

PROFESSIONAL DEVELOPMENT PROGRAM

MACQUARIE UNIVERSITY – S2 2021

6 October 2021



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ZOOM PROTOCOL

1. **Mute Audio** – press space bar to unmute and ask a question
2. **Video Feed**
We may need to turn Video feed off if we are having technical issues
3. **Today's Session**
Combination of Screen Share, Polls, Breakout activities, Questions.
4. **Questions/Comments**
There will be allocated times for questions
5. **Be respectful of all participants**
Please only use the Chat function at the facilitator's direction such as for questions.
Make your chat visible to everyone – no private messaging please.
6. **Private questions**
There will be a short time set aside to answer these at the end

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HOUSEKEEPING

- Attendance – is compulsory / **evidence necessary** for any absence (e.g. medical cert for illness)
- If for any unforeseen reason you are going to be delayed, or not able to attend a workshop, notify us as soon as possible **prior** to that session.
- Your attendance at each workshop will automatically be recorded on Zoom.
- Evidence for absence should be submitted as soon as possible, and before the next workshop.
- For all emails, please be sure to **send to both Jen and Vicki**
- Confidentiality
- Respecting and listening to each other's opinions / letting each other talk
- Being focused while present
- Your input forms part of what others take away from these sessions. Ownership. Give as well as receive!
- Participate in interactive activities to the best of your ability – we are here to learn from each other
- A form to record your 20 additional hours has been added to the webpage – please submit these and your workbooks via CareerHub by **Wednesday 18th October.**

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WHAT TO EXPECT



Session 1

- The changing world of work
- What do employers want
- VIPS and building your skills
- Building experience and improving your skills
- Planning your career



Session 2

- Recap-Planning your career
- Informational interviews
- Job Search
- Applications: Resumes & Cover letters
- Be the Recruiter exercise



Session 3

- Recap
- Video skills introduction
- Phone interviews
- Video interviews
- Interview Skills
- Diana Linde Beaumont People



Session 4

- Recap
- Psychometric testing and Gamification
- Assessment Centres
- Mock Assessment Centre - NSW Government



Session 5

- Recap
- LinkedIn
- Professional Branding + Networking
- EQ + Compass Exercise
- Classroom to Boardroom
- Workplace Etiquette
- Career action plan

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TODAY'S OVERVIEW

- 12.00 - 12.20pm: Welcome and Recap
- 12.20 – 12.35pm: LinkedIn
- 12.35 - 12.55pm: Professional Branding + Networking
- 12.55 – 1.20pm: Compass Exercise + EQ
- 1.20 – 1.30pm: Classroom to Boardroom
- 1.30 – 1.35pm: Workplace etiquette
- 1.35 – 1.45pm: Career Action Plan
- 1.45 - 2.00pm: Wrap Up + Questions
- 2.00 – 2.10pm: MQSE



Recap – Mock Assessment Centre with NSW Government Graduate Program

Mock Assessment Centre Feedback



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LinkedIn



LinkedIn – your professional networking platform

Why Join
LinkedIn
?

Create your personal brand & public image

Access to many jobs are posted on LinkedIn

An online portfolio to be discovered by employers

Find & maintain connections of interest

Follow companies of interest for news & updates

Gain influence over your network

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LinkedIn has massive reach globally & in Australia



Image: Fernando @cfurdo @ Unsplash

One in three professionals on the planet are on LinkedIn.

Globally there are*:

- 722M+ Members
- 55M+ Companies
- 24M+ Jobs
- 36K+ Skills
- 115K + Schools

Approx. 12 million users in Australia

[LinkedIn's Economic Graph -- A digital representation of the global economy](#)

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Be found by recruiters and hiring managers



Image: Morning Brew@ Unsplash

9/10 Recruiters use LinkedIn^

95% of Recruiters in Fortune 500 Companies use LinkedIn^

75% of Recruiters are more successful with LinkedIn^

Source: Linked In.



Getting started – Building a strong profile

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The structure of a LinkedIn profile



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Profile Tips

Pro

Rec

The screenshot shows a LinkedIn profile page with several sections highlighted by red boxes and labels:

- FOLLOWING**: A tab at the top of the main content area.
- News**: A section below the 'FOLLOWING' tab, containing a grid of news items with images and titles like 'Computer Software', 'Venture Capital & Private Equity', 'Nonprofit Management', 'Entertainment', 'Online Media', and 'Internet'.
- Companies**: A section below 'News', containing a grid of company logos and names like 'cloudera', 'TEACHFORAMERICA', 'NYSE Euronext', 'ReputationDefender', 'OPEN', 'EICHSTAEDT', 'Morgan Stanley', and 'American Express'.
- What you Follow**: A label pointing to the 'FOLLOWING' tab.
- Additional Info**: A label pointing to the right sidebar area.
- Recommendations**: A label pointing to the 'Recommendations' section in the right sidebar.
- you've joined**: A label pointing to the 'Companies you've joined' section in the right sidebar.
- Experience**: A label pointing to the 'Experience' section at the bottom of the main content area.

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The importance of your profile picture

Profile Picture Do



- Crop to shoulder
- Good lighting
- Professional attire
- Smile

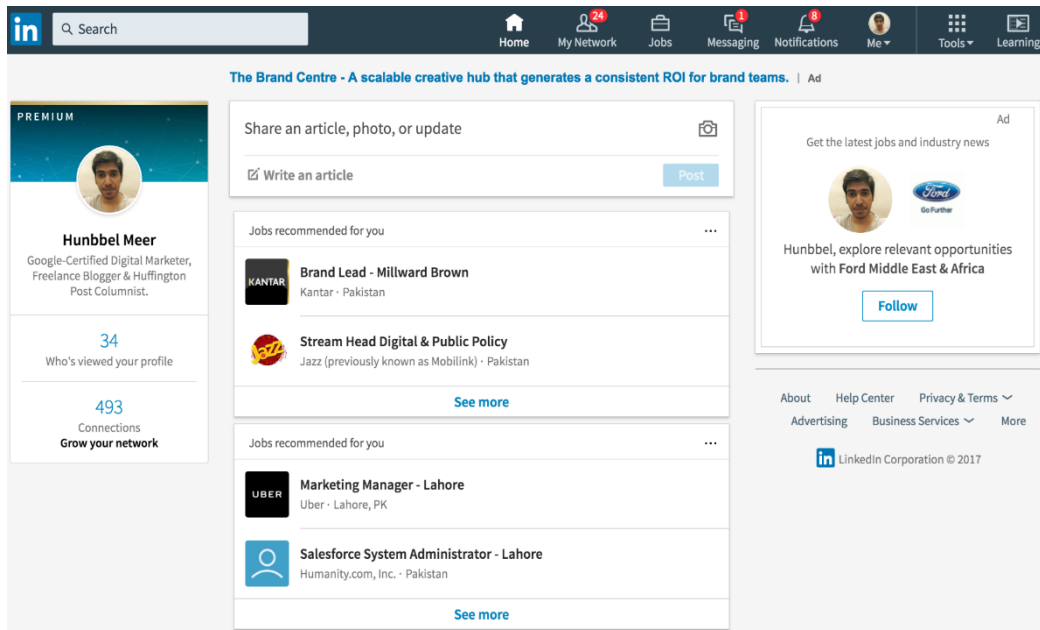
Profile Picture Do Not



- Unprofessional
- Blurry
- Poor lighting
- Too small/too far away
- Other people in it
- Children/Pets

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Customise your LinkedIn URL



1. Click the **Me** icon at the top of your LinkedIn homepage.

2. Click **View profile**

3. Click **Edit public profile & URL** in the right rail.

4. Under **Edit your custom URL** in the right rail, click the **Edit** icon next to your public profile URL. It'll be an address that looks like www.linkedin.com/in/yourname.

5. Type the last part of your new custom URL in the text box.

6. Click **Save**.

Include it in your resume!

