



Melanie Spandrio, Careers Education Officer

# Job Hunting

# Job Hunting

What we will cover today:

- Graduate opportunities
- Sourcing opportunities, traditional methods
- Social media and job seeking
- Networking and job seeking
- Next steps

## Considerations

### Industry

What did I love learning about at uni? How is that applied in 'real life'? Where does it happen? Large organisations or SMEs?

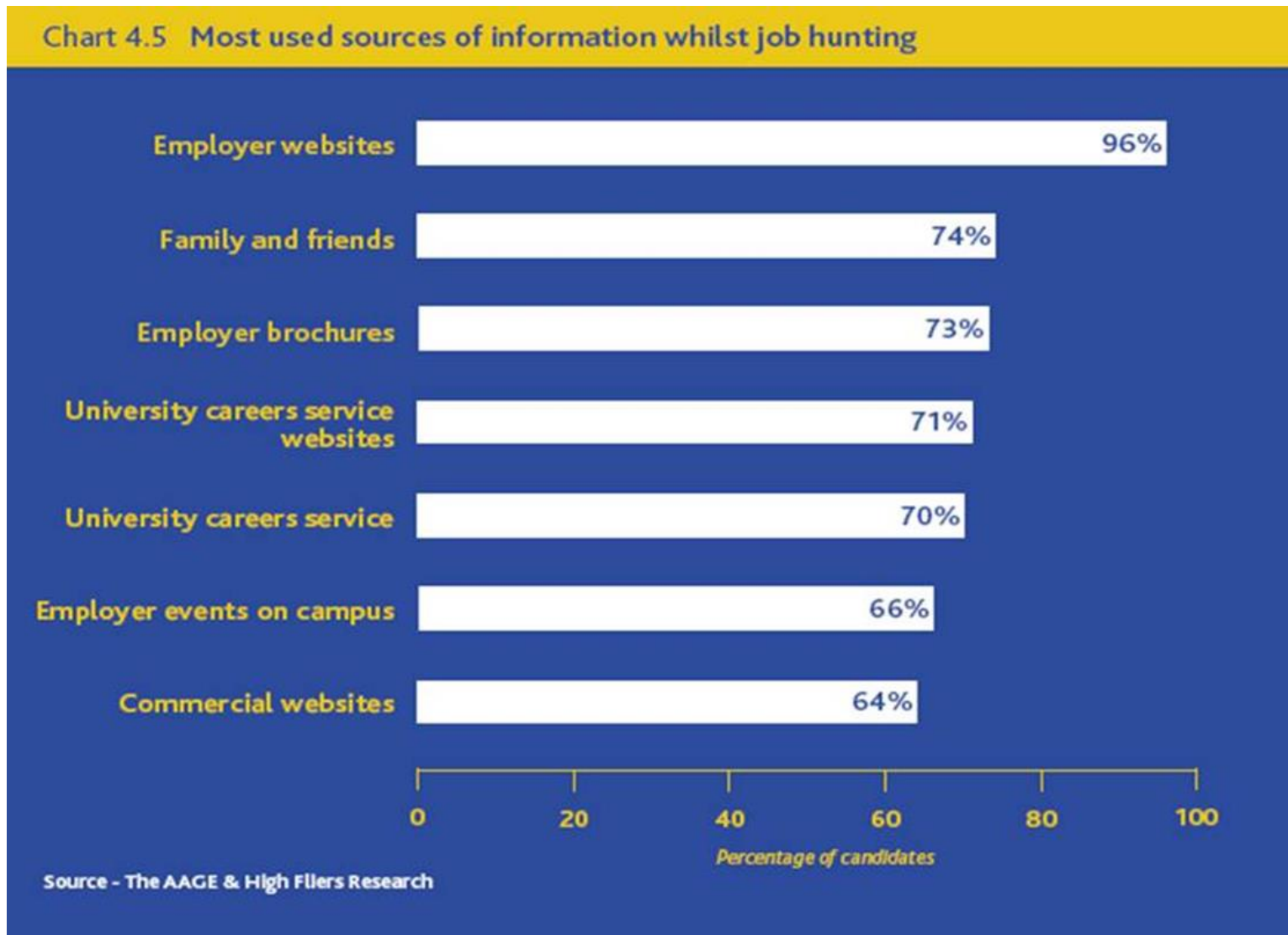
### Sector

Am I interested in working in the private, university or public (government) sector? What are the differences?

