

Engineering, Architecture and  
Information Technology Employability

# Student Career Preparation Kit



Prepare for  
your career.

The best time is now.



The EAIT Student Employability Team is dedicated to developing your employability to get you ready for work through:

- One-on-one employability consultation appointments (face to face/telephone/online)
- Assistance with job applications
- Resume and cover letter review and advice
- Interview preparation
- Professional practice guidance and processing
- Access to employer information and job opportunities
- Employability and career ready skills workshops
- Employer led information presentations and workshops
- Employability and career ready skills workshops

This kit has been put together to help you develop your skills and knowledge to secure an engineering professional practice placement, a vacation program placement and, ultimately, a graduate job when you finish your studies.

## Contact us

Employability Hub, Room C305,  
Hawken Engineering Building (50),  
The University of Queensland  
St Lucia campus

**Telephone** (07) 3365 8534

**Email** [employability@eait.uq.edu.au](mailto:employability@eait.uq.edu.au)

**Website** [eait.uq.edu.au/employability](http://eait.uq.edu.au/employability)

**Facebook** EAIT Student Employability

(daily postings of graduate, engineering professional practice and work experience opportunities, employability tips, upcoming workshops and events)

### EAIT STUDENT EMPLOYABILITY TEAM

[eait.uq.edu.au/employability](http://eait.uq.edu.au/employability)

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# Understanding the job application process

The graduate market is very competitive and a degree is no longer a differentiator. When applying for graduate jobs your odds can be 1/1000. Thankfully, with careful preparation, armed with knowledge of the recruitment process, you will improve your odds of getting recognised and making the short list.

First, understand the role of **Human Resources (HR)**. HR is responsible for the different stages of an employee lifecycle. This includes building and managing systems that recruit, train, motivate and retain a company's employees. They are also largely responsible for ensuring company values and culture are maintained. An incorrect hire will damage this and may ultimately damage the overall success of the organisation so it's essential HR get it right. As a result, you may be required to complete a number of different assessment steps in the recruitment

process. However, each step is important to ensure you are the right 'fit' before a hiring decision is made. Being prepared is the first step to success so see below our step by step guide to the recruitment process:

**Application Deadlines:** Most job postings have a closing date as the deadline for submitting your application. Make sure you apply by the deadline and include all the information requested such as a cover letter, referee details, academic transcript. If you do not follow the application instructions you will be declined in this first round. Other steps in the hiring process usually begin following the closing date.

**Applicant Tracking Systems (ATS):** Have you ever received an email notifying you that your application was unsuccessful within hours of applying for a job? They may use an Applicant Tracking System.

Some companies use this software to filter applications based on criteria such as 'keywords', 'skills' and 'qualifications'. Increase your chance of landing the interview using resume optimisation techniques such as including in your application the buzzwords/keywords found in the job advertisement, removal of images/graphics from your resume and ensuring there are no spelling errors.

**The 6-10 Second Resume Review:** The human eye check will last on average only 6-10 seconds so your resume layout needs to be clear, concise and geared to sell your achievements. Your resume should be tailored for each separate application outlining your motivational fit, education and key skills.

**The Telephone Screening Call:** A pulse check/motivation check. These calls usually occur unscheduled, early in the recruitment process so make sure you have a professional





voicemail message recorded on your mobile in case you miss the call. With a simple pass/fail outcome, will you join the shortlist? Top tip: be prepared with your answer to the question “Why do you want to work here?”

**Video Interviews:** These are very common and likely to be a little nerve wracking your first time. If selected, you will receive an email inviting you to participate with a link to access the system and a deadline by which to complete. You may also practice and prepare using the EAIT Employability video interview system available as part of the Career Kickstarter program. Set up the position of your webcam at the right height, choose a suitable background and dress professionally. Try to stay relaxed, maintain eye contact and show your personality. Usually the system gives you 30 seconds to read the question and up to 2 minutes to record your answer. If your answer is shorter than 2 minutes, resist the urge to keep talking - just move onto the next question.

**Assessment Centres:** Commonly used in student and graduate recruitment as an

efficient way of measuring a large number of applicants, in multiple ways on a level playing field. Often lasting a whole day, Assessment Centres are designed to assess your performance on the competencies required for the job. You will participate in a number of activities which may include a group activity, a written assessment, psychometric assessment and interview. All companies follow their own unique format and the best way to prepare is to do as much research as possible on the job, the company and your fit to their requirements.

**Psychometric Assessment:** Usually issued online, you will be asked to complete a series of assessments which include cognitive ability (verbal reasoning, numerical reasoning and abstract reasoning), gamification, personality tests, skills ability and emotional

intelligence. The best approach with these is to simply be yourself, not the person you think they want you to be.

**Face to Face Interviews:** The good news is, usually you only make it to this stage if you have already performed well in the other areas. Interviews are usually on the company premises with at least 2 people in attendance; 1 x HR and 1 x Manager from the relevant business area. Usually student and graduate interviews have a combination of standard, technical and behavioural questions.

**Reference Checks:** Requested at the end of the recruitment process for shortlisted candidates. Choose your referees wisely and always call them in advance of supplying their contact details to make sure they are available, expecting a call and ready to give you a good review.

## ACTIVITY

**Choose a company you are interested in and complete some research. You will likely find the information you need on their website. You may also find some historical information on Seek.com.au or LinkedIn.**

What are the possibilities for you as an applicant? Vacation work/graduate work?

---

When and where do they advertise opportunities? When does the hiring process begin?

---

What is their selection process? Assessment Centre, Video Interview?

---

What will you do to stay informed of opportunities? Set up job alert/sign up to company careers notifications/check website frequently?

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# How to write a great resume

Your resume is your chance to dazzle the prospective employer with your skills, knowledge and experience. It should outline your education, work experience, interests and any other information relevant to the job. Remember that this is the employer's first impression of you so it should "sell" your best points. Think of it as your sales brochure and you are the product!

