

MONASH UNIVERSITY CAREERS AND EMPLOYMENT

CAREERS LIBRARY CATALOGUE

CLAYTON CAMPUS

M.U.C.&E. Careers Library Catalogue – Clayton Campus

Australian and Global Employer profiles

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

Business Directories & Publications:

Australian Engineering Directory

Australian Environment Directory

Australian Environment Industry Directory

Australian Media Guide

Best Companies to Work for in Australia, The

Best IT & T Companies in Australia, The

Business Who's Who of Australia

Careers in Finance (The Harvard Business School Guide to)

Careers in Management Consulting (The Harvard Business School Guide to)

Careers In Marketing – (The Harvard Business School Guide to)

Note for more career publications see list under 'Career Interests'

Graduate Opportunities (see for sale copy)

Most Promising Companies in Australia, The

Professional Recruitment Profiles (agencies)

Scitech Technology Directory – see Career Interest Directories Section

Top 50 Consulting Firms - Management & Strategy (Vault Guide to)

Thomson / Interdata Handbooks:

Environment Handbook Edition 6

Communications Handbook Edition 11

Financial Handbook 15

Newspapers & Journals:

The Age (Mon - Sat)

The Australian - (Sat, Tue - Wed)

The Australian Financial Review - (Daily)

Brisbane Courier Mail (Sat)

Business Review Weekly (BRW)

Sydney Morning Herald (Sat)

Law Firms, Employers & Directories:

See also [Australian Employers Law Firms A-Z](#)

Allens Arthur Robinson

Arnold Bloch Leibler

Baker & McKenzie

Blake Dawson Waldron

Brian Ward & Partners

Clayton Utz Solicitors and Attorneys
Cornwall Stodart
Corrs Chambers Westgarth
Deacons
Deloitte Touche Tohmatsu
Dunhill Madden Butler
Freehills
Gadens Lawyers
Holding Redlich lawyers and Consultants
Macpherson & Kelley
Macquarie Bank
Maddock
Mallesons
Middletons
Minter Ellison
Nevett Ford – Legal Consulting Financial
Russell Kennedy Solicitors
Phillips Fox
TAC Law

Legal Careers & Directories:

“Articles on Articles”

A Career in the Law: The Reality

A Snapshot of Employment Practices (Victorian Women Lawyers)

ALSA - Alternative Careers Guide

Articled Clerks Information Kit LIV

Articles Guide Monash LSS

Guerrilla Tactics for Getting the Legal Job of Your Dreams

Graduate Careers in Finance, Business & Law

How to Become a Judge’s Associate or Court Research Officer &/or Work at the Bar

Law Institute – Victoria Directory

Law Institute of Victoria Accredited Specialists

Legal Profiles

Legal Recruitment Profiles

Leo Cussen Training Course

Monash Law Students Society – Articles of Clerkship Careers Guide

Monash Law Students Society – Careers Guide

Profiles Careers Handbook LIV

Career Interests

Files:

Academia – includes report ‘Postdoctoral Training & Employment Outcomes’ (Oct 2001 ANU)

Accounting – Australian Society of CPA
Institute of Chartered Accountants in Australia

Actuarial Work

Advertising

Agriculture

Art & Design

Arts

Asian Languages
Aviation / Airlines
Banking
Behavioural Science
Biological Science & Biotechnology
Bio Medical Science
Business / Economics & Commerce
Childcare
Computer Science
Earth Science & Geology
Economics & Commerce see **Business**
Education
Engineering - APESMA
 Innovative – Engineering & Management
Entertainment Industry
Environmental Science
Geography
Harvesting Information – special section see also 'Workabout Australia'
Health Sciences
History
Horticulture
Hospitality / Tourism
Human Resources
Industrial Relations
Information Technology
Insurance
International Business
Interpreting & Translating
Journalism / Communications
Languages (including ESL Teaching)
Law
Librarianship & Information Management
Local Government
Management - Institute of Management Consultants
Marine Science
Marketing
Mathematics
Media - Film/Radio / TV
Medicine
Mineral Industry
Music
Nursing
Occupational Health & Safety
Police
Performing Arts / Drama
Physical Sciences/ Physics
Physiotherapy
Property & Construction
Pharmacy
Psychology
Public Relations

Publishing
Real Estate
Science
Securities Industry
Social Work / Welfare & Community Work
Sports & Recreation / Sport Psychology
Stockbroking
Tourism / Travel
Visual Arts

Publications:

