



SEMINAR PROGRAM, 2010

Get Ready for Graduate Recruitment

- Thurs 11 March
- Mon 15 March
- Tue 16 March –
Graduate Recruitment Expo
12.30 to 3pm Union Hall

Resume Seminars

- Thurs 18 March
- Wed 24 March
- Mon 29 March
- Wed 14 April
- Thur 22 April
- Mon 3 May
- Tue 18 May

**ALL SEMINARS
WILL BE IN THE
CAREERS
SEMINAR ROOM
from
1 – 2pm**

**Ground Floor
Peribolos East
(Building 14 on
University Map)**

Finding Casual and Part-time work

- Mon 19 April

Interview Seminars

- Tue 27 March
- Tue 24 April
- Wed 5 May
- Mon 24 May

Job Hunting Seminars

- Wed 12 May
- Mon 31 May

Get Ready for Graduate Recruitment

This seminar covers:

- what graduate recruitment is
- the application process
- what annoys and impresses graduate recruiters
- examples of good and bad applications

Don't forget to attend the [Graduate Recruitment Expo](#) which is held at the Bundoora campus on Tuesday 16 March in Union Hall 12.30 to 3pm.

Resumes

This seminar covers:

- what to include in your resumé
- how to organise material for your resumé
- targeting your resumé to a specific job
- what to include in your covering letter
- how to address key selection criteria

Once you have attended this seminar and adjusted your application accordingly, you can have your resumé, covering letter or statement addressing selection criteria checked by a Careers Consultant.

Finding a Casual or Part time Job

This seminar covers:

- the types of jobs available for students
- introduction to preparing a resume for casual/part-time work
- how to use CareerHub and other employment websites effectively
- how to use your networks to uncover job opportunities

Interviews

This seminar covers:

- the types of interview you might encounter
- how to achieve your goals – non-verbally and verbally
- typical interview questions – traditional and behavioural

If you have an interview lined up, we can help by giving you some interview practice. Just call to make an appointment and send us your application material beforehand so we can ask appropriate questions.

Job Hunting

This is a seminar open to all students that covers:

- How to work out what you want to do with your career
- What employers are looking for
- Where to find jobs
- How to become employable
- How to prepare for job search