



UniSA

Finding Part-time Work and Career Planning

Lynne Sowerby
Career Services

Part time work – for & against

For:

- Provides some income to pay bills and for spending money
- The experience you get is important after graduation – for the transferable and workplace skills you develop
- Expands your network of contacts – co-workers and customers
- A break from study - life balance, socialising with co-workers etc



Against:

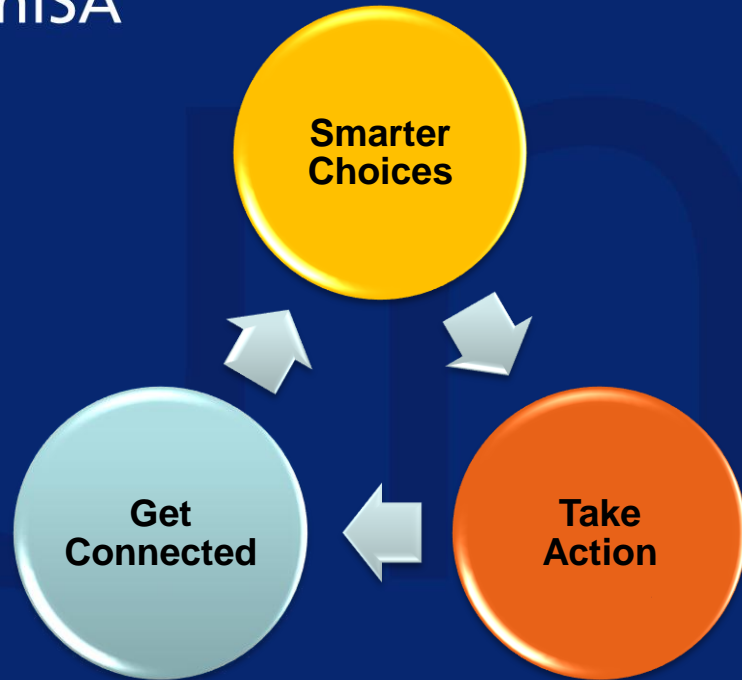
- Time management issues
- Conflicts about your priorities – what's most important?





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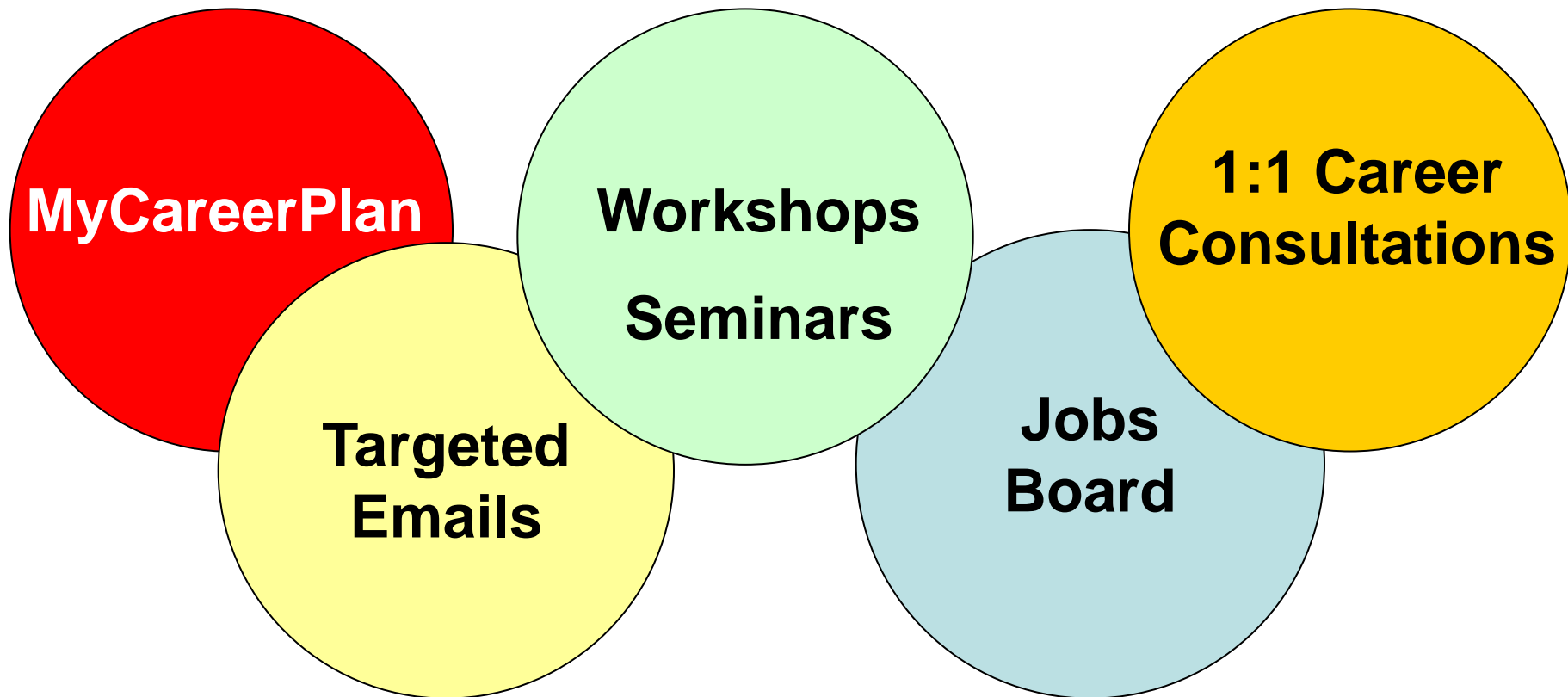
Career Development Plan