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Create a strong headline



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LinkedIn Headline Formula

Part 1: Keyword Filled Overview

Data Scientist, Machine Learning, & Analytics Manager
@ Nike | Driving Growth Across 170M Members



Part 2: Value Illustration (With Results!)

- Use your full name
No abbreviations or nicknames
- Try to create an impactful headline
Use industry relevant key words
Make it interesting
- Include current company in headline if relevant

Source: Cultivated Culture, viewed July 14, 2020.

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Write a short and compelling summary



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Image: Nick Morrison@ Unsplash

- Make it interesting
- Avoid 3rd person - use 'I'
- Short
Assume 10 -15 sec to read
- Describe both professional and personal brand
- Consider why you love what you do, who you work for?
- Use rich media

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Write your work experience carefully

Use industry relevant key words



Image: Nick Kotliaryski @ Unsplash

Summarise key roles

Include all part-time/casual roles + professional experience

Use logos

Briefly explain company

Include key skills/contributions/achievements

Succinct clear phrases

Rich media

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Include all of your achievements and extra curricular activities



Image: Vasily Koloda@unsplash

Members who list their **educational institution** secure 10X more searches+

Include your University, Degree + Major

Extra curricular activities are well regarded

Include all your additional activities

Highlight achievements + positions of responsibility

Volunteering counts

Hiring Managers + Recruiters view favourably

Provides further evidence of transferable skills



Image: Tevarak Phanduang @unsplash

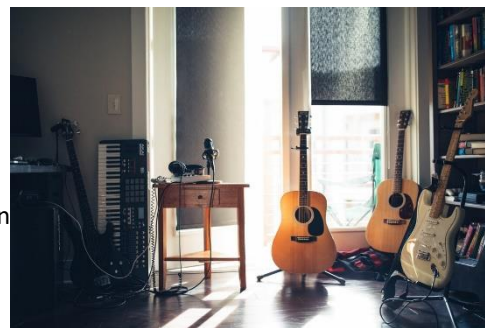
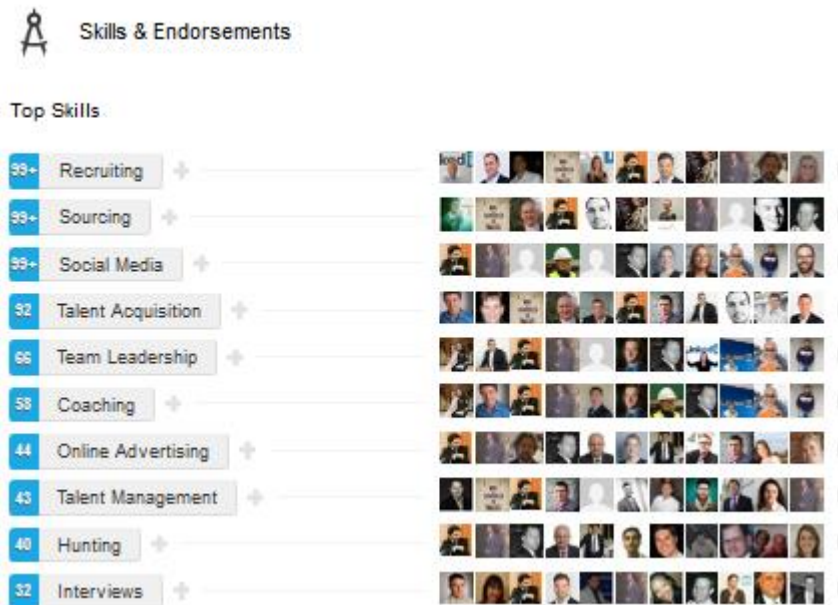


Image: Wes Hicks@unsplash

.+ Source: Linked In

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List out your key skills + seek endorsements



Skills raise your ranking for recruiters + hiring manager

Support your professional brand

Look at your preferred industry + consider your relevant skills

Include other technical skills

Software

Languages

Endorse others + hope they reciprocate



Privacy Settings

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Use privacy settings



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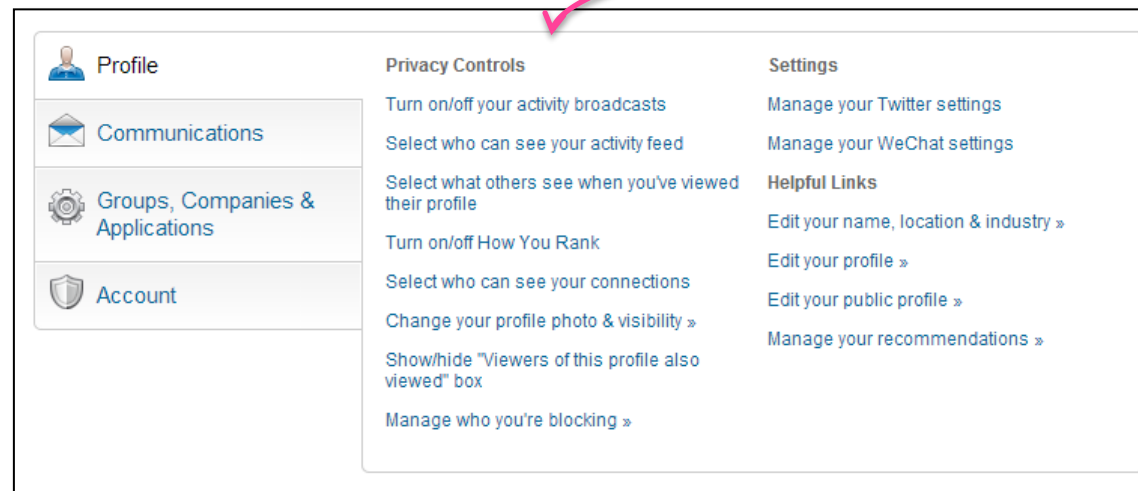
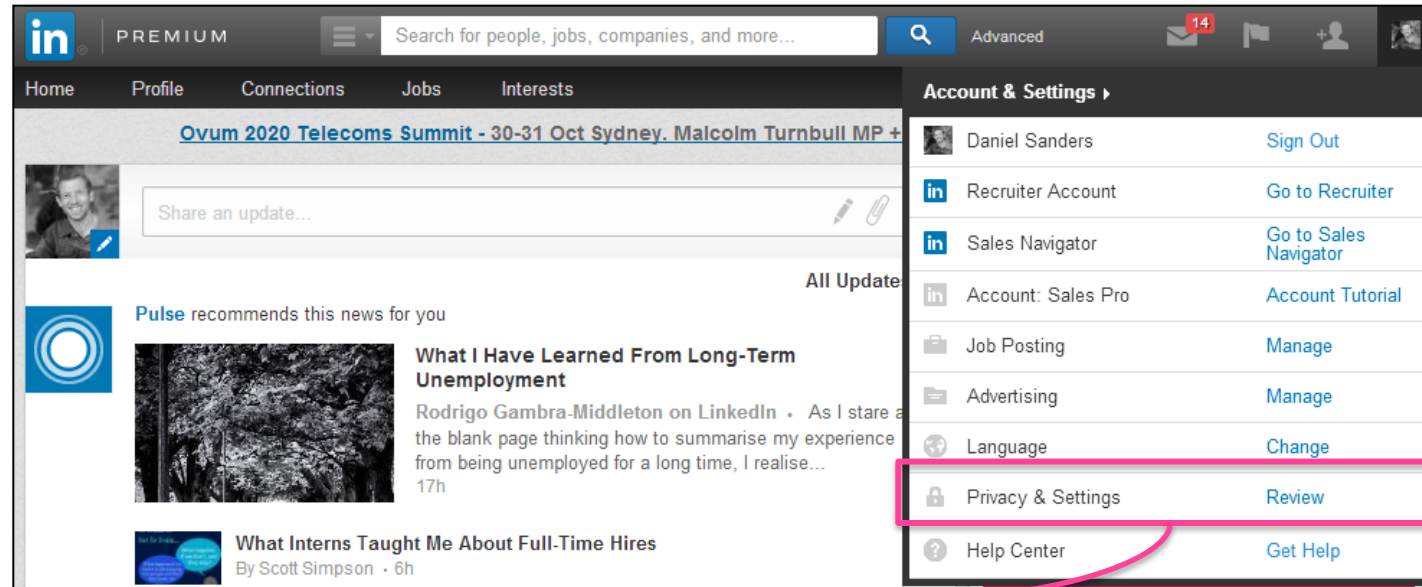
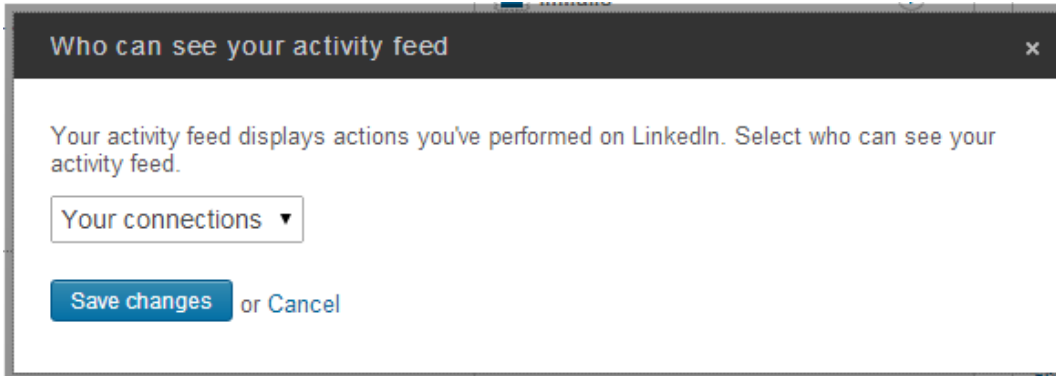


