



# WORKSCOPE

October 2004

An occasional newsletter produced by the UOW Career Services

## Are you enthusiastic - committed - socially responsible?

### Then consider joining - SIFE Students in Free Enterprise

SIFE's mission is to provide tertiary students with an opportunity to make a '***difference in their communities***' and to develop leadership, teamwork and communication skills.

#### How it works:

**SIFE** challenges you to take what you learn in the classroom and apply the knowledge to real working situations - it's your chance to be an entrepreneur and create an innovative community outreach project that will teach others a skill for life.

*Some typical projects are:*

- teaching simplified tertiary education skills, e.g., web page design, to primary school students
- tutoring and mentoring at-risk school students to encourage them not to drop out

#### Timing

SIFE is an ongoing process with an annual competition held during mid-year recess where you'll have a chance to showcase what you have done in front of a national audience and be judged by some of the most senior business and government leaders in Australia.

This is a must for anyone looking for experience or a challenge, so for more information

1. check out the website  
<http://www.sifeaustralia.org.au>
2. register your interest with  
[srejske@uow.edu.au](mailto:srejske@uow.edu.au)

## HEWSO:

### The Higher Education Workplace Skills Olympiad

This summer, you have an exciting opportunity to gain valuable workplace skills and experience by participating in the summer HEWSO program. For the fifth year running students will be able to participate in this prestigious event through the support and organisation of the UOW Careers Service.

#### So how does it work?

From 24 January to 18 February 2005 students will form teams to solve a business issue or problem set by the University's host employer. In previous years, employers have included Nortel, Centrelink, the Illawarra Credit Union and BlueScope Steel. The host employer then selects the strongest UOW team to go forward to the national finals to compete against the other universities involved. Last year, a UOW team finished second overall in the National Finals!

HEWSO is open to all students, undergraduate, postgraduate, domestic and international, from all faculties however preference is given to final and penultimate year students when selecting the 40 UOW competitors.

To register your interest or find out more,

1. contact Sue Rejske  
[srejske@uow.edu.au](mailto:srejske@uow.edu.au)
2. checkout our website at  
<http://www.uow.edu.au/careers/discover/HEWSO.html>
3. or come in and see us at Careers Service Build 11



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## Starting your first graduate job? Read on for some great tips....

Starting a new job can be intimidating at first - so to help you get a head start the careers service offers you a few tips to help you get ahead!

1. **Do Research.** Learn all about your new employer. What makes their business profitable? What are their future plans? What is their workplace culture really like? Hunt around for documents and try to network with some employees and clients.
2. **Plan your outfits ahead.** what you are going to wear for the first week. Make sure everything is clean, professional and is suited to the workplace. If in doubt, try to be conservative and confident.
3. **Plan your travel route** with time to spare to avoid a first day disaster. Factor in to the plan that your train or bus may not be on time.
4. **Make some meals in advance** to take the pressure off and on your first day, scope out the office for a kitchenette and see what is available. Alternatively, asking about great places to buy lunch nearby can be a good icebreaker with new colleagues.
5. **Learn the ropes.** Early in the job, look out for signs of accepted conduct - What is the hierarchy? How is evaluation conducted? What is the management style of your supervisor? Try to find a mentor who knows the ropes, and don't be afraid to ask questions.

For more information check out  
<http://www.careerplanning.about.com>

## The Graduate Attributes Challenge:

### And the Winners are.....

Congratulations to all the winners of the **Graduate Attributes Challenge** which culminated on Friday 10th September with great presentations from all the participating teams.

The Graduate Attributes Challenge (GAC) was a program designed, to enable students to discover the connection between the UOW graduate attributes and their employability skills through direct communication with employers.

And the awards went to:

- **Best Poster Display: Commerce - Marketing team**
- **Best Presentation: Informatics - Electrical Engineering team**
- **Best Written Report: Informatics - Electrical Engineering team**

All students who participated in the challenge said they had gained:

- valuable information about employer expectations of graduates;
- knowledge on how to increase their own employability skills;
- confidence in knowing what skills and knowledge they have to offer employers;
- confidence in dealing with employers; and
- awareness of the importance and relevance of the **UOW Graduate Attributes**.

*Workscope was produced by Careers Service Interns Alison Cochrane, Ann Towers, Jaidene Osborne and Katherine Jones.*