

GRADUATE RECRUITMENT

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What is Graduate Recruitment?

- A process whereby private and public organisations recruit a number of final year students to commence work after they finish their degree.
- The recruitment process begins in the year prior to the intake date.

Graduate Programs to Consider

- Victorian State Government:
 - <http://www.graduates.vic.gov.au/>
 - 12 month development program
 - eg) Department of Human Services
 - apply under 'generalist stream'
- Local Government - Victoria
 - www.gograd.com.au
 - 2 year program
 - Applications close: April/May

- Local Council
 - Eg. *City of Melbourne:*
 - <http://employment.melbourne.vic.gov.au/>
 - 2 year development program
 - Applications close: around September.

Commonwealth Government Departments:

- See: <http://jobsearch.gov.au/government/Gradlink>
- Eg: Commonwealth Department of Health and Ageing
www.health.vic.gov.au
1 year program
Applications for 2006 close: Early September.
- AusAID
www.ausaid.gov.au
2 year program
Applications close: early in the year (April-May)

Choosing a Graduate Program

- What are your main areas of interest?
- Identify your skills
- Confirm your work values
- What do you hope to gain from a graduate program?
- Does the area/organisation suit your work and life goals?

Employer Research

- The more you know about the organisation you are applying to the better. This knowledge will improve your application and show potential employers that you are truly enthusiastic and committed.

Where to Find Information

- company websites
- recruitment literature
- job descriptions
- company profiles
- annual reports
- newspapers
- University careers services/careers guides
- Your networks

Useful Websites

- www.graduateopportunities.com.au
- www.graduatecareers.com.au
- www.unimail.com.au
- www.seek.com.au
- www.mycareer.com.au

The Recruitment Process

- There are a number of stages to the recruitment process. What each stage entails will vary between organisations.
- The first stage is your application.

Applying - Tips for Success

- Know the relevant closing dates and put time into your application well before the due date
- Use people's names and titles where relevant.
- Be professional with your correspondence eg email, telephone.

Application tips continued...

- Keep to the word limits (they are there because the employer wants you to show that you can answer the question concisely!).
- Get someone to check over your application (and check spelling!).
- You may need to organise an official academic transcript



The Recruitment Process Continued...

Subsequent stages may consist of:

- Ability tests:
 - involves a series of questionnaires.
 - One-on-one interviews
 - Designed to determine aptitudes, interests, work style, personality and motivation



The Recruitment Process Continued...

- Group interviews/activities
 - aims to assess communication, teamwork/interpersonal and analysis/judgement skills
- One-on-one interviews
 - Often the final stage of the process used to determine the most suitable graduates.



Competencies Employers Look For

- Team work and interpersonal skills
- Achievement drive
- Flexibility
- Persuasiveness and negotiation ability
- Communication skills
- Enthusiasm



Keys To Success

- Relax, be yourself and be honest!
- Ask if any preparation is required prior to interviews/ activities
- Do your research before applying for a graduate program and chose which positions you apply for carefully.
- Make sure you really want to do it and that you are prepared to put the time into the process.



More Keys to Success:

- Get as much experience as you can while you are at university to demonstrate your skills and improve your employability. Eg) Join student associations, Youth Health Promotion Network, volunteer work etc.
- If you do not succeed in your first year out, you can apply again the year after so don't lose heart!