Image: Linked In 'Rock your Profile'

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Determine who can view your activity feed



Who can see your activity feed

Your activity feed displays actions you've performed on LinkedIn. Select who can see your activity feed.

Your connections ▼

Save changes or Cancel

Options include:

Everyone – whether they are connected to you or not

Your Network – 1st, 2nd and 3rd degree connections

Your Connections – only those connected to you

Only You - nobody will be able to view your updates.

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Turn on/off your activity broadcasts



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Visibility of your LinkedIn activity

Make sure your network only sees the activity you choose to show

Manage active status

Change

Choose who can see when you are on LinkedIn

Share profile updates with your network

Close

Choose if your network is notified about key updates from your profile

Should we notify your network when your profile is updated or upon work anniversaries?

No ☐

Your profile updates can include job changes, education changes. [Learn more](#)

Don't want your contacts to know that you're updating your LinkedIn profile?

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Select who can see your connections



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The screenshot shows a modal window titled "Who can see your connections" with a close button (X) in the top right corner. The main text inside the modal reads: "Select who can see your list of connections. Note: people will still be able to see connections who endorse you and connections they share with you. (Don't want your endorsements visible? Just choose to [opt out.](#))". Below this text is a dropdown menu currently set to "Your connections". At the bottom of the modal, there is a blue button labeled "Save changes" followed by the text "or Cancel".

Default Setting:

first-degree connections can see all of your connections.

This means that if you connect with a recruiter, they will be able to go through your contacts.

You can change this setting:

"Only You" ie
only show your connections to the people you have in common

Source: Linked In 'Rock your Profile'



What's next - How to maximise LinkedIn

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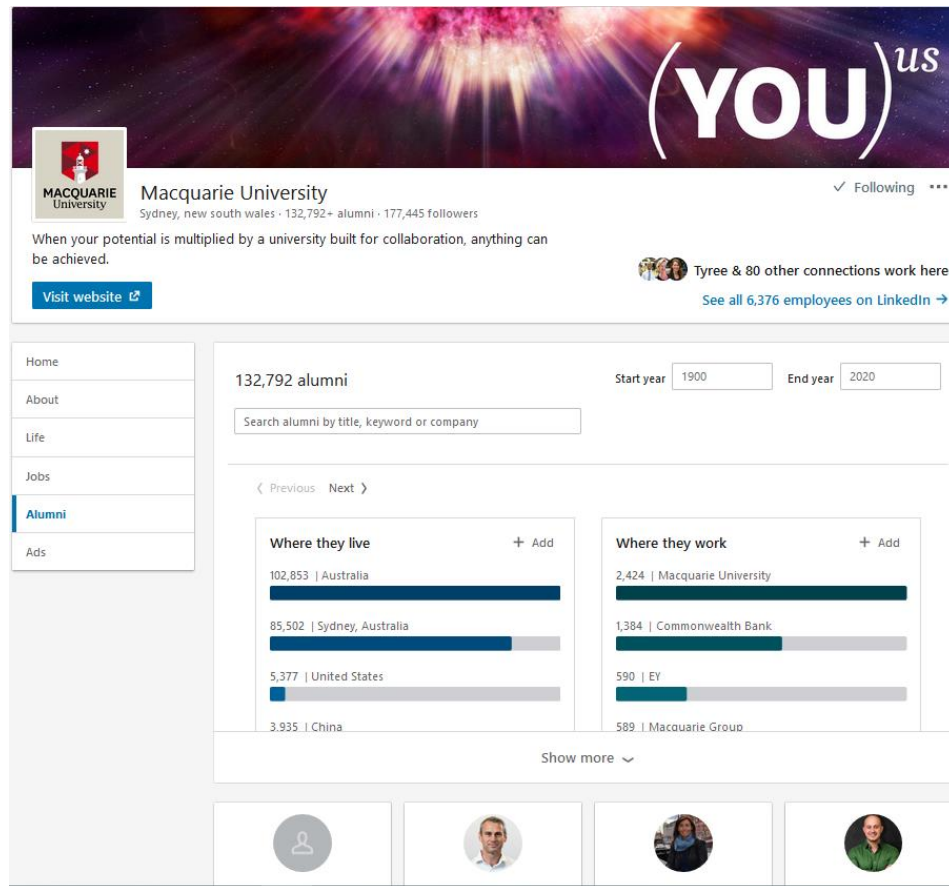
Maximise LinkedIn



- Join groups
- Follow organisations
- “Research” people
- Keep profile updated
- Search for jobs
- Use for informational interviews
- Use MQ Alumni Tool

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Use the Macquarie Uni Alumni Tool

