

CAREER DEVELOPMENT CENTRE

# GRADUATE JOBS

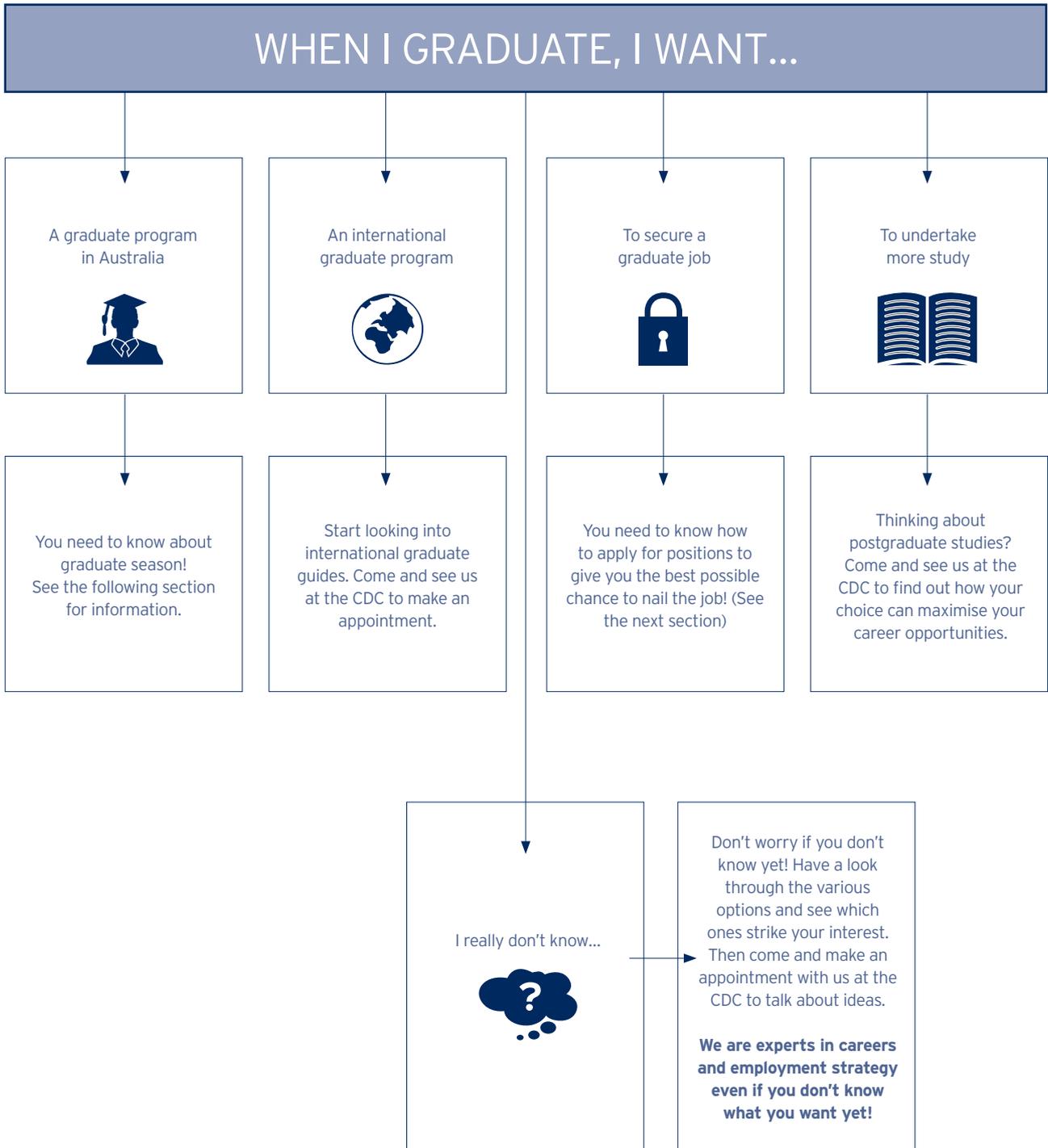
EVERYTHING YOU NEED TO KNOW  
ABOUT GRADUATE EMPLOYMENT  
AND POSTGRADUATE STUDY



“The secret of joy in work is contained in one word - excellence.  
To know how to do something well is to enjoy it.”

