

Career Development Week Launch

Stepping in the Right Direction

To launch Career Development Week 2010 at The University of Adelaide, the Careers Services team put on their creative hats and took to the streets (well... lawns)! In what was a feast for the senses, students flocked to the Goodman Crescent Lawns to find out about the presentation line-up for the week and were greeted with a free lunch snacks, music, radio announcers, competitions, and the opportunity to share their career experiences.

The Careers Services team ran a 'Time Out' challenge, allowing students to take time-out to share their best and worst career encounters. Students were invited to fill out a quick quiz on their worst job ventures, and on a positive note students jumped into the Career Confessional for a chat.

In return for their 'time-out' at the Career Confessional students were given Cadbury Time Out bars and discussed what steps they were taking to achieve their 'dream job.' Students ranged from prospective Adelaide University students, first year, final year and post-graduate students... all willing to talk about where they are heading in their career.

Everyone has a unique career story. Most students had taken up part-time or casual work in an unrelated industry such as retail or customer service, and many students were taking time to gain industry experience. One student even said that by undertaking a placement in an engineering firm, he changed his career path to focus on a different stream in the industry.

Experience is invaluable whether it is related to your industry or not. Volunteer work, part time or focused; taking time to discuss your options and find out information is an excellent idea to create career goals. Career Development Week activities will be running all week until Friday 21st May 2010, so head to CareerHub (<http://adelaide.careerhub.com.au>) or the Careers Service office (Hughes Building, Level 6) for more information to take steps towards finding your dream job.

Career Development Week Launch

Hard day at work dear?

Employment can be fun, rewarding, challenging and interesting. However, for a change the students at The University of Adelaide's Career Development Week launch were asked to fill out a quick quiz: 'Tell us about your Worst Job Ever and why it was so bad...'

Students named dozens of positions, everything from fast-food cooks and administration assistants to retail; tutors and match-makers to musicians; auditing and supermarket attendants to restaurant staff, shift-work to babysitting. We could go on...

But what is it that made these positions 'the worst?'

The nominees are: smelly, boring, low paying, dirty and unsafe jobs which lack professional direction!

It seems that students rate a position as 'bad' based on the conditions. One student said "I liked the people, but the pay wasn't good," and another commented that they "wondered where [their] future would be."

Let's concede that not every job you have will be ideal, but each position you take provides you with a lot of information and experience, both about an industry and about yourself as a worker. You may take a position in administration and realise this style of work does not suit you, or a position in hospitality and discover you are unable to maintain a work-lifestyle balance to your liking.

Alternatively you *could* find that your experience in that 'bad job' has given you enough skills to appeal to your next employer. Everyone has to start somewhere, and from that base you are able to climb the experience ladder in an effort to find your dream job.

If you're working for an employer who does not adhere to correct safety standards, minimum wage requirements or suitable conditions, by all means seek advice to move away from the position, but if all of this is in check, sometimes a little hard-work will lead to future benefits.

Lynch Meyer

Diving into the Workforce

When you're jumping head first into the workforce, Lynch Meyer's Human Resources Manager Susannah Underwood knows it can be a daunting task. Ms Underwood says that your main aim should be to find an employer with whom you can grow, develop, be challenged and most importantly be you.

With over ten years in the Human Resources field, Susannah has travelled throughout Australia to take roles in aviation, medical and legal sectors. These experiences place her in an excellent position to advise students about entering the workforce.

Susannah says one of the main things students underestimate when taking on their first full-time role is the mental and physical strain which comes with the transition. With so much to learn, transferring skills from theory to practice and simply presenting yourself in a professional environment on a daily basis can be draining. Susannah recommends the first thing you do is to look after yourself during this busy time.

Lynch Meyer offers many benefits for students entering the workforce and they place importance on three key elements: "Our Clients, Our Business, Our People." With this in mind, the Lynch Meyer focus is strongly aimed at how *you*, as a potential employee can fit this vision. The continuous recruitment process within the company means that you can apply at any stage with the firm.

In her role as the Human Resources Manager, Susannah says that Lynch Meyer aims 'To deliver exceptional service and outcomes to all of [their] clients, all of the time.' This vision is the driver for the firm, aiming to create balance for its employees. As a modern employer (utilising techniques such as the Dragon Dictation System) Susannah recommends that students heading for a career in the legal industry be aware of the history of a firm, network wherever possible and apply with a well-built resume.

The partners within Lynch Meyer are continually learning and developing as professionals and you – the potential employee – should do the same; research, prepare, be aware.

SA Young Entrepreneurs Scheme

Do I jump? Advice for launching a business

Daniel Smith from Business SA knows a thing or two about running a business. Having run two small businesses of his own, working as an employee and through his experiences with Business SA, Mr Smith has seen over 150 start-up companies just in the past three years!

Asking the question 'Is starting a business a legitimate career choice?' Daniel told students that building a business is "part art and part science; there is no one single formula."

