



# GRADUATE RECRUITMENT: STANDING OUT IN A CROWD

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## SESSION OVERVIEW

- Characteristics of “employable” and successful people.
- Structure of graduate recruitment.
- Creating your own success.



## SUCCESS: CLIMBING THE CAREER LADDER?



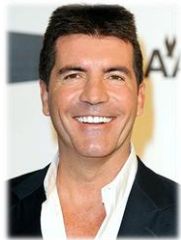
## SUCCESS: PERSONAL ACHIEVEMENT?



# SUCCESS: Y-O-U OR T-E-A-M?



# SUCCESS AND EMPLOYABILITY THE SAME THING?



# FINAL YEAR STUDENTS MUST POSSESS:

- "A set of achievements - skills, understanding and personal characteristics - which help graduates to become employable and successful in a chosen career" (Sirca et al, 2006-Australia )
- "A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace - to the benefit of themselves, their employer and the wider economy." (CBI, 2009- UK)

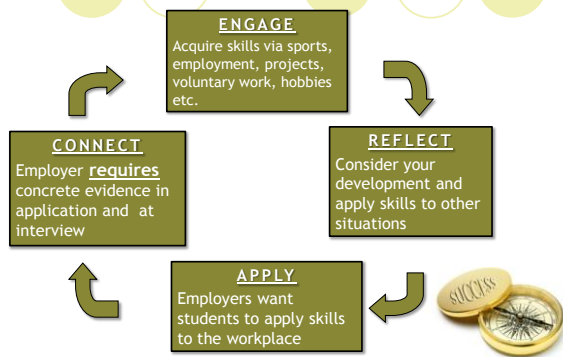


# WHAT ARE THE CORE EMPLOYABILITY SKILLS?

<b>KEY SKILLS</b> <ul style="list-style-type: none"> <li>•Oral and written communication</li> <li>•Numeracy</li> <li>•ICT</li> <li>•Technical knowledge / subject expertise</li> </ul>	<b>EMPLOYABILITY SKILLS</b> <ul style="list-style-type: none"> <li>•Team work</li> <li>•Leadership</li> <li>•Negotiation and networking</li> <li>•Presentation skills</li> <li>•Assertiveness</li> <li>•Business Awareness</li> <li>•Problem Solving/Creativity</li> </ul>
<b>CAREER MANAGEMENT SKILLS</b> <ul style="list-style-type: none"> <li>•Self-Confidence</li> <li>•Self Awareness</li> <li>•Self-Management/ Continuous development</li> <li>•Learning to learn</li> </ul>	<b>HOW TO DEVELOP SKILLS</b> <ul style="list-style-type: none"> <li>•Volunteering</li> <li>•Clubs, Societies, Sports</li> <li>•Class representative</li> <li>•Part-time jobs</li> <li>•Internships - Graduate level</li> <li>•Career Development Centre</li> </ul>



## DRIVE YOUR SKILLS SUCCESS!



## GRADUATE RECRUITMENT COMPRISES...

- Applications - C.V. or Form
- Interviews
- Assessment Centres



## TEMPT RECRUITERS DON'T TURN THEM OFF!

- C.V. Appearance - What it says about you.
- Targeted - The difference between landing an interview or not.
- Professional - Implies understanding of the workplace.
- Use of English - Business communication and attention to detail, no waffle.



## APPLICATIONS ARE Q&A SESSIONS!

- An effective application gets you an interview
- Interview gets you the job
- Q = Job Description
- A = Targeted CV/application

**Remember** - Readers are matching you against job duties, criteria and competencies

- Do you fit?



## REMEMBER! 30 SECONDS TO MAKE AN IMPRESSION



## CONVEY ACTION, ENERGY, DRIVE, DETERMINATION...

- Analysed
- Prepared
- Organised
- Facilitated
- Researched
- Monitored
- Maintained
- Supervised
- Managed
- Trained
- Planned
- Ordered
- Initiated
- Improved
- Reviewed
- Responsible
- Involved
- Participated
- Established



## THE STAR FORMAT REDUCES WAFFLE

- The Star Format is useful for putting a logical structure on examples or “stories” you have to tell:
- **S**ituation: Describe the situation or problem.
- **T**ask: Describe the tasks that the situation required.
- **A**ction: Describe the actions you took to complete the task successfully and any obstacles overcame.
- **R**esult: Highlight outcomes achieved.



## REVIEW, REVIEW, REVIEW!

- Worked in a *busty* office
- In my spare time I like *hiding* my horse
- I have been self-employed, *ruining* several small businesses over a ten year period.
- Finished 8<sup>th</sup> in my class of 10!
- Hi, I want 2 get a job with U.



## COVERING LETTERS - SO IMPORTANT!

- Every time you make an application, your CV and, at times, an application form should be accompanied by a covering letter.
- **Why cover letters?** It is an opportunity for you to personalise your application and to stand out from other applicants. It is your first chance to make a strong impression.
- It is an opportunity to give an overview of your suitability for the job being applied for by focusing on key strengths and experience.



## PLAY THE INTERVIEW GAME

- Telephone interviews
- One-to-one interviews
- Group Interviews
- Panel Interviews



## ASSESSMENT CENTRES

It may not end in an interview...  
Graduate Recruiters are a cynical bunch!

### Assessment Centres - Designed by Psychologists!

- Last for around one day
- Group discussions
- E-tray exercises
- Presentations
- Psychometric testing
- **More interviews!**



## STAND OUT!

Some words of advice from the employer  
and candidate perspectives...



STAND OUT!



RESOURCES TO HELP

- [www.ucd.ie/careers](http://www.ucd.ie/careers)
- [www.psihq.ie](http://www.psihq.ie)
- [www.bps.org.uk](http://www.bps.org.uk)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.gradireland.com/careers-report](http://www.gradireland.com/careers-report)



MOVING FORWARD - POSITIVITY!



“When the wind blows, some people build walls, other people build windmills...”

- Dr. Peter Hawkins