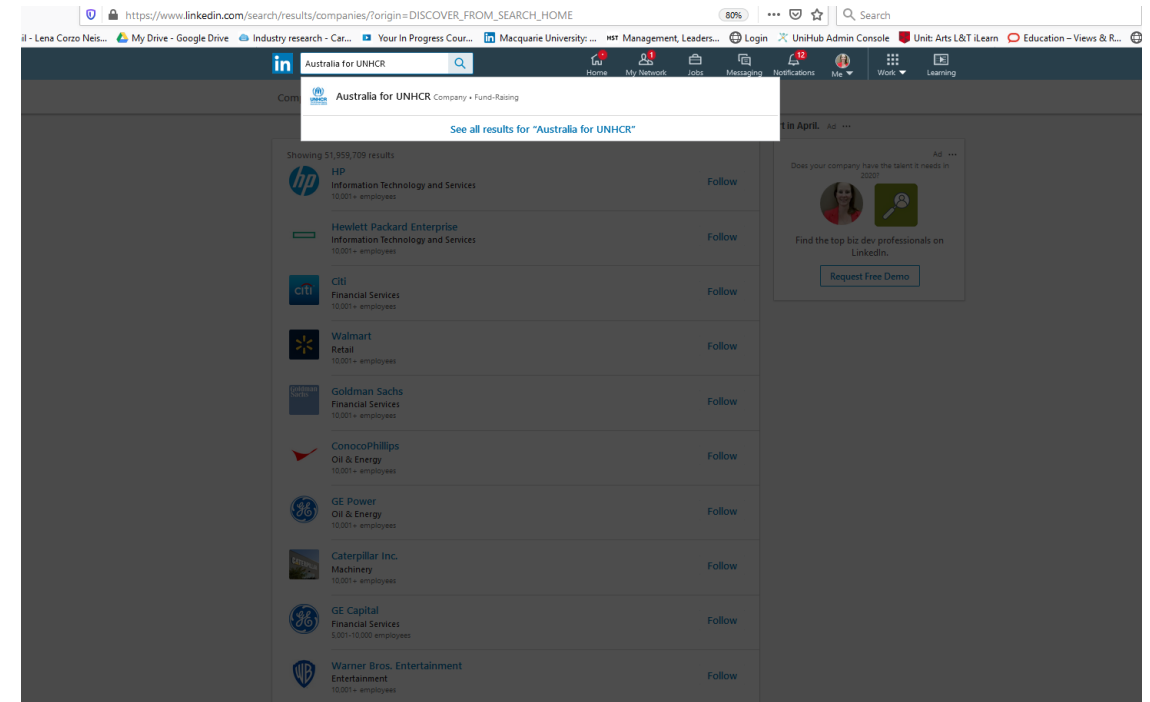
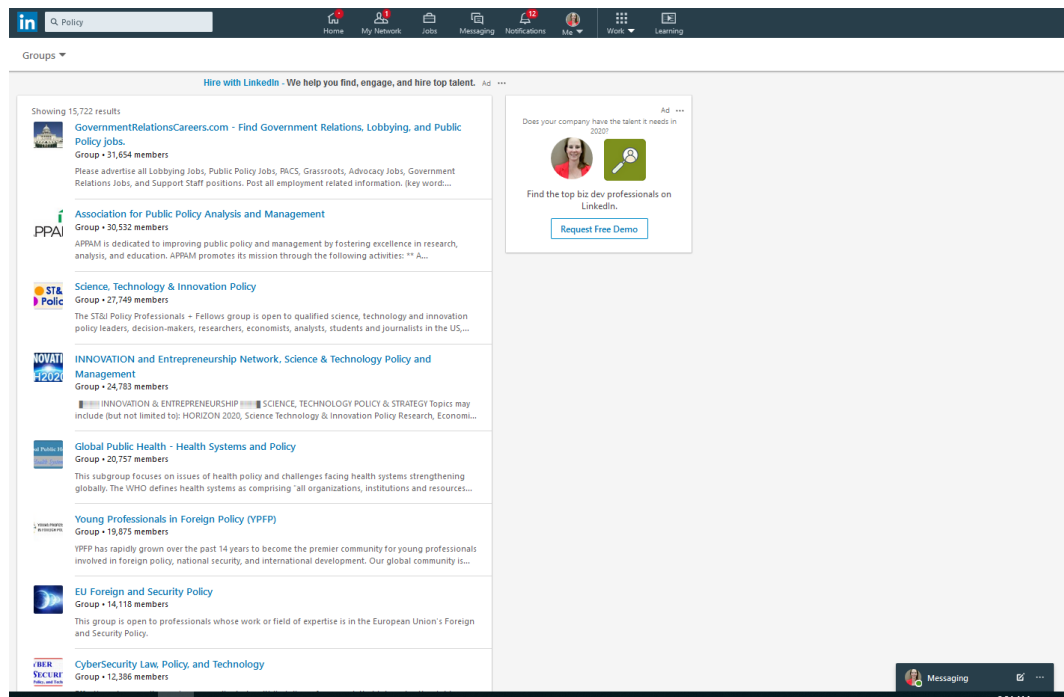


Find alumni who work in jobs, companies, and cities that interest you

<https://www.linkedin.com/school/macquarie-university/people/>

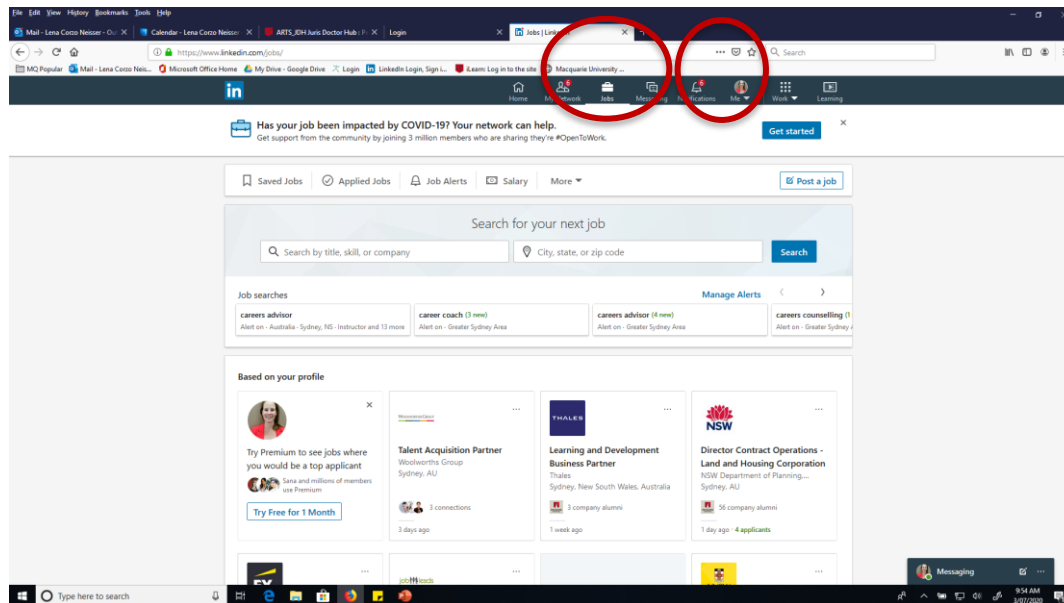
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Join groups + follow companies



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Set Job Alerts + look for jobs



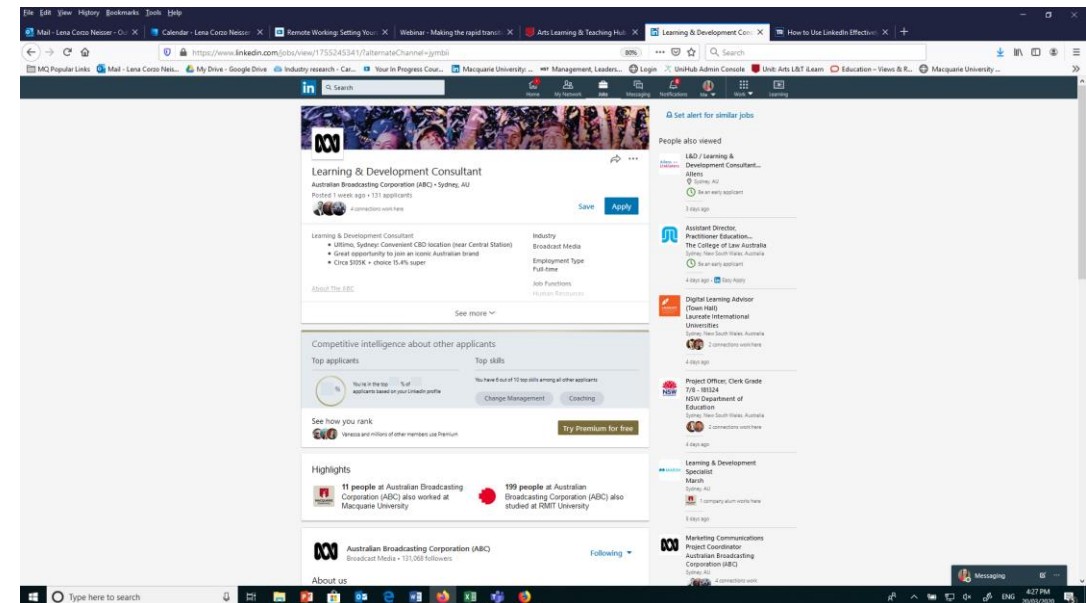
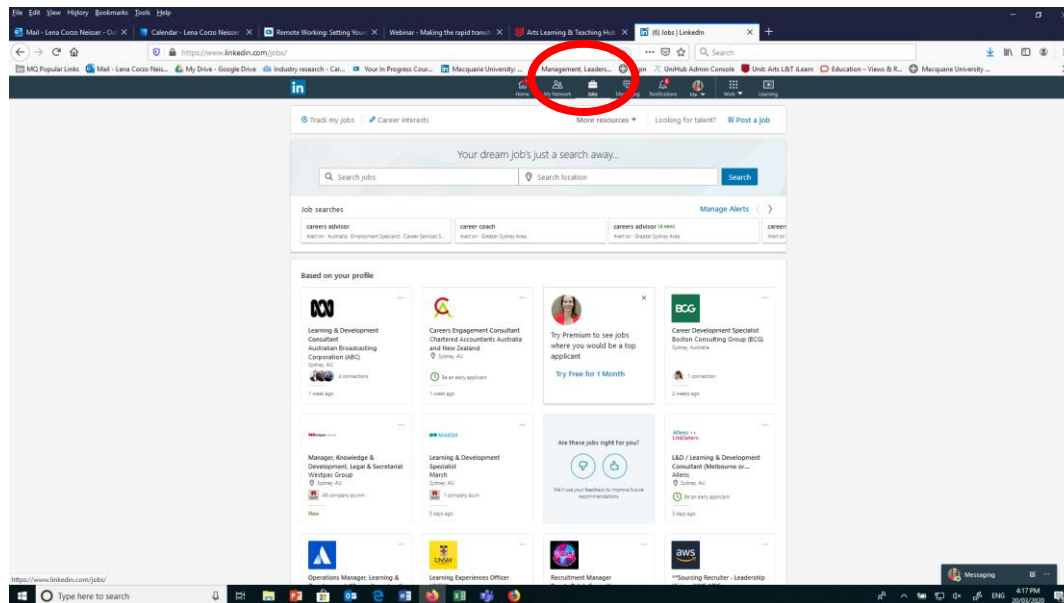
Be the first to hear about new jobs

