

Career Checklist



A guide to getting started on your career journey.



CREATE CHANGE

CRICOS Provider 00025B



Explore

Visit BEL Careers and Employability.

Discover the career support and resources available to you and stay informed throughout your studies by following us on Facebook.

Embrace collaboration and learn from others.

Remember you are not alone, many of the best ideas and solutions will come to you through working with others. Get to know your university staff, seek out **peer mentors**, and later in your degree, engage with an **industry mentor or career coach**.

Start to explore potential career pathways.

Join **student societies** and **professional associations**, research your industry, and attend **careers and professional development events** to get insider insights into organisations and professions whilst growing your networks. Check out our **CareerHacks Podcast** to get access to exclusive interviews and conversations with industry leaders and our alumni.

BEL Careers and Employability

T: +61 7 3365 4222
E: careers@bel.uq.edu.au

W: bel.uq.edu.au/careers
A: Colin Clark (Building 39) Room 107

Set up a LinkedIn profile and build your networks.

Approximately 75% of job opportunities in Australia are never advertised, instead, they are filled through personal networks. Don't forget these networks are not limited to people from work, they include your friends, family, social sports teammates, fellow volunteers and more. These relationships are not built overnight, so it's important to start connecting early.

Don't be afraid to ask yourself the challenging questions.

Do you know what career pathways are available after completing your degree? Do those career pathways align with your career goals, values and unique strengths? If you answered no or have doubts, that is okay and you don't need to figure it out alone. Book into a **BEL Career Consult** for a one-on-one chat.

Get ready to apply.

Create a professional resume and cover letter so that when an opportunity arises you can take advantage of it by quickly tailoring and submitting your application. Complete one of our online **Employability Essentials** modules and then join us at the **BEL Career Study Group** to apply what you have learnt.

Start building your experience.

Whether it be casual work, work shadowing, **volunteering**, **student societies**, **virtual internships**, **mooting**, the **Student Work Experience Program (SWEP)** or a range of other activities, your first year is the perfect time to engage in a variety of experiences. You can find diverse opportunities on **UQ StudentHub**.

Reflect on your experiences.

Think about what skills and attributes you used during your experiences, and how you could apply them in future work contexts. What did you find challenging and how can you bridge any skills gaps? Try **using the Situation, Effect, Action and Learning (SEAL) process** for these reflections.

Maximise your study plan.

Find out what experiences you can fit into your study plan by using your elective courses for **BEL's Employability Capstone course**, **Work-integrated Learning**, or a **Global Exchange**. Contact the **BEL Student Centre** for advice.

Know your working rights.

Develop an understanding of your working rights and employer obligations so you can make sure you are being treated fairly at work. For more information visit the **Fair Work Ombudsman** website.