**Pearl Buck**

# GRADUATE JOBS



## GRADUATE SEASON

Graduate Recruitment Season occurs each year starting around the first week of March and ending in early April. During this time organisations are actively seeking graduates for positions commencing the following year. It follows a specific application process that may include selection criteria, psychological and psychometric testing, assessment centres as well as the traditional resume application letter and interview process.

### GRADUATE JOBS VS. GRADUATE PROGRAMS

A graduate program is usually offered by Commonwealth and State Government as well as large private sector companies. Programs offered are often one to two years in duration and provide you with specific training, support and professional development in various areas within the organisations. These programs are highly competitive, but an excellent opportunity for you to experience various areas within your organisation of choice.

A graduate job is a position that is advertised through online or print media calling for expressions of interest. It does not offer formal training as you would expect from a typical graduate program. These positions become available on an as needed basis and can be specified as a graduate position in the advertisement or throughout the description in the advertisement.

### WHEN TO APPLY FOR A GRADUATE PROGRAM

Graduate recruitment season for most graduate programs occurs between February through to May so if you are graduating at any time throughout that year you could apply for a graduate position. If you were successful, you would be commencing between January and March the following year. Recruitment occurs 12 months in advance of commencement, sometimes even earlier with law graduate programs.

Opening and closing dates for graduate programs differ widely across organisations and they may change from year to year. A list of participating organisations can be viewed at [gradconnection.com](http://gradconnection.com) and SCOUT Here you will find opening and closing dates. Additionally you should research employers of choice and locate this information on individual company websites.

**Something to think about:** Due to Bond's three-semester-per-year study schedule, there may be a gap from when you graduate to when the graduate position commences. Think about how this may impact you and what you might like to do during these free months.

### WHAT EMPLOYERS LOOK FOR IN GRADUATES

Employers will look at a number of areas and skill sets when hiring a graduate. These may include employability skills such as time management and organisation, oral and written communication skills, team work, problem solving skills, research, literacy and numeracy, analytical thinking and the ability to apply knowledge, technical skills, academic performance, cultural fit with the organisation as well as motivation, enthusiasm and willingness to learn. What an employer is specifically looking for will depend on the role you are applying to.

### BOND UNIVERSITY JOB AND INTERNSHIP FAIR

The Job and Internship Fair is an annual event that occurs during graduate season at Bond University. It is an opportunity for students to meet a diverse range of organisations that come on campus to provide students with information about their programs. The programs are predominantly graduate recruitment programs targeted at students who expect to graduate within that year with a view to commence with the organisation the following year. They may also showcase their internship, work experience and cadetship opportunities. For students, this is a key opportunity to meet desired employers of choice, ask questions and stand out as a possible candidate. We bring the networking opportunities to you!

In order to prepare for this annual event, we have put together suggested activities to undertake before, during and after the Job and Internship Fair.

### Before the Job and Internship Fair

- Review the list of employers attending the Careers Fair (available from the CDC)
- Research the organisations that you are interested in to gain some background on what they do and what they look for in graduates. Most of this information is available from their website. Directories of graduate opportunities have links to company websites and graduate programs, try not to ask basic questions that reveal you haven't done your homework. Some graduate directories include:
  - [bond.edu.au/scout](http://bond.edu.au/scout)
  - [gradconnection.com](http://gradconnection.com)
  - [gradcareers.bond.edu.au](http://gradcareers.bond.edu.au)
- Prepare a list of questions to ask organisations.
- Plan how you will introduce yourself to the organisational representatives attending the fair to make a positive first impression. Develop your two minute elevator pitch - your name, degree, details and what appeals to you about the industry and company.

### At the Job and Internship Fair

- Act as if you are going to an interview, not a careers fair - dress, attitude, presentation and practice.
- It is important to make a positive first impression - be confident, smile, make eye contact, offer a firm handshake and ask good questions.
- Take a notepad and pen so you can take notes.
- Make your conversations with employers worthwhile and short - don't ask irrelevant questions. Be aware that other students also want to talk with them. If you have any follow up questions, perhaps ask for a business card. Listen to what the representative says, especially for information that could be of assistance to you when you are writing your applications.
- When you have finished your conversation, thank them and shake their hand. Ask if you can leave a copy of your resume and request a business card (if they do not have them then make a note of their name and position for future reference).
- Show interest in the companies attending, don't just go around collecting freebies!

