ENERGISE YOUR BUSINESS
CONNECT: CAREERS CENTRAL

EMPLOYER PROGRAMS AND SERVICES GUIDE
Welcome to the 2013 UOW Employer Programs and Services Guide.

Whether you’re looking to raise your organisation’s profile, network with talented students or, just need some solid solutions to grow your talent pipeline, you’ll find the answers to address your recruitment needs in this guide.

We’re here to lend a hand and make it easier for you to access and attract high calibre UOW students and graduates to your organisation. Learn about our services in this guide and please call us with any questions or, to work out a solution tailored to your requirements.

Many thanks,

The Careers Central Team
MEET OUR STUDENTS

CAREERS FAIRS
What better way to secure talented UOW students than to meet them face to face? Exhibiting your organisation at one of our careers fairs, hosted throughout the year, is a highly effective way of building awareness of your organisation’s brand.

For the latest information, exhibitor guides and online bookings visit: http://www.uow.edu.au/careers/employers/GraduateRecruiters/index.html

AUTUMN CAREERS FAIR
In 2012 we welcomed approximately 2,000 students to the Autumn Graduate Fair alone. Employers who attend our fairs regularly find they are a cost effective and efficient means of targeting high performing future graduates from all disciplines.

Date: 19th March 2013
Time: 10:00am - 2:00pm
Venue: URAC Sports Hub, Building 9, UOW
Cost: Single Stand $1,000 GST incl. or Double Stand $1,450 GST incl.

EARLY BIRD BOOKINGS: 15% Discount for registrations received on or before 31st December 2012.
Single Stand - $850 incl. GST
Double Stand - $1,232.50 incl. GST


EDUCATION CAREERS FAIR
The Education Careers Fair is aimed at students studying and/or interested in a career in early childhood, primary and secondary education.

Date: Wednesday 8th May 2013
Time: 10:30am - 1:30pm
Venue: Foyer McKinnon Building, Building 67, UOW
Cost: Single Stand $220 GST incl. or Double Stand $330 GST incl.


HEALTH SCIENCES CAREERS FAIR
The Health Sciences Careers Fair is pitched at students in health related disciplines such as but not limited to nursing, nutrition, psychology, health science and exercise science.

Date: Thursday 23rd May 2013
Time: 10:30am - 1:30pm
Venue: Foyer Health Sciences Building, Building 41, UOW
Cost: Single Stand $220 GST incl. or Double Stand $330 GST incl.


CAREERS FAIR INCLUSIONS
Registration fee for the above fairs includes:
• 1 stand including: 1 table (Measurements: 183 (L) x 76 (W) x 74 (H) cm) or equivalent and 2 chairs
• Use of UOW facilities
• Catering for 3 pax (6 pax included with a Double Stand)
• 1 car space (2 included with a Double Stand)
• Promotion of your organisation’s attendance at the Fair

SPRING CAREERS FAIR
Our Spring Careers Fair is designed to promote graduate work options, vacation opportunities and internships over summer, voluntary work and overseas opportunities.

Date: 8th August 2013
Time: 10:00am - 1:00pm
Venue: Level 1, Exhibition Space, Building 11, UOW
Cost: Single Stand $440 GST incl. or Double Stand $660 GST incl.


OFFERS
Attend one Careers Fair in a calendar year and receive the consecutive Fairs you attend in that calendar year at half price.

CANCELATION POLICY FOR CAREERS FAIRS
Cancellations must be made no later than 15 working days prior to the fair. In the event that you cancel after this time we will invoice you 50% of your total invoice.

Cancellations made on the day of the event will not be refunded.

Spring Careers Fair registrations receive one free job board posting in 2013.
EMPLOYER PRESENTATIONS
Tell students about your organisation with an on-campus ‘Employer Presentation’ via an Information Session or Skills Based Workshop.

INFORMATION SESSION
We organise and promote on-campus information sessions to relevant students on behalf of employers.

Simply tell us the types of opportunities or programs you have on offer and we will invite students from the targeted disciplines to attend. Hosting an information session not only lets you promote your organisation, its recruitment processes and opportunities available, but more importantly, puts you in direct contact with your target market.

If you can’t make it on to campus, we can arrange your information session to be held via video conference.

