

The following careers videos, DVDs and CD – ROMS are available to view at Careers and Employment at the Melbourne Campus (Bundoora). For other campuses, enquire through Student Services to check their availability:

JOB HUNTING SKILLS

GETTING THERE BY DEGREES (15 MINS)

This video gives an overview of how to approach job seeking. A number of recent graduates share their experience. The importance of starting to plan early is emphasised.

FINDING YOUR CAREER (50 MINS)

Suitable for all audiences from secondary school students to adults, it gives both present and future jobseekers many helpful, empowering, and sometimes humorous tips and techniques which will help give them the best possible foundation in the game of gaining employment.

The entire presentation has a running time of 50 minutes, and can be viewed either in its entirety, or a chapter at a time. Each chapter runs for approximately 5-10 minutes, and cover the whole job seeking process, from choosing the most suitable career path, through to post-interview evaluation.

WHY AM I HERE? - Transferable skills

This video outlines what employers want and how your course is giving you these transferable skills, problem solving skills, team work, time management & flexibility.

YOUR JOB'S ONLINE (25 MINS)

This video shows you how to maximise your chances of success. Examples are:

- Answer the Question
- Evidence
- Activities and Interests
- Marketing Yourself
- Common Mistakes

ESSENTIAL JOB FINDING SKILLS (34 MINS)

This video emphasises:

- Setting Career Goals
- The Hidden Job Market
- Finding and Using Resources
- The Future of Work
- Applying for Jobs

FINDING WORK IN A NEW COUNTRY – 2000 (28 mins)

This video covers:

- Where to Look For Jobs
- The Importance of Language Skills
- Making the Most of Available Resources
- The Importance of Presentation Skills
- Perseverance of Commitment to Change

CAN I HAVE A FEW MINUTES OF YOUR TIME? (21 MINS)

This video explains in detail all aspects of creative job searching, including how to approach employers for work experience and useful questions for informational interviewing.

GETTING THE JOB, 2001 (32 MINS)

This video presents job seeking strategies and language for the job interview for speakers of English as a second language. It also gives advice and strategies

COMMON MISTAKES JOB SEEKERS MAKE – Employment Agencies Edition (29 MIN)

Looks at mistakes commonly made by people applying for a job. Includes a case study depicting common errors and offers some simple advice.

YOURS JOBS ON-LINE (VIDEO) (25 min)

Dispels myths about applying for jobs on-line. It shows 2 major employers selecting graduates using only their electronic applications.

INTERVIEW SKILLS

WHY ASK ME THAT (22 MINS)

This video shows the progression of a typical selection interview. We see two selectors comment on the performance of a candidate in an entertaining and surreal drama.

ESSENTIAL INTERVIEW SKILLS (38 MINS)

This video answers many common questions such as:

- What are prospective employers looking for?
- How Do I Ask The Right Questions To Show That I Understand the Job and the Company?
- What sort of Questions Will Be Asked?
- How Do I Package The Answers, and Myself?
- How Can I Practice My Interview Technique?

ESSENTIAL INTERVIEW SKILLS - La Trobe University

MAKING AN IMPACT: THE GRADUATE JOB INTERVIEW

This DVD shows real students and graduates in actual graduate recruitment interviews for enterprises such as KPMG. The candidates share their views on their own performance and selectors give their verdicts.

INTERVIEW PERFORMANCE (28 MINS) – Employment Agencies Edition.

An interview today can be a very different experience to that encountered 10 years ago. DVD will assist job seekers who have not sought work for some time to understand the changes in interview preparation.

INTERVIEW PERFORMANCE (26 MINS)

You only get one chance to make a first impression. A successful job interview can be a key moment in a person's life: preparation, coping with the experience and follow-up are all crucial factors in the process.

Hints on how to cope with nerves, asking appropriate questions, body language and ensuring the interview ends on a positive note.

