Checklist for career success
Steps to take during your course to help you end up where you want to be!

**Start of your degree (first year)**

- **Explore the web** (Google, LinkedIn, Seek) to start getting an idea of what employers are out there for graduates of your course.
- Participate in **networking** and **information interviewing** to gather information about positions and employers for graduates of your course – talk to lecturers, tutors, people you already know about their work.
- **Career Outcomes** - start thinking about where you want to end up when you finish your degree (what’s your dream job and what steps can you take to get there?)
- Join **student or professional organisations** in your field of study.

**Middle of your degree (Year 2 / 3)**

- **Gain relevant work experience** – as much relevant experience as you can get!
  - This will help you:
    - build your professional network,
    - develop your industry skills by putting them into practice in the real world, and
    - help you determine the kind of workplace / employer you want to aim for when you graduate
- Audit your **transferable skills** – i.e. team work, time management, communication – are there any areas you need to work on?
- Develop your **professional brand** – what can you offer potential employers?

**Final Year (Year 3 / 4)**

- Prepare your unique **professional resume** for graduate work. It may also be in your interests to create a **professional profile on LinkedIn**.
- Participate in the **QUT Career Mentor Scheme** – link with an industry professional
- Search for job opportunities through your professional network as well as through advertised positions – up to 80% of positions are filled without advertising!! (This is the Hidden Job Market)

**Did you know?**
Applications for many **graduate programs** close by April of your final year of study!

**www.careers.qut.edu.au**