

MONASH UNIVERSITY CAREERS AND EMPLOYMENT

CAREERS LIBRARY CATALOGUE

CAULFIELD CAMPUS

M.U.C.&E. CAREERS LIBRARY CATALOGUE - CAULFIELD CAMPUS

Australian and Global Employer profiles

Go to: <http://www.careers.monash.edu.au/students/library-employer-profiles.html>

Australian Employers:

Graduate Careers Fairs Files

Summer Vacation Employment File

Professional Associations & General Information

CA – Institute of Chartered Accountants

APESMA

Securities Institute

Newspaper Vacancies

Volunteer Work

Employer Publications - Australia

Directory of Australian Associations

Graduate Destination Survey

Graduate Futures

Graduate Opportunities

Australian Media Guide

The Business Who's Who of Australia vol 1

Industry Publications General

Work Around Australia

The Best IT & T Companies in Australia

The Most Promising Companies in Australia

Top 50 Consulting Firms – Vault Guide

Newspapers and magazines

The Age – (Mon-Sat)

New Straits Times (Malaysia) – Sat Employment Sections

Job Search – Resumes, Interviews, Job Applications

15 Questions, Ace Your Case and Practice Makes Perfect - Case Interview Information, vols 1-3
(Ask at Desk, includes Careers In Management Consulting)

201 Best Questions To Ask On Your Interview
Ace The IT Resume – resumes & cover letters to get you hired
Careering and Re-Careering For The 90s
Cyberspace Resume Kit
Don't Send A CV & other controversial rules to help land a great job.
Electronic Resumes
Fearless Interviewing – How to win the job by communicating with confidence
Great Answers To Tough Interview Questions
Guide To Internet Job Searching
Hints On Trying To Get That Great Job Or Back To The Basics
How To Address Selection Criteria
How to Succeed in Psychometric Tests
How to Write to Selection Criteria,
Interviews Made Easy
Is That Your Best Offer ? (How to negotiate a higher salary & more perks)
Job Applications – The Winning Edge
Job Hunting for the So-Called Handicapped or People Who Have Disabilities
Job Guide- Victoria
Job Prospects Australia
Job Seekers Manual
Netting a Job in Australia and New Zealand
Networking Made Easy
Passing Psychometric Tests (Ask at Desk)
Practise Now – how to prepare for recruitment & selection tests
Preparing for Career Selection Tests - Numeracy and General Ability and Literacy
(Ask at Desk)
Resumes & Cover Letters To Get You Hired
Resumes for College Students and Recent Graduates – with sample Cover Letters
Resume! Resume! Resume!
Resumes That Get Short Listed & other proven strategies to get that job you want
Resumes That Mean Business – includes Winning Cover Letters
Secrets to Getting a Job, The
Successful Interview Skills
Surfing Your Horizons
Tales From The New Shop Floor
Tap The Hidden Job Market
Test Your Own Job Aptitude – Exploring Your Own Career Potential
The Australian Resume Guide
The Complete Australian Job Interview Guide
The Five Minute Interview .
The Gobal Resume and CV Guide
The Ninety Minute Resume – for first time resume writers
The Perfect Cover Letter
The Resume Catalog: 200 Damn Good Examples
The Teenagers guide to Part-Time Jobs
What Color Is Your Parachute ?
What Jobs Pay
Wow Resumes for Creative Careers
Your Job Search Made Easy

International Exchanges, Employment & Study:

Asia – incl. Japan
Hong Kong
Singapore – Contact Singapore
Teaching English Overseas
 AACE
 JET Program - Japan
United Kingdom & Europe
United States

Publications:

Employment & Directories:

Accounting Jobs World Wide
Asia Initiatives Directory
Aspirasi Graduan Malaysia
Careers in Asia
International Directory of Voluntary Work
Internships - USA
Japan – A working Holiday Guide
Japan – An A-Z A guide to living & working in Japan
Job Opportunities for Business Majors – USA
Live & Work in Australia & New Zealand
Live & Work in France
Live & Work in Germany
Live & Work in Italy
Live & Work in Russia & Eastern Europe
Live, Work & Play Around the World
Overseas Recruitment Directory
Overseas Summer Jobs
Schroders ASEAN Directory
Summer Jobs Britain
Summer Jobs For Students – USA & Canada
Summer Jobs in the USA
Teaching English Abroad
Teaching Overseas – for Australians and NZers
The Directory of Jobs and Careers Abroad
Volunteer Work Overseas
Work Your Way Around The World
Workaway Guide
Working Overseas

