade (DFAT): 11 April
- Ernst & Young NSW : 11 April



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Employer Perspective



The Employers' perspective

- what does an employer look for in a graduate?
- how to stand out from the crowd?
- how to approach an employer at these events?
- career benefits of graduate jobs?
- the process of graduate recruitment-what to expect?



Ask the Employer:

- Q& A from the floor



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Preparation



Prepare what to ask an employer

- **Where possible find out these things before attending the fair!**
 - Core business - products and services
 - Which areas of the organisation is the employer recruiting for
 - Number of graduates they are recruiting
 - What skill sets is the employer looking for in a graduate recruit
 - What are the selection criteria - which are most important
 - Details of their recruitment process or graduate program - duration, training, opportunities for experience in several areas
 - What is the selection process - how many steps and what is involved - interviews, assessment centres, psychometric tests
 - How and when to apply



On the day: what to ask an employer

Some employer representatives will be recent graduates. Ask them:

- **About their transition from university to work**
- **Specific projects they have worked on**
- **How relevant uni has been to their work**
- **Workplace culture - hours, expectations, support mechanisms, training opportunities, ethical practices and Corporate Social Responsibility**
- **What they think were the key factors that got them the job**
- **If they have other entry level positions?**
- **Opportunities for international students?**



What to tell the employer

- Your current situation
- Your relevant qualifications and experience
- Personal qualities
- Genuine interest in their organisation/nature of position/industry



Role Play

Introduce yourself! (to a the employer)

Watch your

- Introduction
- Body Language
 - Firm handshake
 - Eye contact
- Content (concise vs rambling etc.)
- Manner (courteous)
- Confidence (speak without apology)

How did you go: what did you feel good about, what could you do better?



SUMMARY: How to get the most out of a Careers Fair

1. **READ:** www.careers.usyd.edu.au/ to find out which companies will be at the Careers Fair and what disciplines they are recruiting - Check out their websites
2. **REFLECT:**
Think about what you are going to ask before approaching!!
3. **RECORD:**
All conversations and contacts – take a pen and paper



To-Do list

Visit our website regularly as the **Faculty Careers Office** grows

- complete the survey and tell us what you want:

www.econ.usyd.edu.au/careers/

Visit **Careers Centre** website for

- general workshops
- help with CVs-resume express
- employer events

- www.careers.usyd.edu.au

- **Attend the Careers Fairs, watch the closing dates!**



Still to come:

2. WRITING WINNING APPLICATIONS (WITH UNILEVER) – Tues March 1
Merewether LT2 1-2pm



3. INTERVIEW SKILLS/ASSESSMENT CENTRES: WHAT WORKS, WHAT DOESN'T - Tues 20 March, Merewether LT2 1-2pm



~Attend all three sessions and receive a signed Certificate of Attendance~

EMPLOYER OF CHOICE SERIES #1:

Corporate Responsibility /Sustainability Business Leaders Forum
Tuesday 27th March 1-2pm, Merewether LT2



- Speakers: Dr Noel Purcell, Group General Manager Stakeholders Relations, Westpac
- Richard Peters, Head of Corporate Social Responsibility, Australia, NAB





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Faculty Careers Office:

www.econ.usyd.edu.au/careers/