When outlining your experience, instead of telling them what you were responsible for, instead outline the actions you took in the role – see Action Verbs for some inspiration. Employers want to know the **impact** you made so be sure to include achievements with each experience. Make your achievements stand out by adding metrics wherever appropriate %, \$, numbers etc. i.e. 'Supervised a team of 6 sales assistants'.

Employers receive multiple applications so make sure that yours stands out by tailoring your resume just for them. One way to stand out is to tailor the STATEMENT/OBJECTIVE section at the top of the resume to show your motivational fit. Why do you want to work there? Be clear on this yourself before making any application and make sure the employer knows the answer.

Bullets vs paragraph layout? Your STATEMENT/OBJECTIVE should always be written as a short paragraph and many people favour the use of bullet points in their work experience section. However, if you find bullets tricky, it's perfectly fine to write a short paragraph instead and follow up with the bullet points in the achievements section.

## Top Tips

- Try to keep to two pages, using bullet points to draw the eye to your achievements.
- Keep the formatting plain and simple. An Arial or Calibri font at size 11 or 12 is probably ideal.
- Ensure it's honest and accurate. Don't exaggerate your experience/qualifications.
- Focus on your achievements and the impact you have made.
- Proof read your resume. Recruiters have zero tolerance for spelling and grammatical errors.
- Use an appropriate format; in reverse chronological order showcase your most recent experience first. If you don't have experience related to your industry yet, don't worry. Instead, tell them about what you have done in casual/part-time employment, volunteer work, assignments, team projects or extracurricular activities. Show them you have developed professional skills such as leadership and communication.
- Review your social media presence! Recruiters and employers research candidates on Facebook, LinkedIn and Twitter. Check your privacy settings on your social media accounts if you have posts you would prefer a prospective employer didn't see.
- Include your interests/extracurricular activities on your resume including anything that reflects positively in relation to the position you are applying for. Including your interests/ extracurricular activities is a good way to personalise your resume and present as a well-rounded applicant.
- Ask permission from your referees to use them and give them a heads up that they may be contacted before every interview. This is a great way to check they are available to take the call.
- Don't use a photo. Privacy and anti-discrimination laws in Australia advise that you don't publish a photo on your resume. You should also leave off your age, marital status, gender and religion.

On your resume, include:

- Your name
- Contact details - telephone number and email address
- Education and training qualifications
- Employment history
- Evidence of relevant skills
- Achievements
- The details of two professional referees or "Referee details available upon request"



## ACTIVITY

**Outline a work, project or volunteer experience using the template format:**

Date range - Month, year to Month, year:

---

Employer/Organisation name:

---

Position Title:

---

Short sentence describing employer/organisation:

---

Actions (What did you do) using bullet points or a short paragraph. Use Action Verbs:

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Achievements using bullet points. Don't forget to use metrics wherever possible:

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# John Smith

0400 123 123  
john.smith@uq.edu.au  
www.linkedin.com/john-smith

Don't forget to use a professional email address and your LinkedIn profile account. If you have a github link it at the top of your resume also.

## CAREER OBJECTIVE/SUMMARY

- A short statement to catch the reader's attention (2 - 3 sentences)
- Tailored for the specific job and company you're applying for - do not use the same objective for every job application
- Specifically outline "Why do I want to work here". Motivational fit is an important factor in the recruitment process

## EDUCATION

### The University of Queensland

Bachelor of Engineering (Chemical) 2018 - Current  
GPA: 5.5  
(Expected graduation November 2018)

#### Achievements:

- Received Deans Commendation for Academic Excellence in Semesters 1 and 2, 2016

### Brisbane State High School

2009 - 2013  
OP: 4

#### Achievements:

- Member of the Student Council (2012-2013)
- Sports Captain (2013)

Use a professional, easy to read font and ensure consistency with text size, font and formatting. Don't forget to spell check!

Although your work experience may not be related to the area of work you are applying for, it will highlight your transferable skills and experience such as leadership and organisation skills. Use Action Verbs to describe the actions you took in the role. Use Achievements to show your impact. Where possible, use metrics to show scale of outcomes/actions.

## EMPLOYMENT HISTORY

Bar Supervisor (Casual)  
Uni Bar, St Lucia QLD

June 2019 - current

#### Responsibilities:

- Ensured guest satisfaction through delivery of excellence in customer service
- Directed all bar service activities, ensuring compliance with health and safety regulations and responsible service of alcohol guidelines
- Trained, mentored and motivated new staff
- Performed opening and closing functions, including balancing the cash register
- Ordered and maintained bar levels of inventory ensuring the bar area was sufficiently stocked

#### Achievements:

- Received Star employee award January to March 2017 for securing an exceptionally high customer service rating of 9.5/10

Undergraduate Process Engineer (Part-time)  
XYZ Minerals, Mackay QLD

November 2018 - February 2019

#### Responsibilities:

- Engaged and collaborated with the team daily safety briefings, adhering to health and safety standards
- Accountable for the monitoring and performance of process equipment
- Assisted in the analysis of yield optimisation and product quality

#### Achievements:

- Estimated \$2m saving p.a.
- One of 4 members of a cross-functional team who streamlined the material movement process, increasing wrench time.

Employment history should be listed in reverse chronological order i.e. most recent position first.

Your resume should not be longer than two full pages.

## VOLUNTEER WORK

November 2018 – March 2019

Camp Quality Fundraising Volunteer

### Responsibilities:

- Inspired new supporters to raise money, while maintaining and developing relationships with existing supporters
- Organised traditional activities, such as sponsored outdoor events and house-to-house collections of donated goods and money
- Developed new and imaginative fundraising activities, many of which involved organising events

Keep your bullet points short, succinct and easy to read.

### Achievements:

- Due to new fundraising initiatives implemented in 2019, fundraising outcomes increased by 20% from 2018.

