Setting yourself up for career success

Wednesday 9 March 2016

International Student Life
Suggestions

• Examples of how to develop a career plan
• Break up road map – this could form the structure of the presentation
• Some more focus on students at graduation stage (could tie into above idea)
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It's not until you have the courage to step off the ledge that you'll realise you've had wings all along
Agenda

- International student roadmap
- Career planning for success
- Tips to set yourself up for career success
- Swinburne Emerging Leader Program
- Where to from here
International Student Life – Employability Support

Specialist support for international students aiming to work in partnership with you to develop your employability

Provide professional insights and guidance

- Monthly Employability News
- Regular program of employability seminars
- Skill development
- Student appointments
- Industry connections
- Networking events
- Australian workplace cultural events
International student employability events
Semester 1 2016

Casual / part time job search
Tues 15 March 3.30 pm EN205

Gaining professional experience while you study
Weds 16 March 12.30 pm TD121

Essential graduate employability skills
Thurs 17 March 12.30 pm TD144
Making career connections – networking skills
Mon 21 March 11.30 am TD121

Professional communication skills
Tues 22 March TD144
VERBAL 11.30 am
WRITTEN 12.30 pm

Workplace rights & responsibilities
Weds 23 March 2.30 pm BA702

Industry connections – professional speed networking
Weds 6 April 4.45 pm Student Lounge

Australian workplace culture & introduction to Aussie Rules Football
Tues 12 April 11.30 am EN203

PLUS more to come!
Semester 2 Job Club Dates

Tues 15 March @ 12.30 pm in BA507  Workplace rights
Fri 8 April @ 12.30 pm in AGSE203  Professional resumes
Thurs 21 April @ 1.30 pm in BA708  Interview skills

Plus more later in semester

No need to register – just come along
‘International students are too focused on their studies and think about careers and employment too late in the careers lifecycle.’

Rob Lawrence, Improving the employment outcomes of international students’ 2013
Many international students are not adequately prepared for their careers after completing their studies

Even with excellent qualifications, the transition to employment can be difficult

To achieve your career goals, you can’t just rely on the qualification – you need to be proactive in your career management
Today’s labour market is complex with jobs evolving and changing rapidly

This impacts your career development

Planning & opportunity awareness are key
Your professional career starts NOW
International student roadmap
Swinburne International Student Employability Roadmap

**Step 1**  
**Orientation & Transition to Swinburne**  
- Start career planning & research  
- Part time job  
- Work on language & written coms  
- Skill development

**Step 2**  
**Transition Through**  
- Continue career planning & research  
- Join professional association  
- Volunteer on campus  
- Network  
- Enter competitions  
- Student leadership roles on campus

**Step 3**  
**Transition Out**  
- More career planning & research  
- Find a professional mentor  
- Capstone project  
- Develop job search tool kit  
- Job or internship related to studies

**Step 4**  
**Transition Onwards**  
- Continue to access Swinburne career support services  
- Become an active alumni  
- Continue to plan and research for the next stage of your career
DREAM
BIG
START
SMALL
ACT NOW!
Career planning for success
Career management basics

- Investing time in career management is critical

- Your career is your major life investment

- Your career underpins / impacts on many other aspects of your life:
  - Personal satisfaction / psychological well being
  - Financial situation
  - Relationships

- You spend a significant amount of life at work – 50+ years
A successful career ........

- Is a learning journey that starts when you are young and builds throughout your life

- Can include different paths than what you originally planned

- Allows you to try new and varied experiences

- Fits with your personal values

- What does a successful career story look like to you?
The context of your career plan

Traditional 20th century graduate corporate career escalator

Entry level job at the bottom of the escalator

Groomed to gain first promotions and move up the escalator

Progress up the escalator to management and executive positions

Age 55 – 65 step off the escalator and make room for new graduates at the bottom of the ladder

Source: ‘The Start Up of You’ Reid Hoffman & Ben Casnocha
Death of the traditional career path

- The escalator is now jammed at every level
  - Hard for young to get on
  - Hard for mid career to ascend
  - Hard for over 60s to get off

- Less company loyalty / increased career mobility

- Change manifested by globalisation and technology

- Labour market has permanently changed

- Careers are more often characterised by lateral moves rather than vertical paths (promotions)
Future world of work

