

## Semester 2, 2016

Program of events and services to support career development and prepare students for employment.  
**You must book in on [careersonline.unimelb.edu.au](http://careersonline.unimelb.edu.au) to attend and to confirm venue.**

### Career Express Drop-In Service

10 minute consultation to get feedback on job applications or to talk about your career queries. Visit us at [Stop 1 \(Parkville\)](#).

Location and timetable at [careers.unimelb.edu.au/student/come\\_and\\_see\\_us](http://careers.unimelb.edu.au/student/come_and_see_us)

Monday–Friday  
10.00am–12.00pm  
& 2.15–4.15pm

### Make Experience Matter Week

A week packed with activities designed for you to connect with employers, explore opportunities and build your career story. Book now [careers.unimelb.edu.au/mem2016](http://careers.unimelb.edu.au/mem2016)

8–12 August

#### Identifying and Developing Your Skills

Identify your skills and attributes, gain strategies to develop these further, and enhance your marketability to future employers to secure employment outcomes.

Monday 8 August  
11.00am–12.00pm

#### How to Prepare for the Careers Fair

Are you going to attend the Careers & Opportunities Fair? This session is for all students and will look at developing practical strategies for preparing, researching and interacting positively with employers in order to make a great first impression.

Monday 8 August  
12.00–1.00pm

#### Career Wise: Gaining Experience

Deciding on what to do to get some work experience? This session overviews a range of possibilities available with the focus on course or career-related work experience.

Monday 8 August  
1.00–2.00pm

#### Career Wise: Presenting the Best You at Interview

Practice and fine tune your interview skills before presenting to an employer.

Monday 8 August  
1.00–2.00pm

#### Career Wise Environments: Career Planning for International Students

Specialised information for International students on career planning, including advice on work and residency pathways (with Guest).

Monday 8 August  
1.00–2.00pm

#### Make Experience Matter: Elevate Your Career with Entrepreneurship

Explore the opportunities available to you to help launch your ideas and career as an entrepreneur! Learn from and be inspired by our knowledgeable panellist. Understand what enterprise skills are and why they are important as both entrepreneur or as a future employee!

Monday 8 August  
5.30–7.00pm

#### Career Wise: Engineering and IT Internships in the Engineering and IT Industries

All you need to know about Engineering and IT internships, vacation work and other work experience opportunities.

Tuesday 9 August  
10.00–11.00am

#### Career Wise: Ultimate Guide to Resumes and Cover Letters

Do you want to be noticed by employers when you send in your resume and cover letter? Learn how to market yourself effectively and stand out from the crowd!

Tuesday 9 August  
12.15–1.15pm

#### 2016 Employers Talk: Mynavi Global Careers Japan Information Session

This two part event will provide specific advice and tips to obtain a job offer through Mynavi's career fair in Sydney on 10-11 September 2016 and information about the companies who are keen to recruit fair attendees.

Tuesday 9 August  
12.00–2.00pm

## Careers & Opportunities Fair

Meet representatives from organisations that offer paid vacation programs, internships, cooperative placements, volunteering, international and local employment opportunities. This your opportunity to build your experience whilst at university, or potentially gain a position upon graduation.

Wednesday 10 August  
10.30am–12.30pm

## Resume Marathon

In this competitive job market, a well-crafted resume can make you stand out among hundreds of job seekers. Join our Resume Marathon event for a quick 15-minute resume check by professional careers consultants, industry HR experts and employers from a wide cross-section of industries.

Thursday 11 August  
1.00–3.00pm

## 2016 Employers Talk: Optiver Recruitment and Information Session

Optiver will be on campus to discuss their current opportunities and test potential candidates! It is a great chance to learn more about them and which role best suits you, as well as ask us them any questions!

Thursday 11 August  
12.00–2.00pm

## Turning Your Study Skills into Employability Skills

Do you sometimes wonder whether the skills you develop at Uni translate into skills for the workplace? Skills such as research, critical thinking, teamwork and writing DO equip you for job seeking and are highly valued by employers! In this session, we will examine the kinds of critical skills you develop through tertiary study, and explore how to rethink these skills for job seeking.