## EXTRA-CURRICULAR ACTIVITIES

President

Chemical and Environment Engineering Society (ChESS)

January 2019 - Current

### Responsibilities:

- Organised the ChESS Networking Skills Evening in March 2019 and collaborated with 7 other members of the executive committee.
- Liaise and meet with a range of industry employers within the Engineering community to sign up and sponsor club events.
- Responsibility for meeting budget requirements and currently on track to achieve the sponsorship budget goal of \$2,000 in 2019.
- Marketing and promoting club events online and through word of mouth to multiple stakeholders within UQ Engineering Faculty including: students, staff, academics and alumni.

Only include information relevant to the job you are applying for.

### Achievements:

- The ChESS Networking Skills Evening was very successful and recorded attendance of over 15 industry representatives and 100 UQ Engineering students.

## TECHNICAL SKILLS

- Matlab, Aspen HYSYS and Aspen Plus
- MS Excel skills including VBA and Macros

Include 2 professional referees – a Manager/ Supervisor.

Referees can be from paid or unpaid work.

## ADDITIONAL INFORMATION

- Full, open drivers licence
- Native English speaker, also fluent in German

## REFEREES

Ben Holmes  
Bar Manager Uni Bar  
0400 321 654

ben.holmes@unibar.com.au

Tracey Bell  
Senior Process Engineer XYZ Minerals  
0422 987 987

t.bell@xyzminerals.com.au

# Improve your resume

## use action verbs

We have put together some action verbs that you can use in your resume to replace the standard bullet points which often start with the same words 'responsible for' which makes for boring, repetitive reading.

You changed or approved something:	You were an effective researcher:	You increased efficiency:	You managed a team:
Centralised	Analysed	Accelerated	Cultivated
Clarified	Assembled	Achieved	Directed
Converted	Assessed	Advanced	Enabled
Customised	Audited	Amplified	Facilitated
Influenced	Calculated	Boosted	Fostered
Integrated	Discovered	Capitalised	Guided
Merged	Evaluated	Delivered	Hired
Modified	Examined	Enhanced	Inspired
Overhauled	Explored	Expanded	Mentored
Redesigned	Forecasted	Expedited	Mobilised
Refined	Identified	Furthered	Motivated
Refocused	Interpreted	Gained	Recruited
Rehabilitated	Investigated	Generated	Shaped
Re-modelled	Mapped	Improved	Supervised
Reorganised	Measured	Lifted	Taught
Replaced	Qualified	Maximised	Trained
Restructured	Quantified	Outpaced	Unified
Revamped	Surveyed	Stimulated	United
Revitalised	Tested	Sustained	
Simplified	Tracked		
Standardised			
Streamlined			
Strengthened			
Updated			
Upgraded			





You communicated or wrote something:	You conceived and introduced a new idea:	You oversaw or regulated something:	You saved time or money:
Authored	Formalised	Authorised	Conserved
Briefed	Formed	Blocked	Consolidated
Campaigned	Formulated	Delegated	Decreased
Co-authored	Implemented	Dispatched	Deducted
Composed	Incorporated	Enforced	Diagnosed
Conveyed	Initiated	Ensured	Lessened
Convinced	Instituted	Inspected	Reconciled
Corresponded	Introduced	Itemised	Reduced
Counselled	Launched	Monitored	Yielded
Critiqued	Pioneered	Screened	
Defined	Spearheaded	Scrutinised	
Documented		Verified	
Edited, Illustrated, Persuaded, Promoted, Publicised, Reviewed			

You led a project:	You achieved something:	You had a vision and brought it to life:	You supported customers:
Chaired	Attained	Administered	Advised
Controlled	Awarded	Built	Advocated
Coordinated	Completed	Chartered	Arbitrated
Executed	Demonstrated	Created	Coached
Headed	Earned	Designed	Consulted
Operated	Exceeded	Developed	Educated
Orchestrated	Outperformed	Devised	Fielded
Organised	Reached	Founded	Informed
Oversaw	Showcased	Engineered	Resolved
Planned	Succeeded	Established	
Produced	Surpassed		
Programmed	Targeted		

# Cover Letter

## First impressions count

A carefully written cover letter that is tailored to the job you are applying for is an important step in the process of selling yourself to a prospective employer.

The role of the cover letter is to summarise your experience and highlight information in your resume that fits the requirements of the role. The best way to do this is to go back to the job advertisement, identify the key words and 'must have' requirements listed. The cover letter should leave the reader in no doubt that you are a great fit and they can go ahead and read your resume with confidence.

A well written cover letter should:

- Introduce you to the employer
- inform the reader about your skills and experience and what makes you the best applicant for the position
- show that you know about the organisation and have done your research
- be concise and to the point, explain why you are interested in the position and what makes you the best applicant for their consideration

Formatting your cover letter:

- Keep your letter to one A4 typed page
- font size 10-12
- font style: Calibri or Arial
- use plain business English, avoid using abbreviations, jargon or slang
- ensure your spelling and grammar is 100%
- be clear and concise, address one main idea in each paragraph
- white space between paragraphs
- ensure the name of whom you are addressing is correct



**Resume - all about you**



**Cover letter - all about them**



# Cover letter template

John Smith  
j.smith@uqconnect.edu.au  
Mob: XXXX XXX XXX

Day Month Year e.g. 10 August 2018

Recipient name  
Position title e.g. Human Resource Manager  
Company Name  
Street address  
City State Postcode

**Re: Position title of vacancy, reference no: (if available)**

Dear recipient name

**Paragraph 1:** In 1–2 sentences, introduce yourself, outline your latest experience or qualification currently undertaking and tell them what you are applying for. Take the opportunity to grab the employer’s attention immediately by outlining some achievements or skills you may possess.

