|  |  |
| --- | --- |
| **FOCUS AREA** | **SECTOR RESEARCH** |
| **Activity** | **Identify organisations of interest** |
| **Duration** | 40 minutes |
| **Learning outcomes** | *Topic Coordinator to map to learning outcomes*  |
| **Resources needed** | * [Course specific resources](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) (Career Hub)
* [Student worksheet](#PartA)
* [Job searching guide](https://careerhub.flinders.edu.au/students/infopages/detail/508) (Career Hub)
* [Career Exploration File](https://careerhub.flinders.edu.au/students/docs/Detail/287) (Career Hub)
 |
| **Associated toolkit task** | [Careers file and 500 word summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/sector-research.docx) |

## Activity description

Students will be introduced to key job search resources and channels (including major job boards) with a focus on identifying organisations of interest and relevance to their field of study. These activities will help students identify opportunities for gaining experience and employment at all levels, including entry level (‘work while you study’), graduate or future employment.

## PART A Use course specific resources to identify and research organisations of interest [15 minutes]

|  |  |  |  |
| --- | --- | --- | --- |
| **Format** | **Steps** | **Prompts** | **Resources** |
| Individual exercise | 1. Introduce students to the appropriate **course specific resources** on Career Hub.
 |  | [Course specific resources](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) (Career Hub) |
| 1. Using the supplied **student worksheet (PART A)** and the **course specific resources**, students will conduct online research on 1-3 organisations of interest that will support their broader career planning, sector knowledge and job search activities.
 | [Student worksheet](#_PART_A_Identify) (PART A) |
| Facilitator-led discussion | 1. Discuss what students found.
 | * What did you find out about your organisation/s?
* What sections of the website were most informative?
* Are there commonalities amongst the organisations chosen? e.g.
	+ large/mid-sized/small settings
	+ state/national/multinational
	+ public/private/not-for-profit
	+ rural-based/metropolitan
 |  |

## PART B Use other job search channels to identify and research organisations of interest [25 minutes]

|  |  |  |  |
| --- | --- | --- | --- |
| **Format** | **Steps** | **Prompts** | **Resources** |
| Facilitator-led discussion | 1. Ask students to brainstorm other ways they can identify organisations of interest.
 | * How else could you identify organisations of interest?

Other job search channels* Job boards – SEEK, Jora, Indeed
* Google search
* Professional Associations
* Company search on LinkedIn
* News
* Social media pages
* Word of mouth
 |  |
| 1. Now introduce **the job searching guide** for a full range of channels and resources.
 |  | [Job searching guide](https://careerhub.flinders.edu.au/students/infopages/detail/508) (Career Hub) |
| Individual exercise | 1. Using the supplied **student worksheet (PART B)** and the **job searching guide** students will find 1-3 organisations that are of interest/relevance to them.
 | Ideally students will identify organisations **not** already listed in the [course specific resources](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) – we want students to have the skills to create their own course specific resources. | [Student worksheet](#PartC) ([PART](#_PART_B_Identify) B)[Job searching guide](https://careerhub.flinders.edu.au/students/infopages/detail/508) (Career Hub) |
| Facilitator-led discussion | 1. Guide a discussion around what students found out.
 | * What organisations did you find?
* What did you find out about them?
* What channels did you use to find the information?
* Were some more useful than others?
* Did anyone sign up for a job email alert? (e.g. on SEEK, iworkforsa.gov.au etc.)
* What keywords did people use?
* Were some more useful than others?
 |  |
| 1. Encourage students to download and use the **career exploration file.**
 | * Build your own resources using this spreadsheet to record what you learn of the organisations/employers in your sector as you explore the various job search channels.
 | [Career exploration file](https://careerhub.flinders.edu.au/students/docs/Detail/287) (Career Hub) |

## Key messages to convey to students

**Facilitator:** Ensure that you have reinforced these key messages during the activity or reinforce them at the end.

* The processes/channels we introduce here are critical when you are actively searching for jobs.
* There may be other job search channels that are specific to your field of interest.
* Keep an open mind about where you may work in future and have a few aspirational employers in mind.
* Exercise caution where organisations are reviewed on websites (e.g. Glassdoor) as opinions are subjective.
* Set up job alerts (e.g. SEEK) to continue to monitor sector opportunities throughout your studies.

## Tips for teaching staff

* This activity introduces students to [the [course specific resources](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources)](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) on Career Hub; in the event you are running a course without a specific resource go directly to [[student worksheet](#PartC) ([PART](#_PART_B_Identify) B)](#PartC).
* Students thinking about their own business/freelancing should be encouraged to use the activities to research the competitors in this area.
* You may also like to introduce the Career Exploration File referred to students in the associated toolkit task: [Careers file and 500 word summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/sector-research.docx).

## PART A Use course specific resources to identify and research organisations of interest

In this task you will identify 1-3 organisations in your field of study of interest to you and document key information about them that will assist in your career planning and job search for entry level (work while you study), graduate or future employment.

To do this:

* visit your relevant [course specific resources](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) on Career Hub (available via your OKTA dashboard)
* go to the ‘Where could I work’ section for a list of potential organisations of interest
* visit the organisations’ web pages and summarise the top 3 that interest you in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **1** | **2** | **3** |
| **Name** |  |  |  |
| **What does the organisation do?** |  |  |  |
| **What are their social media channels?** |  |  |  |
| **What type of opportunities do they offer (e.g. entry level jobs, graduate programs, vacation work, volunteering etc)\*** |  |  |  |
| **What interests you about this organisation?** |  |  |  |

\*You may need to visit their careers/jobs page. Some organisations may invite you to register interest to find out about future opportunities (e.g. you may have the option to sign up for newsletters/blogs, job alerts or upload a resume). And don’t forget to follow their social media channels.

## PART B Use other job search channels to identify and research organisations of interest

In this task you will find another 3 organisations of interest using other job search channels and resources.

To do this:

* consult the [job search resources](https://careerhub.flinders.edu.au/students/infopages/detail/508) on Career Hub to identify key channels for research
* look at the other tips and sections on your relevant [course specific resources](https://careerhub.flinders.edu.au/students/infoPages/detail/9/supportandresources) on Career Hub (available via your OKTA dashboard) – there may be channels specific to your sector
* summarise an additional 3 organisations that interest you in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **1** | **2** | **3** |
| **Name** |  |  |  |
| **What does the organisation do?** |  |  |  |
| **What are their social media channels?** |  |  |  |
| **Visit their Careers/Jobs page. What type of opportunities do they offer (e.g. entry level jobs, graduate programs, vacation work, volunteering etc)\*** |  |  |  |
| **What interests you about this organisation?** |  |  |  |

\*You may need to visit their careers/jobs page. Some organisations may invite you to register interest to find out about future opportunities (e.g. you may have the option to sign up for newsletters/blogs, job alerts or upload a resume). And don’t forget to follow their social media channels.