'Business' is a broad term and starting a business can lead you down many tracks, you may purchase a franchise, buy an existing business or start from scratch with what is known as a 'start-up.' While there are benefits and cons to each of these methods of business development, Daniel says that you need to plan and "set it up right" in at the beginning, seeking professional advice where necessary.

So why are you thinking of starting a business?

Freedom?

Money?

Flexibility?

Whatever your reasoning, Daniel emphasises that there are certain personal traits you *must* have in order to make your business a success; persistence, to be risk tolerant and a self starter (action oriented).

If this sounds like you then when looking to pursue business opportunities you should follow your passion and remember that starting a business takes time, money and effort. You should be realistic about your expectations and goals.

Daniel recommends that you should match your goals and skills together and work hard to decide how to develop your business. You can absorb extra information about your industry, management and all aspects of business from universities, seminars, conferences and short-courses.

Business SA has a number of resources for potential-business owners to cover all the tricky issues like trademarks, record keeping, structures and liabilities, and the University of Adelaide offers opportunities through its Entrepreneurial Program.

Daniel has two final tips if you're still wondering whether to jump right in: have a back-up plan and understand that every business venture is a valid learning experience.

Kelly Scientific

Focused Findings

Finding the right job can be difficult but Paula Angerstein, Branch Manager for Kelly Scientific knows how you feel. Australia's first scientific staffing company, Kelly Scientific has a database of over 25,000 scientists and they are highly skilled at helping students find the right workplace to begin their careers.

Paula and the Adelaide team are all degree qualified scientists – recruiting for scientists. This means that they know about your studies, skills and the recruitment service enables them to get to know who you are beyond your resume. With this insight, the team are then able to market you to various companies and jobs in order to find a good match between you and your employer.

When addressing students at the Career Development Week seminar, Paula said she knows it is hard to gain professional experience in the scientific field but Kelly Scientific can help improve your interview skills.

Together, you will work towards answers for questions like 'What interests me? What are my strengths? What is available? What do employers look for? How can I start to prepare now?'

The range of industries for science graduates includes food, biotechnology, pharmaceuticals, health sciences and more. Kelly Scientific offers resources for several job types; everything from logistics to project management.

Ultimately, Paula and her team say that you should "work hard, be committed and get noticed!" You should value the impact you make on lecturers, talk to people in the industry and ask for information.

Forensic Science SA

Forensic Myth Busters

Tanya McKew from Forensic Science SA tackled the television myths for Career Development Week: How realistic is CSI? Does Adelaide have its own Criminal Minds team? Is there really someone as smart and sassy as Abby from NCIS?

Well you'll be pleased to know that Forensic Science SA does have an 'Abby,' black nails, fringe, boots and all! But the comparisons end there. As a forensic scientist specialising in chemistry and materials, Ms McKew says that they are responsible for sectors of an investigation, rather the whole process. But this doesn't mean the work is any less exciting.

As part of a growing department, Tanya has seen the team grow from 70 to 160 employees over the past 10 years. Between Pathology, Biology, Toxicology, Chemistry and Materials groups, Forensic SA also provides work in quality groups, science support and administration.

Clients for Forensic SA include the coroner, South Australian Police and DPP. In everyday environments, the team at Forensic SA will be called upon to provide scientific and forensic findings which contribute to larger scenarios. This may include post-mortem, evidence recovery, DNA testing, blood alcohol and drug testing, botanical and trace evidence and court statements.

Tanya says there are many ways to get your foot in the door at Forensic SA, including project opportunities and vacation work. This enables the department to see how you work, find out about your personality and also offer paid work through summer periods.

These options may be appealing if you are undertaking an Honours year, and they advertise both through the Government Graduate Scheme and external press, so watch out for advertising particularly in October of this year.

APESMA

Getting 'Career Ready'

The Association of Professional Engineers, Scientists and Managers were represented on campus at Career Development week by Danielle Hodge (Engineer for the Defence Material Organisation) and Pamela Dyson (SA Pathology, formerly IMVS). APESMA offers engineering and science students' support with undergraduate association memberships.

Ms Hodge told students about her experience as a naval architect. After completing a 4-year degree and gaining work experience, Danielle said she took two contract jobs while completing her university qualifications in order to boost her chances of getting a job as a graduate engineer. This meant that when she graduated, Danielle had completed 2.5 years work experience and joined the DMO Graduate Scheme with practical knowledge under her belt.

From both ends of the scale, Ms Hodge has recently entered the workforce, while Ms Dyson has been in her industry for many years. Pamela has worked in the field of Haematology Directorate Research and recently assisted the building of a new laboratory for the Therapeutic Products Facility.

APESMA supports both of these women in their work endeavours, allowing them to build and create networks. Danielle highlighted APESMA's services, including the job database for final year students, resume assistance and how APESMA allows students to 'better apply for jobs.' As a professional resource for students, you can obtain more information from www.apesma.asn.au/students

Navitas

Professional Workforce Solutions

If you are an international student about to graduate, you may be wondering 'what's next?' Tony Hollick, Business Development Manager for Navitas understands that gaining industry experience in Australia can be difficult and for this reason, they have introduced the Professional Year Program which covers further professional development training and an internship for students in fields of Accounting, Computer Science or Engineering.