**Paragraph:** Outline your motivation for applying. The focus should be on why you want to work for the company and, in particular, in this role. If you are applying for a graduate program, it is especially important to outline your interest and understanding of the company due to the highly competitive application process. Putting it simply, in this paragraph, you are essentially outlining why you are interested in working for this organisation.

**Paragraph 3 and 4:** Outline any particular courses or projects you were involved in, previous work experience and any interests you have that are relevant to the position you are applying for. Outline anything else from your life experience such as extra-curricular activities, groups or associations that could link your experience with what the organisation is looking for and which may contribute to their organisational goals. What similarities do you have with the company culture and direction? What differences do you have that would complement them?

**Paragraph 5:** This last paragraph should be confident, concise and decisive. Give the reader appreciation for their time reviewing your application, as well as reiterating your genuine interest in this role. Conclude by outlining the documents you have included such as your resume and transcript, re-enforce your interest in the position and that you are looking forward to discussing your application further. Also state if the employer requires any further information please don’t hesitate to contact you.

Yours sincerely

Your Name

Template

## ACTIVITY

Select any job advertisement and practice writing a cover letter using the format outlined above.

# Interviews

## Tips for success

You have done the hard work with your resume and cover letter and secured an interview, congratulations! The next step is to ensure you make the best possible impression.

The more prepared you are, the more confident you will feel which will lead to a better interview outcome. Reflect on what you know about yourself, the skills you possess and what you can bring to the job. Preparing your interview responses, and practising them, will give you the best chance of articulating and presenting yourself well on the day.

Likewise, research on the company is a must. What do they do? Who are their competitors? What is their point of difference? Use tools such as:

- Company website - review core services, history, performance, corporate values and mission
- Media releases - important news and information about the company
- LinkedIn - research key people and employees in the organisation, the interviewer, where they sit in the organisation

As the interview draws near, plan your route to the location of the interview and give yourself plenty of time to arrive early. Make sure you know the name of the person you are meeting and their telephone number should an unexpected delay occur on your journey there. Plan your personal presentation carefully remembering it's better to be overdressed than too casual for an interview.

### Body language

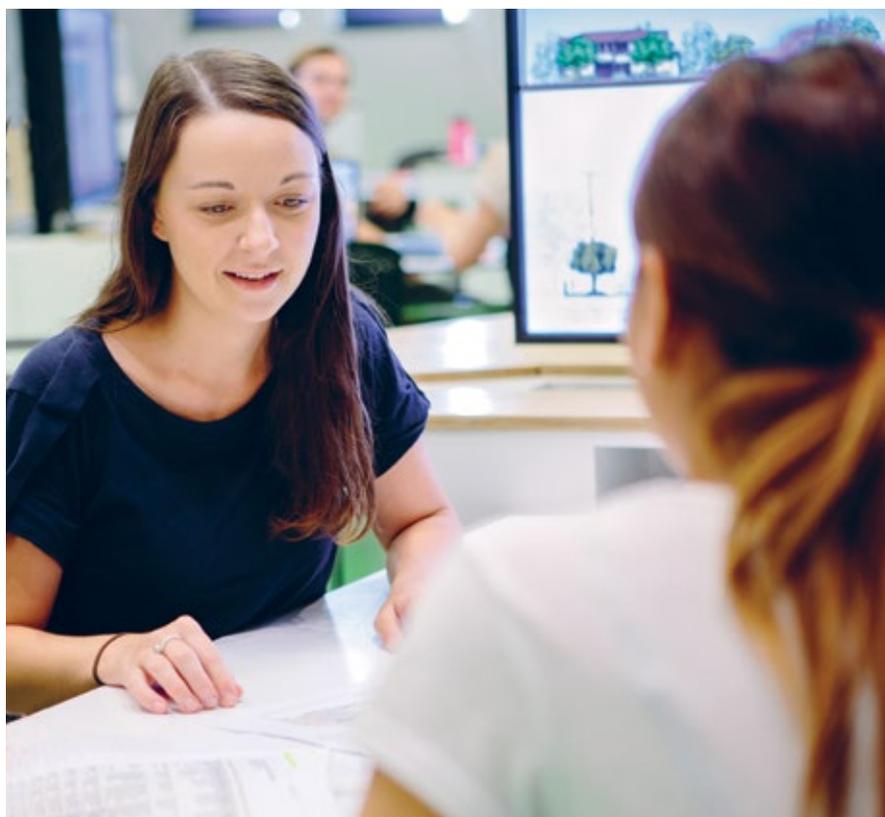
Sometimes our non-verbal communication can let us down. It's important to convey confidence in an interview setting and eye contact is an important component. Give natural eye contact with all interviewers, not just who is asking the questions but try not to stare. Be mindful of your posture, sit up straight and don't slouch. Have a firm handshake delivered with a smile.

### Use active listening

An interview should be a two way conversation. Active listening confirms you are listening by clarifying or paraphrasing what has been discussed. If you don't understand a question, ask for clarification to ensure you are able to form your best response. Remember never to interrupt the speaker, wait for them to finish before answering.

### Practice

Role play your interview responses with a friend or book a one on one consult with an Employability Advisor. Also, check out our EAIT Employability workshops and mock assessment days.





## Interview Guide

An important question to ask when you have been invited to an interview is what type of interview to expect. This will help your preparation.

### Behavioural interviews

A questioning approach the employer uses to find out about your past experience, your reaction in certain situations and the resulting outcome. This helps them to understand how you will handle similar circumstances in the future. Example: Describe a situation where you were the member of a team and had to take the lead to ensure results were achieved? The interviewer is looking for you to outline your competency in Leadership. You will need to answer this question by articulating the situation, task, action and result, known as the STAR Model.

### Panel interviews

A panel interview is likely to consist of a number of key members of an organisation. Each member may have different agendas or priorities so it is important to establish rapport individually where possible and ensure you make eye contact with all members.

