



Overview

- About Me & Techstaff
- Where can Science lead me?
- Careers Advice on:
 1. Finding Graduate Opportunities
 2. Job Applications (CV and Cover Letter)
 3. Interview tips

About Jessica Wong

- **Experience**

Recruitment Consultant (2008 – current)

Techstaff Pty Ltd

- **Education**

Bachelor of Science (Molecular Biotechnology)

University of Sydney

(Darlington/Camperdown Campus)

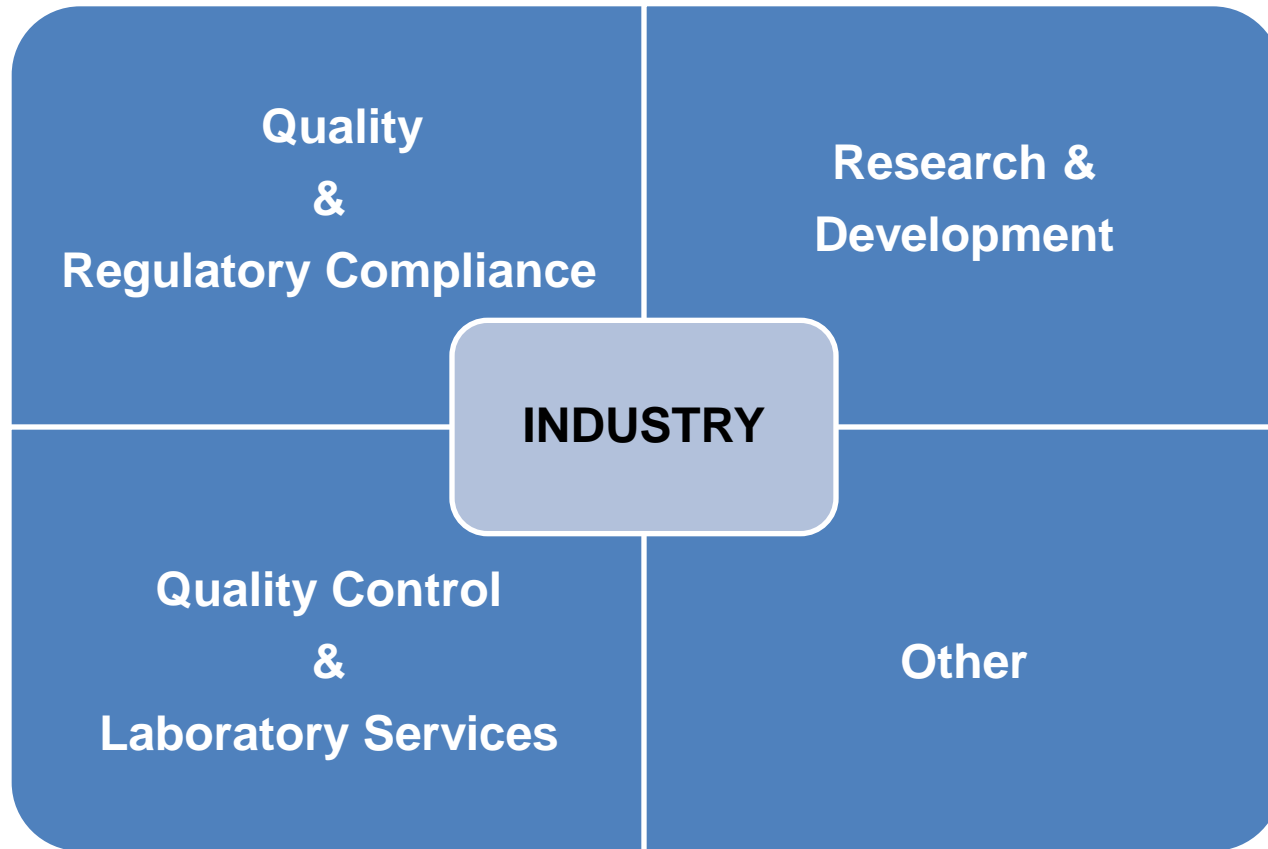




Techstaff recruit in...

www.techstaff.com.au

Where can Science lead me?



