

GET A JOB

Whether it is a casual job, graduate program, or your first full-time job that you are looking for, the Careers Service can help you.

As part of our service we provide access to a personalised job search engine via CareerHub. Local, state, national and international employers advertise positions relevant to University students. Through CareerHub you can elect to receive regular job update emails.

Going Global, available on CareerHub, is an excellent site that advertises and supplies information on applying for overseas jobs.

CAREERS ONLINE

The Careers Service has a presence on the University web and Blackboard system, but mainly uses the CareerHub site for online delivery of services. Join Australia's largest student employment network to access up-to-date jobs and career information – all for free.

Register your details on CareerHub to access:

Job Search Engine including: graduate positions, vacation work, work experience, overseas jobs, casual and part-time work.

Appointments with a Careers Counsellor

Careers resources: information sheets, links, news and FAQs

Job Alerts: A bi-weekly e-newsletter that tells you all about the latest jobs on CareerHub.

Fortnightly e-newsletter with information about the latest events, jobs and career resources.

Information on upcoming events including: employer recruitment presentations, career expos, industry networking events and employment preparation workshops.

careerhub.newcastle.edu.au

CONTACT

Drop in, visit CareerHub or give us a call.

Newcastle campus

Level 2, Student Services Centre
Callaghan, Newcastle

T: +61 2 4921 5588

E: studentemployment@newcastle.edu.au

W: careerhub.newcastle.edu.au

www.newcastle.edu.au/service/careers

Central Coast campus

Student Support Unit

T: +61 2 4348 4060

E: studentemployment@newcastle.edu.au

W: careerhub.newcastle.edu.au

www.newcastle.edu.au/service/careers

Port Macquarie campus

Students at the Port Macquarie campus can access support services through TAFE Counselling and Disability Services.

T: +61 2 6581 6200

CAREERS SERVICE



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

www.newcastle.edu.au

INFORMATION
FOR STUDENTS

CAREERS
SERVICE

UoN 2010/1508 | CRICOS Provider 00109J

CONNECT WITH EMPLOYERS

Throughout the year a variety of businesses participate in career expos and host information sessions held on and off campus to talk to students about their future careers.

Expos and information sessions are great networking opportunities.

Expos and information sessions held on campus range across all disciplines:

- Accounting, Economics and Finance Evening
- Graduate Careers and Employer Expo
- Education Careers Expo
- Health Careers Expo
- Vacation and Work Experience Expo.

Find out about:

- the variety of work available
- the kind of graduates organisations employ
- opportunities within organisations
- when and how organisations recruit graduates
- getting a start in your chosen career.

Interested?

Visit the events page on CareerHub.

CAREERS ADVICE

Book an appointment on CareerHub to speak with one of our Careers Counsellors on:

- career direction
- finding work experience
- graduate job search approaches
- advice on networking
- resume and cover letter review
- selection criteria review
- interview tips and practice.

IN A HURRY WITH YOUR RESUME AND COVER LETTER?

NEWCASTLE CAMPUS RESUME DROP-IN SERVICE AVAILABLE AT THESE TIMES:

Monday	3pm – 4pm
Tuesday	2pm – 3pm
Wednesday	4pm – 5pm
Thursday	1pm – 2pm
Friday	12noon – 1pm

www.newcastle.edu.au/service/careers/students

If you are based at the Central Coast campus you can book an appointment online.

If you are based at the Port Macquarie campus please phone for an appointment.

WORKSHOPS AND RESOURCES

A variety of workshops are advertised on CareerHub, including:

- planning your career
- job searching and networking
- practising your interview skills
- writing your resume and cover letter.

Access more information online or drop in to one of our Careers Service offices for:

- **Information sheets** on a range of topics including careers related to majors, working overseas, job applications and interviews, postgraduate information, the labour market and your job search.
- **Graduate recruitment guides** – free copies of Graduate Opportunities and Unigrad.
- **Employer information** – including websites and recruitment details.
- **DVDs** on employment selection processes.