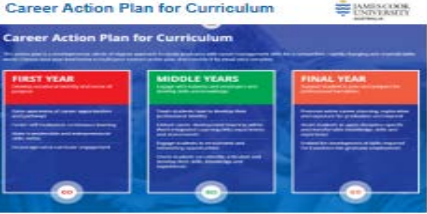








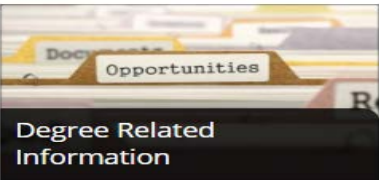




JCU Careers and Employment

2018 staff update



JCU Careers and Employment provides a range of resources and services to support staff to integrate career development, employability and entrepreneurship in curricular and extra-curricular activities.

Key Resources and Services	
<p>Career Action Plan for Curriculum</p> 	<p>Staff resource</p> <p>Web based application providing recommended career development, employability and entrepreneurship learning strategies and activities within subjects or whole of course.</p> <p>Included are: Job application, job interview and LinkedIn assessment tasks – adaptable for any discipline or award type. Each task provides a full task description, criteria-standards rubric, student response templates and other supporting resources and guidelines.</p>
<p>Career Action Plan for Students</p> 	<p>Student resource - recommending proactive extra-curricular actions students can implement across their degree to improve career success.</p> <p>Career Action Plan - First Year Career Action Plan – Middle Years Career Action Plan – Final Year</p> <p>Available online and in hard copy.</p>
<p>Career Development Program</p> 	<p>Suite of 21 online career modules to assist students with career development and transition to professional employment.</p> <p>The modules are grouped into six streams: University Preparation; Career Preparation; Work Placement Preparation; Career Management; Graduate Careers; Workplace Resilience</p> <p>Students can complete independently or as part of academic requirements.</p> <p>Each module has a quiz which can be loaded into LearnJCU subject sites and a workbook for student completion.</p>
<p>Skills and Attributes for Career Success</p> 	<p>Online suite of eight modules to equip students with key skills and attributes required to be successful in graduate level employment.</p> <p>Modules include: Introduction to Key Skills and Attributes; Creative and Innovative Thinking; Leadership Skills; Commercial Awareness; Problem Solving and Decision Making; Communication and Networking; Negotiation Skills; Effective Planning.</p> <p>Students can complete independently or as part of academic requirements. Each module has a quiz and students can download a certificate upon successful completion.</p>
<p>Big Interview</p> 	<p>Online program providing video training modules and mock interview practice to improve interview technique and build confidence. Available to staff, students and JCU alumni.</p> <p>Customised virtual mock interviews can be incorporated into assessment tasks. Students are able to record and share interview recordings with staff or peers for evaluation.</p>

<p>Career Employability Workshops</p> 	<p>Customised in class or extra-curricular career/employability presentations and workshops developed and presented by Careers and Employment staff.</p> <p>Topics have included: Steps to Career Success; Networking and LinkedIn; Mastering Job Search Strategies and Written Applications; Interviews; Employment Communication; Career Planning; Making the Most of Your University Experience; Career Management.</p>
<p>Animated Career Development Videos</p> 	<p>Short, three minute YouTube videos summarizing the key career development messages relevant to student year level. Messages are linked to the student Career Action Plan.</p> <p>Career Advice for First Year Students Career Advice for Middle Year Students Career Advice for Final Year Students</p>
<p><u>Career Publications and Resumes</u></p> 	<p>Discipline specific career information publications and graduate resume examples.</p> <p>Available in online and in hard copy.</p>
<p><u>JCU Careers Fair</u></p> 	<p>Key annual industry engagement event held on the Cairns and Townsville campuses. 2019: 26 March TSV; 27 March CNS.</p> <p>Opportunity for students to network with national and local employers, and learn about career paths and job opportunities available throughout their course and beyond.</p>
<p>The Harrison Career Assessment</p> 	<p>Online career guidance tool to assist students to identify careers aligned with their interests, task preferences, motivations, work values, environmental preferences and interpersonal preferences.</p> <p>Administered by the JCU Career Counsellors.</p>
<p><u>JCU CareerHub</u></p> 	<p>Online job vacancy listings for graduate; post graduate; industry/course related; part-time/casual; overseas; scholarship/cadetship/internship; volunteer and vacation employment.</p>
<p><u>Career Appointment Service</u></p> 	<p>An appointment service is available to assist students with career planning and decision making and job search.</p> <p>45 minute in person, phone or skype appointments - current students and graduates. 20 minute phone appointments - prospective students.</p> <p>Drop in service CNS 1-3pm, Tues & Wed; TSV 1-3pm Tues, Wed, Thurs during study periods 1 and 2.</p>

For further information contact: careers@jcu.edu.au

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Or visit our website www.jcu.edu.au/careers for access to all our resources.