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Job search



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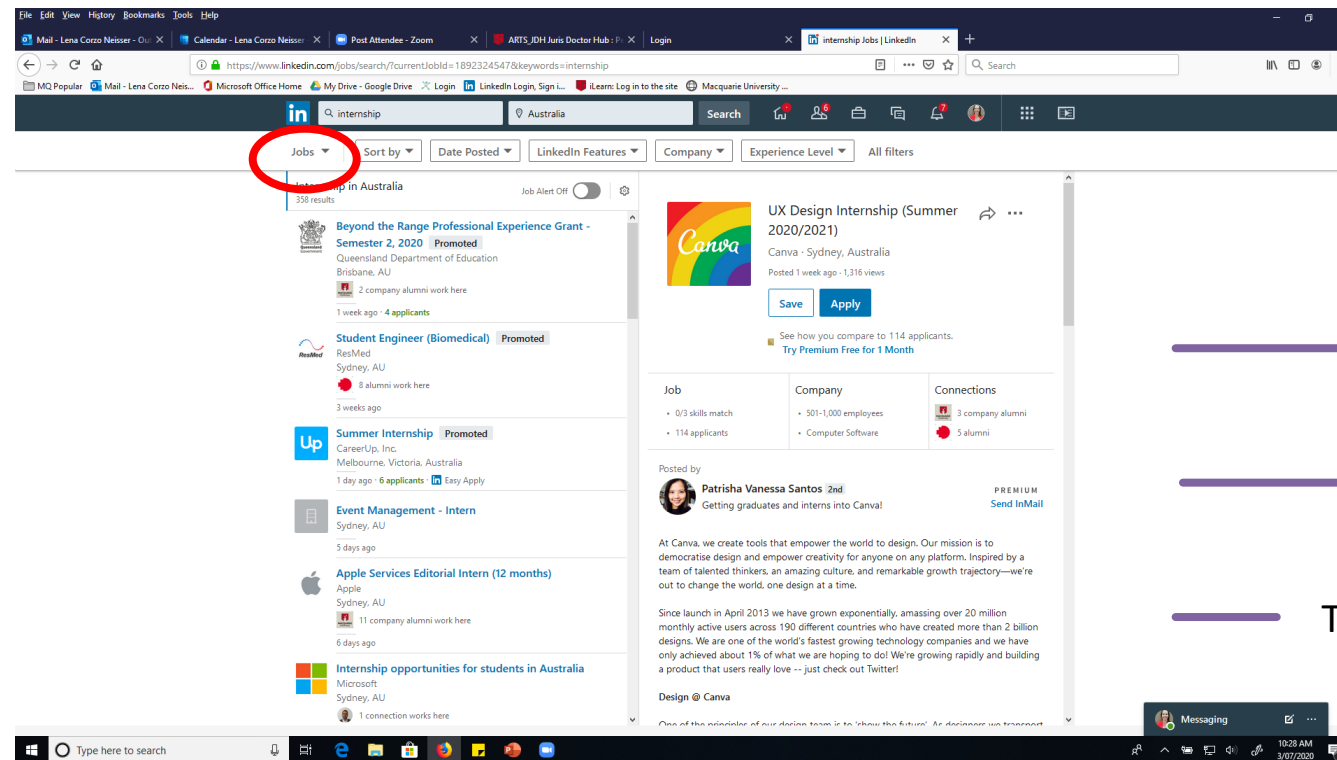


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Research job ads for insights



A foot in the door

Company culture

The work you'll be doing

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Use LinkedIn Learning to Upskill!



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- [Learning LinkedIn For Students](#)
- [Rock Your LinkedIn Profile](#)
- [Learning Personal Branding](#)
- [Creating Your Personal Brand](#)
- [How to Use LinkedIn Learning](#)
- [Gaining Skills with LinkedIn Learning](#)
- [Delivering an Authentic Elevator Pitch](#)

www.linkedin.com/learning

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Keep updating



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- Update your profile regularly
- Connect with new contacts promptly
- Review your connections annually
- Quality over quantity!
- Make LinkedIn a habit

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Some more resources

<https://www.linkedin.com/help/linkedin?lang=en>

http://help.linkedin.com/app/answers/detail/a_id/5/kw/profile

<https://mquniversity.careercentre.me/resources/elearning/Hub.aspx?search=linkedIn>

HOMEWORK

17. LinkedIn - Workbook page 3

QUESTIONS?

Professional Branding

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PROFESSIONAL BRAND

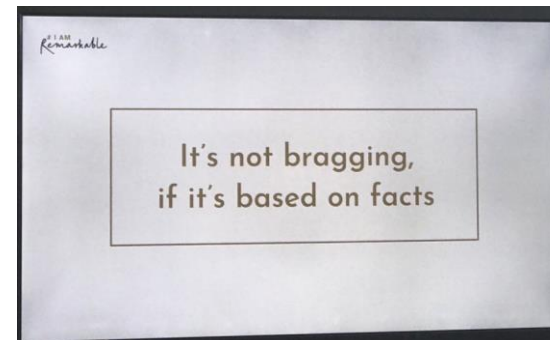
- A strong professional brand will improve your ability to get the right jobs, build your network and achieve your career goals.
- **What people think of you** (their perceptions and emotions): the cool guy, the office wallflower, the computer geek ... and what they associate you with
- Who are you in the workplace? What are you known for? Everybody has a personal/ professional brand
- You have control over your brand. Work on image you want others to see. Be strategic.
- **Those with an excellent professional brand, reputation and references will be hired first, promoted quicker and afforded more authority and respect.**



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I AM REMARKABLE BECAUSE...