Cost: From $220.00 GST incl. per session per hour. Price includes the use of UOW facilities, event coordination and promotion.

Simply complete the online booking form: http://www.uow.edu.au/careers/employers/registration/UOW135528.html

SKILLS BASED WORKSHOP
Hosting a skills based workshop provides the perfect platform to increase your organisation’s brand on campus whilst providing our students with essential skills or advice on recruitment processes (e.g. interview tips, building your personal brand, etc).

Skills based workshops should be educational in focus. For recruitment focussed sessions please refer to the aforementioned information sessions.

Simply complete the online booking form: http://www.uow.edu.au/careers/employers/registration/UOW135528.html

Skills based workshops are subject to approval.

RECRUITMENT SERVICES
MY JOBBOARD
Make an early connection with high calibre students and future graduates and advertise your employment opportunities on our website.

Job opportunities are:

• Uploaded on to the My JobBoard section of the website for students to view and apply directly to you
• Physically posted on our office noticeboard on campus
• Promoted via the UOW digital signage network across campus
• Emailed to students who are registered with My JobAlert that match your targeted degree(s) and discipline(s). This only applies to degree related opportunities.

Cost:
• $55.00 GST incl. per advertisement for degree related opportunities, advertised for up to 12 weeks, including an email sent to students who are registered with My JobAlert that match your targeted degree(s) and discipline(s).
• $22.00 GST incl. per advertisement for non degree related casual opportunities, advertised for up to 12 weeks. (This service does not include an e-mail sent to students.)

Advertisements for voluntary work attract no fee. Voluntary work applies to aid or not for profit organisations.

To submit a job advertisement via our JobBoard simply complete the online booking form: http://www.uow.edu.au/careers/employers/JobBoard/index.html


CAMPUS INTERVIEWS
Conduct your interviews with students on campus. Careers Central invites organisations to host interviews at UOW at any time throughout the year.

A variety of interview facilities are available and we also offer a fully automated online interview booking service. If you need to conduct interviews remotely we can also arrange teleconference or SKYPE facilities.

Cost: From $110 GST incl. per interview room per day. Price includes use of UOW facilities and interview coordination.

Simply complete the online booking form: http://www.uow.edu.au/careers/employers/registration/UOW135537.html
COMMUNICATE WITH STUDENTS

DIRECT EMAIL OUT
Send opportunities straight to students’ inboxes.

Our email-out service is an ideal way to distribute information related to specific employment opportunities to targeted students.

Simply complete the online booking form: http://www.uow.edu.au/careers/employers/registration/UOW135534.html

We will then provide you with a quote and on your acceptance will email the students on your behalf.

Cost:
- < 300 students $1.10 GST incl. /email
- 300 - 999 students .77 cents GST incl. /email
- > 1000 students .55 cents GST incl. /email

We also offer a direct hard copy mail out service. Please contact Sofie or Rowena on 02 4221 3325 for further information.

MONTHLY NEWSLETTER
Reach 17,000 + students via our monthly newsletter.

Careers Central circulates a monthly newsletter to 17,000+ students on our My JobAlert database. Take advantage of our offer to sponsor one of our editions which entitles you to great editorial opportunities.

Cost: $150 GST incl. Promotion in one issue of your choice.

Please contact Sofie or Rowena on 02 4221 3325 to arrange this.

WHAT’S HAPPENING COLUMN
Understandably our website is very popular with students. Take advantage and promote your events and programs on our e-noticeboard on our homepage.

Our ‘What’s Happening’ column appears on the homepage of our website and most secondary and tertiary pages. View the column here: www.uow.edu.au/careers/

The column is an effective tool for promoting your upcoming events and programs by optimising your visibility on our website.

Cost: $150 GST incl. for two weeks.

Please contact Sofie or Rowena on 02 4221 3325 to arrange this.

sms SERVICE
Notify students about opportunities with your organisation via SMS.

We find students may not check their uni email account during session breaks. So if you have a recruitment program or other job vacancies that open or close outside of session, it’s a good idea to utilise our SMS service rather than risk missing out on some applicants.

You may also choose to use this service at other times throughout the year to engage with our students.

Cost: .50 cents GST incl. per message - limit of 160 characters.

