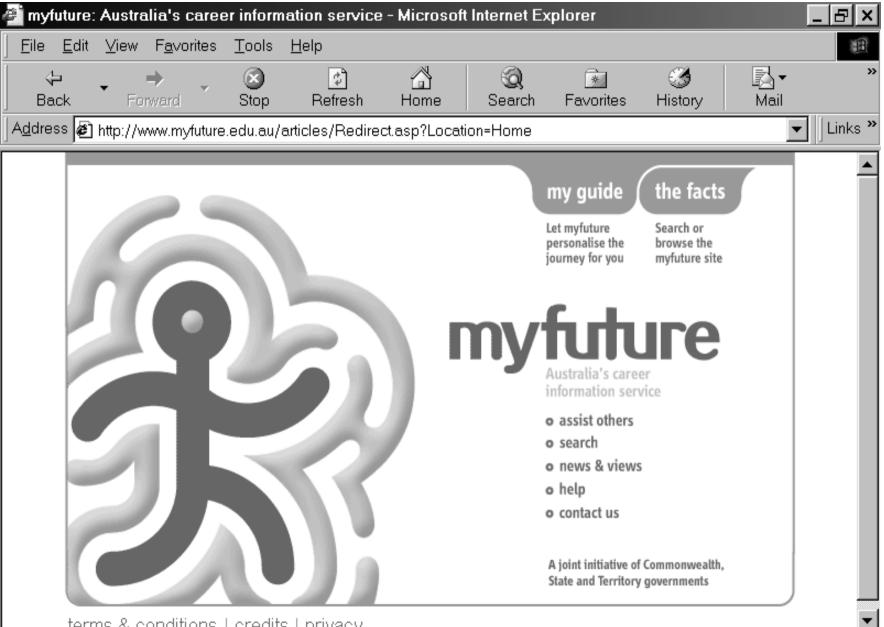
Getting Started

- 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

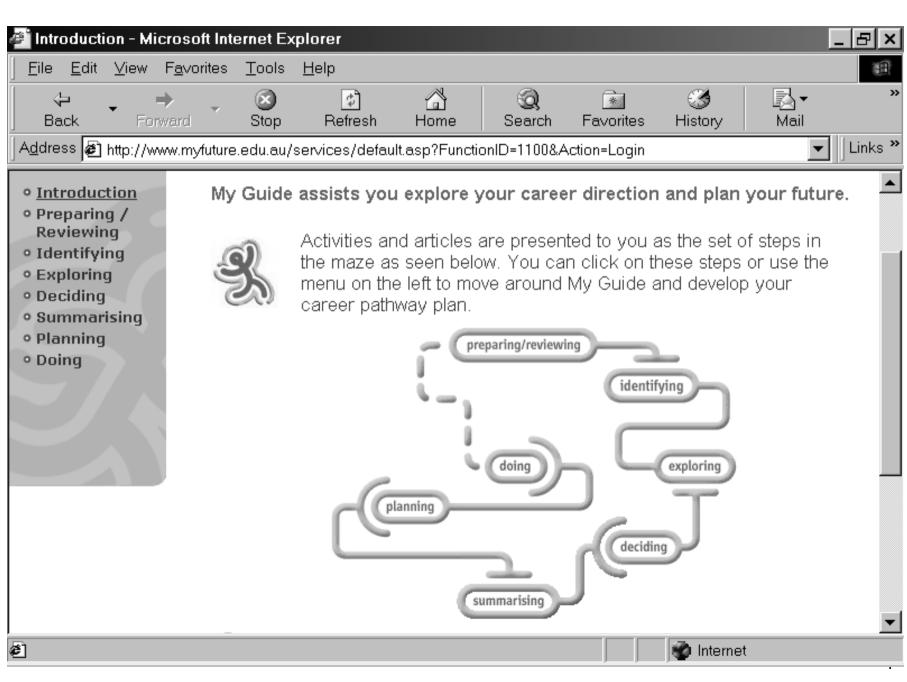
- Self awareness and self reflection can give you some answers and assist with skill recognition.
- What do you enjoy doing?
- What are your main achievements?
- Ask for feedback from friends and family on your skills and attributes.



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E)





2. Know your industry

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

Β.

- 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?

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?