

Step 1: EXPLORING what I want to do in my life?

Looking Inward

Whether you are making the transition from study to work for the first time, or making a mid-career transition, it is a good idea to take time to engage in self reflection, looking at where you are now, and where you want to be heading. You can do this by asking yourself the following questions, bearing in mind that your responses will change over time as you yourself change:

- What do I like to do? What talents do I have?
- What is important to me? What are my priorities?
- What sort of work would I enjoy?

Looking Outward

At the same time that you are identifying your personal work preferences, you need to take time to explore what the 'world of work' has to offer. Look around you and observe the world of work. It is not necessary at this stage to know exactly what you want to do when you graduate, but you can start:

- Identifying fields of interest
- Identifying potential occupations

Participating in the **Career Passport Program** provides an excellent framework to guide you through this process.

Step 2: EXPERIENCING a variety of potential career options

The next step in this process involves analysing and considering the information you have gathered about your personal work preferences and the wider work environment

Defining the search parameters

By this we mean, outlining in general terms 'what sort of work I'd like to do' as well as 'what field/s I'd like to work in'. This is a good time to make an appointment to speak with a Careers Adviser. They can help you to:

- Identify a range of potentially satisfying career options
- Compare your existing skills inventory with the skills required by these occupations
- Identify any gaps in your skills inventory
- Consider a range of options to enable you to fill in those gaps.

Tools to assist you

Make use of your personal UNE-portfolio to help you tailor your university experiences in order to develop new skills and enhance your existing skills. These skill sets are not limited to academic skills, but include personal, organisational and employment skills.

If you are planning to look for employment in an unfamiliar occupation or industry, there are a variety of ways you can ‘test out’ some of the types of work you have been considering, and as an added bonus, gain valuable skills to enhance your resume.

- Work experience – paid work, volunteer work, WorkReady
- Networking
- Informational interviews
- Employer visits to campus and careers fairs

Step 3: TARGETING specific career options

Professional advice

Contact a Careers Advisor at Student Assist to map out your personal career ‘plan of attack’. You should preferably do this before your final year.

- Identify and rank, your occupational preferences
- Identify and rank, your employer preferences
- Fine tune your resume and application letters
- Practise interview skills

Monitoring the environment

Make sure you are registered with UNE’s Career Hub and regularly check for graduate positions. Make the most of the annual Virtual Careers Fair and attend any on-campus employer presentations/functions. Get into the habit of scanning newspaper job ads and internet recruitment sites.

For further information about career related activities and opportunities contact the Careers staff at

The logo for Student Assist Career Development is a green rectangle with the text 'Student Assist' in white, bold, sans-serif font on the top line, and 'Career Development' in white, bold, sans-serif font on the bottom line.

Student Assist
Career Development

Student Assist:
Phone: 02 6773 2897
Email: careers.service@une.edu.au
www.une.edu.au/careers