


2012 Recruitment options at Swinburne

■ Highlighting the variety of recruitment possibilities open to your organisation to employ Swinburne students.

swinburne.edu.au/careers



SWINEMPLOY ONLINE
EMPLOYMENT SERVICE

EMPLOYMENT FAIR

VACATION EMPLOYMENT

TARGETED DIRECT MAIL/EMAIL

EMPLOYER INFORMATION
SERVICES

INTERVIEWS ON CAMPUS

EMPLOYER PRESENTATIONS
IN CLASSES, WORKSHOPS
AND INDUSTRY PANELS

BUSINESS INSIGHT PROGRAM

2012 Recruitment Options at Swinburne

This brochure highlights the variety of recruitment possibilities open to your organisation to employ Swinburne University of Technology students and graduates.

We offer a number of services, providing you with the opportunity to promote your business and ensure students are aware of your employment opportunities.



SwinEmploy (cost free)

Online employment service for graduate, full-time, part-time and casual jobs

SwinEmploy provides students, graduates and alumni with a comprehensive range of job opportunities: casual, part-time, full-time, study-related vacation and graduate positions. With an average 13,000 hits a month, it is a very effective tool for employers.

To advertise a vacancy as a first time employer, please register the organisation at www.swinburne.edu.au/careers/SwinEmploy_Welcome.html or email coursejobs@swin.edu.au. Casual and part-time jobs can be offered as above or by email to part_timejobs@swin.edu.au

A Careers staff member will approve your job before it is posted on SwinEmploy.

Employment Fair

Careers and Employment will host an Employment Fair on Tuesday 13 March 2012 at Hawthorn Town Hall, 360 Burwood Road, Hawthorn, from 12noon–3pm.

The Employment Fair averages over 1000 students in attendance and is an effective way to:

- Make face to face contact with your future employees in an informal environment
- Showcase your organisation as a 'preferred employer' to students from a range of disciplines
- Create an awareness of your company and reputation on campus
- Publicise and distribute your recruitment material and application forms to students.

Cost: \$680 (including GST) per booth, which includes a light lunch and refreshments

Vacation employment (cost free)

Vacation work is study-related paid work experience offered to students during semester and summer breaks. It provides an opportunity for employers to view the skills of potential employees. We encourage all employers wishing to recruit students for vacation work to utilise SwinEmploy to advertise these positions.

Visit www.swinburne.edu.au/careers or email coursejobs@swin.edu.au



Targeted direct mail/email

Careers and Employment will mail out recruitment information to current students enrolled in courses nominated by the employer. Once confirmation of mailout is received, materials will be sent out within three working days.

Cost:

Administrative fee: \$80

Direct mail: plus \$1.50 per packaged item plus postage plus 10% GST

Targeted emails: plus \$1.00 per student plus 10% GST

Employer information sessions

As an employer you are invited to present an overview of your company and its recruitment processes through on-campus information sessions. Sessions can be targeted to students from specific disciplines nominated by you and usually last for one hour. It is recommended that these sessions be scheduled for the first half of each semester to ensure maximum student attendance. Venues include PowerPoint facilities on request.

Cost: \$120 per hour (including GST)

Interviews on campus

Should you wish to conduct your interviews at Swinburne University of Technology, we have a private interview room available throughout the year. Interview dates and times can be arranged with Careers staff.

Cost: \$120 (including GST) per day

Employer presentations in classes, workshops and industry panels (cost free)

If you are interested in profiling your organisation and at the same time providing a relevant industry perspective, you could participate as a guest presenter in one of the events organised by the Careers and Employment Unit. These include:

- 'Careers in the Curriculum', a compulsory careers subject completed by all undergraduate students in each faculty
- 'Professional Employment Programs' which can also include industry visits
- Workshops and seminars
- Industry panels

For more information on classes and events your organisation could participate in, contact Emma O'Connell, Manager Careers and Employment on (03) 9214 5360 or email: eoconnell@swin.edu.au

Business Insight Program (cost free)

This is a short-term career shadowing experience where small groups of 6 to 8 students are taken into the workplace to learn about industry workplace culture and to examine certain professional job functions.

This program presents a very effective way for employers to raise their profile and have the opportunity to meet prospective graduate employees.

Skills shortage? Consider employing an International Graduate

International student graduates are a valuable resource for Australian business and industry. Many international graduates are highly qualified with international expertise. Other benefits of employing international student graduates include:

- Bi-lingual and multi-cultural advantages
- International insight and networks
- Ability to assist with international business development
- High level of motivation

Sponsorship and Visas

Employers might be prepared to sponsor students in the major skills shortage areas such as Accounting, Engineering and ICT, or consider recruiting graduates with the Temporary Graduate 485 Visa, which allows graduates to work full time for 18 months after completion of their degree.