Professions include:

Where can Science lead me?



Professions include:

1. Finding Graduate positions



How do I get experience?

1. **WHEN** should I start looking for a job/work experience?
2. **WHAT** positions are available to me?
3. **WHERE** can I find these suitable positions?
4. **HOW** do I approach companies to get work experience?

How do I found a job?

Where to look for vacancies?

- **Print Media**

- Newspapers (local, SMH, Daily Telegraph, etc)



-  **Internet**

- Job boards (Seek | MyCareer | CareerOne)
- Industry Specific Job Boards (ResearchJobs, EnviroJobs)
- Industry Association sites (RACI, AIFST, APESMA, AIMS, ASCC)
- Websites: Company | University | TAFE
- Recruitment companies (e.g. www.techstaff.com.au)

>> Not all vacancies can be found here!!

The obvious places ...

Where else to look?

- **Positions or getting work experience**
- **Networks**
 - Personal: friends and family
 - Professional: Lecturers, Demonstrators, Tutors, Course Coordinators
- **Specialist Recruitment Agencies**
 - Register your details
- **Approach companies directly**
 - Identify
 - Submit details through website > careers portal
 - Call to enquire



The proactive approach !

What positions should you be looking for?

- **Temporary Vs Permanent Employment**
- **Work Experience**
 - Volunteer and Paid employment
- **Entry level roles**
 - Laboratory Assistant
 - Laboratory Technician
 - Technical Assistant
 - Graduate Chemist / Engineer
 - Quality Control Assistant/Officer



When should I start job hunting?

- **Start thinking about your career goals now**
 - Ask your UNSW Careers Counsellor for guidance
 - Plan ahead
- **Get work experience before you graduate!!**

Take action now!!

2. Application Procedure



Resume and Cover Letter tips

- 1. How to prepare a quality resume**
- 2. How to write an effective cover letter**
- 3. Should I apply for the position and how?**

Resume writing..

General rules

Resume

- No spelling and grammatical errors
- Write it yourself and do not falsify information
- Keep it concise and to the point
- Formatting should be simple and consistent

Cover Letter

- Address correctly – person, job title, job number, etc
- Tailor application letter and address selection criteria

Application

- Read job advertisement carefully
- Apply for positions where you meet > 80% of criteria
- Keep a spreadsheet on all your job applications + outcome
- Read and follow application procedure on job ad



What your resume should have:

- **Personal identification**

- Name, current address, email
- Current telephone number (mobile, landline)
- By law, not required to provide:
 - Age, gender, marital status, nationality or religion

- **Education & Qualifications**

- Degree and Major, Institution, Date of completion
- Any relevant training courses attended

- **Employment History**

- Company, Dates, Position Title, Responsibilities (bullet points)
- Key achievements

- **Awards, publications, recognitions or professional affiliations**

Optional:

- **Career objective or personal statement**
- **Personal skills / Attributes**
 - unless relevant to position e.g. Team player
- **Technical summary**
 - instrumentation, laboratory techniques
- **Interests, hobbies, activities**
- **Referee information**

What not to include:

- **Salary history or expectations**
- **Reason for leaving**
- **Photographs**
 - unless relevant for position i.e. Modelling
- **Attachments (unless asked for)**
 - Academic transcripts or Graduation Certificates
 - Written references

Formatting your CV

- **Microsoft Word (pdf optional)**
 - do not use notepad
- **Use standard fonts**
 - e.g. Arial, Times New Roman, Verdana, Tahoma
- **10-12 font size**
- **Consistency!**
 - Font type
 - Font size – except headings
 - Margin width
 - Alignment – left or justified

Formatting your CV

- **Avoid using tables**
 - difficult to read
- **Don't use bolded font**
 - unless in headings
- **Don't use CAPITALS throughout your resume**
 - IT LOOKS LIKE YOU'RE SHOUTING AT THE READER
 - IT IS DIFFICULT TO READ
 - IT IS NOT PROFESSIONAL
 - EXCEPTION: HEADINGS

Resume – Summary

- **Should SELL you and be tailored to job**
- **Contains the correct and current information**
- **Easy to read**
 - Use bullet points
 - Ask family and/or friends to proof read
- **Appropriate order**
 - Personal Details
 - Education / Qualifications
 - Employment History
 - Other skills
- **Appropriate length**
 - 1 to 1.5 pages in length for graduates

3. Interview tips



Stand out from the crowd!

