



Student Leadership, Career Development and Employment

My Career Essentials

Set up your future with My Career Essentials

Get your career off to a flying start with My Career Essentials, available in [Career Connect](#). Learn the essential elements to help start your career journey. Find Experiences that will enhance your studies and build your employability. Then Achieve recognition for your successes.

What is My Career Essentials?

My Career Essentials are a set of online learning resources and experiences designed for you to take control of your own career learning and prepare you for success in your future. The essentials are broken up into three components: Learn, Experience and Achieve.

Learn

A set of learning resources designed to guide your thinking and prepare you to take the steps towards your new career. The resources are divided into three key sections:

- Self-Awareness – helps you to identify who you are and what you want from work so you can create your own career goals.
- Evidence and Experience – gives practical hints and tips on developing skills for work, writing job applications, being confident in job interviews and growing your networks.
- Prepare for Graduation – guides you through ways to research your industry, identify your competitive edge and effectively use LinkedIn.

Experience

A series of experiences available through [Career Connect](#) to build your practical skills and offer opportunities to engage with industry:

- Student Jobs – apply for a range of paid and unpaid jobs on campus.
- Networking – connect with mentors or professional associations associated with your industry.
- Volunteering – register for volunteering opportunities on campus and find out about opportunities to volunteer in the local community.
- I-PREP – complete an immersive work preparation program for international students and Humanitarian Visa holders that will equip you for future work in Australia.

Achieve

The Achieve component of [My Career Essentials](#) offers two opportunities to record, reflect on and be recognised for the experiences and activities you participate in throughout your degree.

The first step is to 'Record your Experiences' and reflect on your professional learning and contribution to community. This section is designed to help you develop a comprehensive employability profile (resume, reference letters and LinkedIn profile) that highlights your professional experiences and community service.

You can then take the next step and apply for formal recognition of your experiences through the [Vice-Chancellor's Leadership Program](#).

How to use My Career Essentials

The Career Essentials are designed to support your career preparation journey and puts you in the driver's seat.

The Learn Essentials have suggested times the different sections might be relevant during your degree; however, you can dip in and out of the different activities as they work for you. For instance, you may want to work your way through the Learn Essentials from top to bottom, or you may look for specific help to do things like prepare for an interview when you have an interview to attend. The choice is yours, but we do recommend engaging with each section of the Learn Essentials before you graduate.

The Experience Essentials only list those experiences hosted by the Career Connect team. Keep checking back for updates but also be on the lookout for other experiences advertised by your College, community or industry.

The Achieve Essentials are designed to be used as you complete practical experiences through work and volunteering. This section can be used to gather your own thoughts and prepare you for applying for jobs in the future. This section will help you to reflect and synthesise your experiences into a set of documents ready for the job application process. It will also provide you with the opportunity to apply for recognition in the Vice-Chancellor's Leadership Program.

How to access My Career Essentials

1. In Career Connect select 'My Career Essentials' then 'Learn, Experience, Achieve' from the left-hand menu.
2. Select the tile you wish to access (Learn Essentials, Volunteering, Record Your Experiences etc.)
3. Click the question marks on the right-hand side of each step to access the links to resources. Once you've completed each step, you might like to tick off your progress using the boxes on the left.

The screenshot shows the Career Connect website interface. On the left, a navigation menu includes 'Home', 'Jobs', 'Documents', 'Events', 'Interviews', 'Achieve (Experience)', 'Appointment Bookings', 'Employers', 'Reference Letters', 'Surveys / EOIs/ Forms', 'My Career Essentials', 'Resource Library', 'Resume Builder', 'Mock Interviews', 'Appointments & Calendar', and 'My Account'. A red arrow points to 'My Career Essentials'. The main content area shows 'About The LEARN Checklist sets the foundation for launching your career.' Below this, there are two progress sections. The first is 'Early in your degree: Self-Awareness' with a 66% progress bar. It contains three items: 'Career thinking early on in your degree' (checked, with a red circle around its question mark icon), 'Intro to self-awareness' (checked, with a question mark icon), and 'On the path but where are you going? Set some goals for your future' (unchecked, with a question mark icon). The second section is 'Next: Evidence and Experience' with a 22% progress bar. It contains three items: 'Career thinking; evidence and experience' (unchecked, with a question mark icon), 'The job application process' (checked, with a question mark icon), and 'Think you've got nothing to offer? You have more than you think! Learn about employability skills' (unchecked, with a question mark icon).