- **MAKE CHOICES** at UniSA that develop you towards your career while you study
- **TAKE ACTION** in your degree, get work experience, research your options, know who's who in the job market
- **GET CONNECTED** with with decision makers in your field, join your professional association and secure your graduate outcome

Where can I get Careers Information?

Careers Services



Register with **MyCareerPlan**

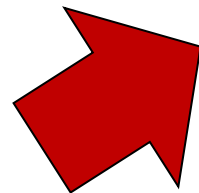
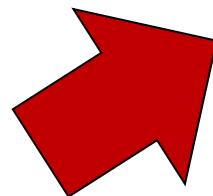
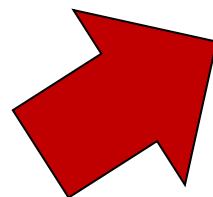
3 easy steps ..

1. Student ID
2. My UniSA password, e.g. **smit0508** or **ngxy1212**
3. User Name, e.g. **sladj001 @students.unisa.edu.au**



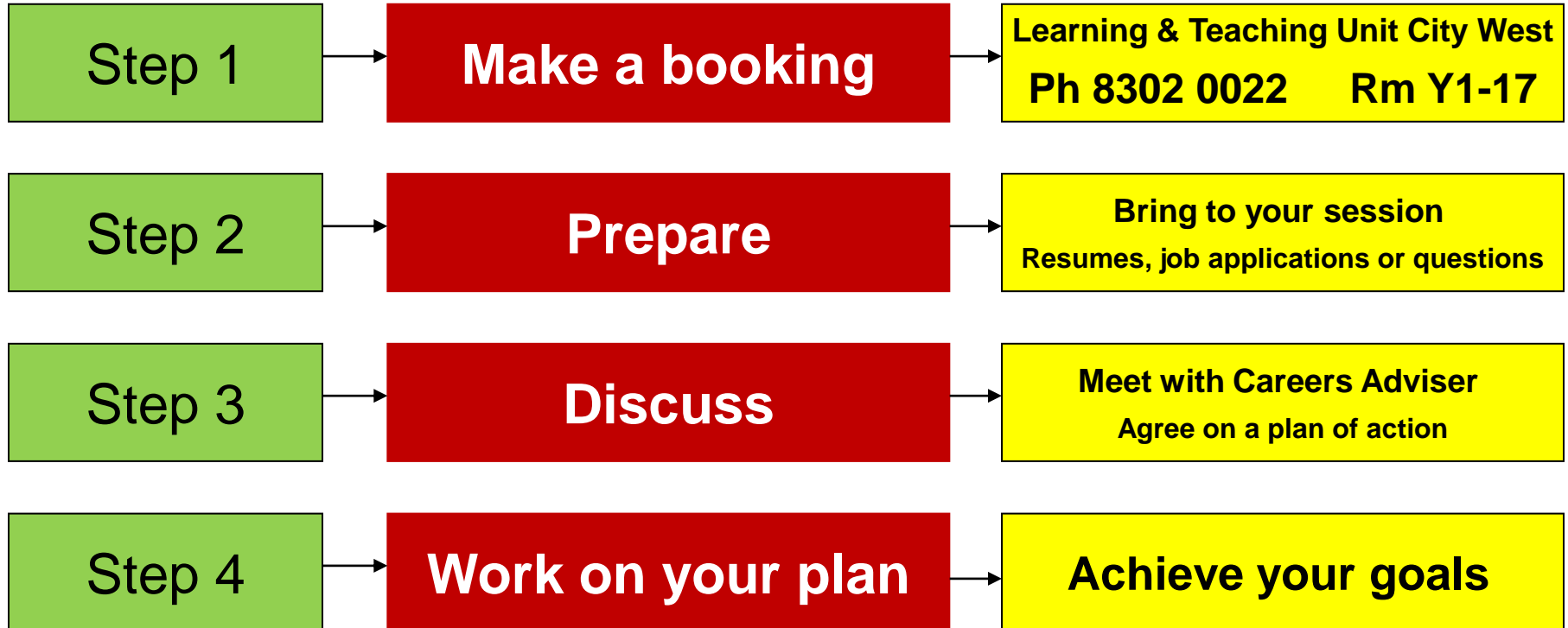
<https://mycareerplan.unisa.edu.au/BrowseJobs.chpx>