### Location

Do I want to work in SA, go Australia-wide or move overseas?

# Most used resources



# Most used resources

How Graduates from the Uni of Adelaide found a job in 2012 (1991 responses)

	ECMS	Hlth Sc	HumSS	Prof	Science	Total
Uni of Adelaide Careers Service / Expo / Events	<b>21.3%</b>	<b>23%</b>	4.3%	9%	6.6%	13.3%
Other Uni of Adelaide Source	7.4%	7.0%	5.4%	4.2%	9.6%	6.4%
Advert on Internet	16.2%	10.2%	11.2%	15.3%	12.6%	13.4%
Advert in Newspaper/print media	3.7%	7.7%	5.0%	7.7%	4.6%	6.2%
Family / friends	20.5%	14.7%	<b>36.0%</b>	<b>25.6%</b>	<b>27.8%</b>	<b>24.0%</b>
Contacted employer	9.9%	10.6%	12.0%	12.9%	14.6%	12.0%
Work Contacts	5.4%	7.9%	8.5%	4.4%	9.3%	6.6%
Recruiting Agency	3.7%	1.8%	3.1%	2.8%	1.7%	2.6%
Resume posted on Internet	2.3%	0.5%	0.8%	2.8%	2.3%	1.9%

Source: AGS 2012  
Planning and Performance Reporting

A group of five young adults, two men and three women, are smiling and holding a large white sign. They are dressed in casual to semi-formal attire. The background is plain white.

What is a grad  
program?

# Graduate Opportunities

## **Graduate Program**

- Structured training program
- Usually one large intake at start of year
- Rigorous recruiting process
- Many applicants- limited roles on offer
- Recruiting starts in March for following year commencement

## **Graduate role**

- Specific job advertised
- Usually one position (unless otherwise stated)
- Application process may not be as intensive as Graduate Program

A group of five young adults, two men and three women, are smiling and holding a large white sign. The sign has the text "Where to find jobs" written on it in a dark blue, serif font. The background is plain white.

Where to find  
jobs



A group of five young adults, two men and three women, are smiling and holding a large white sign. They are dressed in casual to semi-formal attire. The background is plain white.

Private and  
Public Sector  
jobs

# Private sector

The private sector is a general term for organisations that run for profit.

Example employers include:

Macquarie Group

Woolworths

Telstra

Mars Australia

Pinot Richard

BHP Billiton

Proctor and Gamble

Unilever

EY

Dulux

Saab Australia

Aurecon

Exxon Mobil

Beach Energy

Flow Traders

BAE Systems

Lucid Consulting

Walbridge and Gilbert

Engineers

# Private sector

## ALDI 2018 Graduate Program

ALDI

📍 Positions are available in SA, VIC, NSW, QLD, ACT, SA & WA, Australia

🔖 Bookmark Job + Follow ALDI

### Details

What we are looking for:

At ALDI, our people are the key to our success.

ALDI's Graduate Program is a comprehensive 18 month training program specifically designed to develop our leaders of tomorrow. You will have the opportunity to rotate through all aspects of our business, lead successful teams and participate in exciting projects. Be successful and you'll take on the role of Area Manager at the end of the program, running 3-5 stores in a multi-million dollar business as if it was your own.

