

Career Connect



Plan your
future here



Tertiary to work planner

Deciding what kind of work you want to do and where you want to do it is the essence of career planning. This planner is to help you get into a career – the steps you need to take and helpful tips.

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Step 1:

What jobs are you aiming for?

Think about what types of jobs you're interested in and what transferable skills you have that you can bring across to the new job.

1 List out the types of jobs you are interested in

Use [CareerQuest](#) to get job ideas based on your interests

1. _____
2. _____
3. _____
4. _____
5. _____

2 Find out more information about the jobs

Choose three of the jobs you have listed above and use the [Careers New Zealand Jobs Database](#) to fill in this table

Job 1

Pay			
Opportunities in New Zealand	Poor	Average	Good
Location			
Entry requirements			
Personal requirements			
Job specific skills			

Job 2

Pay			
Opportunities in New Zealand	Poor	Average	Good
Location			
Entry requirements			
Personal requirements			
Job specific skills			

Job 3

Pay			
Opportunities in New Zealand	Poor	Average	Good
Location			
Entry requirements			
Personal requirements			
Job specific skills			

3 Find out your transferable skills, entry and skill gaps

Start with one of the jobs, then repeat this process for each of the jobs you're interested in.

Job:

- **What transferable skills do you already have that you can bring to this job?**

Look at your extra curriculum activities, university projects, voluntary roles and previous jobs to see what skills you have already gained and how they match the specific skills required for this job.

- **What are your skill gaps?**

It's okay if you don't match 100 per cent of the job requirements in terms of skills/experience/qualifications. The job advertisement describes an ideal candidate for the company and someone who is already competent in the job. However, ideal candidates don't always exist in the real world. You will find that companies are willing to grow the right talent and often look for the person with the right attitude over their skills and experience. So, don't rule yourself out too early.

Watch this video by [Career Coach Suki Xiao from As You](#) for more tips and tricks.

- **What are your entry gaps?**

- **Talk to someone who is already doing this job to find out more. Ask them:**

- How did they get into the industry?
- What does an average day look like for you?
- What skills are key to their job?
- Are those entry requirements stringent? (unless it is a protected profession e.g. architect, doctor, accountant, psychologist or lawyer etc., you will often find there are other ways to get into the industry without having to retrain completely)
- What would their tips be for you to get into this job?
- Do you know anyone else I should talk to?

Research the person. Prepare more questions about the role and the industry. Don't forget to thank them for their time.

- **You can find someone who is already in the industry by:**

1. Asking your family members and friends
2. Look at the staff profiles in the companies you want to work for and send them an email asking if they would be willing to talk to you if you bought them a coffee
3. Search up industry associations and email one of the representatives.

People are generally very generous with their time if they know you are looking at ways to get into the industry.

These are called "informational interviews" that help build your knowledge about the industry and your networks. Watch this video by CareersNZ to find out more.

4 Take note of the skills you've gained (this will help increase your confidence)

The table below outlines the top 10 skills and attributes that employers are looking for from the [Job Hunters' Workbook by Careers New Zealand](#).

Assess your key skills and qualities by completing the information below. You can use examples from work or other parts of your life. Talk with family and friends to help you identify your top skills and qualities.

1 Work ethic

Examples of when I have used this skill:

- Being reliable
- Taking responsibility for your performance at work
- Being committed to the best possible performance
- Doing high-quality work

2 Verbal communication skills

Examples of when I have used this skill:

- Communicating in a clear and sensitive manner to people in different settings and from different Backgrounds
- Giving and receiving constructive feedback
- Participating constructively in meetings
- Expressing ideas

3 Energy and enthusiasm

Examples of when I have used this skill:

- Displaying a genuine interest in the organisation and what it does
- Understanding the industry/sector
- Expressing your willingness to give 100% to the job

4 Analytical and critical thinking

Examples of when I have used this skill:

- Gathering and evaluating information from different sources
- Recognising patterns and scenarios to understand the bigger picture
- Being able to understand abstract ideas

5 Problem solving

Examples of when I have used this skill:

- Using rational thinking to reach conclusions
- Analysing facts and asking the right questions to diagnose problems
- Making appropriate decisions from available information

6 Teamwork

Examples of when I have used this skill:

- Completing group tasks through discussion and planning
- Working towards solutions that other team members can support
- Sharing knowledge and expertise with others

7 Interpersonal skills

Examples of when I have used this skill:

- Being able to work with people from diverse backgrounds
- Acknowledging others' emotions and views and responding sensitively and appropriately
- Understanding unspoken meanings in situations
- Being able to resolve issues well

8 Written communication skills

Examples of when I have used this skill:

- Using correct spelling, punctuation and grammar
- Being able to edit your own work
- Using appropriate tone and style in writing, depending on the audience

9 Self-management

Examples of when I have used this skill:

- Managing your own workload and asking for support when you need it
- Actively seeking opportunities to keep learning
- Being confident in dealing with challenges
- Maintaining a balance between work and life

10 Initiative and enterprise

Examples of when I have used this skill:

- Going beyond your usual role to help others, including doing tasks not in your job description
- Having initiative – taking unprompted action to achieve goals
- Being creative – using creative thinking to develop solutions
- Starting change and adding value by embracing new ideas

Step 2:

