



# Create your Future Career

Create your Future Career is a campaign to assist you to build your employability in each year of your qualification. Here are some strategies to get you started.

## **First year: Explore your options**

### **Know why you are here**

- Understand the different career paths your program can lead to.
- Visit [www.rmit.edu.au/careers/toolkit](http://www.rmit.edu.au/careers/toolkit) for industry association links.
- Talk with your program coordinator to find out the type of jobs graduates can obtain.
- Graduate Careers Australia has information on different career profiles: [www.graduatecareers.com.au](http://www.graduatecareers.com.au)
- Look under ‘Occupations’ at [www.myfuture.edu.au](http://www.myfuture.edu.au)— Visit the Careers Toolkit and look at the section ‘What can I do with my qualification?’.
- Attend employer events and workshops — check the latest programs and events on CareerHub: [www.rmit.edu.au/careers/careerhub](http://www.rmit.edu.au/careers/careerhub)
- If you are having doubts about your direction, make an appointment to speak with a careers consultant.
- Check important census dates for withdrawal or taking leave from your course (see Student Diary).
- Make a smooth transition to tertiary study
- Participate in orientation activities: [www.rmit.edu.au/students/orientation](http://www.rmit.edu.au/students/orientation)
- Learn to use the library effectively: [www.rmit.edu.au/library/classes](http://www.rmit.edu.au/library/classes)
- Develop good time management and study skills.

- Use the Learning Lab: [www.dlsweb.rmit.edu.au/lsu](http://www.dlsweb.rmit.edu.au/lsu)
- Visit the Study and Learning Centre.
- Know the support services available to assist you: [www.rmit.edu.au/students](http://www.rmit.edu.au/students)
- Join RMIT University Student Union (RUSU) clubs and societies: [www.su.rmit.edu.au](http://www.su.rmit.edu.au)
- Join RMIT Link collectives: [www.link.rmit.edu.au](http://www.link.rmit.edu.au)

### **Get connected**

- Develop new interests and friendships. Employers will be interested in your non-academic activities too.
- Volunteer for Open Day and other on-campus activities.
- Look at mentoring, leadership and volunteering with RMIT LEAD: [www.rmit.edu.au/lead](http://www.rmit.edu.au/lead)

### **Find a part-time or casual job**

- Register and search on CareerHub, the employment portal for RMIT students: [www.rmit.edu.au/careers/careerhub](http://www.rmit.edu.au/careers/careerhub)
- See Quick tips for part-time work
- Attend ‘Jobs on Campus’ workshops to be eligible to apply for jobs at RMIT.
- Develop your resume
- Visit [www.rmit.edu.au/careers/applicationexpress](http://www.rmit.edu.au/careers/applicationexpress) for resources and information on how to have your resume reviewed.

### **Track your experiences**

- What you learn as a tertiary student is not confined to your program material. You are developing skills for life and work every day through interactions with others and the activities in which you participate.
- Graduate employers need to hear about what you have gained, so keeping records makes preparing for applications and interviews much easier. See the ‘Online Career Planner’ in the Careers Toolkit to track and record your work and experiences [www.rmit.edu.au/careers/toolkit](http://www.rmit.edu.au/careers/toolkit).

## **The Middle Years: Time to get experience**

Understanding your career options and preparing to meet the requirements of graduate employers are the major career development tasks of the middle years of your program.

But first, you may wish to reflect on the direction you have chosen and consider if your skills, interests, goals and values have changed. Some tools to help you are:

- the ‘Plan My Career’ section in the Careers Toolkit
- [www.myfuture.edu.au](http://www.myfuture.edu.au)
- If you are unsure whether to stay in your program and want to discuss this, see a careers consultant.

### **Explore your career options**

- Check CareerHub for resources and the many career-related programs and events on campus including expos, workshops, seminars, information sessions and more.
- Join your professional association, attend activities and start to build your network.
- Keep your resume current.
- Get program-related work experience. This may be vacation work, an internship, a professional placement or any other work related to your program paid or unpaid.
- Attend the Experience Fair in August each year.
- Consider doing voluntary work to develop skills, experience, confidence and networks.
- Develop the skills employers value
- See the Careers Toolkit for help with building your employability.
- Participate in campus activities to further develop leadership, organisational and interpersonal skills. through RMIT LEAD, RMIT Link and RUSU.
- Consider how international experience will enhance your career prospects. Study abroad, summer camps, international volunteering — there are many programs to choose from.

- See Education Abroad — [www.rmit.edu.au/globalpassport/educationabroad](http://www.rmit.edu.au/globalpassport/educationabroad)

## Final Year: Engage! Connect with your career

- If you are completing an undergraduate or postgraduate degree and wish to apply for graduate positions, early preparation is essential. Recruitment by major graduate employers begins in February for positions beginning the following year.
- Attend employer information sessions on campus.
- Check CareerHub regularly: [www.rmit.edu.au/careers/careerhub](http://www.rmit.edu.au/careers/careerhub)
- Visit the Graduate Opportunities website at [www.graduateopportunities.com.au](http://www.graduateopportunities.com.au) and Unigrad at [www.unigrad.com.au](http://www.unigrad.com.au)
- Research the employers you wish to apply to by visiting their websites.
- Check [www.rmit.edu.au/careers](http://www.rmit.edu.au/careers) for job search tips.
- Have your application checked by completing the Application Express online tutorial: [www.rmit.edu.au/careers/applicationexpress](http://www.rmit.edu.au/careers/applicationexpress)
- Make sure that you are known by the academic staff you wish to nominate as referees.
- Watch videos on interview techniques and use the interview simulator in the Careers Toolkit.
- Familiarise yourself with Assessment Centre activities and selection testing— see Quick tips for assessment centres (PDF) and Employment seminars on CareerHub.

- Consider all options for finding graduate employment. Besides graduate programs and other advertised vacancies, you may make a direct approach to an employer of interest or use your networks to uncover opportunities. Look at Quick Tips for networking (PDF).

### Thinking of further study?

- If you have explored your career options by now, you may be thinking that further study at TAFE, undergraduate or postgraduate level would be of benefit.
- TAFE, undergraduate and postgraduate teaching programs must be applied for through the Victorian Tertiary Admissions Centre (VTAC).
- October is postgraduate month and information sessions are held on various programs. This is your opportunity to really understand the requirements and benefits of the program you are considering.

Don't forget to apply to graduate!

## Further information

See the Resumes section on our Jobs and Career advice web pages

[www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice](http://www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice)

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