To be eligible, you must be in your final year of study or have recently completed a Bachelor or Master's Degree in any discipline and have demonstrated academic excellence. Our Graduates must be able to plan and manage their time effectively to achieve their goals, be supportive and approachable in order to develop and build successful teams, and be flexible enough to relocate throughout the state during the training and placement period. You will also have the opportunity to travel to Sydney Corporate Office at different stages of the program and spend time with your graduate cohorts.

What's in it for you?

- Market leading remuneration - \$85,000 - \$99,000\* + Car
- Be a part of a leading international retailer
- Opportunity to progress to the Area Manager role at the end of the program
- Comprehensive training and professional development
- Exposure to Store Operations, Area Management and Logistics

### Other information

#### Type Of Work

Graduate Recruitment

#### Contract Type

Permanent

#### Contract Hours

Full Time

#### Remuneration

\$85,000 - 99,000\* + Company Car

#### Commences

February 2018

#### Website

<http://www.aldicareers.com.au/Careers/Corporate-Graduate/Graduate-Area-Manager>

#### Residency Requirements

Australian Citizens and Permanent Residents only (inc. New Zealand Citizens)

Posted today

# Private sector

<http://adelaide.careerhub.com.au>

[www.gradconnection.com.au](http://www.gradconnection.com.au)

[www.seek.com.au](http://www.seek.com.au)

For Start-ups: <https://angel.co/>

<http://au.indeed.com/> or <http://www.indeed.com/worldwide>

Employer of interest websites- check in regularly

# CareerHub

Found **99** Jobs

Most Recent ▾

## Graduate Accountant (new)

📍 Adelaide

Rinaldi & Co Chartered Accountants

Closes - 20 Jun, 2016

Rinaldi & Co, Chartered Accountants located in the Hindmarsh Square Precinct are seeking a Graduate Accountant to join our great team for the new financial year, commencing in July 2016.



## Business Development, Sales & Management - Graduate Program - Adelaide (new)

📍 Australia 📍 Adelaide

MM Electrical Merchandising (MEMM)

Closes - 1 Jul, 2016

Excellent opportunity for a highly motivated graduate with a passion for sales and business development with aspirations to manage a business. \* Opportunity for promotion to manager within three years \* Large, successful, national organisation \* Ongoing training, mentoring and support



## KPMG China Graduate Programme 2016 - Audit, Tax & Advisory (new)

📍 China

KPMG - China

Closes - 30 Jun, 2016

KPMG is a global network of member firms with over 174,000 people worldwide, including more than 10,000 people across our 17 offices in China. We provide audit, tax and advisory services to many of the world's foremost companies.



## QA, admin support, document control (new)

📍 Adelaide

Evolve Scientific Recruitment - Adelaide

Closes - 9 Jun, 2016

Looking for a Food Science graduate available for a couple of weeks to work part time writing procedures, SOPs and helping with quality documentation.



Search Employers

Quick Search

### Rising Sun Pictures

Visual Effects and Animation company, providing post production effects solutions to local and *2 current jobs*

### Ivy League Consult Africa

ILC Africa is an Africa-based local development organization committed to developing people *1 current job*

### The Australian Industry Group

The Australian Industry Group (AI Group) is a peak industry association in Australia which also *3 current jobs*

Search Employers

### Shell

As one of the world's leading energy companies Shell plays a key role in helping to meet the world's growing energy demand in economically, environmentally and socially responsible ways. With around

# Public sector



## To us you MEAN more than a number

The ABS Graduate Development Program (GDP) provides you with training to help you quickly build your capability to become effective in the ABS environment. Your program will involve structured formal training and development activities that are designed to:

- assist you to transition into the ABS and the Australian Public Service
- improve your communication skills
- gain experience with the statistical cycle
- improve your understanding and gain experience in project management
- better understand your strengths and preferences in the context of your work
- develop your soft skills to effectively contribute to the strategic direction of the ABS

# Public sector - Defence

## 2017 DFAT Policy Graduate Program

Department of Foreign Affairs and Trade (DFAT)

Canberra, Australian Capital Territory, Australia

[Bookmark Job](#) [+ Follow Department of Foreign Affairs and Trade \(DFAT\)](#)

### Details

The Policy Graduate Program is a two year development program for applicants from all academic backgrounds, preparing successful candidates for a career as a generalist policy officer.