A degree of Certainty – Career Options for Postgraduate Research Students
Australian Guide To Careers In Music
Beginning Entrepreneur, The
Career Change For Teachers
Careers Choice Guide – A realistic approach to Employment
Career Planning and Adult Development Journal
Careers for Bookworms & Other Literary Types
Careers For Caring People & Other Sensitive Types
Careers For Computer Buffs & Other Technical Types
Careers For Culture Lovers & Other Artsy Types
Careers For Cybersurfers & Other Online Types
Careers For Environmental Types & Others Who Respect The Earth
Careers For Film Buffs & Other Hollywood Types
Careers For Foreign Language Aficionados
Careers For History Buffs & Others Who Learn From The Past
Careers For Night Owls & Other Insomniacs
Careers For Number Crunchers & Other Quantitative Types
Careers For Sports Nuts & Other Athletic Types
Careers For Travel Buffs & Other Restless Types
Careers For Writers & Others Who Have A Way With Words
Careers In Accounting
Careers In Advertising
Careers in Banking and Financial Services – Wrightbooks Careers Series in Australia
Careers In Finance
Careers in Finance (The Harvard Business School Guide to)
Careers In Health Care
Careers In High Tech
Careers In Horticulture And Botany
Careers in Human Resources - Wrightbooks Careers Series in Australia
Careers in Information Technology
Careers In International Business
Careers In Journalism
Careers In Law
Careers in Management Consulting (The Harvard Business School Guide to)
Careers In Marketing – (The Harvard Business School Guide to)
Careers in Marketing - Wrightbooks Careers Series in Australia
Careers In Medicine
Careers in Museums
Careers in Publishing & Bookselling

Careers In Science
Careers In Social And Rehabilitation Services
Careers In The Environment
Consulting For Success
Finding Your Way to the Chalkface
Getting into Advertising Marketing and Selling – A practical Approach
Graduate Careers in Computing, Business and Engineering 1996
Great Jobs for Anthropology Majors
Great Jobs for Biology Majors
Great Jobs for Business Majors
Great Jobs for Chemistry Majors
Great Jobs for Communications Majors
Great Jobs for Computer Science Majors
Great Jobs for Engineering Majors
Great Jobs for English Majors
Great Jobs for Foreign Language Majors
Great Jobs for Geology Majors
Great Jobs for History Majors
Great Jobs for Liberal Arts Majors
Great Jobs for Math Majors
Great Jobs for Music Majors
Great Jobs for Political Science Majors
Great Jobs for Psychology Majors
Great Jobs for Sociology Majors
Hospitality Careers
Managing Your Academic Career – Strategies for success
Museums of Victoria
Odd Jobs – Unusual Ways To Earn A Living
Publish It – A Guide for Self-Publishers
Real People Working in Communications
Real People Working in Education
Real People Working in Engineering
Real People Working in Health Care
Real People Working in Law
Real People Working in Sale & Marketing
Real People Working in Service Businesses
Real People Working in the Helping Professions
Reinventing Yourself – Life Planning After 50
So, You Want To Work In Advertising ?
Starting and Running a Small Business in Australia
The Career Guide For Creative and Unconventional People.
The Australian Guide For Careers In Music
Tales From The New Shop Floor

Labour Market and Employment Information

Career Profiles – Monash University Careers and Employment
GCA Careers Information
GCA Gradstats
GCA Graduate Destination Surveys
GCA Graduate Starting Salaries
GCA Postgraduate Destination Survey

GCA Course Experience Questionnaire
Graduate Engineer Employment Survey Report
Graduate Futures
Graduate Outlook
Job Prospects Australia
Skills for Graduates in the 21st Century
What Jobs Pay

Directories:

APESMA Vacation Work Handbook
Australian Engineering Directory see Employers Directory Section
Australian Environment Directory
Australian Medical & Health Sciences Research & Technology Directory
Australian Publishers Association Directory of Members
Australian Research and Development Directory
Directory of Australian Associations Edition
Directory of Catholic Education Victoria
ECSS Careers Guide
Graduate Destinations (Monash and GCCA)
Job Guide Victoria
Job Prospects Australia
Picture This – Create a career in Visual Arts, Crafts & Design
Scitech Technology Directory
What Jobs Pay Australia

Seasonal/Harvesting Work:

Harvesting Information – see also 'Workabout Australia'
Seasonal – Ski/Farm/Conservation
Workabout Australia