Why? To access
Career Services for Students



*Employment and Careers Expo
International Careers Fair
Choosing Courses
Career Planning
Graduate Qualities
Work Experience
Work Placement Scheme
Part-time and Casual Work
Working Outside of Australia
Further Study
Relocation
Job Search Strategy
Networking
Cover Letters
Resume & Selection Criteria
Employment Application Forms
Interviews
Employers
Job Vacancies - MyCareerPlan*

One-to-one Career Consultations





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What Skills Are Employers Looking For?

Employability

Skills



- ✓ Interpersonal skills
- ✓ Communication
- ✓ Teamwork
- ✓ Problem solving
- ✓ Initiative / Enterprise
- ✓ Planning / Organising
- ✓ Time management
- ✓ IT / Tech competence
- ✓ On going Learning

Build a strong network

How can I get to know more people?

- Join clubs and societies
- Participate in special interest groups
- Voluntary / community work
- Build a network of contacts
- Vacational work
- Work experience / work placement

The key is ...

- *Introduce yourself. Make friends.*
- *Ask them about local work options*



Self Marketing

Let people know who you are

- Hello my name is
- I am studying at UniSA
- The type of employment I'm targeting is
- Also, I am keen to find part-time work while I am studying
- Previously, I have worked in the area of
- I think my key strengths are
- Ideally, I would like to work in ...
- When I graduate my career plan is to ...



**Now stop talking
Ask them some
questions: "So
what's your story?"**



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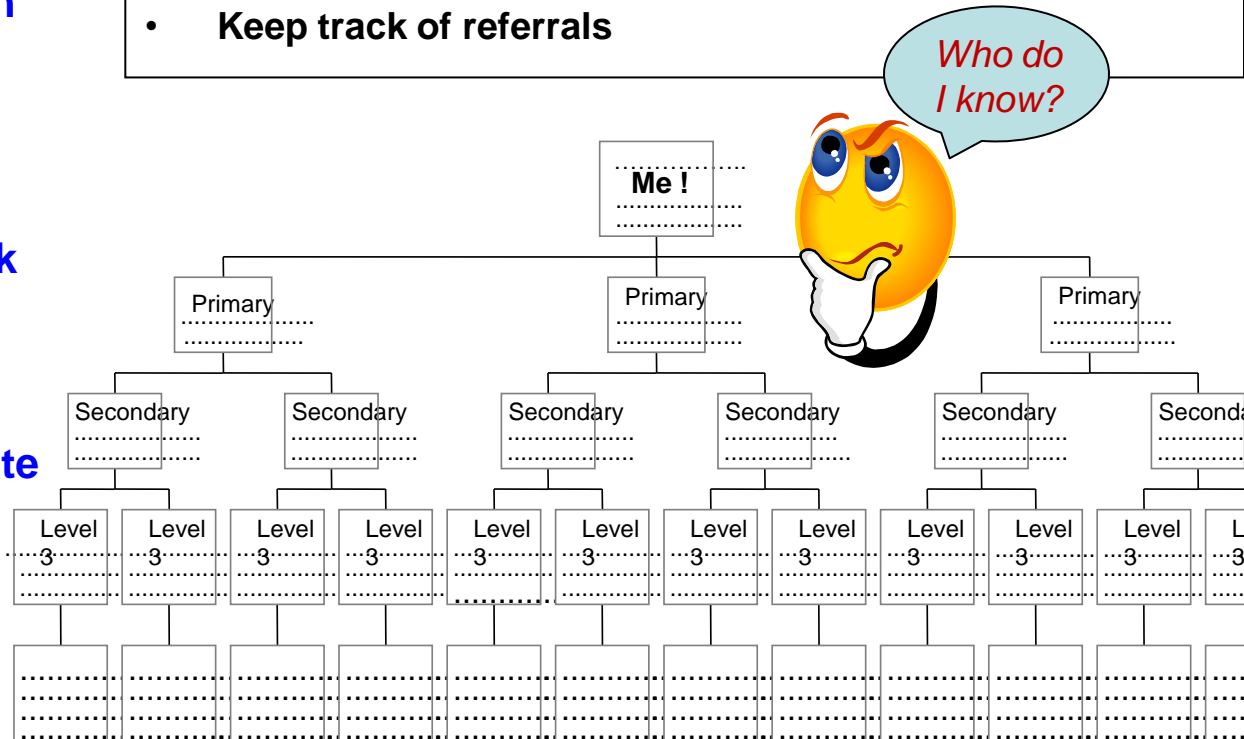
Daily Networking

