

Create Your Future Career

www.rmit.edu.au/students/yourfuturecareer

Vacation and Internship Fair Preparation

Are you an RMIT student looking for graduate employment positions or vacation work?

The Vacation and Internship Fair is an excellent opportunity to explore your options and to market yourself to potential employers.

Employers are looking for students who:

- show genuine enthusiasm and interest in their organisation
- have researched their organisation and are able to ask relevant and specific questions
- present well and have a positive attitude
- possess suitable skills and relevant experience.

Before the Fair

Take the time to:

- research organisations who are attending and identify those you are interested in
- view their vacancies on their websites and CareerHub:
www.rmit.edu.au/careers/careerhub
- prepare organisation-specific questions to ask
- check the citizenship or PR (permanent residency) requirements for the roles
- practice a 60-second introduction about yourself to pitch to employers (include what you're studying, your strengths and why you're interested in the role and their organisation).

At the Fair

Remember to:

- smile, make eye contact and offer a firm handshake. Body language is important so keep an eye on an employer's body language for clues and feedback
- dress in smart-casual attire
- show an interest in their organisation as a whole, not just to get a job

- do your research about the organisation
- ask relevant and interesting questions specific to the organisation
- avoid asking questions where the answers can be easily found on the organisation's website or flyers
- employers usually accept applications through their website, so there's no need to bring your resumé.

Examples of questions to ask employers

- *What would a typical day be like as a graduate in your program?*
- *How would you describe your organisation's culture?*
- *What do you like most about working for the company?*
- *What are the main challenges and tasks associated with the role?*
- *Do you have any tips about the application process?*
- *What types of questions do you ask in the interview?*
- *What sets your organisation apart from your competitors?*

After the Fair

Prepare applications

- Undertake further research, if required.
- Make sure you know key deadlines for submitting applications.
- Follow instructions carefully.
- Give yourself plenty of time to refine your resume and applications.
- See Application Express for tips on resumé writing, online applications and how to get written feedback about your resumé. www.rmit.edu.au/careers/applicationexpress

Attend employer workshops and prepare for selection processes with Industry Insights

Gain insight directly from employers about preparing for selection processes including:

- online applications
- interview techniques
- assessment centres
- psychometric testing

www.rmit.edu.au/careers/events

Also see www.rmit.edu.au/careers for resources on all selection processes.

Further information

Visit the **Careers toolkit** website for more tips, on assessment centres as well as a global job search engine, videos and other careers information.

www.rmit.edu.au/careers/toolkit

Employers really appreciate when you:

- research and ask specific questions about the organisation. To do this, read newspapers or industry journals. You could find out about new clients or projects the organisation is working on.
- show that you are aware and interested in current events in their industry. Ask about the impact that current events are having on their organisation.