Recognised by ACS, Engineers Australia, CPA, NIA and ACAA, the program runs for 44 weeks and is designed to assist international student graduates to develop workplace skills and career prospects within Australia.

The program develops communication skills, provides participants with a Certificate III in Business and covers a specialised culture unit which explains Australian business values, ethics and nuances.

This unique program allows graduates to participate in night-classes or Saturday study, prior to undertaking a full-time internship in which students will be placed to develop their skills and become part of a business team.

Richard Coleman, a trainer for the Professional Year Program says that students benefit from the course for a number of reasons; the adult learning principles, individual training placement, flexible contact hours, eligibility for additional migration points and student's ability to contribute in a combination of face-to-face and project work.

For more information on this program you can visit www.professional-year.com or visit The University of Adelaide's International Student Centre in the Old Classics Wing for support.

Careers Service

Networking...? Naturally!

The word 'networking' is thrown around a lot by employers and recruiting agencies and you may be familiar with the concept on social networking sites such as Facebook, but Rebecca McGuire, Careers Information Officer on campus for The University of Adelaide says networking is all about communication and this can be very handy when you're trying to find a job.

So what is networking? Rebecca told students at Career Development Week that making use of a network of people is simply about exchanging information.

Meeting new people and broadening your networks gives you access to individuals, groups, information and ideas.

When you think about it, you communicate naturally with people on a daily basis; lecturers, family, friends, and strangers.... everyone from bus drivers to shop attendants. This interaction is familiar. The only difference with networking is the understanding that daily contacts could be a resource in your future career, and if they are not... then you should probably look to find some people who are!

Like most career endeavours, the process takes effort and preparation and Rebecca has lots of tips for successful networking. You should try to put yourself in 'the right place at the right time' by getting involved and proactive in your industry – starting with university clubs and societies.

Just as you research your next assignment, asking questions like 'what is my topic?' or 'where can I find more information?' you should ask the same questions in relation to your career and view everyone you meet as a potential resource.

You may be thinking... Where can I find a job? What should I do after I graduate? Where are graduate vacancies? What would it be like to work for Company X? Networking can answer some of those questions as the *Hidden Job Market* all revolves around word of mouth – where 80% of jobs are never advertised. So you need to get out there, let people know you're looking for work and ask questions.

The benefits of networking include increased knowledge, awareness, and exposure to opportunities, projects and events, and even the possibility of a job offer. By sharing ideas and gaining support from others, you can increase your chances of reaching career goals because networking is all about creating opportunities.

As networking can take place both electronically and in person, remember your own professionalism; even as a student, everything from your email addresses, voicemail, and social media sites are a reflection and extension of your abilities. Be aware of your body language and remember to be both respectful and courteous to all of your contacts.

Rebecca packed so much into this Networking session for Career Development Week that we can't write it all here. Ideas for establishing connections, networking strategies, following leads, cold calling and other aspects of networking are just some of her specialties. So if you would like more information, please visit Rebecca and the Careers Service team in the Hughes Building, level 6.

National Institute of Accountants

Practical Support

As one of three professional bodies recognised by Australian law, the NIA has over 22,000 members and students, each of them gaining professional support in the Accounting industry.

MHM Senior Accountant Tracy Tepe and Elders Limited Group Finance Systems Manager Walter Lee are both members of NIA and discussed their career paths with students at Career Development Week, reflecting on how small opportunities lead to big career moves.

Ms Tepe began her accountancy career as a receptionist at a small accounting firm. Her on-the-job training turned into a professional interest and Tracy decided to pursue a professional education path and progressed to university studies, working full-time and studying part-time.

Having made the move to a medium-tier firm as a Senior Accountant, Tracy greatly valued her experiences in a small firm, saying that it allowed her to take ownership and interest in a variety of areas for an accounting role.

Walter Lee's professional path also took a turn, but through a stroke of good fortune. As a student, Walter sat on a plane, ready to take a short holiday overseas in a semester break. He had a chat to the person next to him on the aeroplane. Walter was polite, discussed his studies, career goals and even offered to assist the passenger with her baggage.

What Walter didn't know when he sat on that aeroplane was that this passenger would go on to offer him an internship working on a major regional campaign in his field.

Moving from an internship into full-time professional employment was not an easy transition for Walter. He spent nine months searching for the right job after graduating, eventually taking a position in which he travelled 3 hours return every day. But this time sacrifice proved worthwhile when Walter took every opportunity thrown his way. From extra responsibilities to leave-contract positions, Walter worked hard to sell his skills and understand how to progress in the industry to his current position of Group Finance Systems Manager.

The NIA supports both Tracy and Walter in a professional capacity, and offers free membership for university students. The NIA believes that every member counts, and membership includes information, access to many opportunities within small-medium sized businesses, face-to-face seminars, career focus websites and online resources.