Further information

Olivia Doyle

Email: odoyle@swin.edu.au

Penny Corser-Hatten

Email: pcorserhatten@swin.edu.au

Telephone: (03) 9214 5360



For further information on graduate recruitment, contact:

Mr Volker Janssen

Telephone: (03) 9214 5360

Email: volkerjanssen@swin.edu.au

Study disciplines available at Swinburne

Swinburne students achieve undergraduate and postgraduate qualifications in a range of disciplines, including:

Business, Commerce and Management

- Accounting
- Advertising
- Business
- Commerce
- Commerce – Italian/Japanese
- Commercial Law
- Entrepreneurship and Innovation
- Finance
- Human Resources
- International Business
- Management
- Marketing
- Public Relations

Engineering and Technology

- Biomedical
- Civil
- Electrical and Electronic
- Electronics and Computer Systems
- Mechanical
- Ports and Harbour
- Product Design
- Robotics and Mechatronics
- Telecommunications and Network

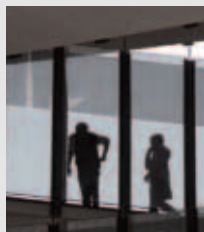


Information and Communication Technologies

- Business Information Systems
- Computer Science
- eForensics
- Games Development and Interactivity
- Information and Communication Technology
- Network Design and Security
- Project Management
- Software Development

Science

- Biochemistry
- Biomedical Sciences
- Biosciences
- Biotechnology
- Chemistry
- Medical Biophysics
- Medical Technology
- Public and Environmental Health
- Science



Arts, Psychology and Social Science

- Advertising
- Arts
- Communication
- Journalism
- Media
- Politics and Public Policy
- Psychology
- Public Relations
- Social Science
- Sociology
- Statistics

Design, Film and TV

- Communication Design
- Digital Media Design
- Film and Television
- Industrial Design
- Interior Design

Other discipline areas

- Aviation and Aviation Management
- Digital Media
- Hospitality, Tourism and Event Management
- Community Health
- Environmental Sustainability
- Visual, Performing and Circus Arts

A comprehensive list of Swinburne course information is available online at www.swinburne.edu.au/coursefinder

Careers and Employment has developed 'What Can I Do with My Degree' handouts which provide detailed information on course outcomes and career opportunities for each undergraduate course. Refer to www.swinburne.edu.au/careers for more information.



Employment Fair Application Form 2012

Hawthorn Town Hall (Melways map reference: 45 D10)
Tuesday 13 March 2012, 12noon-3pm

Please register by Wednesday 29 February 2012

Booking options

- Complete the online form at www.swinburne.edu.au/careers/employmentfair_application_form.html
- Complete and fax the form below to Volker Janssen on fax (03) 9214 8447

If you do not receive an email to confirm your booking from us within 48 hours (Monday to Friday), please follow up to avoid any confusion or loss of place.

Mr Volker Janssen
Careers and Employment
Swinburne University of Technology
PO Box 218
Hawthorn Vic 3122

Email: volkerjanssen@swin.edu.au
Telephone: (03) 9214 5360

Tax Invoice

Company name _____ ABN _____
Address _____
Suburb _____ Postcode _____
Primary contact _____ Title _____
Telephone _____ Email address _____
Facsimile _____ Company website* _____
Closing date for graduate applications _____ Brief company profile* _____

The cost per stand is \$680 which includes GST, light lunch and refreshments for up to 4 representatives. Any additional staff would be charged at \$20 per person. Please note \$300 fee will apply to those cancelling two weeks prior to the Fair, after which \$680 will apply.

Method of payment

Invoice Credit card (please circle one): Mastercard Visa Bankcard

Account name: _____ Expiry date: _____

Credit card number: Signature: _____

Please indicate the number of people for lunch: _____

Power requirements: No Yes (please specify): _____

Equipment

Each stand (2.5m x 1.5m) will have one table, two chairs and will have side walls with velcro adaptable fabric, allowing you to display posters. Please note: We regret that no internet facilities will be available and audiovisual equipment will need to be sourced at your own expense. Power outlets on request.

Please indicate the students you wish to target:

Final year/Graduate International Local Postgraduate Vacation work

Please indicate below if you wish to target a specific discipline area:

■ FURTHER INFORMATION

All correspondence regarding any services offered for graduate recruitment at Swinburne University of Technology should be addressed to:

Mr Volker Janssen
Employment Programs Officer
Careers and Employment
Swinburne University of Technology
PO Box 218
Hawthorn Victoria 3122

Email: volkerjanssen@swin.edu.au
Telephone: (03) 9214 5360
Facsimile: (03) 9214 8447

www.swinburne.edu.au/careers



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Privacy Statement

Swinburne University of Technology collects and uses your information in accordance with our Privacy Statement, which can be found at: www.swinburne.edu.au/privacy. If you do not wish to receive marketing communications from us, you can email privacyoptout@swin.edu.au, fax to (03) 9214 8447 or write to Swinburne University of Technology, Privacy at Swinburne, PO Box 218, Hawthorn VIC 3122.

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