



Graduate Recruitment

What are graduate recruitment programs?

Graduate recruitment programs offer a structured introduction to work in a medium or large public or private organisation or an NGO (Non-Government Organisation). Programs may vary from one year to years in length.

The programs often include induction, mentoring, training, and work rotations to provide a solid overview of the organisation and, from time to time, a path to management.

Successful applicants are chosen from disciplines appropriate to the particular organisation's requirements.

If you're in your final year of study and wish to apply for graduate recruitment programs, be prepared to apply from the beginning of the University year and watch for opportunities throughout the year.

Most organisations have one recruitment period annually, with some closing dates as early as March. Selections are usually made in the second semester for commencement early the following year.

A few organisations recruit throughout the year for commencement the following year.

Graduate recruitment programs are different from internships. For information on internships see our web page on [Vacation Work/Internships](#).

What are the advantages of a graduate recruitment program?

- Graduate positions offered through a graduate recruitment program commonly provide opportunities not always found in jobs open to any applicant. These opportunities may include; an extensive induction and training program, structured rotations through different areas of the organisation, a formal mentoring program with senior staff, support for further study and a career development plan.
- Many graduate recruiters aim to attract from a range of degrees and disciplines. Graduate recruitment programs provide a fantastic

opportunity for graduates to explore a range of career pathways while developing work-related skills.

- Graduate recruitment programs are highly selective and offer a great start to your career.
- Graduate recruitment programs are generally offered in larger public and private sector organisations. Small organisations don't usually have the resources to provide structured graduate recruitment programs, however, there are many employment opportunities in the small to medium business sector.

How do I find out about graduate recruitment programs?

Graduate recruitment programs are usually advertised on an organisation's website, in the press, at your Careers Centre and on the Graduate Recruitment Programs page of the Careers Centre website. It's important to note that a job advertisement with the heading 'Graduate' doesn't automatically indicate a graduate recruitment program. You need to read the advertisement carefully to find out if the job is part of a graduate recruitment program.

Most employers offering graduate recruitment programs participate in on-campus activities to give information to students about their organisation and selection criteria. On-campus events such as careers fairs and employer presentations offer you a valuable opportunity to ask questions and find out more about an individual employer's requirements.

If you're interested in a particular organisation and intend going to an on-campus event, read the graduate recruitment information on the organisation's website beforehand. This will help you to assess the information against your own needs and abilities and prepare informed questions.

You can also find graduate recruitment programs advertised in the 'Graduate Opportunities' book or on their website at www.graduateopportunities.com.

For information on graduate recruitment jobs in the public service see our web page on [Public Service Jobs](#).

What are employers looking for?

Employers usually look for good all rounders. Acceptance into a graduate recruitment program isn't just about having above-average grades; employers are also interested in any activities you are involved with.

Get involved in activities that offer opportunities to develop and demonstrate the abilities that graduate employers value. These include teamwork, leadership, communication skills, initiative, interpersonal skills, and problem solving skills. These abilities may be enhanced through paid or volunteer work, work experience, interests or extra-curricular activities.

Refer to the handout Identifying Your Employability Skills on the Careers Centre's website.

How can I create an effective application?

- Develop a list of relevant graduate employers and thoroughly research their products and services, their location/s, their goals, history, organisational culture and why you want to work for them.
- Carefully construct your resume and the rest of your application. Use professional wording and tailor your application to the particular job and organisation. For further information see the handouts on Resume Writing and Job Applications.
- Read all instructions carefully before sending your application. It's likely that you'll be applying online. Information on online applications can be found in the handout on Job Applications.
- Leave yourself plenty of time to complete your application by the closing date. If possible, avoid drafting and sending your application on the last day, as the volume of traffic may lead to delays or site crashes.
- Create a portfolio of documentation, projects, activities and achievements to be taken to interviews.

What's the usual recruitment process for graduate recruitment programs?

1. Application sent (usually online).
2. Possible psychometric assessment (can also be online) – for more information see Aptitude & Personality Tests on the Careers Centre's website.
3. Possible Assessment Centre exercises. The

assessment centre experience may include an information session or an informal get-to-know-you event. For further information refer to the Careers Centre's handout on Assessment Centres.

4. Interview – there may be a screening interview (possibly by telephone) and further interviews with senior members of staff (such as partners or line managers).
5. Offer of employment (if successful).

Additional Information

- The Careers Centre runs workshops on applying for graduate recruitment programs. For details visit the workshops page and events calendar on the website.
- Most graduate recruitment programs are offered only to Australian citizens or permanent residents, and a few are limited to Australian citizens. It's always best to check the conditions of employment before applying. These are stated on the organisation's website, in newspaper advertisements and in recruitment information available at your Careers Centre.
- Generally if you have an application for Permanent Residency (PR) pending you are ineligible to apply until your PR is finalised.
- Increasingly, some of the larger organisations are seeking citizens of other countries to work in their overseas locations. Check specific employer's websites for the details.
- Some organisations accept graduates for graduate recruitment programs up to two years after course completion. Don't assume this to be the case; check the organisation's website before applying.
- If you intend to spend a year travelling between completing University and starting work, it may be possible to defer your start date if successful in a graduate recruitment program.
- Many graduate employers view double degrees, honours and post-graduate studies favourably. Check the employer's websites for preferred requirements.
- If you're in the fortunate position of being offered a place in a graduate recruitment program, continue to work hard during your final year of studies in preparation for the challenges ahead. If you missed out, rest assured that other employment opportunities exist.