Friday 12 August  
12.00–1.30pm

## Career Wise: Gaining Experience

Deciding on what to do to get some work experience? This session overviews a range of possibilities available with the focus on course or career-related work experience.

Friday 12 August  
1.00–2.00pm

## Degree to Where

### Career Wise: B. Environments to Where?

Are you exploring your career options in the area of the built environment and seeking to understand career pathways?

In this session:

- Develop a career strategy and plan
- Consider reality testing to make decisions

Monday 25 July  
Thursday 28 July  
1.00–2.00pm  
Tuesday 13 September  
12.30–1.30pm

### Career Wise: Understanding Yourself to Generate Career Ideas

In this workshop, students have the opportunity to deepen their self-understanding in a way which is helpful for thinking about careers. We also look at how to use these insights to come up with career ideas and/or to weigh up ideas which students already have.

Monday 1 August  
Friday 5 August  
12.30–1.30pm

## Inside Careers

### Inside Careers: Property

The property sector offers very diverse careers. Our presenter is a graduate of the University of Melbourne, and has extensive experience in the housing and property sector.

Wednesday 24 August  
1.00–2.00pm

### Inside Careers: Landscape Design

Where can a landscape design career take you? Who hires our graduates and what kinds of opportunities can a graduate expect to find? This session is intended for postgraduates to assist with career exploration.

TBC

### Career Wise: Understanding Yourself to Generate Career Ideas

In this workshop, students have the opportunity to deepen their self-understanding in a way which is helpful for thinking about careers. We also look at how to use these insights to come up with career ideas and/or to weigh up ideas which students already have.

Monday 1 August  
Friday 5 August  
12.30–1.30pm

### Career Wise: How to Approach People to Research your Career

This session provides a systematic approach to identifying the “right” people to connect with, and shows you how to make useful connections with people who know: career options within your field; the key grad skills and knowledge sought; and insider information not found in formal literature.

Tuesday 2 August  
Monday 12 September  
12.30–1.30pm  
Friday 5 August  
10.00am–12.00pm

### Career Wise: Trouble deciding on a Career?

A workshop for undergraduate students which will help tackle the challenges which can come up in making a decision about career. Suitable for students who have a number of ideas but wondering how to move through to a decision.

Wednesday 3 August  
1.15–2.45pm  
Thursday 4 August  
2.15–3.45pm  
Thursday 15 September  
10.00–11.00am

### Career Wise: Secure Your Internship

Want to gain real experience in the workplace? This workshop aims to equip you with the knowledge, skills and attributes required to successfully organise your internship.

Friday 5 August  
12.30–1.30pm  
Friday 23 September  
10.00–11.00am

### Career Wise: Gaining Experience

Deciding on what to do to get some work experience? This session overviews a range of possibilities available with the focus on course or career-related work experience.

Monday 8 August  
Friday 12 August  
1.00–2.00pm

### Career Wise: Exploring Global Work Opportunities

This session will explore the global job market and provide pointers on how to look for an international career. Suitable for both local and international students considering offshore jobs.

Friday 12 August  
12.00–1.00pm  
Monday 19 September  
12.00–1.00pm

### Career Wise: Understanding Australian Workplace

Entering the workplace for the first time is daunting, especially for international students. This session will explore the nature of the Australian workplace and provide advice on how to navigate it successfully.

Monday 15 August  
12.00–1.00pm  
Tuesday 20 September  
1.00–2.00pm

### Career Wise: Understand What Employers Want

Do you know what employers want? This session will give you insight into the kinds of skills and personal qualities that are in demand now. Find out how to develop these skills during your time at University and beyond.

Monday 15 August  
1.15–2.15pm  
Wednesday 21 September  
11.00–12.00pm

### Career Wise: Job Search Strategies

Looking for a job? Find out how to ramp up your job search skills to help you become an active and motivated job seeker. Be prepared to participate to get the best out of the session.

