

2008 UQ Careers Fair

Monday 12 March, 2008
UQ Centre, St Lucia Campus.
11am – 4pm

For more information on other Fairs held throughout the year go to the UQ Careerhub website:

www.careerhub.uq.edu.au

What is the UQ Careers Fair?

The UQ Careers Fair provides an opportunity for industry, business and government sector employers to promote their undergraduate/graduate programs to UQ students. It is a great networking opportunity as employers are set up in stalls throughout the day with one purpose – to interact with potential employees, that is...you! This means that you will be able to gain first hand information about a company, their graduate recruitment process and even discuss potential opportunities for you individually. Even if you are not a final year student careers fairs are still worth while as a source of information.

Why Attend?

- obtain first hand knowledge of the structure and operation of individual companies; and
- Find out about vacation work, traineeships and work opportunities.
- Gain some great networking and self marketing skills
- Explore your career opportunities and work out what you want from an employer

Before the Careers Fair

- Check the UQ Careers Fair website for a list of attending employers (<http://www.uq.edu.au/careersfair>)
- Make a list of the top 10 organisations attending that you want to see whilst you are at the Fair
- Research the companies attending so that you are well informed when talking to their representatives at the Fair. A good place to start is their company website.
- Some companies will accept your resume on the day Develop multiple copies of your resume to give to employers.
- Once you have developed your resume, make the most of the application review session at Student Services by booking in on Careerhub and getting your resume checked
- Prepare questions you would like to ask. This shows you are genuinely interested, or at least are serious about finding the right organisation. Be



sure that your questions indicate that you have already researched their company in some detail. Check over page for possible questions you can ask.

On the Day

- ✓ **DO** - Obtain a map of the venue and identify the location of organisations you plan to visit.
- ✓ **DO** - Collect any relevant brochures, handouts and business cards. You may wish to review this information before returning to the employer to ask detailed questions.
- ✓ **DO** - Walk up to the representatives from the organisations that you have researched. With a smile, strong handshake & positive attitude, introduce yourself and ask them your prepared questions.
- ✓ **DO** - Dress up a little. It gives a good impression to the employer and gets you in the right mindset.
- ✓ **DO** - Be friendly - you might run into these same people at job interviews in the future. Leave a good impression.
- ✗ **DON'T** - Rule out an employer because of the industry it represents.
- ✗ **DON'T** - Go to a Careers Fair with the sole purpose of collecting lollies and gifts supplied by the employer; it's not Halloween!
- ✗ **DON'T** - Take your friends along for support & talk to them.
- ✗ **DON'T** - Arrive late i.e. during the last half hour of the Fair. Many recruiters who have come a long distance may need to leave early.

After the Fair

- Read the information you have collected.
- Record your conversations and the contacts you have made. This could be the start of a good network!
- Follow up on any opportunities/organisations that particularly appealed to you with a thank you letter or email.
- Attend a resume workshop or an Application Review Session to gain assistance with your job application. Event details are available on Careerhub: www.careerhub.uq.edu.au

Questions You Can Ask Employers @ The Careers Fair

Knowing what to say when approaching employers can be unnerving so here are a sample of questions you may be able to use to approach employers about their company, what opportunities they have available, what they offer, and how to give yourself an advantage!!

1. About the Job / Position

- ✓ What are the main responsibilities, actual tasks you might do in a typical week?
- ✓ How does the real experience compare to the description in the brochures?
- ✓ Why do you like working for this organisation?
- ✓ What made you choose this organisation?
- ✓ What do you enjoy most about your work? What do you enjoy least about your work?
- ✓ What special skills/talents do you use?
- ✓ What kinds of challenges/problems do you have to deal with in this job?
- ✓ Is it possible to obtain voluntary/casual/vacation /work experience?
- ✓ What sort of person do you have to be to be really good at this job?
- ✓ Is the role different from what you expected?
- ✓ Does your company have any preferences for the formatting or content of résumés or cover letters?
- ✓ What is the graduate starting salary?
- ✓ What salary packaging alternatives are offered by your organisation?

2. Career Development

- ✓ What kinds of ongoing training are offered?
- ✓ How many years does the typical graduate employee stay with your organisation?
- ✓ What can graduates from my discipline expect to be doing in 2, 5 & 10 years time?
- ✓ What are some of the typical career paths / What job might people move on to?
- ✓ What additional responsibilities do staff take on?
- ✓ What do you need to be or do to get on?

3. Getting In

- ✓ What qualities & qualifications are you looking for?
- ✓ What are some useful stepping stones or voluntary experience I should look for ?
- ✓ Where are vacancies listed ? How does your organisation recruit new staff?
- ✓ How do you assess suitability?
- ✓ What personal qualities & skills/knowledge are you seeking?
- ✓ How many graduates are you seeking?
- ✓ What types of graduates tend to be successful in your company's recruitment process?
- ✓ Is your organisation interested in post graduate students?
- ✓ Do you have a mid year commencement?
- ✓ What is involved in your company's recruitment process (assessment centre, psychological testing, and number of interviews)? How long does the process take from beginning to end?

4. The Organisation and Its Culture

- ✓ Is the structure of the organisation changing?
- ✓ How is job sharing, telecommuting, part-time work regarded?
- ✓ What is your attitude to recruitment of older graduates?
- ✓ Is there encouragement for flexibility or innovation?
- ✓ What is the pace of work like? Are there peaks & troughs or is it fairly constant?
- ✓ Is there much opportunity /encouragement for mobility, cross-training, lateral moves etc?
- ✓ What is the normal dress code?
- ✓ Is it typical to work nights and/or weekends?