- HOMEWORK 18. Professional Branding - Workbook page 4
- Watch “Explore what makes you stand out” (Google Digital Garage)
- Now write down what makes you remarkable.
- Feel free to watch the rest of the short course: Build confidence with self-promotion



SOCIAL MEDIA AUDIT

- **Get your phones out**– Google yourself and see what you can find (2min).
 - Search tips – put in MQ or Australia to narrow results
- What came up? How appropriate? Photos? Comments? How much Facebook could you see?
- Aim is to have professional “hits” come up first

Google Me

HOMEWORK

Check your online presence and update

19. My online presence - Workbook page 4

KEY TIPS

- Keep your personal life private (check your FB settings)
- Create a presence: comment on others' blogs, write articles, go to industry meetings
- Write a blog or
- Create a personal website: one of the best ways to rank for your name on the search engines. Simple two to three page site with your resume, link to your social platforms, and a brief bio.
 - Include your specialty (who you are), your service (what you do), your audience (who you do it for), your best characteristic — (what you're known for) → Elevator Pitch
- Use the same photo on all social media platforms
- Create a business card - optional
- Ask for recommendations
- Be unique (e.g. wear something green every day)

Networking

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NETWORKING FOR PROFESSIONAL DEVELOPMENT

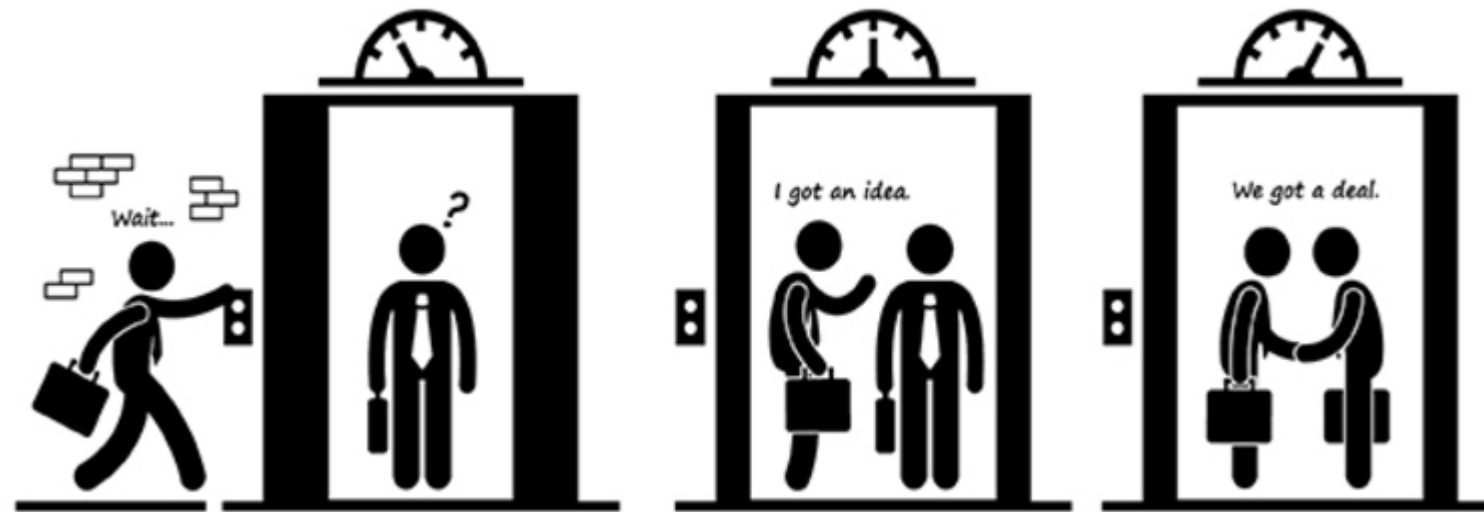
- Every interaction is a potential networking opportunity
 - Events
 - Social Media
 - Conferences
 - Extracurricular Activities
 - Alumni (LinkedIn Alumni Tool)
 - Coffee shops, bars, clubs
 - Friends and family

Be visible – networking is a contact sport!



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ELEVATOR PITCH



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YOUR PITCH

- Name and what you do (degree, major, where you study)
- Skills / Strengths / Interests / Passion and relevant work experience
- Encourage conversation. Ask open ended questions
- Call to action. Thank them and set up follow up action

#example 1

Pitching to senior partner in a consulting firm

“Hi I am Sam Kumar. I am a second year business student at MQ. I am very interested in learning a bit more about careers in consulting. I see increased competition in the field, COVID-19 has definitely had an impact. What are the challenges happening in your experience (or field)?

Call to action: “Can I add you on LinkedIn? It would be great to stay connected and find out more about what you do”

Now it's your
turn

There is a MQ Careers networking event with students, academic staff and external staff from companies looking to hire graduates. It's a mix of industries. You don't know any of the staff attending.

TASK: Prepare your Elevator Pitch to introduce yourself to potential employers (20. My Elevator Pitch Workbook page 6)

* Spend a few minutes in your groups practising your Elevator Pitch and giving each other feedback

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TIPS FOR NETWORKING EVENTS

- Practise your elevator pitch and [use this Elevator Pitch Builder](#)
- Wear your name card on the right
- Keep your right hand free (and clean!)
- Don't arrive hungry (or thirsty!)
- Eat only bite size food
- Join groups of 3
- Remember names
- Spend <10 mins with each person
- Research relevant conversation topics
- Don't look around the room while talking
- Prepare your exit strategy
- Don't be the first or last to leave
- Help others, offer a "give"



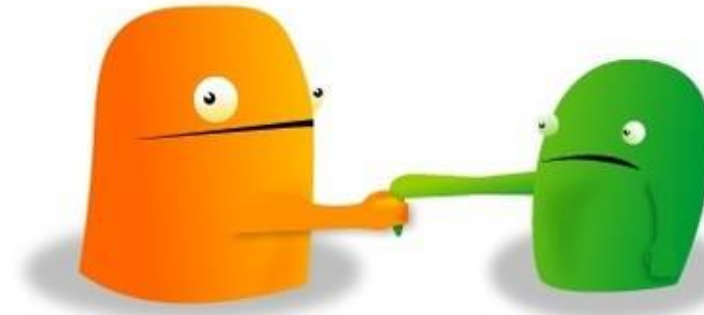
HANDSHAKES & BODY LANGUAGE

The Politician

Those who shake with both hands
are trying to sell you something.



The Limp, Dead Fish



The Misfire

Your fingers don't quite come together like they should,
but you stick it out anyway to avoid looking awkward.



The Close Shaker

Really what they want is a hug.



NETWORKING DO'S & DON'TS

Do network broadly

- Don't be elitist

Do share information and contacts generously

- Don't equate networking with handing out business cards

Do make yourself valuable & offer your services

- Don't focus on getting work or ask them to do something for you

Do ask open ended questions & listen attentively

- Don't talk too much about yourself or get distracted

NETWORKING – WHAT NEXT?

You've attended a networking event and successfully made some connections? What can you do to utilise your new connections?

- Connect with them on LinkedIn, personalise it, refer to how and when you met and mention something interesting from your conversation
- Reach out to your new connection within 1 week, less if possible
- If they're a strategic connection, think of how you could contact them again within the next month or so. Have you found an article you could share with them and see what they think about it?
- Comment on articles they share online
- Are you applying for a role with their organisation? Mention how you found out about the role (if it was through them) and where and when you met within your application
- Can you mention anything that came out of your conversation with them and add it to your application?
- Reach out to them and let them know that you're applying for a role within their organisation and ask for any advice
- Maintain the communication!
- Keep a record of your new contact – create a spreadsheet to track these

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NETWORKING TIPS

- [Networking resources on MyMQ Career Zone](#)
- [Ted Talk: Successful Networking: The ultimate guide](#)
- Read: [How to learn to love networking](#)
- [Ted Talk: The Power of Introverts](#)