### After the Job and Internship Fair

- Read through the information you have collected and decide which organisations and programs to apply for.
- Make a note of any closing dates and schedule them into your diary so you don't miss out.
- Initiate further contact with employers as follow up - if they gave you a card, send a brief email thanking them for their time.
- If you need any help with your graduate applications, book an appointment with the CDC Team.

### Questions to ask

- How many graduates is your company looking to recruit?
- How is the graduate program structured?
- What are some stepping stones or voluntary experience I could do to enhance my career with your organisation?
- What are some of the typical career paths?
  - Is professional development / career advancement supported within the organisation? If so, how is this structured?
  - What personal qualities and skills / knowledge is your organisation seeking?
  - Where are vacancies in your organisation listed?
  - What is your recruitment process?
  - What attracted you to work for this organisation?
  - What differentiates this organisation from others?
  - What do you see are the benefits and challenges of working for this organisation?

### Top Tip:

Manage your time effectively at the Job and Internship Fair. There is a two hour window of opportunity, but if you arrive in the last half hour you may not get to talk to all the employers you were hoping to.

### **EMPLOYER PRESENTATIONS ON CAMPUS**

Employer presentations can be hosted throughout the year at Bond University by various faculties. As part of graduate season, employer presentations are hosted by the CDC which provides students the chance to meet some of the recruitment team and possibly alumni now working for these organisations.

Presentations may focus on graduate programs and information about the organisation. This is one of the few opportunities students have to:

- Discover more about the organisation and culture first hand before deciding to apply.
- Have a better understanding through the insights of past successful students on how they applied for the position, the struggles they faced and decisions they made.
- Personally meet some of the recruitment team and commence a networking strategy.
- Ask questions.
- Make an impression!

For employers, it is an opportunity to see the talent on offer at Bond University and they may be silently appraising your suitability.

### **General structure of employer presentations**

- Presentation
- Question and answer session
- Informal networking opportunity over food and beverages

### **How to prepare for employer presentations**

Refer to the suggested activities in the Bond University Job and Internship Fair section, before, during and after. In addition, ask questions!

For the dates of the next Job and Internship Fair and employer presentations refer to SCOUT!



## GRADUATE PROGRAMS

The recruitment and selection process for a graduate program is involved and requires your time and attention. There are a few different recruitment selection tools that are used by companies, each designed to be able to get a well-rounded and non-biased view of the applicant and to also ensure recruiters bring forth the best possible candidates to the organisation. Yes, it can be stressful! The process is competitive but it has to be to ensure organisations select the best applicants. If you are interested in applying for a graduate program, allow yourself time to apply for the position and give your application the time it deserves. You will be rewarded for it.

### 1. RESEARCH

Company research is one of the most important steps in starting your graduate recruitment journey. Ensuring you research and apply only to your employers of choice will save you a lot of time. Remember you do not want to get to the final stages of the recruitment process and then start asking yourself if you really want to work for a particular company.

To get started, visit [gradconnection.com](http://gradconnection.com) to see the company list from A - Z. You can do this at any time of the year, so review some organisations and get a mental outline of some preferred organisations and the tertiary disciplines they are seeking.

Once you have identified the organisations find out the opening and closing dates of the programs you are interested in and set a timeline of completing these applications.

### 2. APPLICATIONS

For each position you apply for you will need to complete an application. This is completed online and you may have the opportunity to save and return to complete your application. Some companies allow you to upload documents and some will require you to re-type the information. Be sure you leave enough time to complete high quality applications and if you are uploading documents, remember to submit them in PDF format.

Your application may require:

#### **An application letter**

Application letters are an opportunity for you to introduce yourself, sell your skills and support this with evidence. It is also a key opportunity to sell your enthusiasm and interest for the role, so make use of it. Finally, it is a call to action. The letter should be kept to approximately one page and should clearly indicate why you should be considered for the role.

#### **Your resume**

A resume is a sales tool that you use to show you can do the job. It is also used to get you to interview stage. It is not a comprehensive list of everything you have ever done nor are you telling a story, narrative style. It should be presented in a clear concise, professional manner and should sell your skills and attributes relevant to what the employer is looking for.

#### **Academic transcript**

You can request a copy of your Academic Transcript by making a request via the Student Business Centre (SBC).

#### **Selection criteria**

Selection criteria are usually presented as a series of questions similar to what you would expect to see in an exam. It enables you to tailor a targeted response to uniform scenarios, backed up by supporting evidence. This is an opportunity for you to demonstrate your skills and to provide examples and evidence of this to substantiate your claims. Think of who, what, where, when, why and how as you are answering each question. Before answering each question consider what the employer is asking you.

