Otago
Employability Programme

Career planning

Interview Skills

CV Help

1ST IMPRESSIONS

Job Applications

Skills Development
The Otago Student Employability Programme

This programme is an opportunity to enhance your career prospects alongside your degree studies.

The programme is provided by the University of Otago Career Development Centre team with additional presentations by a range of guest speakers.

Every session is designed to stand alone or be taken as part of a programme and this flexibility allows you to choose the aspects which will most benefit you.

Finding a graduate job or internship can be challenging. Employers are interested in your employability skills, your work readiness and what you have to offer in addition to your academic study. Your academic qualification may get you to the interview but, once there, employers will want to know what other skills and experience you bring to the position. Through this recruitment focused programme you will receive guidance and tips on how to promote yourself and your abilities to prospective employers, how to make good applications and how to interview well.

Attending these workshops will give you skills and tools which you can use in the future and opportunities to meet experts in the field, learn from your fellow students and become more employable.

Here is what students say about our workshops:

“I managed to secure a competitive graduate position and I honestly think your advice on CV and letter writing was invaluable”

“This is a great service and definitely helped me to get my internship”

“I gained a lot of insight into how the job market works and what the expectations are”
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Where to Find Us
The programme consists of a variety of sessions, each designed to give you a specific set of skills and knowledge.

The seminars and workshops run throughout the academic year. To book into the events and find out when they are running, check on OtagoCareerHub careerhub.otago.ac.nz

To gain full benefits from the programme, we recommend that you attend as many of the workshops as you can.

So how do you decide which sessions you should attend?

What might your personal programme look like?

1. Find out about the programme workshops
   
   Have a look at all of the workshops listed in this brochure. Read the descriptions of what they all involve and decide whether this would be something useful for you to attend. Contact us if you would like further information.

2. Consider what you need to learn
   
   We are all unique and at different stages in our learning journey. Think about your career goals and what you need to do to develop them, it may be identification of a career path, analysis of the skills you already have, or information on how to write a great CV. The Employability Programme covers all of these options and more and will provide valuable support whatever your area of study or career aspirations.

3. When should you attend?
   
   Trying to cram all of this information into a short time in order to apply for your ideal job may not be the ideal approach. Plan ahead so that you leave yourself time to work on your CV. Give yourself time to practise networking skills before the crucial networking events at which you wish to excel. Attend interview practice sessions well in advance of real interviews so you have time to refine your technique. Attending some of these the year before you graduate rather than leaving everything to the last minute would be wise.

4. Start now
   
   It is great that you are reading this now – so why not start now? Otago is the launchpad for the realisation of your career aspirations. Don’t leave your career planning till the last minute.
Plan your Employability Programme here:

<table>
<thead>
<tr>
<th>What do I need to learn?</th>
<th>Which sessions cover this?</th>
<th>When should I attend?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have no idea what I want to do when I graduate</td>
<td>Pink – Career Planning</td>
<td>Any time from first year onwards</td>
</tr>
<tr>
<td>I don’t know what examples I can use to show that I have the skills that employers are looking for</td>
<td>Green – Getting the Skills Employers Want</td>
<td>A range of useful workshops to attend in second year when you are thinking about what skills you have already and which you need to develop</td>
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<tr>
<td>I have heard that it is possible to get a lot of information by online networking but I am not sure what to do</td>
<td>Purple – Job Search</td>
<td>Anytime – it is useful to start developing your social media presence before you start looking for work</td>
</tr>
<tr>
<td>How do I write an effective CV?</td>
<td>Yellow – Making Applications</td>
<td>When you are applying for jobs / internships etc…</td>
</tr>
<tr>
<td>I am quite nervous about attending interviews</td>
<td>Blue – Interview Skills</td>
<td>Useful for anyone who has an interview coming up</td>
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</table>

Now over to you ………..

<table>
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If you have questions that you feel are not answered by any of our sessions or you cannot attend one of the workshops, contact us at the Career Development Centre and we will be able to help.