Simply complete the online booking form: http://www.uow.edu.au/careers/employers/registration/UOW135534.html
BROADEN YOUR TALENT PIPELINE

UniVative Competition
An innovative approach to your recruitment needs. Raise your profile among students, scout for future talent and, at the same time discover inventive solutions to a business challenge.

UniVative allows multidisciplinary teams of students to demonstrate their skills and apply them in a real-world setting whilst gaining employability skills in the Sydney and Illawarra business environment. The teams work on resolving actual business challenges on behalf of participating organisations. It gives organisations a unique opportunity to raise their profile in the student community, as well as assess the general quality of students available. Additionally, students may identify a ground-breaking solution to the business challenge.

Talk to Roz, our Work Integrated Learning Coordinator for more information: rozp@uow.edu.au or phone 02 4221 4220.

Student Internship Program
Host a student intern and benefit both your organisation and the student.

By taking on a student intern, your organisation will have the opportunity to promote itself as an employer of choice to a diverse talent pool.

Internship programs allow you to assess quality students for potential employment opportunities. Your intern may even become a future leader within your organisation.

Again, chat to Roz: rozp@uow.edu.au or phone 02 4221 4220 for more information.

Lucy Mentoring Program
Share your expertise and experience with a student who has an ambition to work in your chosen field.

The Lucy Mentoring Program inspires, motivates and educates women about the opportunities available for employment and leadership in major corporations, as well as the private and public sectors.

Mentors support undergraduate students in their final years of study from the Faculties of Law and Commerce. If you can commit 35 hours while your mentee completes a work based activity, we would like to hear from you. Students are competitively selected and individually matched.

Talk to Roz or Sam, our Work Integrated Learning Team for more information: wil-enquiries@uow.edu.au

Summer Placements - International Students
Open up your organisation to high calibre bilingual students who are keen to contribute to your organisation.

Our Professional Practice program promotes, supports and develops quality work experience for the benefit of undergraduate and postgraduate international students, organisations and the local economy.

Students are available for placements in the engineering, information technology and accounting fields. All students have full working rights in Australia and placements can be paid or unpaid with liability covered by UOW.

Talk to Anna and Kim, one of our International Careers Consultants: professionalpractice-enquiries@uow.edu.au or 02 4221 1449 for more information.
KEY INFORMATION

Approximate number of domestic and international graduating students in 2013, excluding overseas campuses:

<table>
<thead>
<tr>
<th>Field</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>600+</td>
</tr>
<tr>
<td>Commerce</td>
<td>1250+</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>230+</td>
</tr>
<tr>
<td>Education</td>
<td>290+</td>
</tr>
<tr>
<td>Engineering</td>
<td>330+</td>
</tr>
<tr>
<td>Health &amp; Behavioural Sciences</td>
<td>640+</td>
</tr>
<tr>
<td>Informatics</td>
<td>550+</td>
</tr>
<tr>
<td>Law</td>
<td>120+</td>
</tr>
<tr>
<td>Science</td>
<td>210+</td>
</tr>
</tbody>
</table>

This information is crucial for determining the most suitable time to promote opportunities to our students. We will work with you to pinpoint the appropriate timeframes for promoting your recruitment opportunities, factoring in your opening and closing dates.

UOW’s 2013 academic year session dates are outlined below and can also be found here: www.uow.edu.au/student/dates/

<table>
<thead>
<tr>
<th>Session Dates</th>
<th>Semester 1 2013</th>
<th>Semester 2 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Weeks</td>
<td>4 March- 27 June</td>
<td>29 July- 21 Nov</td>
</tr>
<tr>
<td>Non-teaching week</td>
<td>22 – 26 Apr</td>
<td>30 Sep – 4 Oct</td>
</tr>
<tr>
<td>Exams</td>
<td>15 June- 27 June</td>
<td>9 Nov- 21 Nov</td>
</tr>
</tbody>
</table>

For up-to-date course information (including majors) please visit the UOW Undergraduate and Postgraduate handbook: http://www.uow.edu.au/handbook/index.html

You can also visit the Employer Portal: http://www.uow.edu.au/careers/employers/index.html on the Careers Central Website for further information on our employer services.

CONTACT UOW CAREERS CENTRAL

General Enquiries
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International Careers Consultants
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