

Careers Newsletter

October 2016

Inside This Issue

- 1 Interview Tips
- 2 SATAC Key Date Reminders
- 2 Careers in Retail
- 2 What is the Right Health Job?
- 2 Discover ADFA
- 3 Summer Jobs
- 3 Discover Hospitality
- 3 Careers in the Rail Industry
- 4 Career as a Criminologist
- 5 Global Game Changers Program

Australians should pursue their dreams, as long as it is an informed dream with a fall-back position

Jenny Lambert



So you have an interview – what now?

Finally, after sending off what seems to be hundreds of resumes and letters, you receive a call and have a job interview – how do you prepare? Do well?

What should I wear?

As a general guide, dress neatly in the type of dress employees would usually wear in that workplace. Make sure that clothes are ironed, shoes polished, jewelry is conservative and hair is tidy.

What should I take to the interview?

Take a folder with the letter and resume you sent through for the application, original and copy of certificates, references, work samples etc.

How do I prepare for the interview?

Research the company – look at the website, learn about their products/services. Write down the names of key people in the business from the website.

Prepare answers to possible questions the interviewer may ask, and have a couple of questions of your own ready. [Youth Central](#) have some good ideas on this.

Know how to get to the interview.

Find out the name of the person/people who will be interviewing you. If you forget to ask this when you are contacted about the interview, it is fine to ring and ask.

Top Interview tips ...

- Plan to be there about 10 minutes early.
- Go in to the interview by yourself – don't have your parent with you.
- First impressions count – practice saying hello, and shaking hands.
- Practice before hand with a friend or family member.
- Aim to speak clearly, take a breath before answering, and look at the interviewer.
- Always be positive – don't make negative comments about a previous employer.

SATAC KEY DATE REMINDERS

SACE results released online
20 December 2016

Equal consideration closing date for most undergraduate courses.

New applications after this date are not guaranteed equal consideration for selection.

5 December 2016

Deadline for existing applicants to change their preferences to most courses and still be guaranteed equal consideration.

3 January 2017

Main round offers released
17 January 2017

Check the SATAC website for late round offer details:

<http://www.satac.edu.au>



Careers in Retail

Students often ask about the range of careers in retail, which is one of the largest industries in Australia! *What qualifications does one need to have? What opportunities are there?*

Retailworld Resourcing has an excellent website - [Retailworld Resourcing](#) – and features useful information about the range positions out there.



What's the Right Health Job for You?

Are you considering a career in the health industry but are undecided about the range of careers you may be suited to?

[Health Heroes](#) and browse the various videos and numerous jobs in the health industry from *acupuncturist to youth worker* and many in-between!



Students keen a finding out more about ADFA are encouraged to view [Discover ADFA](#)

Summer holidays - Get a part time job?

Lots of people are looking for employment at this time of year – either a part time job for the summer school holidays, or full time employment as a school leaver or gap year student, or even as a graduate!

Depending on where you live might influence the availability of positions, but the retail and hospitality industries tend to be busy over the Christmas and summer period especially! So... to find a job:

- Update your resume – see your school careers website where you will find a template to do this under the ‘student secure area’
- Cold canvass potential employers – introduce yourself to prospective employers who might need extra help over the busy holiday period – be sure to leave your resume and contact details!
- Respond to advertisements in the local paper or websites
- Apply on line to the ‘chains’ – some ideas and links below:

www.mcdonalds.com.au/learn/careers

www.bunningscareers.com.au/opportunities

www.wowcareers.com.au

www.colescareers.com.au

www.kfcjobs.com.au/team/apply.aspx

<http://careers.superretailgroup.com.au/rands/supercheap-auto>

www.kmart.com.au/jobs

www.myer.com.au/p/about-myer/careers



1. Personalise it – make sure your resume stresses the strengths important to the job
2. Be specific – give examples of things you have done, your interests and accomplishments
3. Have someone else read it to make sure there are no spelling errors
4. Keep it simple – clear font, uncluttered display
5. Put a cover letter with it!



Discover Hospitality

Students are invited to make use of this useful website called *Discover Hospitality* - **Discover Hospitality**. The resource was developed by industry and is aimed at providing information to those students looking to pursue a career in Hospitality.



Careers in the Rail Industry

The **rail industry** has much to offer...more than you imagined! There are many careers in rail, including:

- Mechanical, Electrical & Civil Engineering
- Design, Drafting & Logistics
- Safety, Security & the Environment
- Customer Service, PR, Sales and Marketing
- IT, Systems, Project Management
- Signalling, Communications, CCTV
- Accounting, Commercial Management
- Human Resources and People Management

For more information about the many careers in the Rail Industry, visit [Rail Careers](#).



Career as a Criminologist

Many students consider a career in the **legal industry** yet only know of a *lawyer* or *judge*. Many have heard of, but do not know, what a ***criminologist*** does.

The Good Universities Guide 2016 states that *criminologists examine the systems by which people accused of crimes are brought to justice, attempt to explain the reasons for criminal behaviour and suggest ways crime might be reduced.*

Criminologists may perform some of the following tasks:

- study the ways certain criminal justice agencies operate including the law courts, police services, prisons and community-based correction centres
- provide information about crime and the ways in which people are processed by the criminal justice system
- compile crime statistics and develop ways in which crime solving resources can be best used

Criminologists may specialise in *organisational research, victimology, corporate crime, adult corrections and/or juvenile justice*. They may work in the legal field, which tries to *make sure that laws keep up with changes in society*. They may also work in the *social/psychological fields*, which study the effects of the criminal justice system or the factors which contribute to offending behaviour by individuals.

So, what type of person becomes a criminologist?

- Someone who has analytical ability
- Someone with personal integrity
- Someone interested in welfare and human behaviour
- Someone interested in working with disadvantaged groups

Find out more at [Good Universities Guide - Criminologist](#) and visit [Australian Institute of Criminology](#) for other interesting information.