

# GET CAREER READY

## MIDDLE YEARS CHECKLIST

**Your career development opportunities are available every day of university.**

Now that you're mid-way through your learning journey, you may already be looking beyond your time as a student. The Careers and Employability team will help you develop and recognise your employability skills, putting the building blocks together so you'll be ready when you graduate

### LEADERSHIP EXPERIENCE

Leadership experience can help you develop skills that will make you more employable.

- ✔ Apply to be a Peer Mentor and help new students to adjust to ECU life. Send an expression of interest to [careers@ecu.edu.au](mailto:careers@ecu.edu.au)
- ✔ Investigate Leadership Programs within Schools.
- ✔ Check your Professional Association for Leadership Professional Development.
- ✔ Nominate for a Student Guild club leadership role.

### GET ON LINKEDIN

LinkedIn is an online professional network that gives users the opportunity to develop a worldwide network.

- ✔ Connect to industries you're interested in using your [LinkedIn](#) profile.
- ✔ Log-in to CareerHub and work through the ['Know Your Market'](#) **Get Career Ready** module.

### EXPLORE WORK INTEGRATED LEARNING

Work Integrated Learning (WIL) provides work placement opportunities as part of your studies to enhance your employability and build on your network.

- ✔ Contact your school's WIL Coordinator or WIL Team for more information.
- ✔ Be better prepared for employment by applying your classroom knowledge and skills in a professional work environment.



### BUILD YOUR NETWORKS

Establish your personal brand by developing genuine and mutually beneficial connections.

- ✔ Learn how to showcase your skills and experience to [build your professional reputation](#).
- ✔ Join professional associations that relate to your area/s of study.
- ✔ Research the most relevant association to your career goal and sign up. [Professional Association list](#).



## GAIN RELEVANT EXPERIENCE

Expand your real and virtual work experiences to showcase your employability skills.

- ✔ Apply for virtual work experience and internships to develop and showcase your skills.
  - 👉 [Forage](#)
  - 👉 [Practera](#)
  - 👉 [Grad Connection](#)
- ✔ Explore strategic volunteering that's linked to your degree and will benefit the community or organisation you want to work with.
- ✔ Use the '[Finding Work Experience](#)' ECU Career Hack for a guide on finding work experience and placements.

## UPDATE YOUR RÉSUMÉ

Update your experiences, skills, and community activities throughout your degree.

- ✔ Customise your résumé according to job market requirements and actual job roles.
- ✔ [Attend a Résumé workshop](#) to get expert advice from the Careers and Employability team.

## UNDERSTAND SELECTION CRITERIA

Find job advertisements to build your knowledge of essential and desirable selection criteria.

- ✔ Use the '[Selection Criteria](#)' ECU Career Hack for a guide about addressing selection criteria.

## GAIN MICRO CREDENTIALS

Update your skills through online short courses that complement your career goals.

- ✔ ECU students have free access to [LinkedIn Learning courses](#). Investigate [IBM](#) and [Microsoft](#) free courses.
- ✔ Use these experiences to build your employability skills such as, "working in a team", "communication skills", "digital literacy" and "critical thinking". These skills will come in handy when you have to write a job application or attend an interview.

## SERVICE INFORMATION

ECU Careers and Employability Services provide resources, drop-in sessions, workshops and events to assist you on your career journey.



<https://intranet.ecu.edu.au/student/support/careers-and-employability-services/get-career-ready>

## CONTACT

**Careers and Employability Services**

📞 (61 8) 6304 5899

✉ [careers@ecu.edu.au](mailto:careers@ecu.edu.au)

🖱 [ecu.edu.au/careers-employability](http://ecu.edu.au/careers-employability)