Are you an RMIT student looking for vacation work, internships or co-op positions?

Expos are an excellent opportunity to explore your options and market yourself by interacting with potential employers.

Employers are looking for candidates who:
- present well and are confident
- possess suitable skills and relevant work experience
- show genuine enthusiasm and interest in their company
- have done their research and ask relevant questions

Please note: Do not bring your resume. The expo is a place to gather information to use when writing your applications.

PREPARE AND RESEARCH

Good preparation shows initiative and always leaves a great impression, so:
- check the list of employers attending the expo and research those recruiting your discipline
- understand the general recruitment process
- work out what you need to know and have your questions ready
- conduct a personal skills analysis to identify your strengths
- international students need to check companies have opportunities for graduates without PR or Australian Citizenship.

DRESS TO IMPRESS

First impressions do count; dress neatly and be well groomed. Smart casual business attire.

INTRODUCE YOURSELF

Practise a 30 to 60 second speech that introduces you to employers. Include what you are studying, your possible career interests and why you are interested in the organisation.

TALK TO EMPLOYERS AND ASK QUESTIONS

Talk to the employer about your interests. Don’t ask questions already answered on their website and take notes before moving on.

Company and career questions

Q. What positions will a student with my qualification find in your company?
Q. What type of work or projects would I be involved in during the vacation work period?
Q. What professional associations do people in your field join?
Q. How would you describe your organisation’s culture?

Selection process questions

Q. What general qualities and skills do you seek in potential applicants?
Q. What will make the difference in getting an interview?
Q. What do you look for when you read a resume?
Q. What experience is considered valuable?
Q. What advice would you give someone looking for a vacation intern/co-op position?
Q. What does your selection and recruitment process consist of?
Q. How long does your selection and recruitment process take?
Q. What percentage of applicants is eventually hired?

AFTER THE EXPO

For the organisations and positions you are interested in:
- undertake further research
- make sure you know key deadlines for submitting applications
- follow instructions carefully
- give yourself plenty of time to refine your resume and application letters.

You can gain tips and better prepare yourself for interviews, assessment centres and selection testing by attending Employer Secrets Seminars and visiting the Career Development and Employment website rmit.edu.au/careers

ON THE DAY CHECKLIST

- Bring your RMIT Student card for entry
- Have your introductory speech and key questions written down or remembered
- Get there early and study the Expo Program Guide thoroughly
- Go to the employers you are most interested in first
- Have a positive attitude and be enthusiastic
- Body language is important: smile, make eye contact, offer a firm handshake and watch their body language for clues and feedback
- Build contacts by asking for business cards
- Pick up copies of vacation work publications at the Expo.

DISCLAIMER

The information on this fact sheet is provided as a guide only. RMIT Student Services Group takes no responsibility for the accuracy of the information. CRICOS provider number: 00122A Updated June 2010