

# Career Action Plan

Take charge of your career!

## First Year

Know yourself and explore your options  
... be curious and open to new ideas

Develop your Career Action Plan by using our resources and activities to set and achieve your career goals. Ask for support – we're here to help you take charge of your career.

### Explore your options

**Boost your motivation and broaden your horizons**

- ☒ Connect with our service – our website has resources and programs to help, and follow our [JCU Careers Facebook](#) page for daily tips, info and opportunities.
- ☒ **Research career opportunities** – search current vacancies for ideas, ask your lecturers, follow organisations and **professional associations** online. Useful sites include: [joboutlook.gov.au](#), [graduateopportunities.com](#), [seek.com.au](#)
- ☒ Start identifying your skills, interests and values. The **JCU Career Development Program** has Self Understanding modules that can help.
- ☒ Be future oriented – read about innovations, predictions, forecasts and the entrepreneurial nature of future work.
- ☒ Accept that you won't have it all figured out yet – building a career takes time.

### Start networking

**Network to identify career opportunities**

- ☒ Attend the annual **JCU Careers Fair** and other **employer events** to explore career options and meet industry experts.
- ☒ Be involved in university life – get to know your lecturers, tutors, student mentors, and fellow students – they will be valuable contacts.
- ☒ Join your relevant student club (listed on the JCUSA website).
- ☒ Establish a professional online presence. Create a **LinkedIn** profile – we can assist.

### Develop your work skills

**Employers value transferrable skills like customer service, teamwork and leadership gained through study, extra-curricular activities and all work settings**

- ☒ Check **JCU CareerHub** regularly for part time, casual, vacation and volunteer opportunities – build your skills.
- ☒ Understand what employability means for your industry – what are the preferred transferrable skills and attributes? See [graduateemployability.com](#) for details.
- ☒ Complete the Introduction to Key Skills and Attributes module in our Develop an Enterprising Mindset online program
- ☒ Update your **resume** so it's ready at short notice – identify your current skills and experience and what you need to develop before graduating – we can assist.

### Aim for good results

- ☒ It demonstrates competency, hard work and commitment



**Emma Beattie**  
(Honours) Graduate

## JCU Careers and Employment

We support you with your career planning, decision making and transition into graduate employment.

### Our Services

#### Appointments

- Available in person, phone or Skype
- Career planning and preparation support
- Job application, interview preparation and job search strategy support
- Students unable to attend an appointment are welcome to email their job application documents for feedback

### Careers Fair

Townsville 26 March 2019  
Cairns 27 March 2019

### The annual employers on campus event

Don't miss this opportunity to network with employers and discover opportunities.

### Resources

#### Develop an Enterprising Mindset

Online modules to build entrepreneurial skills and attributes for career success

#### JCU Career Development Program

Online modules to develop employability and reach career goals

#### CareerHub

Part-time, casual, volunteer, vacation and graduate vacancy listings. Weekly e-newsletter

#### Resume Examples

Discipline specific graduate resumes

#### biginterview

Online training AND practice to improve interview technique and confidence.

## Where you'll find us...

### Townsville Campus

Level 1, Library  
☎ 4781 4711

[jcu.edu.au/careers](http://jcu.edu.au/careers)  
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### Cairns Campus

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