Job Search

Resume or Interview Preparation and Employment Resources
A Graduate's Guide to Applying for a Job
Ace Your Case and 15 Questions Vols 1 & 11- Case Interview Preparation – Kept at Information Desk
Ace Your Case and 15 Questions Vols 111 - Practice Makes Perfect – Kept at Information Desk
The Complete Australian Job Interview Guide copy1 – at info desk
The 101 Great Answers to the Toughest Interview Questions
The 101 Great Answers to the Toughest Job Search Problems
101 Great Resumes
250 Job Interview Questions – you'll most likely be asked
2001 What Color is Your Parachute?
Body Language at Work (incl. Interviewing)
Careers In Management Consulting – information desk
Career Success for People with Physical Disabilities
Change Your Career
Communication Skills
Cover Letters made Easy
Cyberspace Resume Kit

Doing Work You Love
Don't Send A CV - & Other Controversial Rules To Help Land A Great Job
Electronic Resumes & Online Networking
Fearless Interviewing
GCA - Your Career and You
Get That Job: Job Hunting with the Telephone
Get That Job: Your Work Experience Inventory
Get That Job: Writing Letters and Resumes
Get That Job: Getting Ready for Interviews
Get That Job: Filling Out Job Applications
Get That Job: Finding Job Openings
Get That Job: Using A Job Hunt Planner
Get That Job: Your Basic Skills
Get That Job: Instructors Guide & Resource (complete set of 9)
Getting Organized
Getting That Job
Graduate's Guide to Applying for a Job, Phillip Coyte
Guide to Internet Job Searching, The
Hints for Job Hunters
How To Get A Better Job In This Crazy World
How To Say It In Your Job Search
How To Write To Selection Criteria
How winners Do It – High impact skill for your career success
I Can Do That Too!
I Went To College For This ? – How To Turn Your Job Into A Career You Love
Interviews Made Easy – How to get a psychological advantage
Interview Preparation – Filed information
Interview Questions
Job Applications - The Winning Edge
Job Hunting on the Internet
Job Interviews that Mean Business
Job Seekers Manual – (on Information Counter)
Looking for Work - Job Seekers Kit
Manage Your Own Career
Negotiating Your Salary – How to make \$1000 a minute
Netting A Job In Australia & NZ
Networking Made Easy
Organized Executive, The
Play to Your Strengths
Preparing Your Own CV – how to improve your chances of getting the job you want
Resume Writing (*filed information*)
Resumes for College Students and Recent Graduates
Resumes That Get Short Listed
Secrets Of Finding And Keeping A Job
Starting Out Starting Over – Finding the work that's waiting for you.
Successful Interview Skills – (includes how to make a presentation)
Surfing Your Horizons

Tap The Hidden Job Market
The 100 Best Jobs For the 1990s and Beyond
The Best Job-Hunt Book In The World
The Australian Resume Guide
The Five Minute Interview 2nd edition
The Interview Kit – 2nd edition
The Perfect Cover Letter
The Resume Catalog
The Resume Makeover
The Secrets to Getting a Job
The Seven Habits of Highly Effective People
The Teenager's Guide To Part-time Jobs – Tips on earning a Dollar
The Very Quick Job Search – Get a good job in less time
Top Jobs – stories and advice from people working in Law, Medicine, Finance and other
Australian Top Jobs
VGM's Careers Checklists
What Employers Really Want
Write a Winning Job Application – *(especially for Teaching schools and TAFE)*
Young People and Work
Your Job Search Made Easy

Testing – Career, Aptitude and Psychometric

How to Pass Selection Tests (*available from Library Information Desk*)
How to Succeed at Assessment Centres (copy 2)
How To Succeed in Psychometric Tests (*available from Library Information Desk*)
How To Succeed with IQ Tests (*available from Library Information Desk*)
Open the Door on Psychological Testing (*available from Library Information Desk*)
Passing Psychometric Tests – know what to expect & get the job you want (*at info desk*)
Practise Now – how to prepare for recruitment & selection tests (*available from Library Info Desk*)
Preparing for Career Selection Tests - Literacy, Numeracy and General Ability (*available from Library Information Desk*)
Take the Test
Test Your Own Job Aptitude – Exploring Your Career Potential

Students with Disabilities

Job Hunting for the So-Called Handicapped or People Who Have Disabilities, Richard Bolles

Career Success for People with Physical Disabilities

Access Employment – Career & Job Finding information For Graduates with Disabilities & medical Conditions – Uni of WA & Murdoch Uni (1998)

Audio Tapes:

Head and Heart To Career Success (2 tape set)
The Resume Explosion (2 tape set held JML only)

International Employment

Employer Profiles see Global & International Employers

<http://www.careers.monash.edu.au/students/employers-international.html>

on Careers Library web site

Japan

Teaching English Information:

