

Getting Started

1. Know yourself

2. Know your industry

➤ Information Interviewing

3. Information Resources ...

➤ WIL Handbook

➤ Careers Centre at VU

➤ Your Skills @ Work exercises

➤ WIL Workshops

1. Know Yourself

- ④ Self awareness and self reflection can give you some answers and assist with skill recognition.
- ④ What do you enjoy doing?
- ④ What are your main achievements?
- ④ Ask for feedback from friends and family on your skills and attributes.



my guide

Let myfuture personalise the journey for you

the facts

Search or browse the myfuture site

myfuture

Australia's career information service

- o assist others
- o search
- o news & views
- o help
- o contact us

A joint initiative of Commonwealth, State and Territory governments

- Introduction
- Preparing / Reviewing
- Identifying
- Exploring
- Deciding
- Summarising
- Planning
- Doing

My Guide assists you explore your career direction and plan your future.



Activities and articles are presented to you as the set of steps in the maze as seen below. You can click on these steps or use the menu on the left to move around My Guide and develop your career pathway plan.



2. Know your industry

- ④ Maintain awareness of your intended profession.
- ④ Participate in your industry/profession.
- ④ What do employers value?
- ④ Information Interviewing:
 - www.quintcareers.com/informational_interviewing.html
(*"Quintessential careers": includes a self-paced tutorial*)
 - www.danenet.wicip.org/jets/jet-9407-p.html
- ④ Obtain voluntary work in your field
- ④ Research your ideal industry

3. Information Resources

- @ Student Career Services - www.vu.edu.au/careers
- @ VU Library - <http://library.vu.edu.au/>

Also . . .

- @ www.gradlink.edu.au (GCCA)
- @ www.myfuture.gov.au and other websites
- @ And of course . . .

Centre for Work Integrated Learning staff

Work Integrated Learning

Networking and Job Searches That Work

What to ask an employer about an industry, organisation or career?
(from the Video: "Can I have a few minutes of your time?")

Your approach can focus on the following areas:

A. Work Role:

1. Can you tell me some of the things you do in a typical week?
2. What are your main responsibilities; your actual tasks and priorities?
3. What are the skills needed?
4. What are the most & least satisfactory aspects for you?
5. Is it different from what you expected?

B. Career Development:

1. How long do people stay in this organisation?
2. What additional responsibilities can staff take on?
3. How is the work challenging?
4. What sort of jobs do people in this field move onto?
5. What do you need to be, or do, to get on?

Networking and Job Searches That Work (Cont'd)

C. Getting In:

1. How did you get in?
2. Is it different now?
3. What qualities or qualifications do people look for?
4. Are there any useful stepping stone jobs or voluntary experience I can do?
5. Where are the vacancies advertised?

D. The Organisation & Its Culture:

1. Is the culture of the organisation changing?
2. Can you tell me about your company's equal opportunity policies (job sharing; promotion; development etc)?
3. Attitudes to older graduates
4. Entry salaries and about progression.
5. What are the misconceptions people might have about working here?

E. And Finally:

1. Can you suggest other people I can talk to?
2. Books; trade resources or professional bodies to consult?