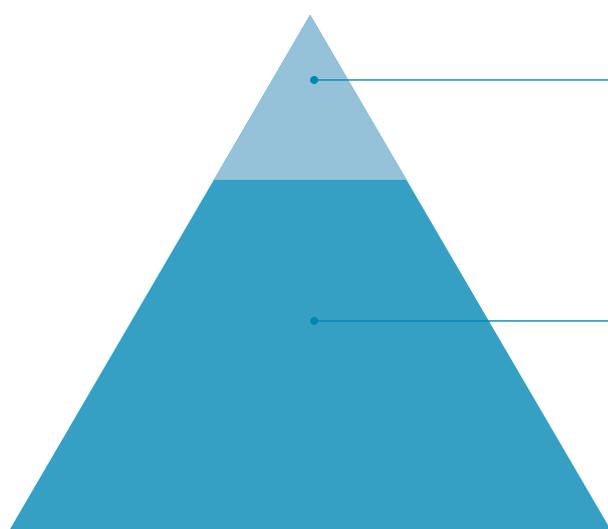
Job preparation

1 Search for graduate/junior positions in these industries/sectors

- Search on major job search platforms, like SEEK and LinkedIn
- Set up job seeker profiles on the same platforms
 - Your profiles should mirror your CV and be tailored to your desired role. Your online presence should match your CV and how you are in person too.

2 Network and cold-call

- Don't limit your job search to job vacancy websites or recruitment agencies — 70% of jobs are filled by employers using their connections and networks.
- For the jobs you want to apply for, cold-call the reception or hiring manager to ask to speak to someone who already does the job so you can get a better understanding. Or look at the staff profiles from the company website and cold-email someone for a coffee catch up.
- Go to industry networking events. Display your genuine interest in of wanting to get into the industry and people might know which companies are hiring.



30% advertised jobs

How job seekers prefer to find jobs

- Sending out unsolicited CV's
- Applying for vacancies advertised on the internet, on social media or in newspapers
- Approaching recruitment agencies

70% hidden job market

How employers prefer to find new staff

- Through networking with people they know at work or socially
- Through their current staff
- Through checking online job profiles

CREDIT: Job Hunters Workbook by Careers New Zealand

List the people you will talk to and events that you will go to for networking:

1. _____
2. _____
3. _____
4. _____
5. _____

Perfect your elevator pitch

When you meet someone at an event and they ask you “What do you do?”, you need to have an elevator pitch ready. An elevator pitch is your opportunity to tell them about you, your skills and what you are looking for in 30 seconds.

You also don't know who you will meet on a day-to-day basis as they can be your next employer, so it's important to have your elevator pitch ready.

My name is...

I am a...

I have got skills in...

I am looking to get into this role/industry...

3 Get your CV and covering letter tailored, and start applying for jobs

When you start applying for jobs, you should tailor each CV and covering letter. This is where you make your relevant skills sing and get employers interested enough so that they offer you an interview. Refer to the separate CV Guide and Covering Letter Template.

If you get a rejection at any stage of the application process, always ask for feedback so you can improve your application.

Keep track of your applications

Jobs applied	Date	Feedback

4 If you have entry and skill gaps, go get the experience

From step one, you have figured out your entry and skill gaps and validated with someone in the industry that those entry and skill requirements are necessary. So now, you do what you need to plug the gaps.

You can gain experience quickly through:

- Internships
- Voluntary roles
- Temporary jobs
- Start-up weekends.

Brainstorm the places that you can get experience

1. _____

2. _____

3. _____

Step 3:

Get the job

1 Interview Preparation

- Once your CV and covering letter have made it through the first round of screening, you might be offered a phone or in-person interview. Follow the the separate Interview Guide.

2 Know the salary bands

- You might be asked about your salary expectations or how much you currently earn at any stage of the application process.
 - Don't give out information about how much you currently earn — this is private information, and giving it out would possibly set a low anchor for your next pay. To answer this question, you can say: **"That's an interesting question. I'm wondering what you're thinking someone with my relevant skills, qualification and background typically earns in this position."**
 - For the salary expectations, firstly research industry benchmarks for salaries for someone with similar experience level as you. [Career New Zealand Job Database](#) has how much the job usually earns and what the source of this salary information is.
 - Avoid giving out your salary expectations until the prospective company tells you how much they are considering paying for this position.

You don't want to disadvantage your position by understating what the salary might be. You also need to fully consider what the role entails and have confidence that you're the preferred candidate.
 - Seek has a good guide to answering the question **"What are your salary expectations?"** [This article](#) by SEEK notes when to talk about money in an interview.
 - Talk to others, e.g. recruiters and people who work in the industry, to find out the pay band for someone with your background and experience.

3 Get a written offer and get it reviewed

- Legally, every employee must have a written employment agreement. Always get a written offer after the company's verbal offer.
- Get your employment offer reviewed by a lawyer if you can and ask for more time to review the employment agreement if you need.
- Know the things that the [employment agreement must include](#) and your [minimum employee rights](#).

4 Do your due diligence on the company

- It's never too early to do your due diligence on prospective companies. Due diligence is essential because you want to make sure where you will work has a good culture and development opportunities.
 - Ask around for people who have worked in the company previously and shout them a coffee so that people can talk offline and be frank about what happens in the company.

5 Accept the offer and prepare for your first day

- Know the dress code and ensure your wardrobe has the appropriate clothing
 - Some companies offer graduates a clothing allowance (this would have been stated in the written offer).
- Know your commute
 - Plan out a routine of how you will get to and from work.
- Be prepared to be mentally tired for a few months
 - Starting a full-time job for the first time can be very tiring compared to studying. So be gentle on yourself and not have too many things outside of work until you have settled into your work routines.



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