Policy graduates work to advance Australia's interests across a broad range of areas — from security to human rights, international trade to aid development and management, and the opportunity to represent Australia in a formal capacity while serving overseas.

As a dynamic agency working in a complex environment, the agency is looking for graduates from varied backgrounds.

We are looking for graduates with high-level analytical and communication skills; people who are adept at working in teams. Practical, results-oriented people who are able to work under pressure, occasionally in difficult environments, meet tight deadlines, and who are pro-active in getting out and about and making contacts.

We are looking for graduates with a strong record of academic achievement, as well as extra-curricular activities in whatever form that might take, be that paid work supporting yourself through university, involvement in community groups and events, or a range of other activities. We are looking for graduates who have a genuine interest in international issues and understand the contribution Australia can make internationally.

### Applications

Applications close on **23 Mar 2016**

[How to apply](#)

### About Department of Foreign Affairs and Trade (DFAT)

DFAT's role is to advance Australia's national interest. This involves working to strengthen Australia's security and enhance Australia's prosperity.

### Other information

**Contract Type**  
Permanent

**Contract Hours**  
Full Time

**Remuneration**  
\$63,252

**Commences**  
February 2017

**Website**  
<http://dfat.gov.au/careers/graduate-recruitment/Pages/graduate-recruitment.aspx>

**Reference Code**  
GT19992

**Residency Requirements**  
Australian Citizens only

Posted 19 Feb

### More Jobs

**Graduate Programme 2016 – Audit, Tax & Advisory**  
KPMG is a global network of member firms with over 174,000 people worldwide, including more than 10,000 people across our 17 offices in China. We provide audit, tax and advisory services to many of the world's foremost companies.

China 15 Mar, 2016

# Where to find Government Jobs - Federal

Australian Public Service Jobs: [www.apsjobs.gov.au](http://www.apsjobs.gov.au)

- More than 160,000 employees in this sector across a variety of industries.
- Understanding Classifications: APS3



The screenshot shows the APSJOBS website homepage. At the top, there is a dark blue header with the Australian Government crest on the left, the text "APSJOBS" in large white letters, and the tagline "ONE APS CAREER • THOUSANDS OF OPPORTUNITIES" below it. To the right of the header are social media icons for Twitter, LinkedIn, and Facebook, and a search bar with a "go" button. Below the header is a navigation menu with links for "Home", "Start Job Search", "Email me Jobs", "Senior Executives", "Current APS Employees", "About the APS", "My Account", "Saved Notices", and "Login/Register".

The main content area is divided into several sections. On the left, there is a "Your APS Career" section with a list of career paths: Communications and Marketing, Engineering and Technical, Economics and Finance, Facilities, Trade and Property, Human Resources, Information Technology, Intelligence and Security, Legal, Mgmt. Business and Admin, Policy, Research and Project, Service Delivery, and Science and Health. Below this list is a video player for "APSJOBS TV".

In the center, there are four featured tiles: "Start Job Search", "How to join the APS", "Email me Jobs", and "Graduate Portal". Below these tiles is a section titled "Government jobs. Get inspired. Get rewarded." which contains text about the Australian Public Service and a link to "Refer to: Links and Resources".

At the bottom, there is a section for "The Government of the REPUBLIC OF NAURU" with a logo and the text "Nauru Vacancies Refer to: Links and Resources". To the right of this section is a list of links: "STATE AND TERRITORY JOBS", "GAZETTE DOWNLOADS", "AUSTRALIAN GOVT DIRECTORY", and "RELATED SITES".

The footer contains a row of links: "Help", "About the APS", "Contact Us", "Privacy Statement", "Copyright Information", "Terms and Conditions", "Sitemap", and "FAQ".