### Unstructured interviews

Often presented as a casual chat over coffee, this type of interview is usually more informal and conversational with information being gained through discussion. Although this style of interview will appear more casual, bear in mind that your answers are closely monitored in order to determine your skills, attitudes, personality and cultural fit.

### Assessment Centre

This is where a group of candidates participate in various activities over a period of time, typically a half or full day. You may be asked to perform tasks in pairs or in a group, do role plays, give presentations, form groups and compete with other groups, have discussions and problem solve in groups. Assessment centres assess skills such as teamwork, leadership and communication skills.

### Situational interviews

Situational interviews are similar to behavioural interviews but the focus is on hypothetical questions as opposed to actual life experiences you have had. Questions are focused around skills identified as necessary to perform the role rather than past behaviour.



Getty Images

# Common interview questions

## The interview format

An interview usually opens with them telling you about the company and the role. The interviewer will then work through a range of questions designed to help them identify your fit to the role. Some common questions are:

### 1. “Tell me about yourself”

The interviewer is trying to find out if you are a good fit for their company culture. You need to demonstrate in your response:

- Who you are
- What is your ‘X factor’/ what you do best
- Why you are a good fit (see Elevator Pitch)

### 2. “Why do you want to work here/What do you know about our company?”

The interviewer is trying to work out if you have done your research and what your motivation for applying is. You need to demonstrate in your response:

- What you know about the company and how it aligns with your values and/passions

### 3. “What is your biggest weakness?”

The interviewer is trying to find out how honest and self-aware you are.

You need to demonstrate in your response:

- A truthful answer with an example. Use the opportunity to demonstrate your self-awareness, and what you are doing to address the problem.
- Always remember to finish on a positive.
- Don’t try to make a strength sound like a weakness, “I am a perfectionist”, is not suitable

### 4. “What are your strengths?”

The interviewer is trying to find out if your strengths align with the company’s needs and if you can do the job and perform.

You need to demonstrate in your response

- A truthful answer with an example. Choose to outline a strength that fits with the skills they are looking for. Refer to the original job advertisement for this.
- Show how you are someone who will make an excellent addition to the team
- Don’t be humble, be proud of your strengths

### 5. Technical questions

(your research of the company/role will help you prepare your answers to these)

### 6. Behavioural interview questions “Tell me about a time when.....”

(use the STAR format to structure your answers)

### 7. “Do you have any questions for us?”

(your chance to ask them questions that will help you be memorable)

As the interview closes, if you are really interested in the role, let the interviewer know this and that you look forward to hearing the outcome. Remember to also thank the interviewer/s for their time and for considering you for the role.

After the interview reflect on your answers and think about what questions you answered well and where you could have improved. This will be helpful when preparing for your next interview. It is a good idea to follow up with a polite email after the interview to thank the interviewers for their time, re-confirming your interest. If you have not heard back from them after two weeks, it is a good idea to follow up with a phone call or email and ask for some feedback.

# Developing your elevator pitch

An elevator pitch is a 30 second speech that summarises who you are, what you do and why you would be a perfect candidate. It's a short statement that will help you to introduce yourself in networking situations and will serve as the ideal answer to the interview question "Tell me about yourself"

## ACTIVITY

**Write your elevator speech in bullet points. Engage the listener to keep conversation flowing. Make sure it suits the situation/ event and answers the question, 'why would a recruiter/company want to hire you?' Practice to get confident with your delivery.**

Who are you? Name, educational background, training

---

What you do best? Your interests, career goals

---

How have you made an impact? Your experiences, as it relates to the opportunity/network environment

---

What sets you apart from the competition? Strengths, achievements, your X-factor!

---

What are you looking for? If networking for a role, why would you be a good fit for that particular position or company

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# Behavioural interviews

## Using the STAR format

### Situation – Task – Action – Result

The STAR model helps you to structure your responses to ensure you are providing a well-rounded answer that provides evidence of previous experience in a certain situation.

Behavioural interviewing is a common technique used in student and graduate recruitment. These questions are easy to identify as they ask you to “Tell me about a time when..../Describe a time when....” It’s important that you answer using the STAR format, outlining A SPECIFIC TIME something happened. Think of your answer as a short story with a beginning, middle and ending. Pay particular attention to the Action part of your answer, remembering to use “I” not “we”.

The STAR model will help you structure your responses:

**Situation:**

Describe the situation.  
When was it?  
What was your position?

**Task:**

What was the task, problem or issue?

**Action:**

What specific actions or steps did you take?

**Result:**

What was the outcome that was achieved as a result of your actions?

When you formulate your responses, ensure that you include:

- your personal involvement/role if describing a group situation
- outline the process/thinking you completed to come up with the solution
- mention the rules you had to follow and how you managed this

**Example:**

**Q:** “Tell me about a time when you had to lead a team to achieve a goal?” (they are trying to identify your leadership capability)

**A: Situation:**

“As part of the internship I did last year at XTYcom, I was working as part of a team of six developing a web platform for the first of a series of company website launches. We were confident we would complete the project to schedule but then two team members, including our team leader, fell ill.”