Wednesday 17 August  
12.00–1.00pm  
Friday 19 August  
11.00–12.00pm  
Monday 5 September  
1.00–2.00pm

### **Career Wise: Making Direct Approaches to Employers**

Research shows that up to 80% of jobs are never advertised - these jobs form part of the "hidden job market" where jobs are accessed via networking. It is critical that you connect with employers to access this significant market, as well as inform your career via conversations with professionals.

Wednesday 17 August  
11.30am–1.00pm  
Tuesday 6 September  
12.00–1.30pm

### **Career Wise: Networking for Career Success**

More than ever, getting your first job, and progressing in your career depends on networking. Learn how to become a competent networker by attending this session.

Thursday 18 August  
Wednesday 7 September  
1.00–2.00pm  
Thursday 15 September  
12.00–1.00pm

## **Fine Tune Your Job Search**

### **Career Wise: Ultimate Guide to Resumes and Cover Letters**

Do you want to be noticed by employers when you send in your resume and cover letter? Learn how to market yourself effectively and stand out from the crowd!

Wednesday 27 July  
1.15–2.15pm  
Monday 1 August  
1.00 – 2.00pm  
Tuesday 9 August  
12.15–1.15pm  
Thursday 18 August  
10.00–11.00am  
Tuesday 23 August  
2.15– 3.15pm  
Wednesday 31 August  
12.00–1.00pm  
Monday 5 September  
2.15–3.15pm

### **Career Wise: Presenting the Best You at Interview**

Practice and fine tune your interview skills before presenting to an employer. This session will allow you to practice in pairs or small group, learning hints and tips to general interview questions and also ones that are specific to your discipline.

Friday 29 July  
Wednesday 3 August  
Monday 8 August  
Tuesday 16th August  
1.00–2.00pm  
Friday 9 September  
10.00–11.00am  
Friday 26 August  
Thursday 1 September  
Thursday 15 September  
1.00–2.00pm

### **Career Wise: Understanding Psychometric Testing**

Psychometric tests can be a challenging part of selection for graduate and vacation programs, but there are positive things you can do to enhance your performance. This session is for all students and will look at how and why these tests are used, what the tests look like, and how to prepare.

Friday 12 August  
1.00–2.00pm

### **Career Wise: Getting Started with LinkedIn**

LinkedIn is becoming an increasingly important professional platform for networking and establishing your 'online presence'. This session is for any students who are in the process of establishing themselves on LinkedIn.

Monday 22 August  
1.00–2.00pm  
Thursday 1 September  
12.00–1.00pm

### **Career Wise: Navigating Workplace Culture**

Effectively navigating workplace culture plays an important part in your career success. Suitable for all students, this session will take a closer look at how you can make a great start at any new job.

Monday 22 August  
2.15–3.15pm  
Tuesday 13 September  
10.00–11.00am

### **Career Wise: Responding to Selection Criteria**

So, you have your cover letter sorted and your resume is up-to-date - now it's time to tackle Selection Criteria! Learn the what, why and when of Selection Criteria and how to write responses that help to present the best of you.

Thursday 25 August  
2.15–3.15pm  
Monday 29 August  
12.00–1.00pm

### **Career Wise: Making the Most of LinkedIn**

LinkedIn is becoming an increasingly important professional platform for networking and establishing your 'online presence' to assist with job seeking. This session is for any students who are established on LinkedIn and want to make the most of its networking potential in job search.

Tuesday 30 August  
12.00–1.00pm  
Thursday 8 September  
1.00–2.00pm

## **Industry Events**

### **Environments and Design Industry Night**

A built environment showcase and networking event organised by student societies, Faculty, with support from Melbourne Careers.

Wednesday 7 September  
6.00–9.00pm

### **Preparation Sessions for Industry Night**

#### **Journey to the Environments & Design Industry Night**

Environments & Design Industry Night is coming. Attend this session and learn how to prepare.

Monday 29 August  
12.00–1.00pm

#### **Making the most of the Environments & Design Industry Night**

Get ready for the Environments and Design Industry night with tips and advice on networking.

Tuesday 5 September  
12.00–1.00pm

#### **What's Next After the Environments & Design Industry Night**

Discussion on how to make the most of the Industry night experience, for Environments and School of Design students.

Friday 9 September  
1.00–2.00pm