HOMEWORK: 21. My networking plan, Workbook page 7

EQ + Compass Exercise

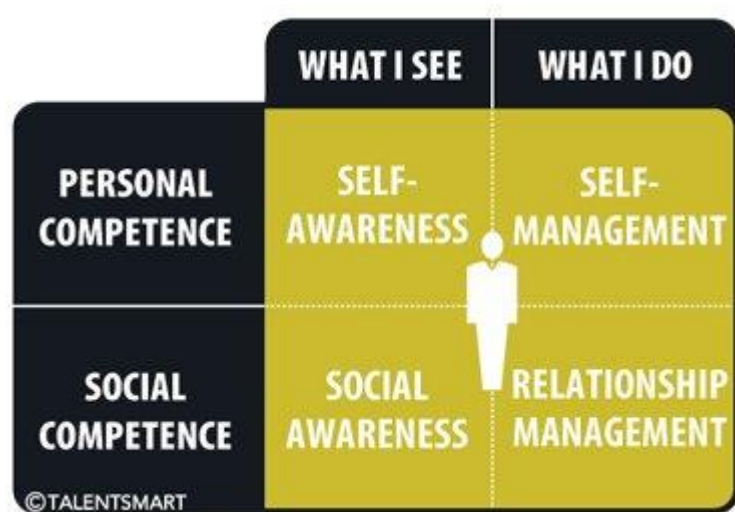
EMOTIONAL INTELLIGENCE

EI or EQ is our ability to:

- Recognize what we are feeling, why we are feeling it, and how our feelings affect us and those around us
- Recognize, understand and manage our own emotions
- Recognize, understand and influence the emotions of others

<https://www.linkedin.com/learning/developing-your-emotional-intelligence/what-is-emotional-intelligence-eq?u=2126025>





Emotional Intelligence

Comprises four core skills related to personal and social competencies

Self-Awareness is your ability to accurately perceive your emotions and stay aware of them as they happen.

Self-Management is your ability to use awareness of your emotions to stay flexible and positively direct your behaviour

Social Awareness is your ability to accurately pick up on emotions in other people and understand what is really going on.

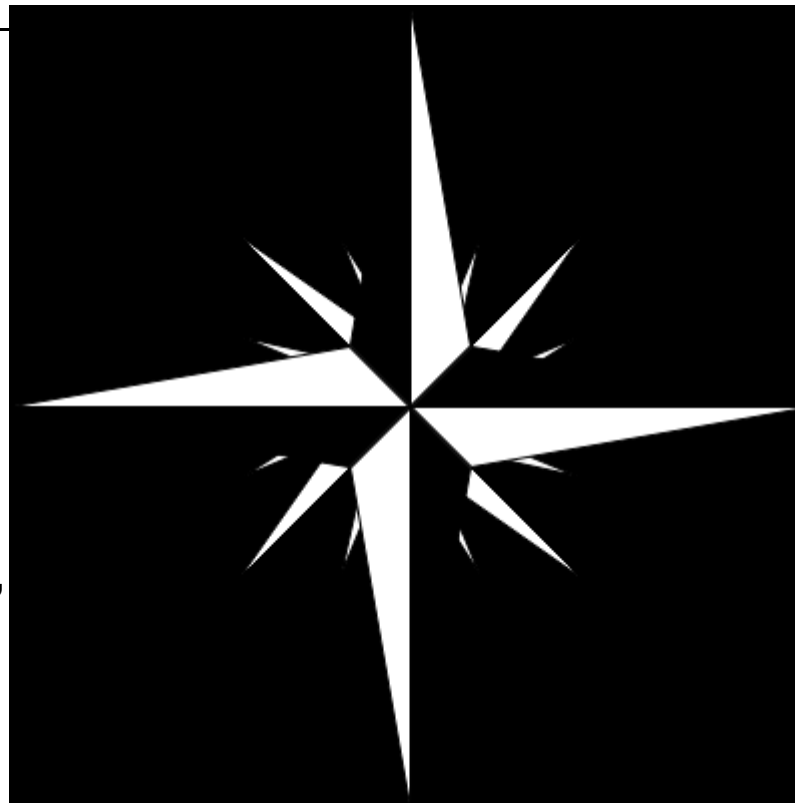
Relationship Management is your ability to use awareness of your emotions and the others' emotions to manage interactions successfully.

North

Acting - "Let's do it"
Likes to act, try things,
plunge in.

West

Paying attention to
detail. Likes to know
the who, what, when,
where, and why
before acting.



East

Speculating – likes to
look at the big picture
and all the possibilities
before acting.

South

Caring – likes to know
that everyone's feelings
have been taken into
consideration and that their
voices have been heard.

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WHICH POINT OF THE COMPASS MOST ACCURATELY DESCRIBES YOU?

- Decide which compass point is the best fit for you.
- Join a group for your compass point.
- As a group, people at each compass point to answer the following questions.
- [Go to PDP Links and Resources Page for Compass Exercise slides](#)
- Choose 1-2 speakers per group to feedback your answers to the main session.

LIST YOUR ANSWERS ON THE WORKSHEET

- What are the strengths of your style? (4 adjectives)
- What are the limitations of your style? (4 adjectives)
- What style do you find most difficult to work with and why?
- What do people from the other “directions” or styles need to know about you so you can work together effectively?
- What do you value about the other three styles?

Classroom to Boardroom

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CONGRATULATIONS, YOU'VE FOUND A JOB!



**You've job searched successfully,
nailed the interview and been offered a
role!**



**Now here's what you need to think
about and what to expect next....**

EMPLOYMENT AGREEMENT

This Agreement made and entered into this _____, by and _____, hereinafter referred to as "employer", and _____, hereinafter referred to as "employee".

The parties recite that:

A. Employer is engaged in _____
and premises at _____.

B. Employee is willing to be employed by employer, on the terms and conditions hereinafter set forth, for the reasons set forth above, and in consideration of the parties hereto, employer and employee covenants and agrees to such employment.

EMPLOYER HEREBY EMPLOYS EMPLOYEE AS _____
EMPLOYEE HEREBY ACCEPTS AND AGREES TO SUCH EMPLOYMENT.

DESCRIPTION OF EMPLOYEE'S DUTIES

the supervision and pursuant to the order of the employer to perform such duties as are customarily and necessarily required of the same.

Your employment contract

Shortly after being made a job offer, you will be issued an employment contract.

Read it carefully!

Seek clarification if necessary before signing.

Discuss salary if necessary.

Sign and return promptly.

Keep a copy!

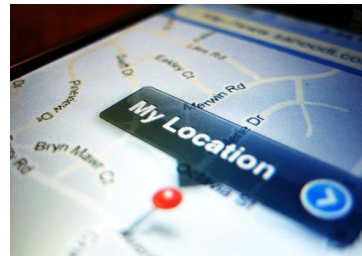
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PREPARING TO START WORK - BEFORE YOUR FIRST DAY

Policy & Procedure
Manuals



Office Location



Transport
to and from



Paperwork



Availability of Food



Daily work hours
& Breaks



Dress Code



Supervisor



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OTHER IMPORTANT THINGS TO CONSIDER

- You will need a **Tax File number** - www.ato.gov.au/Individuals/Tax-file-number
- Have your **Bank Account** details ready
- **Superannuation** – what percentage will the employer pay? Which fund should you join? Check contributions are being made regularly!
- Your salary – you must receive a **pay slip** with each pay. Check your pay regularly!
- Full time, part time or casual? Understand the differences!
- Is there a **probation** period?

Useful websites:

Australian Taxation Office www.ato.gov.au

Fair Work Ombudsman www.fairwork.gov.au/

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THE FIRST FEW WEEKS – THE POSITIVES

You have a job!



Opportunity for
personal/professional growth



The employer has
confidence in you



You will not be expected to work at
maximum efficiency straight away



Contribution



You're making money!



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THE FIRST FEW WEEKS – THE CHALLENGES

Work demands



Feeling exhausted



What's going on?



Unanticipated pressure



Not always getting good feedback or feedback at all



Discrepancy from expectations



How would you deal with these...?