For an in depth look at how to write winning selection criteria, refer to the Applications Guides available on Scout or at the CDC on:

- Resumes
- Cover letters
- Selection Criteria

### 3. TESTING

Psychological and psychometric testing is becoming a very common tool used in the recruitment process. It can be administered online, with pen and paper or on computer at the organisation. Although testing may seem a daunting process, it is important that you answer questions honestly and accurately. You do not know what the employer is looking for so do not try and guess the right responses. The following are some links that you may like to look at so you can research and practice different tests, by doing this you will know what to expect and the experience will be easier. Sometimes these tests are designed so that you will not be able to finish in the time frame allowed - this doesn't mean you have failed! Here are some common psychometric testing websites:

- [www.ase-solutions.co.uk](http://www.ase-solutions.co.uk)
- [www.ets.org](http://www.ets.org)
- [www.morrisby.com](http://www.morrisby.com)
- [www.kaptest.com](http://www.kaptest.com)
- [www.psychometric-success.com](http://www.psychometric-success.com)
- [www.shldirect.com](http://www.shldirect.com)

### 4. ASSESSMENT CENTRE

Once you have submitted an application and undertaken some testing, if there is a potential match for the organisation you may be invited to participate in an Assessment Centre.

An Assessment Centre is when an organisation organises a group of potential employees to engage in a set of activities. This is an excellent opportunity for you to demonstrate your suitability to the role. The following are some activities you may be expected to undertake:

- Case studies
- Individual exercises
- Group work
- Role play
- Presentations
- Problem solve
- Individual interview
- Group interview

For each activity, consider what the employer is looking for. Confidence, motivation and enthusiasm are important but employers may also be looking for candidates who:

- Develop rapport with other group members
- Contribute to group discussions
- Communicate effectively
- Demonstrate ability to think laterally
- Use analytical and problem solving skills
- Strategically influence others
- Display leadership and initiative skills

But above all remember to be yourself!

## 5. INTERVIEWS

If you have participated in assessment centre activities and you are successful, you may be asked to attend some formal interviews. Be prepared to undertake up to three interviews. This may include a phone interview, a face-to-face panel interview and a final interview. The success of each interview will determine whether you continue the recruitment process or you don't. For this reason it is imperative that you are prepared and have some idea of what to expect.

When answering each question it is important that you think about what you are being asked. In your answer, focus on the skill/s in each question and provide substantial evidence to support what you are saying. This evidence can be taken from but is not limited to:

- Bond experiences
- Employment experience
- Extracurricular activities
- Internships
- University studies
- Volunteering

You will likely have to undertake a video interview with some employers - this is where the questions are pre-recorded and you record your time-based response. More information on this type of interview can be found at: [vieple.com/candidates](http://vieple.com/candidates)

We understand that applying for a graduate program can be an intense process, particularly if you are applying for multiple programs and each organisation may be looking at various competencies and skills to assess the candidates. We are here to help at this time. Sometimes all you may need is an additional sounding board to bounce or reflect ideas. Feel free to arrange an appointment to come and see us if you would like us to review your application, if you aren't sure what the employer is really asking or you just need five minutes to take a breath!

### Top Tip:

Book an appointment with the Career Development Centre as early as possible - Graduate season is a busy time and we want to give you dedicated attention so you aren't left feeling stressed at the last minute.



## GRADUATE JOBS

You may be drawn to securing a graduate job instead of a graduate program. A graduate job is an entry level position for new graduates that organisations may have on offer that aren't a specific program with specialised training but still offer a great opportunity to enter into an industry.

At this point, we would like to encourage you to use a combination of both the traditional methods of job search through advertisements, but especially utilising what we have shared with you throughout this guide. A great online tool to use is [www.myfuture.edu.au](http://www.myfuture.edu.au) which allows you to get an overview of an occupation you are interested in including facts about the trends of work, salaries and where to look for those types of jobs.

Once you have identified some possibilities, you can start looking at some employment websites such as [www.seek.com.au](http://www.seek.com.au). Seek is a great resource and it's also a good way to find employment demand for your occupation of choice, the employers in the field, as well as attitudes and skills that employers are looking for. This will give you additional scope to refine your employment strategy and what you need to do to enter into the industry of your choice.

