

CAREERS & EMPLOYMENT



CAREERS EXPO (What to do, before, during and after the event)

The La Trobe University Graduate Recruitment Expo is a special opportunity to meet employers face-to-face and seek out employment opportunities. In some cases, this might be your only opportunity this year to talk with a representative from the organisation. If you are in your second last year, this event is a way to explore new possibilities. If you are in your final year, then it is a real chance to make a lasting (positive) impression that might lead to graduate employment.

This information sheet is designed to assist you in getting the most out of your day. Following some of the hints inside will ensure that you don't get to next week and think "Why didn't I..."

BEFORE THE EXPO...Prepare, prepare, prepare!

- Keep up-to-date by referring to the La Trobe University website (www.latrobe.edu.au/careers) or by visiting in person (ground floor, Peribolos East, near car-parking permits.)
- If you have a class at the same time as the Expo, speak to your lecturer and negotiate your attendance with the lecturer.
- Allow sufficient time to attend the Expo. You want to be able to spend time chatting with employers, rather than just race through collecting all the giveaways!
- Work out what to wear. The minimum is really smart casual...you don't want the employer to remember dirty feet, skimpy tops or sweaty sports gear! (A suit is not necessary.)
- You do not have to bring anything with you, but it looks professional if you have cards with your contact details, your resume, notepaper and a pen.
- Make a list of questions that you want to ask specific employers. Be careful: do not ask things that are clearly stated on the company's website.
- Research basic information about the organisations from their websites and current media reports. This week would be a good time to check out *BRW* or the *Financial Review*!
- Make a list of those organisations that you want to talk to at the Expo. Consider those that you don't yet know much about...they might in fact be perfect for you!
- Think about how you are going to start your conversation with the employer. Your approach should be conversational but you also want to highlight your skills along the way!

DURING THE EXPO...Network, network, network

- Collect your list of employers participating, and the disciplines they are seeking. Don't waste time talking to employers who are not recruiting your discipline!
- Be professional and confident in how you conduct yourself. Remember, first impressions count!