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GETTING THROUGH THE FIRST FEW MONTHS OF WORK

Observe & Understand



What is **going on?** Ask **questions!** Learn how you, and your section, **contribute** to the organization as a whole. Learn **names and roles** of colleagues. Become aware of **office politics.**

GETTING THROUGH THE FIRST FEW MONTHS OF WORK

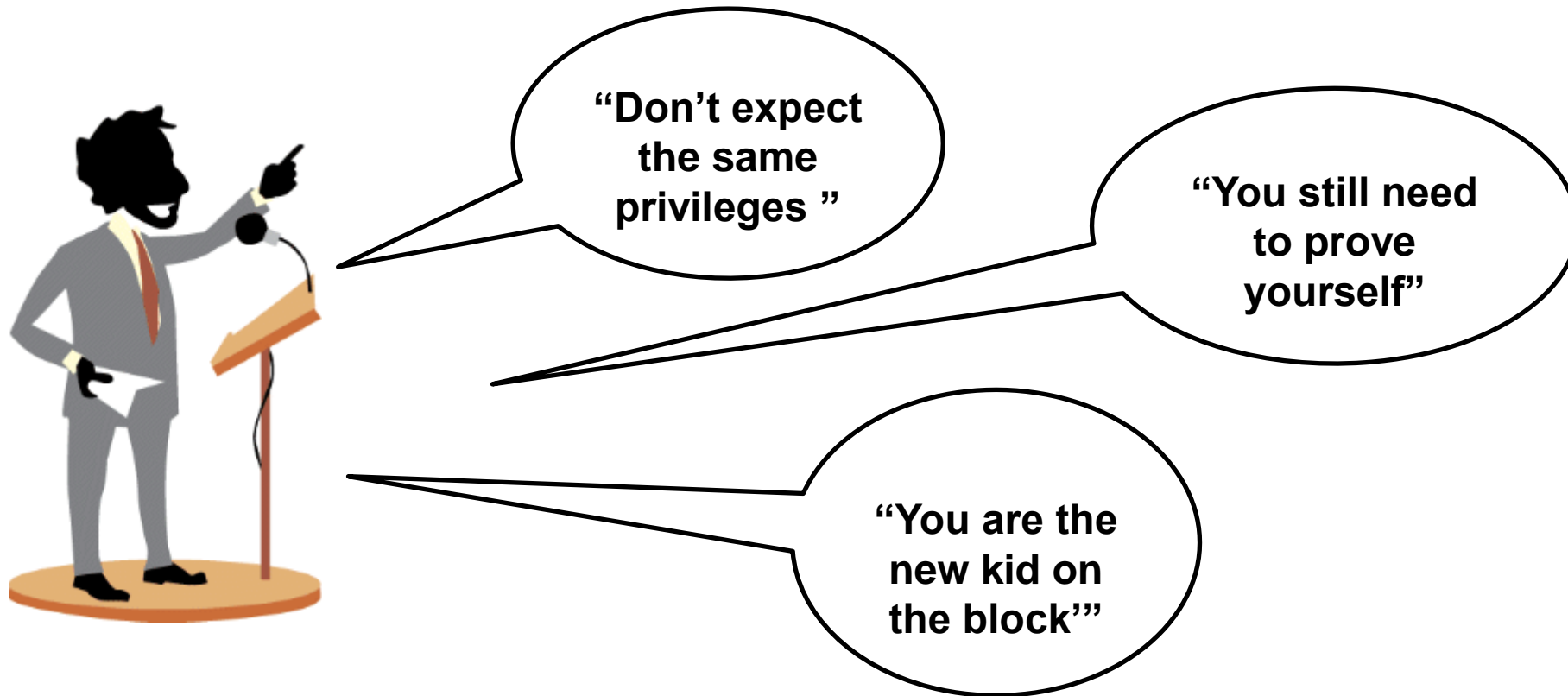
Achievements



Keep a record of contributions you make, skills developed & positive feedback you are given.

Show humility!

A key message from employers!



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GETTING THROUGH THE FIRST FEW MONTHS OF WORK

Don't stop building your network!



Make an effort to **network** (in appropriate settings)

PROFESSIONAL DEVELOPMENT PROGRAM

GETTING THROUGH THE FIRST FEW MONTHS OF WORK

Social Media



Update – Follow – Add – Use Caution!

Workplace Etiquette

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WORKPLACE ETIQUETTE

- Video: [Workplace Etiquette](#)

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DRESS CODE



MEN

- Business Shirt/Collared Shirt
- Trousers (Jeans?)
- Jacket/Blazer
- Jewelry?

WOMEN

- Blouse/Collared Shirt
- Skirt/Dress/Trousers (Jeans?)
- Closed in Shoes

PERSONAL GROOMING

- Clean hair & nails

Career Action Plan

YOUR CAREER PLAN

- Remember: **SMART** Goals (Specific, Measurable, Attainable, Relevant, Timely)

Steps for completing your Career Action Plan:

- Include your primary career goal and interests
- Identify long-term professional goals
- Identify short-term goals that help you reach your long term goals
- List 2-3 activities that will help you accomplish your short term and long-term goals
- Write down additional skills that you would like to develop this semester (and/or before completing your degree)
- Describe check-points (how will you know if you were successful)

HOMEWORK: 23. Career Action Plan, Workbook page 9



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YOUR CAREER PLAN

Career/Future Plan			
Who you are? Analytical, driven, ambitious, perceptive, creative, enjoy working with numbers / money, inquisitive, systematic, disciplined Education A Levels – Maths, Chemistry, Physics Masters – MChem PhD – Computational Chemistry MBA - Warwick Employment etc Sun Valley – factory operative Exe Computers – owner/manager Severn Trent Laboratories - Analyst - Team Leader - Logistics Manager E-Local Trading – Futures Trader Personal preferences Being involved in a competitive environment with opportunities for performance Values Maximise return on time, create efficiency, contribute to team objectives or perform as individual Limitations International experience, foreign language	My Goals:		
	Short Term Work – Secure a position with opportunity for progression on demonstration of ability Home – Visit brother in Canada. Support younger brother in developing surgery plans	Mid Term (2-5 yrs) Develop into a senior role Confirm commitment to long term relationship	Long Term >5yrs Head business unit/venture Support family situation
	Current competencies, skills, knowledge, experience Analytical, modelling, chemistry, logistics, systems, processes, project management, innovation Interest rate futures markets, technical, fundamental, psychological Management, property, trading, research, business improvement		
Development needs and skills required for current job and future goals Understanding of other investment techniques – to be satisfied by majoring in Finance during the MBA Gain exposure to company strategy to add to day to day performance management experience and to lay foundation for more senior position Participate in opportunities to create and develop new business units or entry into new markets.			
Action Plan Develop plan to utilise MBA placement as an opportunity to experience and demonstrate ability to potential future employers. Investigate trading availability in sectors other than banking e.g. EON, BP			

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RECAP









how will **you**
stand out from the crowd?



HOMEWORK: 24. How will I standout? Workbook page 10

PROFESSIONAL DEVELOPMENT PROGRAM

MQ CAREER READY PROGRAM

 <p>Self-Awareness</p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p>Career Possibilities & Decisions</p> <p>0 of 4 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p>Workplace Skills</p> <p>0 of 6 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p>Hunting for Jobs</p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p>
 <p>Resumes & Applications</p> <p>0 of 2 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p>Interviews & Offers</p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p>Preparing for Work</p> <p>0 of 2 required tasks completed</p> <p>0%</p> <p>Start</p>	 <p>Career Well-being</p> <p>0 of 4 required tasks completed</p> <p>0%</p> <p>Start</p>

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IMPORTANT DATES

Make up session: Wednesday 13th October - Workshop A 12pm - 1pm | Workshop B 1-2pm | Workshop C 2pm - 3pm

Program Completion: Wednesday 18th October

Upload completed PDP Additional Hours Form and work books to CareerHub by 5pm please

PDP Awards: Wednesday 27th October | 1pm - 2pm

Final note: Online survey – will be sent to you after completion. Please complete and submit promptly – thank you!

QUESTIONS?

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CAREER AND EMPLOYMENT SERVICE

GOOD LUCK!