It would be most beneficial for you to identify a 'top five' organisations to be a part of and then work on a networking strategy to approach them. The best news is, you can do this by undertaking the variety of activities listed in the "Developing an Employment Strategy Guide" located in Scout, and it doesn't have to be a daunting process, it can be exciting!

### Top Tip:

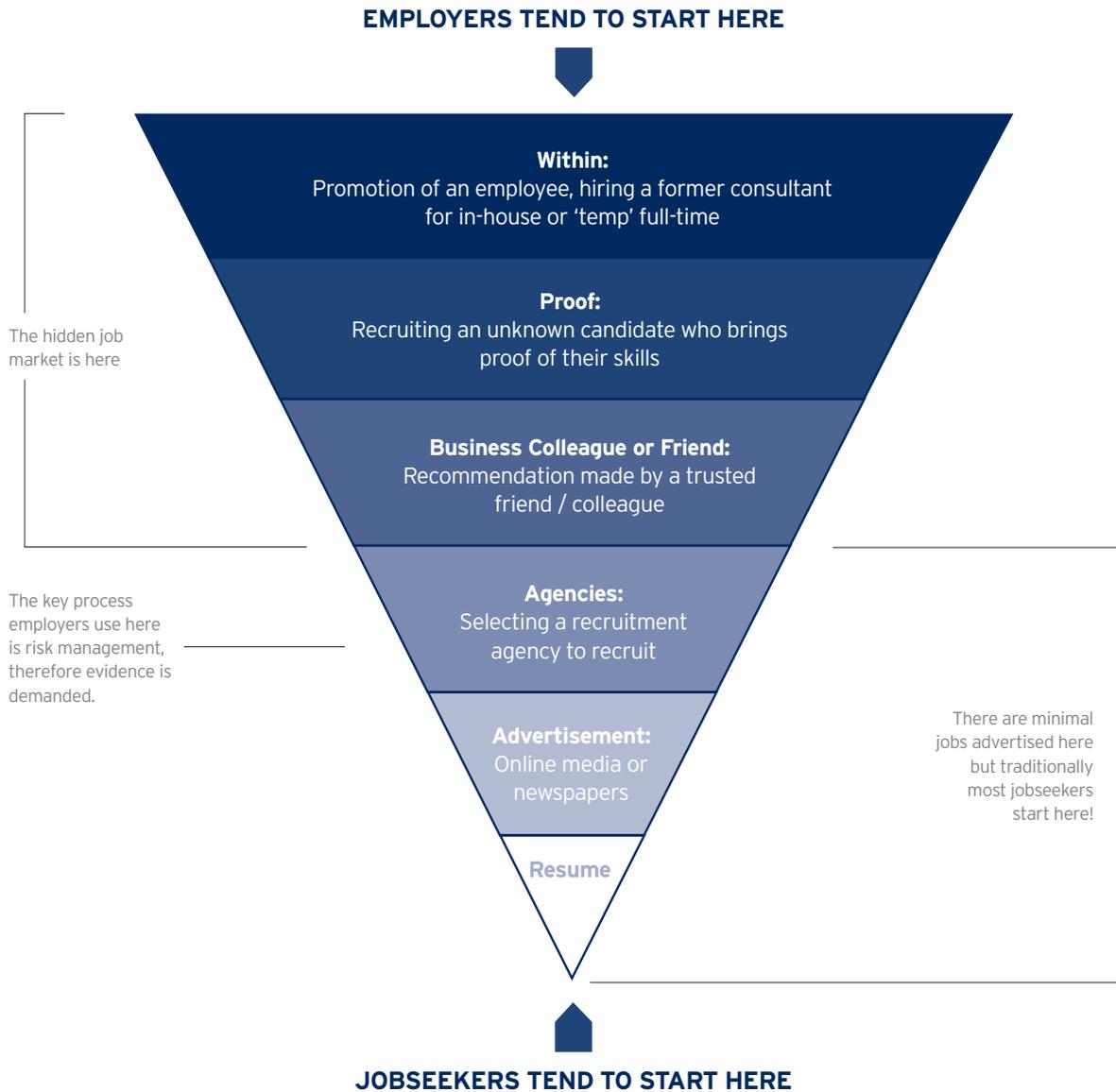
Don't use a shot gun approach - capitalise on your current networks and build it from there!