# Where to find Government Jobs - Federal

- Set-up job alerts
- Consider locations of interest
- Sample Jobs available:
  - Security Assessors, Australian Security Intelligence Organisation (ASIS), ACT
  - Trade Mark Examiner, IP Australia, ACT
  - Compliance Administrator, Australian Securities and Investments Commission, NSW
  - Reference Officer, National Archives of Australia, VIC
  - Team Member, Fair Work Commission, QLD
- Sample Departments:
  - Australian Bureau of Statistics
  - Australian Communications and Media Authority
  - Australian Human Rights Commission
  - Australian Public Service Commission
  - Australian Taxation Office



# Where to find Government Jobs - State

Notice of Vacancies: <https://apply.sa.gov.au/jobs>

Note Classification levels (eg. ASO2)

**JOBS SA**

Search for jobs

**JOBS**  
Current Vacancies  
Specialist Roles  
How to Apply

**TOOLS**  
Advanced Search  
Email Me Jobs  
Publications

**ABOUT**  
South Australia  
Working in SA Government

**JOB SEARCH**  
Click here to search for your new career >

**EMAIL ME JOBS**  
Subscribe for updates

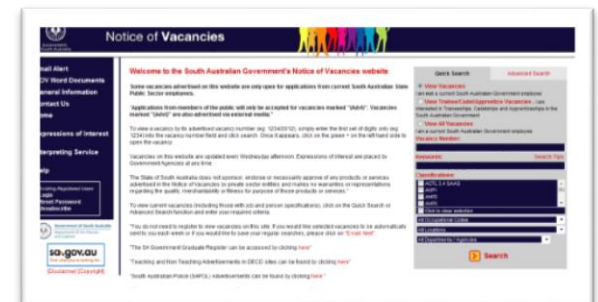
**JOBS4YOU<sup>2</sup>**  
STATE GOVERNMENT

**Welcome to JOBS SA**

Rich in diversity, with a wide range of roles, responsibilities and clients, the **South Australian public sector** is looking for the best and the brightest employees.

# Where to find Government Jobs - State

- Sample Jobs available:
  - Assistant Project Officer, Department for Health and Ageing
  - Migration Promotions Officer, Department for Manufacturing, Innovation, Trade, Resources and Energy (DMITRE)
- Sample Departments:
  - Attorney General's
  - Auditor General's
  - Communities and Social Inclusion
  - Correctional Services
  - Electoral Commission of SA
  - Planning and Local Government
  - Premier and Cabinet
  - Tourism Commission
  - ... the list continues....



# Where to find Government Jobs - State

SA Graduate opportunities: <http://www.graduate.sa.gov.au/>



VERSION: 1.0.0.0  
**Graduate Recruitment Register**

Your session has ended. The most likely reason your session has ended is that you have exceeded the time limit allowed for not using the register and have been automatically signed out.

To access your existing registration enter your email address and password in the Sign In fields.

If you have forgotten your password, you can retrieve it by clicking the 'Email my password' link.

If you are a graduate employer, please go to <http://www.graduate.sa.gov.au/logineditor.aspx> to log in.

If you are having trouble logging on, please contact us.

SA Government Graduate Register Team

Ph: 1800 506 266 Email: [graduate@sa.gov.au](mailto:graduate@sa.gov.au)

## Sign up

### Newcomers...

To register, click the Sign up button.

## Sign in

\* Required

Email\*

Password\*

Remember me

[Email my password](#)

# Where to find Government Jobs - Local

[www.lga.sa.gov.au](http://www.lga.sa.gov.au)

Metro Councils, Regional Councils



**Careers**  
*in councils*

the closer  
you are  
the more  
we care

Home School to Work School to Study Key Role Types Working with Us Application Process Helpful Resources Job Search

Home > Key Role Types

**Careers in Council**

SA Councils are running a campaign to raise awareness about the wide range of things they do for communities and the jobs which support those roles. On this website you can find:

- currently advertised jobs in SA Councils - you can find those on our [Job Search page](#);
- information about career role types in Councils - [click here](#);
- What Councils do - visit our "[what Councils do](#)" page or our [school education site](#) ;
- links to [Council websites](#) ([maps](#) and a [smart search](#) to find the Council for any address);
- videos on great things happening in Councils below or current [Council media releases](#);
- and much more through the [home page](#) of the Local Government Association.