Interviews

- **Types**

- via Recruitment Agency
- Direct – private company

- **Formats**

- One on One
- Phone interview (initial)
- Panel
- Generally 30-60 minutes
- Technical & Behavioural questioning

- **Sequence of interviews**

- more than 1 selection rounds



Stand out from the crowd!

- 1. How to conduct yourself in an interview**
- 2. Aims and expectations**

Aim for the Employer / Recruiter

- Meet you
- Assess your skills and knowledge
 - Technical, research, problem-solving, communication, planning and people skills
- Provide more information on the role & company
- Assess your 'fit' or 'suitability' for the position
 - Skills
 - Personality
 - Communication



Aim for the Applicant

- **Meet the Company representatives**
- **Gain a better understanding of the company**
 - Mission statement, culture, values, purpose, operations
- **Clarify information about the vacancy**
 - ask questions about the role
- **Confirm your strengths and suitability as a candidate**
- **Demonstrate your technical and interpersonal skills**
- **To be invited to subsequent recruitment stages**

Before your interview:

- Check date, time and location
- Research company beforehand (if known)
- Practice interviewing – mock interview
- **Look the part**
 - Business attire
 - Double check in the mirror before you go in
- Arrive 15-20 minutes early, go in 5-10 minutes early
- Know the name and position title of person you're meeting
- Know your resume and ensure consistent information

Be well prepared & organised

How to Prepare:

- Anticipate questions
- Practise, Practise and Practise
- Research the organisation
- Research the position
 - Key responsibilities, expectations of the position
- Refresh course work – technical questions

Do's

&

Don'ts

- Make an effort
- Smile
- Make appropriate eye contact
- Sit confidently
 - open posture
 - no slouching
- Be positive and enthusiastic
- Listen careful
- Have a 'bank' of examples to use
- Be aware of non-verbal communication
- Refer to resume, work samples or notes if appropriate

- Be late or flushed
- Have your mobile phone on
- Start with a joke
- Speak negatively of previous employers or work situations
- Rush in with babbling answers
- Over- or undersell yourself
- Lie or exaggerate
- Fidget or chew gum
- Use racist, culturally sensitive or sexist remarks
- Extend the interview
 - Look for closing signals

4. Tips

Do	Don't
<ul style="list-style-type: none">▶ Start getting work experience now – look now!▶ Make an effort throughout the recruitment process▶ Be organised, prepared and flexible▶ Keep a positive attitude and have an open mind▶ Be professional and confident <p>Application:</p> <ul style="list-style-type: none">▶ Read job ads carefully and thoroughly, don't rush!▶ Understand who to address your cover letter to▶ Check your attachments before you hit "submit"▶ Apply for jobs where you meet > 80% of key criteria▶ Keep a list or record of all your applications and follow up for feedback after closing date▶ Try to make yourself available for an immediate start▶ Be open to taking on temporary employment	<ul style="list-style-type: none">▶ Don't give up or loose hope!! <p>Application:</p> <ul style="list-style-type: none">▶ Don't procrastinate and leave it to the last minute▶ Don't lie on your resume!!!!!!▶ Don't apply to the same job more than once – if unsure, call to enquire▶ Don't address your cover letter to the wrong person▶ Don't be completely reliant on your networks (i.e. recruiters, friends etc) – always be proactive <p>Interview:</p> <ul style="list-style-type: none">▶ Don't arrive late▶ Don't over or undersell yourself▶ Don't waffle – be specific▶ Don't be too aggressive or desperate▶ Don't over accessorise in your interview

5. More information for job seekers

WEBSITE:

<http://www.techstaff.com.au>

Search us on:



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