You can book all events online on OtagoCareerHub or, to make an appointment, email us on careers@otago.ac.nz, call into the Career Development Centre in the ISB Building or phone us on (03) 479 8244.
## Career Planning

### Make the Most of Your Time at Otago

It may seem a long way till graduation day but it is important to:

- Make the most of your time at Otago
- Be able to stand out from the crowd
- Be able to compete in the job market when you graduate

This workshop will give you an understanding of:

- The services offered by the Career Development Centre
- The expectations of employers and how to meet them
- How to develop other non-academic skills
- The opportunities and assistance available to you at Otago
- The skills you already have and how to develop them further

Suitable for all students who are starting to think about career planning.

Check on OtagoCareerHub for the next dates for this workshop.

### The V.I.P.S of Career Planning

What decisions do you need to make to realise and release your career potential? In this workshop you will have the chance to find out how to make good decisions and how good decisions will help your career.

This workshop will give you:

- Knowledge of different styles of decision making and which suits you
- Tools to help you make effective career plans and goals

Suitable for all students including those who are at decision making points.

Check on OtagoCareerHub for the next dates for this workshop.

### How to make the most of attending Career Fairs, Expos and Employer Presentations

Why go to an expo or employer presentation? Are they worth attending? What can you expect to get out of them? The aim of this workshop is to help you to make the most from attending employer events so you don’t come away empty handed!

This workshop will show you:

- How to prepare and what you should do before you go to an event to ensure you make the best use of your time

Suitable for all students who are thinking about what they might like to do once they have finished studying.

Check on OtagoCareerHub for the next dates for this workshop.

For details of seminars and events, as well as graduate jobs and internships, visit OtagoCareerHub – careerhub.otago.ac.nz
What can I do with my degree?

Not sure what options your degree may lead to? It is never too early to start planning your career. There are a lot of factors to take into consideration and planning to put in to give yourself the best opportunities.

This workshop will give you:
- Tips on how to find out about career options with your major
- How to research these options
- Ideas on how you can enhance your CV through activities that complement your major while improving your range of competencies
- Pointers on how to design a plan of action

This is a good general workshop for all students to attend – second year students in particular would be encouraged to attend this.

Check on when this workshop is running each semester on otago.ac.nz/careers.

Considering the Otago Exchange Programme?: What are the benefits of taking part?

As an Otago student you can study for a semester or a year at one of 90+ exchange Universities around the world. The courses that you complete are credited back to your Otago qualification, so you take no longer to complete your degree than if you’d stayed in Dunedin. You will pay your usual Otago tuition fees and continue to receive your student loans and allowances. To make it even better, a range of grants and scholarships are available to help with travel costs.

At the end of this workshop you will have:
- Answers to your questions regarding overseas exchange
- Knowledge of the next steps to take if you are intending to apply

Aimed at any students considering the option of exchange – this should be your first port of call with questions.

Exchange Seminars – these 30 minutes seminars provide full information about the Otago Global Student Exchange Programme. They cover the application process, course credits and finance options, including scholarships and awards available. Students will also be directed to the best source for obtaining information on the host institution. Exchange seminars are held three times a week during the university’s main lecture period:
- Tuesdays and Thursdays: 12pm
- Wednesdays: 2pm

Venue: Student Resource room, Room B07, basement of the Archway West building (144 on the Campus Map).
Experience needed? How do I get it?

Experience needed. How often have you seen this in a job advertisement? Many graduate employers say that they will only look at job applicants who have some type of work experience. How do you make the most of your time at University and what sort of experiences can enhance your applications in the future?

This is a good workshop to attend if you are looking ahead to future job applications and wondering how to improve your range of competencies and experiences to help you succeed in job applications – recommended for first or penultimate year students.

This workshop will give you:
- Information about what type of experiences employers look for
- Details of how to find work experience, part time jobs, internships, volunteering opportunities
- Advice on how to present these opportunities in applications

This workshop takes place several times in each semester. Check on OtagoCareerHub for dates.

Homecoming to Dunedin: A Workshop for Exchange Students Returning to Dunedin

We know that students accomplish a lot when they are abroad; this is a chance to share your stories and consider how the experiences have enhanced your career prospects and how you might articulate this in future applications.

A workshop for students who have returned from exchange overseas – to reflect on how to make the most of your experiences in future career planning and applications.