The following is a list of employment websites that may be of use:

<b>Seek</b> <a href="http://seek.com.au">seek.com.au</a>	<b>BondScout</b> <a href="http://www.bond.edu.au/scout">www.bond.edu.au/scout</a>
<b>APS Jobs</b> <a href="http://apsjobs.gov.au">apsjobs.gov.au</a>	<b>Joblink</b> <a href="http://joblink.bond.edu.au">joblink.bond.edu.au</a>
<b>Grad Connection</b> <a href="http://gradconnection.com.au">gradconnection.com.au</a>	<b>Indeed</b> <a href="http://indeed.com.au">indeed.com.au</a>
<b>GradAustralia</b> <a href="http://gradcareers.bond.edu.au">gradcareers.bond.edu.au</a>	<b>My Future</b> <a href="http://myfuture.edu.au">myfuture.edu.au</a>
<b>Career One</b> <a href="http://careerone.com.au">careerone.com.au</a>	

## THE HIDDEN JOB MARKET

Did you know that only 30 per cent of jobs are advertised? The hidden job market is beneficial when looking at occupations that won't be advertised in abundance online. This is aptly reflected in Richard Bolles's (2010) 'Upside Down Triangle' model which demonstrates how organisations approach filling a vacancy and how jobseekers approach the job search process to secure a vacancy.



As employers move down their preference list in the triangle, the greater their investment of time, money and risk of recruiting the most suitable candidate. Jobseekers are in competition with other applicants where supply far outweighs demand. Where would you start? Place yourself where the hidden job market abounds through a networking strategy and portfolio of evidence!

Here are some additional tools to use to help you perform company research to find out more about the hidden job market.

### **NEWS - Domestic and International**

By ensuring you keep up to date on the news, you will keep up to date with employment opportunities and labour market trends. Use this tool as a way of identifying possible employers and identifying what skills, experience and personal qualities these employers are looking for in recruits. Additionally, it will keep you informed of any business trends, social news and articles of relevance.

### **PUBLICATIONS / JOURNALS - Industry specific**

Often articles are published that may give you additional information regarding business trends and company development. This may assist you in identifying employers of choice.

### **COMPANY WEBSITES**

By accessing company websites you can generally locate information regarding the company and what they do, their culture and values, achievements and general information regarding the history of the company and its team. This will assist you in deciding whether you think you would fit in with that company.

### **NETWORKING**

Letting people know what you are looking for is an ideal way to start networking. It will assist you in accessing the hidden job market and provide you with professional contacts that may assist you now or in the future.

Identify events, functions and other networking opportunities that will enable you to meet and mingle with the right people.

### **PROFESSIONAL ASSOCIATIONS**

Consider joining a professional association related to your area of study. This will provide you with the opportunity to not only participate in activities, but will also enable you to find out the up to date information in your chosen area of interest and make contacts that may be able to assist you with the transition from education to employment.

### **INFORMATION INTERVIEWING**

Is a fabulous tool often used to enable you to obtain the most up to date information in your chosen occupation regarding required skills, qualifications, experience and general career advice. Additionally, it provides you with new professional contacts that may assist you with career development.



## **FURTHER STUDY**

Bond University offers diverse opportunities in postgraduate study. You may be considering postgraduate study for a number of reasons, having established that it will most assuredly benefit your career.

There are different types of postgraduate study available and it is worthwhile to mention these so you are aware of which qualification may be most beneficial if you are deciding whether to pursue further study.

### **COURSEWORK**

#### **Graduate Certificate**

A graduate certificate can be completed in one semester or over one year in a part-time capacity. It usually encompasses four subjects. It can be completed with an undergraduate degree or if you possess suitable related work experience, which is determined by the university. You may also be eligible to enrol. Graduate certificates are an opportunity to assess whether a particular specialisation or focus is for you.

#### **Graduate Diploma**

This can be continued from a graduate certificate and can include an additional four subjects to complete in one semester (full-time). Alternatively, it can be completed in two semesters full-time (eight months) or in a part-time capacity. It is a higher level qualification than the graduate certificate and has the same prerequisites. A successful achievement in a graduate diploma will credit towards a master's degree without having to complete honours with a bachelor degree.

#### **Masters by Coursework**

Master's degrees are available in wide range of disciplines. It requires a relevant undergraduate qualification or alternatively, relevant work experience to be assessed by the university. In some masters by coursework qualifications, a research component may be included.

