

Stay Onpoint Advice Sheet 2

Career information for students

For those of you who have left university, the information I provide is simply from my own experience.

Life after uni, on completing your studies you will feel a sense a joy, achievement and relief that it is finally over. For those of you who are fully focused and have a plan of where to go next this may not apply to you. However for those of us who require help in applying for jobs the information below will benefit you.

Job Applications

When applying for jobs there are specific techniques that recruiters and human resources personnel look out for, when reviewing applications. One of the main methods used is a technique called S.T.A.R, which stands for Situation Task Action Result.

This is the method by which you should answer the person specification;

http://www.csd.uwa.edu.au/job/guide/sec_3_5.htm

<http://www.bom.gov.au/careers/guide2SC.shtml>

<https://cis.qsa.qld.edu.au/jobs/skills/selection-criteria.html>

Sample goal ladder (see Advice sheet 2a)

If you lack experience in the field you wish to enter, I would suggest that you begin looking for voluntary work. Through using a goal ladder you will be able to reach any goal you set yourself.

Unsure about what to do

Give yourself a skills assessment, after you have completed this you will be better placed to set and achieve your goal.

Sources

If you need help about getting into your profession, find out if the profession or trade you wish to enter has a governing or regulatory body. Governing or regulatory bodies may be able to give you some information about the profession e.g. the solicitors regulatory authority, regulates solicitors in England and Wales.

<http://careersadvice.direct.gov.uk/>

Researching people who are already successful in your field can be a good way of measuring how much hardwork, you have to do in order to achieve that level of success.

www.educationaladvancement.co.uk