



University
of Otago

ŌTĀKOU WHAKAIHU WAKA

Graduate Recruitment

Services Guide 2026



Kia ora!

Welcome to Graduate Recruitment at the University of Otago | Ōtākou Whakaihu Waka!

Want to talk to students directly about your recruitment, and your brand? Whether it's an expo, information session about your organisation and recruitment process, a networking function, employer-led masterclass or a hackathon, our Graduate Recruitment team are here to maximise your engagement with our amazing taura and graduates. We have a variety of ways to connect and will work with you to identify the best options.

This guide has been created to help you navigate our services and plan your Otago engagement through the phases of Engage, Empower, Experience and Employ. Each stage offers different opportunities to connect and ultimately leads to success when you find your next superstar team member and students know about the opportunities you offer!

Feel free to reach out with any queries as we are here to help you connect and look forward to working with you in 2026.



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2026 Key Dates

Semester 1

Monday 23 February

1st Semester Classes Begin

Wednesday 18 March

2026 Business and Law Expo

Monday 20 April

Mid-semester Break Begins

Friday 24 April

Mid-semester Break Ends

TBC

2026 Tech Expo -
Expression of Interest

Friday 29 May

1st Semester Classes End

Semester 2

Monday 13 July

2nd Semester Classes Begin

Tuesday 21 July

2026 Careers Expo (all Sectors)

Monday 31 August

Mid-semester Break Begins

Friday 4 September

Mid-semester Break Ends

Wednesday 16 September

2026 Summer Jobs & Beyond

Friday 16 October

2nd Semester Classes End

Click [here](#) to download the full 2025 Otago Academic dates

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Expos and Festivals

Need help? We can work with you to identify the best option for your engagement.

2026 Career Expos

Attending an expo is a great way to strengthen your brand and presence on campus. Promoted widely, the expos are a popular way to meet students and share recruitment information. When attending an expo, we are happy to arrange other events while you are here to maximise your visit.

Wed 18 March	2026 Business & Law Career Expo	Register Here
TBC	2026 Tech Expo - Expression of Interest	Register Here
Tues 21 July	2026 Career Expo (all sectors welcome)	Register Here
Wed 18 September	2026 Summer Jobs & Beyond Expo	Register Here

2025 Career Festivals

Events receive extensive promotion as part of the festival branding, featuring a diverse range of activities throughout the month, including employer presentations, career pathway events, industry networking gatherings, and expos. Reach out to us to discover how you can participate, enhance your brand on campus, and engage with our students.



23-27 February

Investment Banking Week

1-31 March

Business & Law Careers Festival

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Presentations

We offer various engagement opportunities tailored to your brand, including information sessions, networking events, masterclasses, or even hackathons. To maximize accessibility, we record all presentations and upload them to our student portal, extending your reach and influence beyond the event itself.

On-campus Presentation

\$200 + GST

Our Graduate Recruitment team is here to assist with every detail, from scheduling and room bookings to managing registrations and hosting the event. We offer flexible scheduling options, with events available during the day or evening. For maximum attendance, we recommend times after 5 pm or during lunch (12–2 pm). Catering facilities are also available to provide refreshments for your guests. All lecture venues are fully equipped with AV facilities, including Macs, PCs, and data projectors, and IT support is available on-site. For presentations held outside lecture halls, we can supply AV equipment and dedicated support staff to ensure your session runs smoothly.

Virtual Presentation

\$200 + GST

If visiting our campus isn't feasible, consider presenting virtually through Zoom—a convenient and cost-effective way to engage with students. We'll work with you to schedule the event, handle promotion, registrations, and session hosting. The session will also be recorded for students to access at a later time.

Complimentary Advertising

Whether you opt for an in-person or virtual event, you'll benefit from our full suite of complimentary advertising. Your event will be promoted on CareerHub and through a targeted email sent one week prior to maximize attendance. Additionally, you're welcome to provide content for promotion on our social media platforms and digital screens—completely free of charge.

Pop Ups

Sometimes our expos and festivals just don't align with your schedule, and you may still like to visit campus. This can be a great chance to do a pop-up in one of our centrally located venues. Bring your banners, some info and yourselves.

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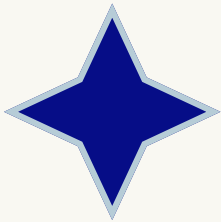
Engagement Packages



Engagement Superstar

\$1000 + GST

This ultimate package includes a pass for **all three 2026 career expos.**



Super Saver

\$700 + GST

This package offers a pass to any **two 2026 career expos of your choice.**



Flexi Basic

\$300 + GST

The Flexi Basic package is perfect for those who are keen to lock in a discount. It includes **your choice of two presentations**, on campus or virtual, or even one of each!



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Promotion Options

1

Targeted emails

\$100 + GST per email

Targeted emails serve as an effective way to reach qualified candidates while boosting your brand visibility on campus. Select the student groups you want to reach out to, and we will send your tailored message straight to their inbox.

2

Social Media

We love helping you to raise your profile on campus and encourage you to send us content to share on our social media channels (free of charge). Be sure to follow us on [LinkedIn](#), [Instagram](#), [Facebook](#), and email your posts to: graduate.recruitment@otago.ac.nz.

3

Digital Screens

The University of Otago has an extensive network of digital screens across campus, offering an excellent opportunity to boost attendance at your presentations and raise awareness of your opportunities. Simply provide us with a digital screen post in the required format: 1920 x 1080 px.

4

Notice Boards

The Career Development Centre maintains six Career Notice Boards around campus to alert students to upcoming events and opportunities. Send us your posters by email and we will print and distribute them for you around campus on Tuesday and Friday of each week.