Study:

Directory Of British Universities, Colleges & Schools
Distance & Supported Open Learning
Engineering & IT Graduate Handbook
Guide To British Education Vols1-2
Hobsons Study Europe
MBA Casebook

Career Interests:

Filed Information:

Arts (includes Communications, Social Work, Tourism)
Art and Design - includes 'Training & Education Opportunities for the Arts '
Business & Economics
Education
Engineering
Information Technology
Science – incl. Psychology

Careers Publications:

Beginning Entrepreneur, The
Careers For Color Connoisseurs & Other Visual Types
Careers For Competitive Spirits & Other Peak Performers
Careers For Courageous People & Other Adventurous Types
Careers For Extroverts & Other Gregarious Types
Careers For Go-Getters
Careers For High Energy Types
Careers For Kids At heart & Those Who Adore Children
Careers For Perfectionists & Other Meticulous Types
Careers For Romantics & Other Dreamy Types
Careers For Self Starters & Other Entrepreneurial Types
Careers in Accounting
Careers In Business
Careers In Computers
Careers In Engineering
Careers In Finance – Harvard Business Guide to
Careers In International Business
Careers In Management Consulting – (ask at desk with Ace Your Case info)
Careers In Marketing
Careers In Marketing – Harvard Business Guide to
Careers In Museums
Directory Of Australian Associations
GCCA Career Information Guide – Various
GCCA Starting Salaries
GCCA Undergraduate / Postgraduate Destination Survey
Getting In, Getting On, Getting a Job
Graduate Outlook
Great Jobs For Arts Majors
Great Jobs for Psychology Majors
How to Organize & Operate a Small Business In Australia
Picture This - Create a Career in Visual Art, Crafts & Design
Small Business Courses & Resources for the Cultural Industries
The Career Guide For Creative and Unconventional People

Tertiary Course Information:

Directories:

Directory of Higher & Further Education Courses
Good Universities Guide Postgraduate Courses
Good Universities Guide to MBA & Graduate Management Programs
Good Universities Guide to Universities
Open Learning Australia Handbook
Postgrad Book , The
Short Courses Directory (formerly JAC Directory Short Courses)
Tertiary Education Directory Victoria
(formerly JAC Directory TAFE and University Courses)
TAFE Courses Directory
VTAC Guide

Victoria:

Monash University – Handbooks
Deakin University – Handbooks
RMIT
University of Ballarat
Victoria University - Handbooks

Australian Capital Territory:

University of Canberra – Handbook

NSW:

Australian Defence Force Academy (see University of NSW) – Handbook
University of New England – Handbook

ACT

University of Canberra

WA

University of Western Australia

Queensland:

University of Southern Queensland – Handbook & Prospectus

South Australia:

Flinders University – Calendar

TAFE Handbooks:

Box Hill Institute of TAFE
VU TAFE
Gordon Institute of TAFE – Course Guide
Holmesglen Institute of TAFE – Handbook

Other Files:

Scholarships

Australian Government:

Federal Government: www.fed.gov.au
National Guide to Government
Victorian Government Directory

Information for Departments:

ATO

Defence

Defence Civilian DSTO / DSD

EPA

Foreign Affairs and Trade

Public Service – General

Victoria

Additional:

Australian Local Government Directory

Research Centre: CSIRO / CRCs / AusIndustry

Video Catalogue

A Degree Of Success – Skills In Study (Taking Charge)

Can I Have A Few Minutes of Your Time? (AGCAS)

Chart Your Future (CA)

Getting The Job: A Video For Jobseekers Who Speak English As A Second Language

Going It Alone – Succeeding At University

JET Program – Beyond Expectations

Looking Good On Paper (AGCAS)

More Than a Gut Feeling

Out In Front With An Arts Degree

Starting Points (GCCA)

Tell Me Mr Dunstone (AGCAS)

The Assessment Centre (GCCA)

The Volunteer Experience – Australian Volunteers

The Written Edge – Effective Job Applications for Graduates

Two Whole Days (GCCA)

What Now? For People About To Attend a Job Interview

Why Am I Here (AGCAS)

Why Ask Me That ? (AGCAS)

Why the PY (CA)

Write Giving Full Details (AGCAS)