

# BEL Careers and Employability

## Student Work Experience Program

### Application and Recruitment Process Guide

#### SWEP application and recruitment process

The Student Work Experience Program (SWEP) is a free, extracurricular program run by BEL Careers and Employability which is ideally aimed at current BEL students with little or no relevant industry experience. SWEP provides students:

- An opportunity to participate in a competitive recruitment process, similar to those used by many private businesses and organisations; and
- If successful, the chance to gain an unpaid work experience placement of up to 30 days during the semester break.

The experience, knowledge and feedback you will gain during SWEP will give you a real advantage when entering the job market as an intern or graduate candidate. The program may also provide you with a helping hand to gain your first valuable professional experiences for your resume.

The purpose of this guide is to assist you with the SWEP application and recruitment process by providing information and useful tips and tricks. It is important that you read this alongside the information provided on the [SWEP webpage](#) and any additional program communication.

#### SWEP application

SWEP is a great opportunity to demonstrate your knowledge, skills and experience, and learn how to differentiate yourself from your peers. SWEP is looking for students who possess and can demonstrate some of the following skills and qualities:

- Strong communication skills, both written and verbal.
- Teamwork and leadership skills.
- Passion and energy.
- Problem-solving ability.
- Initiative and creative thinking.
- Flexible attitude, resilience and ability to adapt to change.

Industry is always looking for well-rounded candidates, which means that a strong academic background is important, but we really want to know what makes you, you. Think about your personal qualities, interests and achievements outside of university and work, and any part-time work or volunteering you have undertaken. These experiences play a vital role in showcasing your strengths and capabilities.

Your SWEP application must be submitted via StudentHub and consists of:

- an **application form**; and
- a **cover letter** or **video** introduction.

Your application **will be assessed** by BEL Careers and Employability team members.

### Cover letter (or video introduction) instructions

The written cover letter or recorded video introduction provides you with the opportunity to tell BEL Careers and Employability why you should be considered for SWEP. Imagine you are sending this letter to your dream organisation. You want to make the best possible impression by putting a lot of effort into both the appearance and the content of your letter (or video).

In your letter (or video), you **must respond to the following four questions**. You do not need to explicitly state these questions, just make sure you provide information in response to them:

- 1 Why are you applying for SWEP and how do you believe SWEP will benefit your employability and career development?
- 2 Demonstrate, with specific examples, what skills, knowledge, experiences and/or qualities you could bring to the program.
- 3 What career are you hoping to pursue when you graduate? Explain your motivation and what research you have done so far to demonstrate your commitment to this career.
- 4 Tell us of a time when you demonstrated excellent teamwork skills. Please use the STAR method to address this question.

For the STAR method of responding to behavioural questions, please refer to the [Structuring Responses for Applications and Interviews](#) guide.

### Cover letter tips

The following tips will help you draft a professional looking and well-written cover letter:

- Use a professional business letter format.
- Address your letter to BEL Careers and Employability.
- Check your layout for consistency.
- Ensure you use a professional font style (e.g. Calibri or Arial) and size (e.g. 10 or 11 points).

- Limit your letter to no more than one page.
- Address the required four questions in separate paragraphs (but do not use the questions as headings).
- Check your grammar and spelling – maybe ask a friend or family member to proofread your letter.
- Save your file in PDF or Word format with a transparent file name, e.g., Name\_SWEP2022\_Cover Letter.

### **Video introduction tips**

If you prefer to submit a recorded video introduction rather than a written cover letter, please consider the following tips:

- Your video should be no more than two minutes long and must address the above four questions.
- Make sure that you are dressed professionally and the background in your video is appropriate and plain.
- Check the lighting, sound quality and any background noise before recording.
- You may save the video file in a format of your choice, but it should be playable on commonly used software – most applicants use a smart phone to record their video.
- Save the video file on a share drive and include a link to it in your application form. Please do NOT attach the file to the form.

### **SWEP recruitment process**

SWEP is built around a competitive recruitment process that mirrors those commonly used by many Australian companies. The process consists of multiple assessment activities to provide a fair, consistent and objective selection process.

You will be assessed on your performance against set criteria in a series of recruitment tasks, which will allow you to demonstrate strengths and areas of further development.

Students participating in SWEP will need to complete the following recruitment tasks over a six to eight week period:

- Complete an online psychometric test.
- Upgrade your resume with VMock – our advanced AI smart resume checker
- Record a brief video interview and presentation.
- Complete a free virtual internship (a professional experience that you can immediately add to your resume) and communicate the value of this experience to a potential employer.

BEL Careers and Employability have online modules, events and workshops throughout the year which may assist you in these assessment processes. These can best be found by accessing our [website](#) and [social media pages](#).

## **Psychometric test**

You may be asked to complete specialised tests or a technical skills assessment that measures accuracy, speed, numeracy, logic, reasoning and written communication.

You will not be expected to complete everything before the allotted time runs out, but please note, time management / good exam technique is a key to success at this stage. Try and allocate your time over more questions than focusing just on one question.