EMPOWER

Provide Opportunities

Pathway Events

Join the Career Development Centre as we partner with student groups, departments, alumni, and employers to create dynamic pathway career education events! These interactive sessions dive deep into career options and provide essential industry-specific advice. We warmly invite employers to share their expertise and perspectives, with opportunities to inspire the next generation by participating as guest speakers.

Keynote Presenter Opportunities

Being a Keynote speaker at one of our events, or as part of a festival, is a great opportunity to share your career experiences to empower students.

Get in touch if you are interested to know more.

Otago Mentor Match

Have Otago alumni in your team? Otago Mentor Match (OMM) connects final-year undergraduate and postgraduate students with experienced Otago alumni from all over the world for valuable industry insights, networking, and skill development to help prepare them for the professional world. Alumni mentors offer guidance on career development, goal setting, job search strategies, enhancing students' readiness for workplace transitions.

Contact us to find out more.



Scholarships & Prizes

Student awards are an excellent way to boost your visibility on campus while supporting recruitment and aligning with your corporate social responsibility goals. Our Scholarships and Bursaries team is here to discuss your needs and collaborate with you to design a mutually beneficial scheme tailored to your objectives.

Once your scholarship is live, you can advertise the opportunity free of charge on NZUni Talent and through our Scholarships Office.

Contact us to find out more.

EXPERIENCE

Provide Opportunities

Experiential Learning

Embrace the power of hands-on learning by offering exciting opportunities like business competitions, case studies, hackathons, one-day internships, informational interviews, shadowing experiences, and site visits. We're eager to connect with you to brainstorm ideas and transform them into reality. Let's collaborate to create unforgettable experiences that equip students with the skills they need to thrive!

Winter Internships

At Otago our students have a break from 18 June until 12 July. This is the perfect time to offer a short internship experience. For those in the regions, or in sectors that may struggle during the peak recruitment periods, this is a great chance to have students join your team.

Connect with Student Associations

Our team has strong connections and frequently collaborates with the leadership teams of Otago's vibrant clubs and societies. We're excited to introduce you to these groups and assist with planning engaging shared events! Student organisations often seek sponsorship and are eager to explore employability workshops and activities.

[Click Here](#) to learn about clubs and societies at the University of Otago.



EMPLOY

NZUni Talent - Otago's Job Board

Graduate vacancies

Internships

Summer break jobs

Full-time jobs

Part-time jobs

Volunteer opportunities

Scholarships

Post your roles through our centralised platform to reach students and graduates from all eight New Zealand universities. Used daily by thousands, it offers a highly focused way to engage with students.

Visit [NZUni Talent](#) to learn more.

Volunteer Opportunities and Scholarships

Advertise your volunteer roles for free on NZUni Talent if you're a registered charity or non-profit on the NZ Charities Register. Plus, list scholarship opportunities funded by Callaghan Innovation R&D Career Grants and Experience Grants at no cost!

NZUni Talent is the only job board with direct access to university students and graduates in Aotearoa!

All NZ Universities use this as our job board so get on it today!



**nzuni
talent**

FAQs to help navigate engagement

Where else can I advertise to reach Otago students?

Planet Media is the leading on-campus media buying agency in New Zealand, connecting brands with the tertiary student market. With exclusive campus access nationwide, they offer targeted advertising solutions across print, digital, and experiential platforms at all major universities. Reach over 175,000 university students throughout New Zealand with their comprehensive services.

Contact them at sales@planetmedia.co.nz or call 03 777 3914.

What is the best way to share an opportunity with Otago tairā?

- **LinkedIn** - send us a link to your LinkedIn post and we will then repost it to ours!
- **Facebook & Instagram** - Send us a link and we will copy to ours!
- **Posters** - Send us a pdf of your A4 poster and we put it on our boards (updated 2x per week)
- **Digital Screens** - Send a 1920 x 1080 px post and we will upload across campus!

What is included in my Expo registration fee?

Registration comprises an expo booth with a 2.3m high x 1.2m wide display stand, a 1800mm x 700mm covered table, power board, and internet access. Additionally, it includes lunch and a hot beverage voucher.

Plus you receive a complimentary virtual or in-person presentation (\$200 + GST value) which is promoted by a targeted email (\$100 + GST Value) and on our social media/digital screens.

NB our Summer Jobs & Beyond Expo includes a table only and no lunch/beverage vouchers.

What do I need to bring to an Expo?

Bring any pull up banners or posters for the display stand, plus any information or materials that you want to share with students (don't forget a QR code on everything), this may be handouts, displays, or giveaways. We try to be as sustainable as possible so ask that you please bring a drinking bottle as we provide water refill stations.

What is the parking availability on campus?

Due to very limited parking on campus during peak hours (8-5pm), we highly recommend taking a taxi/uber on Expo days or when delivering a presentation during peak hours.

How do I access Wifi on campus?

- Select the UO_Guest network from the list of available networks on your device.
- Please log in if you have already created an account, otherwise follow the prompts to create one.
- An email with your login details will be sent to the email address you supply.

Need catering for an event?

For all events on campus we use the University Catering service. Please contact us and we will do an introduction for you.

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Contact us

We encourage you to reach out and arrange a time to connect. Learning more about what, and how, you do your recruitment helps us to prepare our taura to be ready when an opportunity arises!

We work with an amazing team of Career Advisors who are seeing taura every day. You never know what can happen when you connect with us!

Postal Address:

Career Development Centre
University of Otago
PO Box 56
Dunedin 9054
New Zealand

Courier Address:

Career Development Centre
University of Otago
Information Services Building
65 Albany Street
Loading bay opposite Clubs & Societies Building
Dunedin 9016