This workshop will give you:
- A chance to find out what employers look for in CVs and job interviews
- An opportunity to reflect on the personal growth and new skills you have gained since you left for your exchange
- Details of how your exchange programme experiences can assist with creating a great CV and answering behavioural interview questions

This workshop takes place once each semester during Exchange week. Check on OtagoCareerHub for dates.
Introduction to Unicrew Volunteering

At UniCrew Volunteering we believe anyone can be an agent of change. While doing something positive for the community, you will gain experiences and employability skills that make you a desirable graduate to future employers. Come along to the workshop and find out more about becoming a UniCrew volunteer. We can help find the right volunteer opportunity for you.

Come along if you want to:
• Make a difference to the community
• Have a go at something new
• Meet new people and get to know your community
• Gain experience and skills relevant to your studies
• Follow your passion, hobby or interests

“It was worthwhile for me beyond just volunteering: it felt good to get to use some of the knowledge which I have gained from university towards the volunteering” – Feedback from a student volunteering with Special Smiles dental checks at Special Olympics National Summer Games.

At the end of the workshop you will know:
• How you and your career can benefit from volunteering
• What kind of UniCrew volunteer opportunities you can get involved in
• How to sign up to be a UniCrew volunteer

Delivered regularly throughout the year – check on OtagoCareerHub.

What skills are employers looking for? How do I prove I have them?

Many employment and study applications require candidates to illustrate their competencies in various areas by giving concrete examples of where you gained these skills.

This is a good workshop suitable for all stages of study to identify your skills and how you can express these articulately verbally and in writing. The workshop will also help you identify areas in which you might need to develop your skills profile further.

At the end of the workshop you will know:
• What type of skills employers are looking for
• What your own strengths are and how to describe these in applications
• Which areas you may need to develop further and how to do this.

Delivered regularly throughout the year – check on OtagoCareerHub.
Job Search Skills

How to Search for Work

Looking for a job is a daunting prospect for anyone. This workshop will look at where to look for casual and permanent employment, how to research job options and to identify what employers are looking for. Come along with all of your job search questions.

Aimed at anyone who is currently looking for employment.

At the end of this workshop you will know:
- Where to look for vacancies
- How to find jobs that are never advertised
- How to analyse job advertisements.

This runs several times each semester. Look on OtagoCareerHub for the next dates.

Networking: How to Make it Work for You

Networking is a great way to find “hidden” job opportunities. In this interactive session we will give you hot tips on how to make the most of networking events. You will have the opportunity to practice your new networking skills.

Suitable for all students including those who tend to feel nervous and tongue-tied at professional networking events.

This workshop runs throughout the year. Check the dates and times on OtagoCareerHub.

This workshop will give you:
- Increased confidence to attend professional networking events
- Ideas on how you can prepare for networking events
- General knowledge of networking-etiquette
- Awareness of communication micro-skills that will help you to improve the flow of your conversation
- The opportunity to practice your interpersonal skills in a relaxed, fun environment

Social Media and Developing a LinkedIn Profile

Social media is often a key player in the job search process today. Sites like Facebook, Twitter and LinkedIn allow employers to get a glimpse of who you are outside the confines of a resume, cover letter or interview. This workshop talks generally about social media channels and concentrates in more depth on writing your LinkedIn profile.

Aimed at anyone who is currently looking for employment.

Having a basic LinkedIn profile already is advantageous in this workshop.

At the end of this workshop you will know:
- How employers use some of the social media channels to search for employees and to evaluate future employees
- How LinkedIn works
- How to write and improve on your own profile on LinkedIn

This runs several times each semester. Look on OtagoCareerHub for the next dates.

For details of seminars and events, as well as graduate jobs and internships, visit OtagoCareerHub – careerhub.otago.ac.nz
### CV Seminar: How to Write Great CVs and Cover Letters

<table>
<thead>
<tr>
<th>This is a workshop that will give you tips for writing your CV and cover letters.</th>
<th>Ideal for anyone starting to write CVs and cover letters. Essential for students to attend a workshop prior to a one on one CV check.</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of the workshop you will know:</td>
<td>Delivered regularly throughout the year – check on OtagoCareerHub.</td>
</tr>
<tr>
<td>• The key things an employer will look for in a CV and a cover letter</td>
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<tr>
<td>• How to layout the CV and cover letter, the essential and optional elements</td>
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### CV Tutorial

