

Graduate Job Search

ACTIVITY BOOK



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STUDENT NAME

STUDENT NUMBER

Employability Edge

jcu.edu.au/employability-edge

Activity 1

Take a few minutes to think about where you hope your degree will lead. Reflecting on your goals, priorities and preferences is a valuable strategy for your career development throughout life.

Write down your thoughts on the following questions to help guide you in your future job searches.

What would be your ideal graduate job? What title/s could it have?	
What are the qualities of your ideal job, or what would make a job right for you? (challenging, financially rewarding, flexibility)	
How would you like your life to look after graduation? What do you hope to be doing?	
What type of work activities would you like to do, and why? Reflect on your past work, study and life experiences.	
What work activities do you really dislike doing, and why?	
What are your work-relevant strengths, or what are you good at?	
What organisation/employer would you like to work for?	

Where are your preferred locations to work and live? (locally, metropolitan, rural, interstate, overseas)	
What other factors are important components of your graduate job?	
What is your 'Plan B' if you cannot find the position you are looking for?	
Who could you ask for further help, information, or advice?	

Activity 2

Using at least three differing online job boards, identify three positions currently available that are relevant to your career area of interest.

You must meet the requirements for the position by completion of your studies.

POSITION TITLE	ONLINE JOB BOARD	KEY REQUIREMENTS FOR POSITION	1. What strengths will I bring to this position? 2. Why is it appealing to me? 3. Have I saved a copy of the online job advertisement and any other documents on my computer?
1.			
2.			
3.			

Activity 3

It is important that you are proactive in your job search to ensure you maximise your chances of successfully securing graduate employment.

Write down your responses to the following questions.

Connecting with Employers

1. What opportunities have you had to connect with employers?	
2. What activities do you plan to undertake to further increase your connections with employers?	
3. What might stop you from taking action to connect with employers?	
4. How will you overcome this?	

Ensure in your job search activity record you keep track of employers you have contacted or connected with. Regularly follow up. Your record may look something like the table below.

CONTACT NAME	COMPANY NAME & CONTACT DETAILS	DATE CONTACTED	THANK YOU SENT	KEY OUTCOME OF MEETING	FOLLOW UP

Connecting with Your Network

List the names of your current contacts who will be of assistance in your job search, and whether you have sought their advice with your job search and career plans (YES/NO)

NETWORKS	NAMES	YES/NO	If YES, what advice/support have they provided? If NO, what actions can you take to seek support?
Supportive family and close friends			
Classmates, academics, neighbours etc			
Professional contacts, work colleagues, practicum supervisors, current and former employers			
LinkedIn contacts			

Keep a record of your networks contacted. Regularly follow up. Your record may look something like the table below.

CONTACT NAME	CONNECTION	DATE CONTACTED	THANK YOU SENT	KEY OUTCOME OF MEETING	FOLLOW UP

Activity 4

The job search process can feel overwhelming, so it is helpful to develop a plan and break your job search into small manageable steps.

Read through the Job Search Checklist below and tick the suggestions that you feel confident with, or have already completed.

KNOW YOURSELF

I can state my career goal/s.

I can describe my greatest strengths relevant to my career goals.

I can describe my weaknesses positively and can outline what I have done or am doing to improve.

I have identified my skills, interests, and values.

I have developed my pitch and am able to briefly summarise my key interests and selling points.

KNOW YOUR WORK PREFERENCES

I have researched potential career fields, typical graduate entry level jobs, typical salaries, etc.

I have made a list of possible job titles/fields of interest that I plan to pursue.

I have researched organisations that might hire someone with my skills, interests, and background.

I have identified 5 - 10 potential employers who I will be closely monitoring for job opportunities.

I have identified my geographical preferences for where I would like to live and work.

I am aware of the salary range that I might expect for the work I hope to do.

I have read the JCU [Career Snapshot](#) for my discipline.

GET READY FOR THE SEARCH

I have reviewed the JCU [discipline-specific resume examples](#) and updated my resume.

I have created a professional [LinkedIn](#) profile or updated my existing profile to reflect my updated skills, experience, interests and qualifications.

I have checked my digital footprint to ensure it is professional and targeted to my industry area.

I am consciously working on increasing my visibility with employers of interest. I am regularly contributing to career-relevant social media sites and attending relevant employer events.

I have identified the job boards best suited for my job interests.

I have set up my profiles and registered for job alerts on the relevant online job boards.

I have logged on to [JCU CareerHub](#) and updated my job search preferences.

I have identified and have permission of three professional individuals who will serve as referees.

I have developed my interview skills by watching the training modules on [Big Interview](#) and/or practicing my responses through role play or mock interviews.

I have an interview outfit that is suitable for the professional field in which I plan to work.

I have a professional sounding answering machine/voice mail message.

I have a presentable/professional email address to give to employers.

I have let my personal and professional contacts know that I am looking for work and have sought their support and advice.

I am growing my LinkedIn networks and actively contributing to LinkedIn discussions, forums.

I have accessed relevant job search and job application resources from the [JCU Careers and Employability](#) website.

START SEARCHING

I have allocated time to spend on my job search.

I have posted my resume to the relevant job boards and set up a schedule to regularly check these job boards for opportunities.

I regularly check JCU CareerHub for job opportunities.

I have a system for keeping track of my job search activities (networking, resume submissions, interviews).

I am following employers of interest on social media platforms to discover new opportunities.

I have approached employers of interest directly (cold canvassing) to express interest in working for their organisation.

I have followed up each cold canvas contact with a phone call or email.

I follow up on interesting job leads immediately.

How Did You Go?

How many suggestions did you tick? Aim to check off as many of these job search suggestions as you can in the future. By being systematic and planned in your search, you will find you have a far greater chance of successfully gaining employment.