So who do I know who might be helpful?

Apart from family

- Friends, country of origin
- Other uni students
- Lecturers, tutors
- Recruitment agencies
- Volunteering
- Co-workers from p/t work
- Sports clubs / gym
- Church
- Community groups
- Cultural groups/ consulate
- Interests, hobbies
- Doctor, Dentist
- Places where you shop, drink, eat out etc

- **Make a list of potential contacts.**
- **Make no assumptions about what, or who, they know!**
- **Keep track of referrals**





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Business Cards - *buy them, or make your own*

Name:

Qualifications / Discipline:

Mobile:

Email:

Lynne SOWERBY

Career Development

Mobile: 04XX XXX XXX

Email: Lynne.Sowerby@unisa.edu.au

Order some from a printer or ***make your own***:

1. Create a template
2. Print onto self adhesive labels (e.g. Avery)
3. Usually 14 labels/sheet
4. Attach to blank visiting cards (from stationery shop)

Job Readiness Interview Preparation

Practise English
Language
Communication
as much as possible

JOB APPLICATION

So what type of job am I seeking?

- Job analysis
- Appropriate documentation
- What are employers looking for?
- What skills do I have to offer?

• Next steps are ...

Knowing Myself - Demonstrated skills / Values

What am I good at?

What do I have to offer?

What do I bring to the table?

Marketing Myself - Self Image / The Power of Influence

Engaging others

Being the best I can be

Interview Preparation - Confidence through preparation

Research

Interview Questions

Logistics

Interview Checklists

Practising the “STAR-L” technique

What to say and how to say it

Difficult questions - preparing possible answers

Reviewing performance - *Self Evaluation*

Know your rights



***If you don't know: Find out.
Ask someone!!***

- **Young Workers Legal Service**

<http://www.ywls.org.au/>



- **LTU – Working in Australia**
(online resource for international students)

• <http://www.unisa.edu.au/ltu/students/start/first/international/work.asp>

- Get help with your English skills:

<http://www.unisa.edu.au/ltu/students/start/first/international/community.asp>

Address

46 Greenhill Road
WAYVILLE SA 5034

Telephone (08) 8279 2233

Email ywls@saunions.org.au

Website www.ywls.org.au



Career Management Strategies (CMS) Lunchtime Careers Workshops City West, SP-2, 2010

Resume Writing: Online support
EACH Friday (12:00 – 2:00)
Computer pool: GK3-21
with Lynne Sowerby
or Troy Dobinson

1. Job Search, Networking & Self-marketing Strategies

HH3-08 City West

- **Tuesday 16th March 2010**
- **1:00 – 2:00**
- **Lynne Sowerby**

2. Written Applications Resume; Cover Letters and Selection Criteria

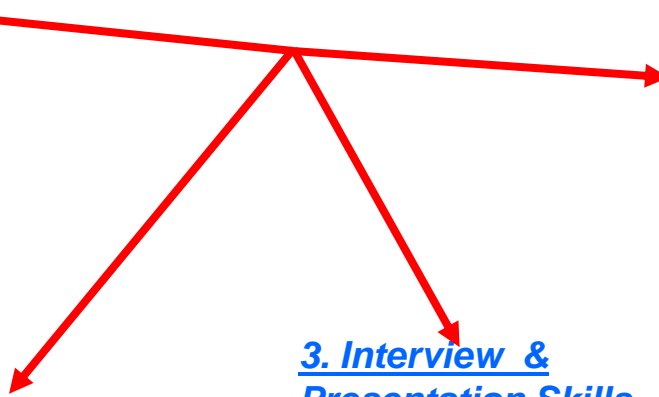
- **HH3-08 City West**
- **Tuesday 23rd March 2010**
- **1:00 – 2:00**
- **Lynne Sowerby**

