AGSM CAREERS MONTH 2015

STUDENT PROGRAM

AGSM @ UNSW Business School
Career Development Centre
AGSM Career Development Centre is pleased to present the Careers Month program for 2015. This year we have seen many companies returning to present at AGSM, as well as 10 (and counting) brand new companies joining us for the month!

In this program you will find the schedule of events and tips on preparing for Careers Month. Register for presentations on the career management platform. Remember to keep an open mind and attend as many sessions as possible.

You have been provided with quality preparation through resume and cover letter reviews; case interview preparation; behavioural interview training; networking skill development; and great tips from those who have been through this process before. Please refer to the AGSM Career Development website for further helpful resources and you are welcome to reach out to the team should you have any queries.

During Careers Month AGSM Career Development Centre will be supporting Fitted for Work - a not-for-profit organisation and the first of its kind in Australia. Since 2005, its staff and small army of trained volunteers have transformed the lives of more than 20,000 women experiencing disadvantage by helping them get work and keep it.

We encourage you to support Fitted for Work by donating your unwanted work attire at a collection point at AGSM. Please ensure all donations are appropriate for interviews, clean and in the best possible condition. Full donation guidelines can be found here.
4  Presentations Calendar

6  Preparing for careers month

All presentations unless noted will be held in the AGSM Building at the UNSW Kensington campus.
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<tr>
<th>TIMES</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>8:00 am - 9:30 am</td>
<td><strong>BCG</strong> (The Boston Consulting Group)</td>
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<td>10:00 am - 11:30 am</td>
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Please note this program is subject to change. Check the career management platform for any additional presentations.
PREPARING FOR CAREERS MONTH

TOP 5 TIPS

1. Do your research! Be well read. Know what is happening in the Australian market, what the companies you are interested in are working on, who are they working with?
2. Prepare insightful questions
3. Have your cover letters and applications near completion prior to Careers Month. The application timeframes can be quite tight, Each application may take hours to prepare
4. Have your LinkedIn profile up to date and looking professional, There are resources to assist developing your profile in the Career Toolkit
5. Have an open mind to career possibilities: attend as many presentations as possible and do not limit yourself only to the companies which are currently recruiting

DATES FOR YOUR DIARY

- Friday 18th September 2015 Consulting applications open
- Wednesday 24th September 2015 Interviews commence

CODE OF CONDUCT

A lot of work goes into arranging this schedule of company presentations. By registering to attend any of the events profiled in this program, it is expected that you will adhere to the following:
- Be a positive ambassador for the AGSM and behave in a professional and respectful manner at all times
- Wear your AGSM name tag to all events
- Dress in business attire and arrive on time! Punctuality is imperative
- Refrain from using your phone and laptop. If you need to take notes, please use pen and paper although detailed notes from each presentation will be compiled and sent by the Careers team
- If you are late to an event please enter the lecture theatre as quietly as possible
- RSVP for all events you intend to attend. Room bookings and catering rely on accurate numbers of attendees. The companies also request to see the attendance list
- Please cancel your booking for a session before 24 hours before the start time if you are no longer able to attend. Not attending can damage relationships and ultimately your chances with that company, so please do not let yourself, your peers, or the school down
- Don’t concentrate on speaking only with the company representatives. There will be attendees from all aspects of the AGSM community
- Please exercise your common sense and do not ask companies about remuneration!
- Ask thoughtful questions. This is your chance to find out information you can’t get yourself on the company websites
- Do not contact the companies directly prior to the presentation. If you have any queries about a presentation or recruitment intentions, please the Career Development team
RULES OF THUMB

NETWORKING
- Remember firms invest time and resources to provide you with the chance to make direct contact with senior managers, recruiter and recent hires from our alumni community
- Think beyond your primary career goal and plan for contingencies. Learn about a larger range of companies, listen to the experiences of new hires, and be open to the idea of working for companies of any size, including startups
- Aim to make a great impression - be dressed in business attire, wear your name badge and be ready with a smile and a handshake
- Ask intelligent follow-up questions from their session which indicate that you have done your research about the firm. Demonstrate your enthusiasm for the company
- Do not dominate the presenters - be respectful of their status, their time and that other students also want to meet them
- Networking is all about building professional relationships with people, not just adding to your list of contacts. These relationships may have short and long term benefits to both parties

COVER LETTERS
- Convince the hiring manager to read your resume in more detail. Be clear, concise and persuasive
- Make the hiring manager’s job as easy for them as possible by presenting your experience, qualifications and transferrable skills in a way that matches the requirements of the vacancy

RESUMES
- Update any achievements since you last looked at your AGSM eYearbook resume
- Ensure your critical messages are clear and coherent
- Most consulting firms prefer a one page resume, and you may wish to develop a two page version for other firms

BEHAVIOURAL INTERVIEWS
- Use a structured method for responding to behavioural interview questions e.g. STAR technique - (Situation, Task, Action, and Result)
- Demonstrate your transferrable thinking skills, analytical competence, your ability to make judgements and your people skills in your responses
- Draw up a range of experiences to furnish your examples (current/previous roles, study, extracurricular activities and community-based involvement) however keep them reasonably recent and relevant as possible

CASE INTERVIEWS
- If you intend to submit an application to any of the consulting firms during the recruitment period, be prepared: your academic grades must be impressive, your cover letter and resume must be excellent and you need to be ready to perform well in a case interview
- Develop a flexible approach to applying a structure or process in response to each case - not all cases are straightforward
- Listen to the to the interviewer, ask clever questions to elucidate more information and to clarify and test assumptions before launching into your response
- Avoid thinking that there is a ‘tick-a-box’ formulaic response for each case

Further resources to assist your preparation for interviews, writing cover letters and resumes, and networking effectively can be found in the Career Toolkit on the AGSM Career Development website.

www.agsm.edu.au/careers
LOCATION & CONTACT

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