AACE

JET Program

Japan an A-Z Guide to Living & Working in Japan

Japan – A Working Holiday Guide

Jobs in Japan

Teaching Tactics for Japan's English Classrooms

Taiwan

Hess Language School

Thailand

Teaching English

Miscellaneous File (Asian Employers by Country A-Z):

Asia – General

Infosys – India

Teaching English

EPIK - Korea

GAP – Asia

CIEE – Asia

Lee's Manpower - Korea

General Publications Asia:

Asia Initiatives Directory Edition

Careers in Asia

Clueless in Advertising – How to get your first job...(Asia)

Clueless in Marketing Communications – How to get your first job...(Asia)

Clueless in Public Relations - How to get your first job...(Asia)

Graduan (formerly Aspirasi Graduan)

Schroders ASEAN Directory – Merchant Banking

Teaching Overseas for Australians & NZers 1st ed & 2nd ed.s

New Zealand

Career View – Victoria University of Wellington

Live & Work in Australia and New Zealand

New Zealand Pocket Guide

Newspapers

New Straits Times – Sat Recruitment section (Malaysia)

United Kingdom, Ireland and Europe

England

Working Holidays, Exchange Programs & Employers:

Publications:

England

Live, Work & Play in London & The UK – 3rd Edition

Summer Jobs Britain
UK University Handbooks – undergraduate and postgraduate

Europe

Europe Survival Kit
Live and Work in Belgium...
Live and Work in France
Live and Work in Germany
Live and Work in Italy
Live and work in Russia & Eastern Europe
Live and Work in Spain and Portugal
Soviet Union and Eastern Europe Survival Kit
Study Europe
Work in Ski Resorts
German Subsidiary Companies in Australia

United States and Canada

United States and Canada - Working Holidays

Publications:

Job Opportunities for Business Majors
Job Opportunities in Engineering & Computer Science Majors
Guide To US Education – for students in Asia-Pacific Countries
Internships
Summer Jobs For Students (USA & Canada)
Travellers Survival Kit USA and Canada
USA College & University Almanac

Working Overseas - General

Publications:

Accounting Job Worldwide – A directory of international opportunities
Courier Air Travel Handbook, The
Dawsons Hotel Guide Australia and International
Green Volunteers – The World Guide to Voluntary Work In Nature Conservation
Health Professionals Abroad – A directory of worldwide opportunities
International Directory of Voluntary Work
Jobs Abroad, Kevin Casey
Kibbutz Volunteer
Live Work & Play Around the World
Overseas Recruitment Directory
Overseas Work, Learning Holidays, Adventure Travel
Overseas Summer Jobs
Student Opportunities in the Middle East
Summer Jobs Abroad
Taking a Career Break (overseas)
Teach Abroad
Teaching English Abroad 5th Ed
Teaching Overseas for Australians
The Au Pair and Nanny's Guide to Working Abroad

The Directory of Jobs and Careers Abroad
The Global Resume and CV Guide – Mary Anne Thompson
The Virgin Guide to Working Abroad – Sound advice for anyone travelling overseas to work
Travellers Survival Kit - Cuba, Australia and New Zealand
Traveltrade Year Book
Volunteer Work Overseas for Australians & New Zealanders
Work and Study in Developing Countries
Work Your Way Around The World
Workaway Guide
Working in Tourism UK, Europe & Beyond
Working Overseas
Working with the Environment

Education

Grants Register (postgraduate)
International Education Casebook
International Handbook of Universities 14th edition - kept at Information Desk
MBA Casebook

General:

Australian Volunteers International – (formerly Overseas Service Bureau)
Overseas Work and Study - General Information
Exchange Programs
Non Governmental Organizations & Aid Organisations
Australian Youth Ambassadors For Development Program

GOVERNMENT INFORMATION

Also see Government Employers

<http://www.careers.monash.edu.au/students/employers-government.html>

on Careers Library web site

Public Service Information

Federal jobsearch.gov.au/government

Victoria www.graduates.vic.gov.au

Publications

National Guide to Government
Victorian Government Directory
Australian Local Government Directory

AUSTRALIAN TERTIARY COURSES AND DIRECTORIES

University Course Directories

Directory of Higher Education Courses
The Good Universities Guide to Australian Universities & Private Colleges
The Good Universities Guide to MBA & Grad Management Programs
The Good Universities Guide to Postgraduate & Career Upgrade Courses
VTAC Guide

TAFE Courses Directory (Victoria) www.tafe.vic.gov.au

MONASH UNIVERSITY

Undergraduate & Postgraduate Handbooks

International Undergraduate & Postgraduate Handbooks

Monash International

OPEN LEARNING Australia

Handbook