**Task:**

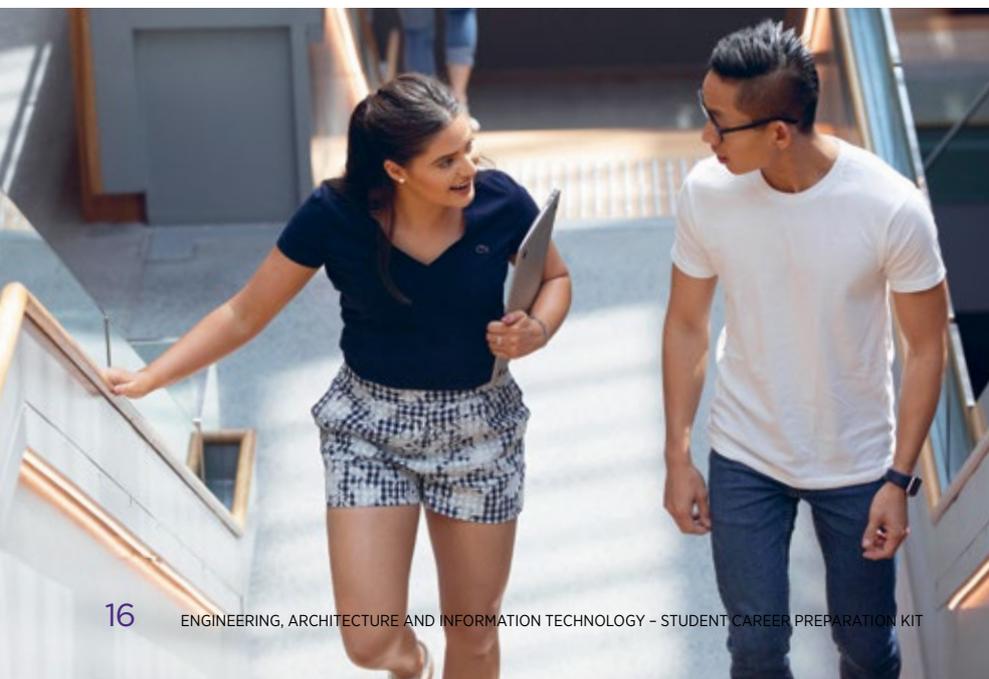
“The team was suddenly under serious pressure to meet a deadline on which a substantial marketing budget had already been invested. We were required to meet the original deadline with the smaller team and no formal leadership.”

**Action:**

“I was up-to-speed with all aspects of the project and felt really confident in my programming skills through a course I’d just completed at uni so I decided to put myself forward as team leader for the remainder of the project. From my recent course, I was able to share my technical knowledge. On the leadership side, I had some experience from captaining a rowing crew throughout high school so felt well prepared. I knew from the rowing experience that keeping everyone in constant communication would be important so I arranged a team daily debrief over morning coffee. After speaking with the Manager on how challenged we would be with a smaller team, I was able to motivate the team using incentives including a bonus on completion and two ordered-in Thai food evenings in the office for when we had to work extended hours. The incentives got everyone excited and kept us determined to succeed. The daily coffee catch ups were a great forum for sharing our ‘stucks’ meaning we could support each other so no one fell behind in the workload.”

**Result:**

“Under my leadership the team brought the project in on time. The launch was a success. The team were congratulated on a job well done and I received a letter of recognition and thanks from the Manager. They have also indicated that I may be offered a graduate role.”



## ACTIVITY

**Prepare your answers, using the STAR format, to the following questions.**

**Q:** “Describe a time when you had to give a team-mate constructive criticism. How did you go about giving it?”  
(they are trying to identify your communication capability)

**A:**

Situation:

---

Task:

---

Action:

---

Result:

---

**Q:** “Tell me about a time when you didn’t achieve what you set out to do. How did you deal with it? (they are trying to identify your resilience)”

**A:**

Situation:

---

Task:

---

Action:

---

Result:

---

### **Initiative**

Tell me about any new ideas or processes that you have implemented.

---

### **Problem Solving**

Tell me about a complex problem you have solved. Walk me through the process you took.

---

### **Leadership Skills**

Tell me about a time when you lead a group. What was your role as a leader?.

---

### **Team Skills**

Tell me about a specific situation where you were able to help out a team member or colleague.

---

### **Time Management**

Tell me about a specific situation when you managed conflicting priorities. What did you do?

---

### **Building Rapport**

Tell me about a time when you have had to deal with a difficult customer/colleague. What happened? What was difficult about them?

---

### **Quick Learner**

Tell me about a time in your current role when you had to learn new skills quickly.

---

# Online job opportunities

## The hidden job market

Did you know that up to 80% of jobs are not advertised?

**Here are some tips to ensure you are covering all bases to find potential opportunities.**

- Sign up for StudentHub job alerts [studenthub.uq.edu.au](http://studenthub.uq.edu.au)  
StudentHub also has a lot of great resources available to help you through your job search [studenthub.uq.edu.au/students/resources](http://studenthub.uq.edu.au/students/resources)
- Join the EAIT Student Employability Facebook group [facebook.com/groups/EAITStudentEmployability](https://www.facebook.com/groups/EAITStudentEmployability)
- Undertake the Employ101x MOOC (Massive Open Online Course). Be sure to use your UQ email address to register [https://www.edx.org/course?search\\_query=employ101](https://www.edx.org/course?search_query=employ101)
- Sign up to job alerts on the main job boards such as [seek.com.au](http://seek.com.au), [careerone.com.au](http://careerone.com.au), [jora.com.au](http://jora.com.au), [indeed.com.au](http://indeed.com.au)
- Keep an eye on websites such as [graduateopportunities.com](http://graduateopportunities.com), [gradconnection.com](http://gradconnection.com) and [gradaustralia.com.au](http://gradaustralia.com.au) for the dates key

graduate and vacation programs open as well as handy job related resources.

- Check out GlobalGrad and GoinGlobal for international internships and graduate roles <https://globalgrad.uq.edu.au/> <https://studenthub.uq.edu.au/students/links/detail/203>
- If you are an international student, set up job alerts and monitor the webpages of universities in your home country for vacation and graduate opportunities.
- Visit GoinGlobal: [goinglobal.com](http://goinglobal.com) and GlobalGrad: [globalgrad.uq.edu.au](http://globalgrad.uq.edu.au) which are comprehensive online resources that provides international career and employment information as well as international job opportunities overseas.
- Check out Top Graduate Employers and Top Intern Programs for a list of the best programs as voted by grads/interns [topgraduateemployers.com](http://topgraduateemployers.com) [topinternprograms.com.au](http://topinternprograms.com.au)
- Use your network. Talk to family, friends, colleagues and peers. Who do they know?