#### **Professional Doctorate**

While a professional doctorate has an equivalent education level to a Doctor of Philosophy (PhD), the PhD qualification is usually undertaken with the intention to enter into a career in academia. A professional doctorate undertaken as coursework is for those people who are generally seeking to pursue professional careers in the industry. A thesis is required for examination by experts in the same field.

### **RESEARCH**

#### **Masters by Research**

Masters by Research is a qualification completed wholly through a research project with a supervisor whose interests and expertise are aligned with the project. This involves a thesis which is examined upon completion.

#### **Doctor of Philosophy (PhD)**

A PhD qualification is the highest degree a university bestows. Similarly to the Masters by Research, a thesis is completed and submitted to be examined by a specialist in the same field, who further decides if the qualification is creditable and if the student has contributed something new in the field. This process can be carried out over a four year period.

## TOP TIPS FOR POSTGRADUATE STUDY

Establish your goals before you commence study and be specific about what you wish to achieve. This will assist you to get through the stressful times.

- Commence developing an employment strategy early to maximise your opportunities upon graduation.
- See postgraduate study as a fundamental part of the greater whole of your career plan.
- Create networks while studying. Utilise the wealth of expertise and knowledge the academic staff possess in your faculty - their insights are invaluable. This may also help to re-establish contacts or remain connected with people from your previous student life or employment history.
- Think of ways to use your study or research to engage with industry and build relationships.
- Make an appointment with the CDC to discuss your ideas about postgraduate study or for assistance to refine a strategy. Postgraduate studies is about maximising your employment opportunities but often when one becomes specialised in something, particularly if there is little industry experience, there may be the overqualified and under-experienced situation.
- Challenge yourself periodically throughout study to stop and reflect. Are you enjoying the course? Have you achieved your goals to date? Have there been any unplanned changes affecting your study? Are your interests, skills and values still aligned with the study?
- Start identifying and compiling a list of skills you are refining and have developed to date, expanding on where you have had the opportunity to do so. When you are ready to commence job searching you will have a comprehensive *key skills list* to pick the most relevant skills to display

### GRADUATE SITES

Below are some useful graduate websites you may like to visit:

- [bond.edu.au/scout](http://bond.edu.au/scout)
- [graduatecareers.com.au](http://graduatecareers.com.au)
- [gradconnection.com.au](http://gradconnection.com.au)

### SCOUT

Scout is a place where Bond students and graduates can explore employment opportunities, upcoming events and careers resources such as fact sheets, links and FAQs. Current students can login using your current student username and password.

[bond.edu.au/scout](http://bond.edu.au/scout)

### BOND UNIVERSITY CAREER DEVELOPMENT CENTRE

The Career Development Centre provides a range of services to students to assist in all aspects of employment and career development.

The Career Development Centre is located in the Accommodation Centre, Level 1, Building 9. Email [cdc@bond.edu.au](mailto:cdc@bond.edu.au) or phone 07 5595 3388 to make an appointment.

[www.bond.edu.au/cdc](http://www.bond.edu.au/cdc)



## **BEGINNING YOUR CAREER AS A NEW GRADUATE**

Entering the workforce for the first time in your chosen field of interest can be a daunting yet exhilarating transition which can take some time to adjust to. Here, we have summarised and provided tips on some common concerns new graduates face upon entry into the world of work.

The first few months will be an opportunity to learn about your new surroundings as well as commence your role with the diverse duties and tasks it may entail. You may be incredibly busy and fatigued at the end of the day but feel like you have achieved little. Take this as an opportunity to learn and acquaint yourself intimately with the organisation.

### **ORGANISATIONAL CULTURE**

Each organisation has its own unique blueprint. There are distinctive sets of values, norms and etiquette. As a new member of the team it is up to you to become aware and be consistent with the way in which tasks are carried out, how the flow of communication is initiated and interpreted, the appropriate dress code, and various policies such as internet usage or the way in which absence is reported. This can be a great deal to learn in a short amount of time, in particular as people will be observing how well you conform and transition.

#### **TIPS:**

- Use your initiative! Read and familiarise yourself with the company intranet including induction information, policies and procedures and annual reports. This may give you a head start and direct you to specific information you could need on short notice in the future.
- Learn about the office equipment and software used. Perhaps there is training provided here but ask questions and find out.
- Manage your time effectively. Start planning a work schedule which allows you to prioritise tasks. This will change over time but it allows you to settle into a routine more effectively.
- Ask questions! Don't be afraid to ask for advice from your supervisor whether it is about approaching a problem or performance related topic.
- Communicate well. Get to know the staff around you and communicate in an approachable and friendly manner. When opportunities come your way, put your hand up! You will gain experience more rapidly.
- Admit your mistakes. You will make mistakes - some will be small and others not so small! Admitting your lack of knowledge is ok and far more appropriate than bluffing your way through.
- Find a mentor. Mentors can be invaluable, especially when you are first embarking on your career journey.
- Continue networking. You will be in contact with many stakeholders both in similar and diverse industries. Continue to cultivate these relationships.