- Globalisation is changing economies everywhere
- Technology is impacting every aspect of the workforce
- With the labour-market becoming more diversified and complex, individuals need to be ‘life long learners’
- Individuals need to be accountable for making changes and adapting to new roles
Career planning basics for international students

- Develop a clear vision of your desired career after you finish university

- Keep reviewing this vision based on your university experiences

- What aspects of your studies and extra curricular activities have you enjoyed & excelled in?
Career research

- The modern workplace is complex and job roles are diverse even within occupations

- Use time at Swinburne to investigate:
  - Your desired career direction / specific jobs
  - Pathways to help achieve your goals
  - Opportunities and growth areas

‘When I finished my international business studies I didn’t know what area I wanted to work in – there were so many directions to focus on. Was it export, logistics, sales, marketing, trade, consulting? I should have tried to focus at uni and picked subjects to suit.’ Carlos, 2014
- Speak to people doing the jobs
- Review industry reports
- Professional association research
- Government facts and figures

Research:

- Qualifications / training / experience needed to get the job
- Fit with your interests, values,
- Knowledge & skills – **soft and technical**
- Employment prospects / demand
- Career pathways / promotions
- Lifestyle
- Good & bad aspects
Career research useful Australian data

- Job Outlook: joboutlook.gov.au
- Australian Jobs publication: deewr.gov.au/australianjobs
- Skills Info: skillsinfo.gov.au
- Graduate Careers Australia: graduatecareers.com.au
  - Where Grads Go 2015
  - Australian Graduate Survey 2014
  - Graduate Salaries
  - Postgraduate data

- Australian Govt Industry Projections: lmip/EmploymentProjections

KEEP UP TO DATE WITH TRENDS & DEMAND IN YOUR HOME COUNTRY
Job Outlook DEMONSTRATION

Provides data on:

- Job prospects
- Weekly earnings
- Occupation size
- Typical tasks
- Skills
- Links to job advertisements

Industry publications

- Recruitment agency reports
  - Hudson quarterly report
  - Hays quarterly report

- Professional association industry reports
  - Engineers Australia Future Workforce Study
  - ICT Skills Profile White Paper
Tips to set yourself up for career success
Join and be active in your professional associations

Membership based - usually open to students at a reduced rate

Represent their members in a particular industry or industries

Offer benefits such as industry contacts and news, ongoing career development resources and job listings

Conduct conferences, seminars, presentations and social functions

Examples:
- Australian Computer Society
- Engineers Australian
- Design Institute of Australia
- CPA Australia
- Chartered Accountants Australia
- Australian Human Resources Institute
- FINSIA

http://www.journoz.com/ausproforgs.html
Keep up-to-date with what’s happening in your industry

- Access general business publications to understand the broad industry scenario and economic environment

✓ Business Age
✓ Australian Financial Review
✓ Herald Sun Business News
✓ Channel 9 Sunday 10 am The Conversation with Alex Malley
✓ Professional association magazines, industry updates
Informational interviews

- Informational interviewing involves speaking with individuals who are currently in a job, organisation or field that interests you.

- Will give you an idea of the everyday work of different individuals, employer expectations and how to begin in an industry.

- Help assess your suitability for different jobs, and may inform you of different employment options you had not considered.

- Help develop a network of contacts.
Work on your communication skills

- Employers want confident communicators with excellent interpersonal skills
- Communication skills take time to improve
- International students need to improve their professional verbal and written communication skills
  - Accent
  - Grammar
  - Familiarity with colloquial English
  - Appropriate tone, sensitivity,
  - Ability to make casual chat
My name is XuXu – well you can call me Suzy.
i am college student in SWINBURNE uni.- major in business.
i am active girl who is good communictin and i friendly to others.
i good experience in big company IBM in HK
i had a flexible time including public and school holidays.
What’s more I am quick learner as well.
i want to do work in your group to bring profits both you and me.
i am willing to have interview from you.
Cheers
Suzy

This is a real example from a Swinburne student!
Improve your communication skills

- Use services provided by LAS (Learning and Academic Skills) at Swinburne
  Level 2 The George

- Consider undertaking courses to further improve your communication skills
  - Eg Salvation Army Camberwell – English Pronunciation
    10am – 12pm Fridays