3. Interview & Presentation Skills

- **HH3-08 City West**
- **Tuesday 30th March 2010**
- **1:00 – 2:00**
- **Lynne Sowerby**

4. Workplace Competence & Business Communication

- **HH3-08 City West**
- **Tuesday 6th April 2010**
- **1:00 – 2:00**
- **Lynne Sowerby**



Book online via MyCareerPlan:
[https://mycareerplan.unisa.edu.au/
BrowseEvents.chpx?v=1](https://mycareerplan.unisa.edu.au/BrowseEvents.chpx?v=1)

Event Details

City West – Weekly Resume Writing Service

Type: Careers Workshop

Attachment(s):

- Cover Letter template (31 KB) [View Download](#)
- Effective Resumes - Powerpoint (2,128 KB) [View Download](#)
- Resume template (40 KB) [View Download](#)

Details

Do you have graduate applications to apply for?

* Do you need some assistance with writing your application?

* Or maybe you are looking for casual employment and need to update your cover letter and resume?

* If yes - then this workshop is for you!

UniSA Career Services is providing weekly resume writing assistance (includes Cover Letters, Resumes, Key Selection Criteria, Job Search Assistance) to all enrolled students and recent graduates.

This is not a lecture, you will leave the session well on the way to having your application completed. It is essential that you bring along an electronic copy of your application to the workshop where a Careers Adviser will preview and provide assistance. Students will then use the computers to individually update their applications under the guidance of a Career Adviser. BOOKINGS ARE ESSENTIAL as there is a maximum of 20 students per session.

All students and recent graduates are welcome to attend as many weekly sessions as necessary until your application is finished.

Dates for re-occurring workshops during SP-5, 2009 are as follows:

Friday 18th September
 Friday 25th September
 Friday 2nd October
 Friday 9th October
 Friday 16th October
 Friday 23rd October
 Friday 30th October

events

- > Magill: Career Management Seminar series Session ...[\(new\)](#)
- > Magill: Career Management Seminar series Session ...[\(new\)](#)
- > APESMA Starting Your Professional Career[\(new\)](#)
- > [view ALL events](#)

websites

- > Careerjet India
- > How to write and talk to selection criteria
- > Learning Connection Blog Mawson Lakes
- > [view ALL websites](#)

info sheets

- > Go Adelaide for International Students
- > Managing your career - Tips from career developmen...
- > International Student: Family support Network
- > [view ALL info sheets](#)

faqs

- > How do I verify my VISA or Immigration status?
- > [view ALL faqs](#)

jobs

my profile

- > my details
- > my education
- > my experiences
- > my skills list
- > my saved searches
- > my favourites
- > my event bookings
- > my resume
- > my career goals

Quick Job Search

keywords

- > [Advanced Job Search](#)
- > [Graduate Program](#)
- > [Browse Jobs](#)
- > [Browse General Casual](#)
- > [Browse Employers](#)
- > [Browse Employer Profiles](#)

my saved job searches

- > [Internationals](#)
- > [Create New Job Search](#)

Working In Adelaide and Career Planning

Job Search strategies:

- Documentation
- Telephone skills
- Interview protocols



• Gaining local experience:

- Part-time / casual / temp work
- Volunteering
- Work placement / work experience
- Uni clubs assignments / projects
- Special interest groups / associations

Preparing for work in Adelaide:

- Effective self marketing:
- Key researching
- Some legal issues

• Special International issues:

- Visas and work rights
- Working in Adelaide now - with a view to overseas work later



UniSA

Learning and Teaching Unit (LTU)



What does the Learning and Teaching Unit do?

An example of some of the services/resources:

Learning advice

- Writing assignments
- Referencing
- English language proficiency

Counselling

- Time and task management
- Personal and communication skills
- Studying and making friends

Careers

- Career planning
- Job search skills

International students

- Student visa requirements
- Settling into Adelaide

Students with disabilities

- Assistive technology
- Assessment modifications
- Alternative format materials

Higher degree research students

- Research management
- Research writing



Careers & Other Counselling Services

Career Services

Tel: (08) 8302 7860

Email: careers@unisa.edu.au

Website: <http://www.unisa.edu.au/careers>

One-to-one Consultations

via Learning & Teaching Unit – on each campus

CITY WEST <http://www.unisa.edu.au/ltu/students/default.asp>

Tel: 8302 0022