Once you have settled into your role you can start to think about professional development and how you might be able to maximise your contribution in driving the organisation forward.

## **FROM PROFESSIONAL TO BEYOND**

### **CAREER PLANNING WHILE IN THE WORKFORCE**

Lifelong learning begins now! Whether you have just entered the workforce for the first time as a new graduate or a graduate re-entering the workforce, give yourself the opportunity to keep developing your career.

Review your experiences periodically, stop and reflect on what you have achieved, what you would still like to achieve and areas for further development. Be candid with yourself, in particular take time to think about specific areas for professional development. Have you taken the time to record your accomplishments? They will be crucial for you to discuss when you move into your next role as they impact on the contribution you have made in the past.

Over time, you might need assistance with specific career development planning such as a particular goal or a 'where to from here?' questions. Feel free to access the services of the Career Development Centre at Bond University or if you have a mentor, ask for assistance. It can take time to develop a strategy but the great news is that you would have had the opportunity to develop a varied contact base which you may wish to call upon!

## WORK / LIFE BALANCE

There is a lot of encouraging talk surrounding the topic of work / life balance. However, will you have the opportunity to put it into practice? Can you balance your work commitments and leisure activities successfully?

Work / life balance starts as early as being a student at university, where prospective employers may wish to see that you can manage your time effectively between various tasks. It may be evidenced by the extracurricular activities you are involved in and that you have the ability to integrate yourself well if you are an international student. Practice it here!

There have been distinctive changes in the Australian labour market that have impacted the way in which business is conducted. There has been an increase in organisations outsourcing and off-shoring due to globalisation and technology. At grass roots level, this has impacted the nature of the workforce to become more flexible. Hence, there has been a shift in the perception of leisure and how free time is spent. You may find in the future that in some way this will impact you even though at present you may be expecting to work long hours and possibly additional hours to establish yourself within an organisation.

It is important to note work / life balance is not about being able to 'switch off' when you leave work as rarely do people 'leave' work at work in today's technology age. You may still log into the network from home, correspond on your phone, or need to take or make calls internationally where time zones impact. It is more about compartmentalising the time you have and making time to undertake the activities you love. The good news is that in Australia people are changing to incorporate leisure actively into their lives and we encourage you to develop a balanced lifestyle!

## LIFELONG SUPPORT FOR ALUMNI

As a Bond University student, you can become a member of the alumni network when you graduate which entitles you to lifelong careers services from the Bond University Career Development Centre. This may be in relation to career development, exploring options internationally or application and resume assistance.

We do encourage you to stay in contact and in fact, many alumni return willingly to offer tips and support for current students who are graduating. This is a great networking opportunity and one of the unique features of Bond University that simply comes with the territory. You are part of a greater community, so we encourage you to use all the services that are available to you!

Once you graduate you can register in the Alumni Network Portal and start exploring different Bond chapters locally or internationally and see some alumni profiles of people with similar degrees. This is a great opportunity to network with your fellow Bond students and a great way to remain involved through attending various events and networking functions hosted by the University.



Did you know that in Australia in 2021, 84.8 per cent of bachelor degree graduates were in full-time employment four months after completing their degrees?

- Graduate Outcome Survey, QILT

## CONCLUDING TOP TIPS!

- You are the active agent in your career. This means embracing your life! Drive your decisions and become accountable for the outcomes.
- Commence career planning, being aware that changes do occur. Think about how you may respond to transitions.
- Cultivate strong business relationships with colleagues including your ability to listen, collaborate, learn and be ethical in the tasks you undertake.
- Refine your written and verbal communication skills in order to have a command of the English language in a business context.
- Ensure you have the ability to take initiative and responsibility for your own work as well as monitor your work.
- Become resilient in an uncertain and volatile employment market.



**Reflect on this idea:** Rather than perceiving your career as a vertical path where you identify which job or promotion is the next step, think about which industry you could use your diverse skills in next!