Continue to build your professional network by attending industry events.

- Create a good [linkedin.com](http://linkedin.com) profile (with a professional photo) and start building your online network. LinkedIn is a great tool to identify key contacts in your industry. You can also set up job alerts.
- Get proactive. Research some of the small and medium firms you would be interested in working for and contact them directly – LinkedIn is a really good tool to help you identify who you should be contacting at each company (via phone is best). Often smaller companies don't advertise online or don't have formal vacation or graduate programs but may be willing to give you a go.
- Use your network
- Create a good LinkedIn profile
- Get proactive.

### ACTIVITY

List 5 people in your network who can help you with your job search:

1	_____
2	_____
3	_____
4	_____
5	_____

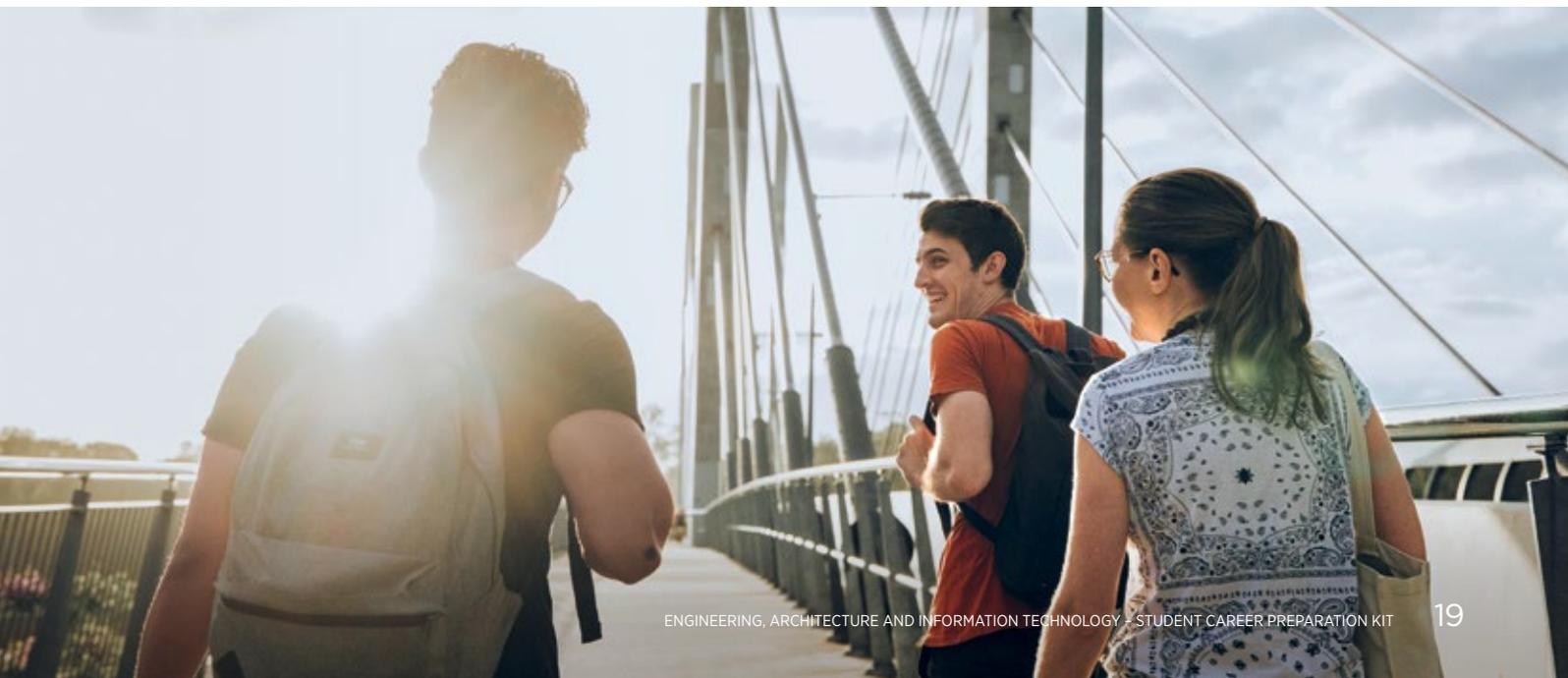
List at least 3 job boards you will use to set up job alerts

_____	1
_____	2
_____	3

# Tracking your progress

It's important you track your job applications using a tracker similar to the sample below. A visual record of your progress with each role will help you to identify where you need to follow up. It may also be helpful to indicate where your 'stucks' appear. For example, if you are not progressing beyond the application stage, chances are there's something not quite right with your resume and cover letter and you may want to get some help. If you are unsuccessful, where possible, gather feedback on the reasons why and use the information to improve your next application.

COMPANY				
JOB TITLE				
JOB NOTES				
CLOSING DATE				
DATE YOU APPLIED				
TELEPHONE INTERVIEW				
FACE TO FACE INTERVIEW				
REFERENCE CHECKS				
OUTCOME?				



# LinkedIn

LinkedIn is a professional networking site that may increase your chances of landing your dream job. It's your opportunity to create a professional career profile that looks appealing to hiring managers and acts as a means of making key connections that can further your career.

## Getting Started

Although similar in operation to Facebook, LinkedIn is strictly for representing your career endeavours. This professional networking site has over 500 million members, including business owners, CEOs, and HR professionals.

### You can use LinkedIn to:

- **Search for jobs:** LinkedIn has its own job board where you can actively search for jobs, or set up a profile and receive notifications. If a job interests you, you can often apply using just your LinkedIn profile.
- **Grow your network and leverage off it to identify opportunities:** Use the search bar to look up company names or job titles you are interested in. Look at as many profiles as you can and find people in your field of interest to connect with.