<table>
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<tr>
<th>This is an interactive tutorial with up to 8 participants. Look at your CV from an employer’s viewpoint, share your experiences and suggestions within the group, learn what works within your CV and ways in which you may improve on what you have already. Bring a paper copy of your CV with you to this tutorial.</th>
<th>Aimed at students who have already completed their CV and would like to have the chance to look at other examples and have their own CV checked.</th>
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<tbody>
<tr>
<td>At the end of the workshop you will know:</td>
<td>Delivered regularly throughout the year – check on OtagoCareerHub.</td>
</tr>
<tr>
<td>• The great things about your current CV</td>
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<tr>
<td>• How to improve your CV to make it even better</td>
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</tr>
<tr>
<td>• What employers look for in job applications</td>
<td></td>
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<tr>
<td>• About different types of CV styles and formats</td>
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</table>

### Cover Letter Tutorial

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<tr>
<th>This is an interactive tutorial with up to 8 participants. Look at your cover letter from an employer’s viewpoint, share your experiences and suggestions within the group, learn what works within your cover letter and ways in which you may improve on what you have already. Bring a paper copy of your cover letter with you to this tutorial.</th>
<th>This is a good general workshop for all students to attend.</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of the session you will:</td>
<td>Delivered regularly throughout the year – check on OtagoCareerHub.</td>
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<tr>
<td>• Know which elements make up a winning cover letter</td>
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<tr>
<td>• Know what already works within your own cover letter and have ideas as to how you might improve it further</td>
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<tr>
<td>• Have some guidelines on how to highlight your strengths in a cover letter that ticks all the right boxes with prospective employers</td>
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For details of seminars and events, as well as graduate jobs and internships, visit OtagoCareerHub - careerhub.otago.ac.nz
## Interview Skills

**Do you get so nervous about interviews and presentations that it affects your performance?**

<table>
<thead>
<tr>
<th>This is a confidence building workshop which explores useful tips to help you manage and overcome nervousness in the lead up to and execution of an interview/presentation.</th>
<th>In this practical workshop we will explore effective ways of preparing yourself before and during an interview or presentation. We will consider how to calm the mind, relax the body, manage anxiety and nervousness and present ourselves in a confident and positive manner.</th>
</tr>
</thead>
</table>
| **At the end of this workshop you will:**  
  - Have an increased knowledge of relaxation techniques to calm pre interview/presentation nerves  
  - Have an increased knowledge of useful preparation that can help ensure improved levels of confidence | **Check when this workshop is running on Otago CareerHub.** |

## Successful Interviews – How to Get that Job

<table>
<thead>
<tr>
<th>You have passed the first hurdle, the CV and application form. Now you have to persuade the employer that you are the ideal candidate out of a group of candidates. Use the interview to show yourself to your best advantage.</th>
<th>This seminar is targeted at anyone who is preparing for an interview.</th>
</tr>
</thead>
</table>
| **At the end of this workshop you will:**  
  - Know how to prepare and answer difficult interview questions  
  - Be aware of tools which may assist you with interview practice | **Check when this workshop is running on OtagoCareerHub.** |

## Interactive Interview Practice Workshop

<table>
<thead>
<tr>
<th>Are you all prepared for your next job interview – and yet you are still finding it a daunting prospect? Practice your interview skills in a safe environment! In this interactive session you will have the opportunity to master mock interviews. This workshop will equip you with tips on how to overcome nerves and you will get a chance to practice interview etiquette through role play.</th>
<th>This workshop is targeted at students who are preparing for a job interview. It is a great training opportunity for those who easily get nervous in interview situations. Note: Book in early! The number of participants for this workshop is limited to 8. If you have one, please include a description of the position you are going to be interviewed for your booking.</th>
</tr>
</thead>
</table>
| **At the end of this workshop you will:**  
  - Be aware of techniques that may help you to keep your poise when answering tricky questions  
  - Feel more confident in the interview situation | This workshop will run throughout the year. Check OtagoCareerHub for details. |

For details of seminars and events, as well as graduate jobs and internships, visit OtagoCareerHub – careerhub.otago.ac.nz
## Small Talk and your Elevator Pitch

<table>
<thead>
<tr>
<th>Do you know what you would say to a potential employer about yourself if you just had five minutes of their time? What is your sound bite?</th>
<th>Suitable for all students who are thinking about employment.</th>
</tr>
</thead>
</table>

This practical workshop will show you:

- How to market yourself beyond a CV and Cover Letter
- How to demonstrate your worth, increase your contacts and find out about hidden job opportunities

Check on OtagoCareerHub for the next dates for this workshop.