## **Upgrading your resume**

A resume is your marketing tool and is often your first impression with an organisation. Your chance of progressing in a recruitment process is much higher if you have a well-written and well-presented resume, which highlights your education, skills and experience.

All SWEP participants will use VMock – a smart resume checker which uses artificial intelligence. Students will receive customised feedback to upgrade their resume to meet or exceed a certain score.

## **What you can include in your resume**

- Career objective or personal summary.
- Name, basic contact details (and LinkedIn profile URL actively used).
- Education.
- Work experience.
- Volunteering experience.
- Awards and achievements.
- Technical skills, e.g. IT, languages.
- Soft skills and examples of how you have developed these and how they can add value to the employer.
- Co-curricular activities, e.g. student societies.
- Extra-curricular activities and interests.
- References.

## Helpful resume tips

- A career objective or personal summary is not mandatory. If you include one, it should be concise, have impact and make the reader want to know more.
- Do not include your date of birth or a photo.
- All entries in each section should be listed in reverse chronological order, with the most recent first.
- All work experience, including part-time or casual roles, is relevant, but keep the details concise. What duties have you performed and what skills have you developed that would be useful for a future employer to know? Also include any achievements (e.g. where you have completed tasks above and beyond your normal day to day duties such as training new staff or being trusted to open and close the store).
- You do not need to include the names and details of referees. A statement such as, "References are available upon request" is sufficient.
- Ensure your resume is clear, logical, well-structured and simple. Do not use a complicated template and be wary of unprofessional colours or formatting.
- Your resume should be no longer than 1-2 pages in length – be concise.
- Check the layout for consistency.
- Ensure you use a professional font style and size. i.e. Arial 10 or 11.
- Check your grammar and spelling.
- Save your file in PDF or Word format with an appropriate file name, e.g. Name\_SWEP2022\_Resume.

## Interview and presentation

In SWEP, you may be asked to participate in an interview, which could take on several different formats, including a video interview, one-on-one interview, a panel interview, or a group interview. The interview could be face to face, a video conference or a one-way video recording. This activity assesses your professionalism, personal attributes, team fit, motivations, knowledge, skills and ability to meet a role's requirements. Your presentation will assess your communication, research and presentation skills on a prepared topic.

## Answering questions about a virtual internship

Please note, the virtual internship is part of the SWEP recruitment process. It does not replace the work experience placements offered to successful students at the end of SWEP. Every student who completes SWEP will have completed a virtual internship (as a core assessment activity) and also have the potential to gain an unpaid work experience placement during the winter or summer semester break if they are successful.

In the SWEP recruitment process, you will need to complete (or have completed within the last 12 months) a virtual internship program. These are online programs built and endorsed by top companies all around the world. They contain a series of resources and tasks designed to simulate the real-world experience of starting a career. These are often free, can be completed in as little as 5 hours, and you can include this experience in your resume. You will need to prove completion of your virtual internship by providing a copy/photo of your completion certificate or email.

We will then ask you a few questions about how this experience has helped your career research and the skills, technical or industry knowledge that you gained from the virtual internship. Please note:

- Information regarding the virtual internships accepted as part of the SWEP program will be discussed at the information sessions and will be sent to all SWEP applicants.
- This type of activity assesses your career research and ability to “sell” and communicate the skills and knowledge that you have gained from professional experience to a potential employer.

## **How do I demonstrate my skills during the assessment process?**

### Communication

Your ability to communicate clearly, concisely and appropriately will be assessed throughout the entire assessment process. Also, verbal communication not only transmits your message, but it also communicates your reactions, opinions, and emotions through your tone, tempo, pronunciation, register (formality of language), emphasis on certain words, and use of humour.

### Planning and organisation

Each of the assessment activities will have a time limit, so you will need to demonstrate good time management. You will also need to demonstrate that you can take responsibility for your work, set objectives, use resources, and anticipate difficulties to ensure that you complete each task.

Please note, if you miss a deadline for a SWEP recruitment task, unfortunately you will not be able to complete SWEP unless you have valid reason (contact BEL Careers and Employability in this regard).

## How do I prepare?

Good preparation is vital to ensure you get the most out of any assessment. Below are a few suggestions on how to prepare before and during the activities.

### Before the activity

- If you are unclear about anything, contact BEL Careers and Employability.
- Research and practice potential activities. Do not underestimate the difference this will make to your confidence and performance.
- Dress in business attire for your interview and presentation assessment.
- Read all instructions carefully.
- Be yourself - bring your own experiences and personality to the table.
- Be professional.

### During the tasks

- Maintain a friendly and polite demeanour.
- Try to relax and be yourself as people generally warm to individuality.
- Always focus on highlighting your skills.
- Do not dwell on any mistakes, instead concentrate on performing well in the next activity.

View the SWEP application and recruitment process as a positive learning experience and an opportunity to showcase your best self.

## **BEL Careers and Employability**

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