Send to a Friend  
Apply  
Contact Us  
A Home

Get Closer to Metro Councils  
Get Closer to Regional Councils  
Get Closer - All Video

# Public sector

Register for alerts on the South Australian Graduate Recruitment Register:

[www.graduate.sa.gov.au](http://www.graduate.sa.gov.au)

Consider **interstate** governments

<http://www.australia.gov.au/>

The screenshot shows the 'Graduate Recruitment Register' website. At the top, there are logos for the Department of South Australia and the South Australian Government Association. A message states: 'Your session has ended. The most likely reason your session has ended is that you have exceeded the time limit allowed for not using the register and have been automatically signed out.' Below this, there are instructions for logging in, including a link to 'Email my password'. A login form is visible with fields for 'Email\*' and 'Password\*', and a 'Remember me' checkbox. Below the login form, there are two job listings. The first listing is for 'OPAL Project Support Officer, Copper Coast' with a closing date of 1/11/2013 4:00 PM. The second listing is for 'Procurement Graduate Officer' with a closing date of 31/01/2014 12:00 AM. The job details include department, career streams, salary, positions, and location.

The screenshot shows the 'Notice of Vacancies' website. At the top, there is a header with the South Australian Government logo and the text 'Notice of Vacancies'. Below the header, there is a 'Welcome to the South Australian Government's Notice of Vacancies website' section. This section contains information about the website, including a note that it is only open to applications from current South Australia State Public Sector employees. There are also links for 'View All Vacancies' and 'View All Vacancies by Department'. On the right side, there is a search bar and a 'Search' button. The bottom of the page features the South Australian Government logo and the text 'South Australian Public Service (SAPS) - Information can be found by clicking here'.

# Public sector

## Key Resources

Local: [www.lga.sa.gov.au](http://www.lga.sa.gov.au)

SA State: <https://apply.sa.gov.au>

Federal: [www.apsjobs.gov.au](http://www.apsjobs.gov.au)

List of Departments and Agencies:

<http://australia.gov.au/directories/australian-government-directories/list-of-departments-and-agencies>

A group of five young adults, two men and three women, are smiling and holding a large white sign. They are dressed in casual to semi-formal attire. The background is plain white.

# Social Media and Job Hunting



A Better Masters Degree - We want your opinion on studying a Masters. \$1,500 in prizes



## University of Adelaide

Adelaide Area, Australia

Add to board

Suggest

176 interested in attending

[Home](#)
[Notables](#)
[Students & Alumni](#)
[Recommendations](#)

[LinkedIn for Education](#)

42,852 results

Search this set

Attended ⌵
 1900 to 2015

Change university ⌵

### Where they live 🔍

Australia	33,123
Adelaide Area, Australia	21,053
Melbourne Area, Australia	3,577
Sydney Area, Australia	3,134
Singapore	1,651

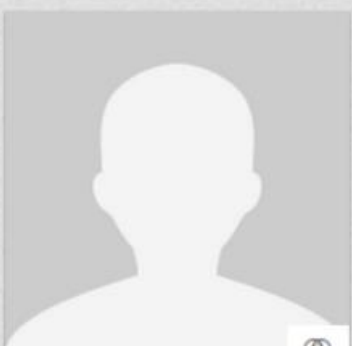
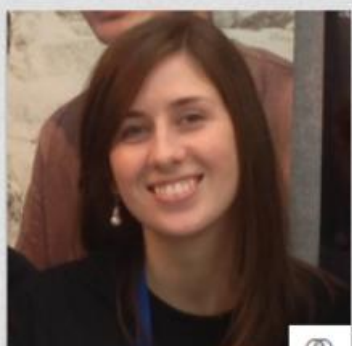
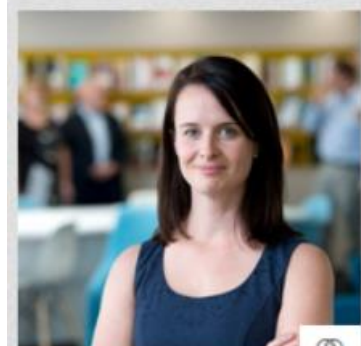
### Where they work 🔍