- Professional communication skills seminar
  Tues 22 March TD144

  VERBAL 11.30 am
  WRITTEN 12.30 pm
Other skills to develop

Skills in demand by employers:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self management
- Learning
- Technology

‘Essential graduate employability skills for international students’ seminar

Thursday 17 March
12.30 – 1.30 pm
TD 144
Opportunities to develop ‘soft skills’

Hobbies & Interests

Volunteer Work

Paid Work

Hobbies & Interests

Education

Life experience
Swinburne Emerging Leader Program

Awards
Campus Participation
Career Development
Community Engagement
Global Citizenship
Industry Experience
Research
Sustainability
To be recognised as a Swinburne Emerging Leader

1. Complete the Career Development Award
2. Complete three of the other awards
3. Demonstrate development in 6 of the 8 skills
Swinburne Emerging Leader Program

Activities

Almost any

- activity
- project
- volunteering
- program
- work

you have been involved in while you have been a current student at Swinburne University, can be used in your application when applying for the awards!
Swinburne Emerging Leader Program

Activities

The sky’s your limit…
Skills you can develop

Teamwork and collaboration
Research and analysis
Critical thinking, problem solving and decision making
Communication
Ability to tackle unfamiliar problems
Independent, initiating and proactive;
Self-directed
Ability to learn from situations and events
Leadership
What are the benefits?

Our program will help you to identify and articulate the learning experiences that lead to:

- the development of your skills.
- providing you with a portfolio that highlights your accomplishments and skills, and
- helping you stand out to prospective employers.
Register now
swinburne.edu.au/emerging-leader

Enquiries
emerging-leader@swin.edu.au
Australian culture

- If you hope to work in Australia after graduation be aware that employers look for staff who can understand and relate to their customers.

- Use your time as a student to develop your understanding of:
  - Popular culture – movies, tv, magazines, music
  - Sport
  - Humour
  - Current affairs – politics, general news
  - General pastimes – holidays, hobbies
  - Business communication
Other activities to set you up for career success!

- **Part time employment / volunteer**
  - City of Boroondara Volunteer Festival
    Hawthorn Arts Centre 1 – 6 pm 16 March

- **Short courses & certifications**

- **Professional experience**
  - ‘Gaining professional experience while you study’ seminar
    16 March 12.30 – 1.30 pm TD121
Networking - make connections

- ‘While you are studying start making connections and building your network at least one year before you graduate.’ Surya Potluri, Jan 2016

Seminar Making career connections – networking skills
  Monday 21 March
  11.30 – 12.30 pm
  TD121

Event Industry connections – professional speed networking
  Wednesday 6 April
  4.45 – 6.30 pm
  Student Lounge, The George
Which international student are you?
Case study - Meet Ella Chan

Former international Master of IT student at Swinburne
Now Senior Business Analyst with large Australian consulting company

While at uni Ella:
- Really made an effort to understand the Australian community
- Moved into a flat with local students
- Attended lots of social events with Australians
- Joined uni clubs – was Vice President of the IT Society
- Barracked for a footy team
- Part time job at McDonalds
- Started own IT support business
- Volunteer website developer for Hawthorn Community House
- Joined group projects with local students
- Joined Australian Computer Society and attended events
- Developed strong IT skills – Excel, Access etc
Case study - Meet Anh Nguyen

Former international Bachelor of Business student at Swinburne
Now part time accounts clerk still looking for full time professional employment
While at uni Anh:

- Focussed hard on his studies – gained a credit average
- Lived with relatives
- Worked part time in family restaurant
- Played soccer in an international student team
- Joined uni group project teams with other international students
Swinburne’s Centre for Career Development services

- Drop in or email resume and cover letter for checking
- LinkedIn profile checks
- Interview practice
- Workshops & seminars
- Student conferences
- Employment services via SwinEmploy
- Job search video and information sheet resources
- Careers counselling
- Comprehensive website www.swinburne.edu.au/careers
Visit the Centre for Career Development

Hawthorn office is open Monday to Friday 9am - 5pm

Second Floor
The George Building
34 Wakefield Street
Ph: 9214 5360

www.swinburne.edu.au/careers
Questions and comments?
Summary – the next steps from here ..... 

- Create your own personal career development plan
- Use the ‘international student road map’ as a guide

Dream BIG
Start small
Act NOW
- Robin Sharma

www.imagine-group.info