Graduate Employment

Programs, resources, and support for students with disability

There are many services, programs, and resources to assist students with disability prepare for and secure graduate employment. These include:

USEP University Specialist Employment Partnerships

- **USEP University Specialist Employment Partnerships** is a **free employment service** available to JCU students in their final year or within one year of graduation who have identified as having a disability and are Australian citizens. The consultancy is provided by Mylestones Employment, a Disability Employment Service, who has on-staff specialists in Townsville and Cairns focusing on graduate employment. Students are provided with:

  - Personalised assistance to get a graduate placement or job from an experienced on-campus consultant who specialises in graduate employment for students with disability
  - Support to 'have the conversation' about disability with prospective graduate employers where needed
  - Linkages to industry and supports to assist with finding graduate employment
  - Sourcing of positions and working directly with employers to increase disability confidence in their workplace before commencement of employment where needed.

Internship and Mentoring Programs

- **Stepping Into Internships** are run by the Australian Network on Disability and provide eligible university students a **paid internship** with a leading public or private sector employer. The internship is a minimum of 152 hours which can be worked as a four-week block or flexibly over a semester of study. The Australian Network on Disability can assist with workplace adjustments if required.

- **PACE program** (Positive Actions towards Career Engagement) is also run by the Australian Network on Disability and is a **mentoring program** which matches students with a disability with professionals to help reach their personal development goals and build workplace confidence.

JCU Careers and Employability

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JCU Careers

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- **Graduate Employment Opportunities**
  - **GradConnection** is an online platform which links students to graduate jobs, graduate programs, and internships. Students can search for employers and opportunities with specific support for applicants with disability.

  - **RecruitAbility** is an Australian Government scheme designed to attract people with disability to apply for employment in the Australian Public Service (APS). It is applied to all vacancies in the APS. To participate in the scheme, applicants must disclose their experience with a disability, but they are not required to provide further information on the actual disability. Mentors are allocated to provide career advice and support.

  - **Will You Support Me? Spotting Inclusive Employers** - this article explains how to identify inclusive employers who recognise the benefits of employing people with disability and are willing and able to support eligible students.

Job Search

- **Business Benefits of Hiring People with Disability** and **Getting to Equal: The Disability Inclusion Advantage** assist in self-advocating to employers the benefits and opportunities persons with disabilities bring to business and industry.

- **Disability in the Workplace: A Smooth Sailing Recruitment Process** provides suggestions on how to navigate job applications and interviews with confidence.

- **Sharing Disability Information in the Workforce – a Guide for Students and Jobseekers** provides information on deciding when is the best time to share disability-related information with a prospective employer.

- **How to Navigate Graduate Recruitment with a Disability** provides advice for students wishing to maximise their success in securing meaningful graduate employment.

- **Applying for a Job if Your Disability is Episodic** provides advice on how to discuss with an employer, a condition such as epilepsy and some mental illness that varies in its impact on your work performance.

Job Interview

- **Addressing Employer Concerns in an Interview** explains how to respond to employers' concerns about hiring people with disability.

- **Discussing Your Disability at Interview** covers reasons to disclose and what to discuss.

- **Disclosure of Disability: The Pros and Cons and When to Disclose** discusses the reasons for and against disclosing disability to an employer and your rights in disclosure.

- **Getting Help for an Interview** outlines assistance available to attend and participate in an interview if students are experiencing difficulty in attending.

- **What an Employer Can Ask at an Interview** outlines the types of questions an employer can and cannot ask you at interview.

Workplace Rights

- **What are the Key Disability Legal Rights and Obligations in Graduate Employment?** provides a summary of the key disability-related legislative rights and obligations relevant to graduate employers and graduates with disability.

- **Disability Rights in the Workplace** discusses your rights in the workplace in accordance with the Disability Discrimination Act.

- **What are Inherent Requirements? How do They Relate to Graduate Employment?** provides explanations of the implications of occupations' inherent requirements for employment.

- **Disability in the Workplace: Overcoming Difficulties and Building Resilience** provides strategies for success at work.

- **Job Access** provides information on changes to a work process, practice, procedure, or environment that enables an employee with disability to perform their job.

- **A 10 Step Plan to Negotiating Workplace Adjustments** provides information about negotiating workplace adjustments between employers and employees with disability.

- **Workplace Adjustments – What Are They?** provides information on requesting adjustments for disability in the workplace.

Support Services

- **JobAccess** is the main government service to support the employment of people with disability find and keep jobs, get promoted to better jobs and upgrade their workplace skills. JobAccess provides web resources and a phone service to support jobseekers and employers. **Phone 1800 464 800.**

- Disability employment Services (DES) is the Australian Government's employment service that helps people with disability find work and keep a job. To find a DES provider go to the **DES provider search page.**

- **Australian Disability Clearinghouse on Education and Training** (**ADCET**) is designed for people with disability and/or medical conditions. It provides information and resources to assist students to manage their studies and plan for graduate employment.

- **National Disability Insurance Scheme (NDIS)** NDIS planners can incorporate employment support into NDIS plans if it is reasonable and necessary to do so. Discuss what support is available to you with your NDIS planner.

Support Programs

- **Employment Assistance Fund (EAF)** is available through JobAccess and gives financial help to eligible people with disability and mental health conditions who are about to start a job, are self-employed or who are currently working. Financial help is also available to employers to buy work related modifications, equipment, Auslan services and workplace assistance and support services.

- **Mobility Allowance** provides support for people whose disability makes it difficult to use public transport without significant assistance.

- **Supported Wage System** allows organisations to pay employees unable to perform jobs at the same capacity as other employees, a wage based on productivity and **Wage Subsidy** allows employers to negotiate a wage subsidy with a DES provider to hire a new employee.

JCU Support

JCU AccessAbility Services

Provides confidential support for all JCU students who identify as having a short or long-term disability, injury, illness or health condition.

In addition to the provision of assistive equipment and technology, the service supports students to develop resilience, resourcefulness and work-placement strategies to prepare for their future professional lives.

JCU Careers and Employability

Provides career planning, decision making and employment support to all JCU students and recent graduates.

The following JCU Careers and Employability resources will assist you in planning your student journey to graduate employment, developing professional and competitive job applications, and performing well in interviews.

All resources can be found at www.jcu.edu.au/careers

Preparation to maximise graduate employment

- Career Ready Plan – Steps to Employment Success
- Course relevant Career Snapshots

Written Applications

- JCU Employability Edge Master Written Applications module
- Course relevant resume examples
- Application letter example
- Can a Robot Read Your Resume?
- Selection Criteria

LinkedIn

- LinkedIn – Tailoring Your Profile
- LinkedIn Profile Checklist

Recruitment processes

- JCU Employability Edge Interviews and Recruitment Processes module
- Aptitude Tests and Assessment Centres

Interview skills

- JCU Employability Edge Interviews and Recruitment Processes module
- Big Interview - online tutorial and practice program
- Interviews