University of South Australia	336
Santos Ltd	275
Flinders University	246
BHP Billiton	171
SA Health	167

### What they do

Engineering	3,819
Research	3,175
Operations	3,108
Education	2,989
Sales	2,643

Show More



# Social Media and Job Hunting



5

**Iain Reid**

Executive Director, Atrad  
Pty Ltd  
Adelaide Area, Australia



'83



21

**Kate White**

Senior Online Consultant  
at University of Adelaide  
Adelaide Area, Australia



'97



1

**Dr Jonathan M M  
Hall, FRSA**

Research Physicist at the  
University of Adelaide  
Adelaide Area, Australia



'17



1

**Patricia Carter**

Principal Advisor - public  
health nutrition within the  
South Australian  
Adelaide Area, Australia



'05



# Social Media and Job Hunting

Intro to LinkedIn:

[https://www.youtube.com/watch?v=YWp6AN00D\\_c](https://www.youtube.com/watch?v=YWp6AN00D_c)

A group of five young adults (two men and three women) are smiling and holding a large white sign. The sign contains the text "Where else can I look?". The background is plain white.

Where else can I  
look?

# Where else could we look?

There are lots of organisations who are related to government departments:

- Universities
- Off-shoots of the South Australian Tourism Commission:
  - Adelaide Convention Centre
  - Adelaide Convention Bureau

University Careers

<https://www.timeshighereducation.com/>

Go to the Jobs tab

# Cooperative Research Centres (CRCs)

CRCs assemble multidisciplinary teams from across research providers to address end user driven research. They collaborate across all sectors (Industry, Academia, State Government, Consumers and Industry Associations) and create a critical mass in their field

<http://crca.asn.au/members/>

# Not-for-Profit

Not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit for particular people.

Example organisations:

- Engineers without Borders
- Engineering for Change
- Code
- Heart Foundation, Beyond Blue
- Diabetes Australia, Cancer Council

[www.ethicaljobs.com.au](http://www.ethicaljobs.com.au)

<http://www.probonoaustralia.com.au/jobs>

# NGOs

<http://dfat.gov.au/aid/who-we-work-with/ngos/Pages/list-of-australian-accredited-non-government-organisations.aspx>



A group of five young adults, two men and three women, are smiling and holding a large white sign. The sign is the central focus and contains the text 'Networking and Job Seeking'. The background is plain white.

# Networking and Job Seeking

# Networking and Job Seeking

Networking with professionals is an ideal opportunity to learn about opportunities.

- Join professional associations in your respective field
- Attend relevant events and gatherings
- Be prepared to interact and socialise
- Make the first move (introduce yourself)
- Follow up on positive interactions with action (invitation to connect on LinkedIn).

Hot tip: Networking doesn't mean asking people for jobs. It means forging long term relationships and is an opportunity for information gathering.

# Networking and Job Seeking

Scenario: You meet an interesting professional working in a firm you would love to work for at a networking event. You ask for their business card and they oblige. Follow-up with an email. In a few months, touch base again via email. In a few months, ask them for a coffee chat. It's not about asking for a job, it's about nurturing long term relationships. The benefit you get out of this relationship is advice and insight.

This puts you front of mind in your network if opportunities arise.