If you want work experience, why not call the person and explain you found them on LinkedIn, find their career path particularly interesting and ask them if they can help you to find work experience? If they don't have anything for you themselves, who else in their network do they recommend you call? Once you have this new name, look them up on LinkedIn, read their profile and repeat the calling approach explaining you have been referred from someone they know. You will be interested to know that many companies ask their own employees first if they know anyone that can fill a position before they even post a job online. Sometimes they offer a bonus for a successful hire from recommendation. We know it's daunting to call someone in this way but it does open doors.

- **Scout for companies you want to work for:** Many companies have their own business profiles on LinkedIn. Studying employee profiles, specifically those recently hired for the job you want, gives you a feeling for what types of people they're likely to hire and what skill sets and experiences you have in common. If this company is your dream job, you can start to position yourself as an appealing candidate to hire the next time there's an opening.
- **Be found and look sharp:** To ensure you give yourself every chance to land that job, make sure you have an excellent professional profile. Having a great profile that outlines why you are the perfect person for the job is priceless. If a hiring manager does a Google search on you, give them something good to look at.

## ACTIVITY



### 1. Set up your LinkedIn profile.

1. Google 'LinkedIn' and set up your account using your most commonly used email address.
2. Set up your profile picture. A head and shoulder shot is ideal and a quality selfie will suffice as long as you look professional. *Don't forget to smile so you look like someone others will want to connect with.*
3. Write your summary. This is often an underutilised tool. It's your opportunity to tell the (professional) world about who you are, where you are in your career and your goals for the future.
4. Check your headline, it's the most likely way you will be identified by others. LinkedIn will automatically default to whatever you are doing now but you can edit it anytime. *i.e. Bachelor of Chemical Engineering 3rd year student seeking work experience summer 2019.*
5. Education – make sure this is accurate and up to date. You can add media or academic transcripts if you think that they will assist you to achieve your LinkedIn networking goals.
6. Work History – Put everything on there. If your resume is good, you can copy and paste directly in to LinkedIn. *Yes, include those two years every Friday night you cleaned dishes in the local restaurant. Employers see reliability, commitment, teamwork, achieves results and good communication skills.*
7. Volunteer work – Employers love volunteers so get everything in there and tell them what you did as a volunteer.

### 2. Identify 2 small/medium sized companies in your field of interest who do not have a formal student internship/graduate recruitment program and identify a contact on LinkedIn who you can contact to ask for work.

- 1 Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_
- 2 Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_



# Networking

## Conversation Starters

Anyone can have a conversation and you may find yourself usually very talkative until entering a professional networking situation when suddenly you are overcome with nerves and can't think of anything to say...

The truth is, most people feel like this. The trick is to have a few conversation starters up your sleeve to get things going and help you build rapport. Here are some of our favourites:

1. Hello, what brought you here today?"
2. If you're at an event with food "I am loving these sushi rolls, have you tried them yet?"
3. "How did you hear about this event?"
4. "Isn't this a great venue? Have you been here before?"
5. "What did you think of the presentation this evening?"

### Once you have made the initial introduction:

Find out some background information

- What is your career journey? How did you get to where you are?
- How did you prepare for your career and how did you get your first role?
- What was that? What was your university major?

### Ask questions about their current position:

- What are the most interesting parts of your role?
- What do you enjoy about your current role?
- What does a typical work day look like?

### Talk about your interest in the field and ask questions to help you understand more about the field from their perspective:

- What should I include on my resume?
- What advice would you give someone looking to enter the industry?
- Would you recommend any professional organisations I should be involved with?
- What strengths would it take to be successful in this area?

### REMEMBER networking etiquette:

- Don't just ask for a job, focus on gathering information
- Always follow up with contacts you make by sending a tailored LinkedIn connection request
- Thank them for their time and respect the time they have given
- Always present yourself in a professional manner



# Engineering Professional Practice explained

All UQ Engineering students are required to complete a minimum of 450 hours of engineering professional practice prior to graduation..

## What is required?

The 450 hours of engineering professional practice can be broken into two parts as outlined below:



The UQ Bachelor of Engineering (Honours), Bachelor of Engineering (Honours)/Master of Engineering and Master of Engineering rules state that a student must (a) complete 450 hours of professional practice approved by the Executive Dean, and (b) satisfactorily complete assessment pertaining to that professional practice as determined by the Executive Dean.

Engineers Australia, the Engineering accrediting body, states that “exposure to professional practice is a key element in differentiating a professional engineering degree from an applied science degree” and requires engineering graduates to have 12 weeks of ‘exposure to professional practice’.

\* A professional engineer is someone who has a four-year engineering degree accredited by Engineers Australia (EA) or an equivalent qualification that would permit EA recognition/membership as a professional engineer (i.e. meeting at least the Stage 1 competencies or an international equivalent). Supervisors that do not hold an engineering qualification but hold an equivalent or related qualification may be approved on a case-by-case basis by the Associate Dean (Academic). Email your request for approval to [employability@eait.uq.edu.au](mailto:employability@eait.uq.edu.au)

Students can undertake any type of engineering practice when completing

the minimum 225 hours in an engineering environment i.e. the engineering work does not need to be in the same engineering discipline as that you are studying. Engineering practice may be undertaken in Australia or overseas.

You cannot be supervised by a near relative or close associate as this would be a conflict of interest. Examples of near relatives are parents, partners, siblings and children. Examples of close associates are friends and neighbours.

Students who have undertaken industry placements or work experience as part of previous engineering degree or diploma studies may be able to claim these hours.



Search **EAIT Professional Practice** to find out more.





## EAIT Student Employability Team

[employability@eit.uq.edu.au](mailto:employability@eit.uq.edu.au)

[eit.uq.edu.au/employability](http://eit.uq.edu.au/employability)

Hawken Engineering Building, room C305.

The University of Queensland

St Lucia Q 4072



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CRICOS Provider Number 00025B



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