RESUMES

POWERFUL RESUMES – Employment Agencies Edition (27 min)

This program will assist job seekers in the writing of a powerful resume. Each step in the application process is explained in plain language, using examples relevant to adults. Particular focus is paid to addressing the selection criteria, evaluation skills and how to work and layout a response.

POWERFUL RESUMES (26 min)

It is impossible to underestimate the value of a good resume. In this program we explore ways to develop a powerful resume when applying for jobs. We also consider strategies to enhance existing resumes. Practical advice is provided on job research, writing resumes, cover letters and how to address selection criteria.

THE WRITTEN EDGE (45 MINS)

Covers the labour market for products and how to expand your networks, how to write resumes and letters of application & filling in application forms. This very comprehensive video almost needs to be watched twice to get full value.

JOB APPLICATION – LOOKING GOOD ON PAPER (22 MINS)

This covers the main steps in the job application process by helping applicants to focus on highlighting their skills and experience, writing applications that stand out, and addressing selection criteria. Also examines online job applications.

ASSESSMENT CENTRES

TWO WHOLE DAYS - Assessment Centres

THE ASSESSMENT CENTRE VIDEO (27 MIN)

Shows what happens at a typical assessment centre when a major employer selects graduates with degrees “in any discipline”.

FIELD SPECIFIC

A DAY IN FINANCIAL SERVICES – FINANCIAL SERVICES INSTITUTE OF AUSTRALIA (FINSIA)

Follow a working day of five graduates working in careers across the financial services industry.

A DAY IN THE LIFE – INSTITUTE OF CHARTERED ACCOUNTANTS (15 min)

What it is like working as a Chartered Accountant? With only their qualification in common the DVD shows the diverse opportunities the profession offers.

FAB CPA CAREERS – CPA AUSTRALIA

OUT IN FRONT WITH AN ARTS DEGREE

This video, produced by the Graduate Careers Council of Australia, explores the career opportunities of Arts students as they talk about the transition from university to work. Graduates are from the following fields:

- Politics
- Media
- Marketing
- Visual Arts
- Performing Arts

SCITECH CAREERS 05 – LA TROBE UNIVERSITY

An initiative of the Careers Service, La Trobe University, SciTech Careers '05 showcased the range of career opportunities open to science, technology and engineering students. This DVD contains highlights of the evening and features 31 speakers from eight industry segments

WORKING OVERSEAS

THE JET PROGRAMME – COUNCIL OF LOCAL AUTHORITIES FOR INTERNATIONAL RELATIONS

This DVD provides specific details about the JET programme, which is ran by local prefectures in Japan and aims to bring foreign youth to Japan to assist with foreign language education and international exchange at the community level.

GOING ABROAD WITH i to i – Helpful advice and video diaries from volunteers and the i to i team.

TEACH ENGLISH IN TAIWAN – HESS CORPORATION

This DVD profiles the lives of 5 HESS English teachers in Taiwan. They share their candid perspectives on life, love, teaching and culture.

THE VOLUNTEER EXPERIENCE – AUSTRALIAN VOLUNTEERS INTERNATIONAL

This video has been produced as a resource for people interested in applying to live and work overseas as Australian Volunteers. Australian Volunteers share their personal insights and experiences in the hope that viewers may gain a deeper understanding and appreciation of some of the challenges encountered when living and working with a developing community.

OTHER:

FIRST IMPRESSIONS – WINNING OVER YOUR BOSS (21 MINS.)

This DVD helps those new to a workplace to understand how to fit in from the start. It covers preparing to start work, induction and training, working with others and dealing with problems along the way.

CHOOSING A MIGRATION AGENT – AUST INSTITUTE OF MIGRATION

REACH OUT: SUPPORTING ANZ'S PEOPLE AND CUSTOMERS WITH DISABILITY – ANZ

According to the ABS, twenty percent of the Australian population lives with disability. This means many of our customers and some of our colleagues will have one or more disabilities. This DVD, produced by ANZ's Diversity team, in conjunction with the ANZ Disability Network has been created to dispel a few myths, offer some tips and highlight the basic fact that people with disability are just like everyone else.