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For details of seminars and events, as well as graduate jobs and internships, visit OtagoCareerHub – careerhub.otago.ac.nz
### DVD Material

#### Journey to Work: From a Degree to a Graduate Job

| This DVD shows eight students as they prepare for life after university. The students talk about their career ambitions and what they have already done to maximise their chances of getting the job they want. They listen to advice from industry mentors and career advisers. We then meet them again a few months later to see whether they found the advice useful. Graduate recruiters tell us what makes an applicant stand out and the DVD features quick guides to boosting your employability. | DVD viewings will be arranged throughout both semesters. Check on OtagoCareerHub for the next date or arrange an individual viewing at a time to suit you. |

#### Making an Impact – The Graduate Job Interview

| This DVD shows real students and graduates being interviewed by actual recruiters and includes face to face and telephone interview examples. | DVD viewings will be arranged throughout both semesters. Check on OtagoCareerHub for the next date or arrange a time when you can view this individually. |

#### At the Assessment Centre

| This DVD shows students and graduates being assessed by actual recruiters in activities which commonly feature at assessment centres. It includes extracts from each exercise, selectors verdicts and candidates reflections on their own performance. | DVD viewings will be arranged throughout both semesters. Check on OtagoCareerHub for the next date or arrange a time when you can view this individually. |

#### Big Opportunities in Small Businesses – Graduates in SMEs

| A high percentage of people worldwide are employed by small to medium sized employers. This DVD explores how graduates and SMEs can benefit each other. There is one programme for graduates and one programme for employers. The graduates' programme shows what it is like to work for SMEs. Because SMEs can be harder to find than traditional graduate employers there is a special section on how to get started with your job search. | DVD viewings will be arranged throughout both semesters. Check on OtagoCareerHub for the next date or arrange a time when you can view this individually. |

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For details of seminars and events, as well as graduate jobs and internships, visit OtagoCareerHub – careerhub.otago.ac.nz
Other Events from the Career Development Centre

The Career Development Centre has a variety of employer events each semester to help students with their move into the world of work. These include:

**Employer Presentations and Information Sessions**

All students are welcome at employer presentations which are usually held at lunchtime or in the evening. First and second year students find the presentations useful for planning their course of study and career direction. Final year students and graduates can apply for current vacancies with companies. Students can find out about the company and its culture from senior executives and human resource managers, and find out what qualities employers are seeking in graduates. Recent graduates are often available to talk about their experiences.

**Cutting Edge Employer Presentations**

Guest employers talk on topics related to the world of work. Previous presentations have covered: ‘Getting the Job YOU want’, ‘How to Avoid Blowing your Job Interview’, ‘Preparing a CV that gets YOU into the YES pile’, ‘What you should look for in an Employment Agreement’, ‘Negotiating Job Offers’ and ‘Psychometric Testing; What’s it all about?’. All students are welcome to attend these sessions.

**Career Fairs and Expos**

These events are held on campus and provide excellent opportunities for students to meet face-to-face with employers, talk with recent graduates, and find out about job opportunities.

Each year the following events are held:
- Accounting, Law & Finance Expo
- Teaching Expo
- General Careers Fair
- IT Expo

Check OtagoCareerHub for dates and details of who will be attending.

**Online Resources**

The Career Development Centre has an array of online and computer-based resources, as well as print resources:
- Check out our website for a list of our library books and additional resources related to career options, CVs & interview skills.
- Practise your interview skills by using our interactive interview software, Interview Stream otago.interviewstream.com/
- Unsure of which direction to head in? Come in and use Pinpoint, a computerised guidance programme.

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**PinPoint™ Career Guidance System**

For details of seminars and events, as well as graduate jobs and internships, visit OtagoCareerHub – careerhub.otago.ac.nz
Where to Find Us

The Career Development Centre is open Monday – Friday, 9am-5pm.

Our team is available to answer individual career queries. Drop in to see us (no appointment necessary – check current drop in hours on OtagoCareerHub) or telephone or call into the office to make an appointment.

Web  otago.ac.nz
Phone  03 479 8244
Email  careers@otago.ac.nz

Follow us on:  

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