

Careers and Employment Strategies for successful job seeking

01) Self-awareness

Can you articulate your skills, interests, values, knowledge?

	1	2	3	4	5
I know what my work interests are?					
I know my strengths and weaknesses? (skills and attributes)					
I know how to articulate my transferable/soft skills to an employer?					
I know my values/priorities? (what is important to you)					
I know and can describe what motivates me?					
I know what knowledge I have that I can contribute to a job?					

*1=strongly disagree, 5 = strongly agree

02) Opportunities

What research on occupations have you conducted?

General Research

Conduct general research into your fields/industries of interest and try and gain exposure or experience to help you decide whether the roles and career paths are most suitable for you.

- [UNSW Careers](#) Search online job board for graduate/internship roles
- [Education.Gov](#) Research career and industry profiles
- [My Future](#) Search for industry areas of interest online; use Careers Bullseye charts
- [Job Outlook](#) Search job descriptions, skills & qualifications needed, pay, and future outlook
- [GradConnection](#) Search online job board for graduate/internship roles
- [GradAustralia](#) Search online job board for graduate/internship roles
- [Seek](#) Search online job board for positions and to evaluate opportunities
- Professional associations: Search associations' member lists for affiliated organisations
- Professional events: Attend professional events within your industry to network and keep informed
- Information interview: Professionally contact industry relevant people for career advice
- [LinkedIn](#) Research where graduates from certain degrees end up (roles & organisations)
- [LinkedIn](#) Follow organisations and people of interest
- [LinkedIn](#) Connect with people of interest and politely ask for appropriate advice
- [Consultation](#) Engage with a career consultant or faculty staff (professor, tutor, coordinator)

Targeted Research

Create a shortlist of organisations you want to target. Seek to understand factors such as culture, values, projects, size, market-size, structure, history, news-events, competitors, partnerships. What appeals to you about this organisation compared to others in the same industry? Research through:

- Organisation's website
- Annual report
- Industry news
- Financial performance
- Following on LinkedIn and other social media
- Alumni who work there
- Searching on Whirlpool
- Organisation news
- Connections who work there
- Competitor roles

03) Transitions

Are you ready to capitalise on opportunities?

- List of organisations/roles:** List the organisations you would like to target and potential job titles
- Resume:** Produce a high-quality resume (tailored for each position)
- Cover Letter:** Produce a high-quality cover letter (tailored for each position)
- LinkedIn:** Develop a professional and comprehensive profile
- Selection criteria:** Learn how to answer criteria (mostly for Academic/Government roles)
- Positive references:** Confirm 2-3 people to be your referees
- Samples of work:** Put together a portfolio of your best work (if required for your industry)
- E-Portfolio:** Construct a website showcasing your work and resume (if required for your industry)
- Membership/accreditation:** Obtain membership with valued groups and professional associations
- Assessment centres:** Attend mock assessment centres
- Testing:** Practice psychometric assessments
- Interviews:** Prepare for potential questions and practice through mock interviews
- Network:** Consider who in my network I can approach during my job search

04) Decisions

What strategies can you undertake?

What do I already do?

What haven't I tried?

What will I do next, and when? (prioritise 2 actions)

Who will I talk to?