# Networking and Job Seeking

Please actively participate in Employers on Campus sessions (search CareerHub Events)

- [Pernod Richard Wine Ambassador](#)
- [Pwc Aspire to Lead](#)
- Microsoft Pizza and Network

# KPMG In-House Afternoon Tea Sundowner

🕒 Thu 8 Dec 2016, 3:00 PM to 5:00 PM

📍 KPMG, 151 Pirie St, Adelaide

[Book In](#)

## The Pathway to KPMG Session

The KPMG Team will be on campus to talk to all disciplines and year levels about Graduate and Vacation Recruitment. Find out more and register [rhub.adelaide.edu.au/students/events/detail/1020013](http://rhub.adelaide.edu.au/students/events/detail/1020013)

## Description



**You are invited to attend our KPMG In house Afternoon Tea Sundowner.**

Date: Thursday 8 December 2016

Time: 3:00pm - 5:00pm

Location: KPMG Adelaide

Dress: Business attire

Contact

Email:  
career.

Organ

KPMG

A group of five young adults, two men and three women, are smiling and holding a large white sign. The sign is centered in the foreground and contains the text "Professional Associations" in a dark blue, serif font. The background is plain white. The individuals are dressed in casual to semi-formal attire, including sweaters, blouses, and jeans. The overall mood is positive and professional.

# Professional Associations

# Professional Associations - Arts

- Asian Studies Association of Australia [www.asaa.asn.au/](http://www.asaa.asn.au/)
- Japanese Studies Association of Australia <http://www.jsaa.org.au/>
- Media, Entertainment and Arts Alliance <http://www.alliance.org.au/>
- Australian Screen Editors Guild [www.screeneditors.com/](http://www.screeneditors.com/)
- Australian Cinematographers Society [www.cinematographer.org.au](http://www.cinematographer.org.au)
- Australasian Writers and Art Directors Association [www.awardonline.com](http://www.awardonline.com)
- Australian Directors Guild [www.adg.org.au](http://www.adg.org.au)
- Australian Writers Guild <http://www.awg.com.au/>
- Public Relations Institute of Australia [www.pria.com.au](http://www.pria.com.au)
- Australian Market and Social Research Society <http://www.amsrs.com.au/>
- The Communications Council (incorporating former Advertising Federation of Australia) <http://www.communicationscouncil.org.au/index.aspx>
- Exhibition and Event Association of Australasia <http://www.eeaa.com.au/>
- Australian Society of Archivists [www.archivists.org.au](http://www.archivists.org.au)
- Australian Institute of International Affairs <http://www.aiia.asn.au/>
- Australian Sociological Association <http://www.tasa.org.au/home/index.php>
- Australian Council for International Development [www.acfid.asn.au](http://www.acfid.asn.au)
- Australian Institute of Interpreters and Translators Inc. [www.ausit.org](http://www.ausit.org)
- Australian Sociological Association <http://www.tasa.org.au/home/index.php>

# Professional Associations

- Australian Council for International Development  
<https://acfid.asn.au/search/node/careers>
- Chartered Accountants  
<https://www.charteredaccountantsanz.com/>
- Engineers Australia  
<https://www.engineersaustralia.org.au/>
- FINSIA  
<https://www.finsia.com/>
- AHRI  
<https://www.ahri.com.au/>
- Australian Marketing Institute  
<http://www.ami.org.au/iMIS15/AMI/>
- Australian Health Promotion Association  
<https://www.healthpromotion.org.au/>



# Top tips

- Source and rank Graduate Programs
    - Attend Careers Expo and speak to employers
  - Participate in Careers Service workshops
    - Resume Writing Workshop
    - Interview Skills
    - Assessment Centres
  - Seek opportunities from multiple sources
  - Only go for jobs you really want
  - Number one tip: Be positive and put in 100% effort in your job applications
-



Any Questions or comments?

Careers Service  
[career.services@adelaide.edu.au](mailto:career.services@adelaide.edu.au)  
Find us just outside Hub Central on level 4