

# MONASH UNIVERSITY CAREERS AND EMPLOYMENT

## CAREERS LIBRARY CATALOGUE

### GIPPSLAND CAMPUS

#### M.U.C.&E. Careers Library Gippsland Campus

#### Employer Profiles – Australian and Global

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

#### BUSINESS DIRECTORIES

- Australian Environment Directory – Hallmark Editions, ed. Emma Stirling
- Australian Media Guide <http://www.mediaguide.com.au/>
- Dawson’s Hotel Guide – international [www.dawsons.com.au](http://www.dawsons.com.au)
- Dawson’s Hotel Guide – Australia [www.dawsons.com.au](http://www.dawsons.com.au)
- Directory of Australian Associations <http://www.australianassociations.com.au/>
- The Best IT & T Companies in Australia - Corporate Research Foundation
- The Business Who’s Who of Australia Dun & Bradstreet
- Scitech Technology Directory

#### GOVERNMENT DEPARTMENTS

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

#### Local Government

(Latrobe Valley & Gippsland)

Latrobe City

[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

#### Government Directories

- National Guide to Government
- The Australian Local Government Job Directory [www.job-directory.com.au](http://www.job-directory.com.au)
- Victorian Government Directory Information Victoria  
[www.vic.gov.au](http://www.vic.gov.au)

### **Graduate Opportunities & Recruitment**

- Graduate Opportunities – [www.graduateopportunities.com](http://www.graduateopportunities.com)
- Graduate Outlook – New Hobsons Press
- Unimail’s Official Graduate Jobs Book– [www.unimail.com.au](http://www.unimail.com.au)
- Graduate futures and beyond – [www.graduateopportunities.com](http://www.graduateopportunities.com)
- Graduate Destination Survey – GCA [www.graduatecareers.com.au](http://www.graduatecareers.com.au)

## Salaries

- What Jobs Pay – New Hobsons
- Graduate Starting Salaries – Gradlink [www.graduatecareers.com.au](http://www.graduatecareers.com.au)

## Career Advice

Career Advice

General Graduate Information On the Job Advice

Professional Associations

Vacation Work

- Careers for All Graduates
- Careers in Accounting & Finance
- Chartered Accountancy
- Careers in Business & Finance
- Careers in Business & Finance – CA
- Careers for Engineering Graduates
- Environmental Science Careers
- Careers in Journalism
- Careers for Language Graduates
- Careers for the Law Graduates
- Marketing
- Careers in the Minerals Industry
- Occupational Health and Safety
- Careers for Psychology Students
- Careers in Teaching
- Careers in Teaching English to Speakers of Other Languages
- Thinking about a career in Human Resources?

## CAREER CHOICES

- APESMA Vacation work Handbook for engineering and science students APESMA [www.apesma.asn.au](http://www.apesma.asn.au)
- Australian Computer Society [www.acs.org.au](http://www.acs.org.au)
- Baker Medical Research Institute (post-grad study) [www.baker.edu.au](http://www.baker.edu.au)
- Career Change for Teachers – stories and strategies Wendy Taylor
- Career Profiles Monash University Employment & Careers
- Careers in Museums – A directory Susan F. Abasa – Museums Australia
- Fitting in or standing out? – women in the police profession Australasian Council of Women and Policing
- Guide to Careers in Finance Harvard Business School
- Guide to Careers in Marketing Harvard Business School
- How to Choose the Right Career Louise Welsh Schrank
- Job Guide Victoria DEST– <http://www.jobguide.dest.gov.au/>
- Job Prospects Australia Rodney Stinson – New Hobsons
- Law Institute Victoria Directory - [www.liv.asn.au](http://www.liv.asn.au)
- Surfing Your Horizons Michael Creagan
- Tales from the new shop floor Peter Lewis
- Your Career and You – Self Assessment for Students

# Job Search

## Job Search / Career Texts

Title	Author
<b>RESUMES</b>	
• 175 High-Impact Resumes – 2 <sup>nd</sup> edition	Richard H. Beatty
• Electronic Resumes & Online Networking	Rebecca Smith
• Cyberspace resumes Kit	Mary Nemnich
• How to prepare your curriculum Vitae	Acy L. Jackson
• The Australian Resume Guide – 2 <sup>nd</sup> edition	Paul Stevens
• The Resume Catalog: 200 Damn Good Examples	Yana Parker
• Don't Send A CV & other controversial rules to help land a great job	Jeffrey J Fox
• Write a Winning Job Application (especially for teachers)	Lloyd White
<b>INTERVIEWS / TESTS</b>	
• 101 Great Answers to The Toughest Interview Questions – 3 <sup>rd</sup> Ed.	Ron Fry
• How to Pass Selection Tests	Mike Bryon & Sanjay Modha
• How to Succeed in Psychometric Tests	David Cohen
• Interviews Made Easy – 2 <sup>nd</sup> edition	Mark Parkinson
• Practise Now – how to prepare for recruitment & selection tests	ed Siobhan Cantrill
• Preparing for Career Selection Tests: Literacy	Helen Fletcher
Numeracy & General Ability	Vera Joosten
• The complete Australian Job Interview Guide	Igor S. Popovich
• The Complete Q & A Job Interview book, 3 <sup>rd</sup> ed.	Jeffery G. Allen, J.D., C.P.C.
• The Five-Minute Interview – 2 <sup>nd</sup> Edition	Richard H. Beatty
• Test Your Own Job Aptitude: Exploring Your Career Potential	Jim Barrett & Geoff Williams
<b>JOB APPLICATIONS</b>	
• Everyday letters ready to go	Cheryl McLean (Editor)
• How to address selection criteria – 3 <sup>rd</sup> edition	Dr Ann D. Villiers
• The Perfect Cover Letter – 2 <sup>nd</sup> edition	Richard H. Beatty
• Writing Away – A guide to job applications (x2)	The University of WA
• Your Job Search Made Easy	Mark Parkinson
<b>GENERAL JOBSEARCH</b>	
• Access employment facilitator's manual	WA Universities
• Getting that Job	Morgan & Banks
• I can do that – How to count your work skills	DETYA
• Netting a Job (useful web-sites)	Steve Rawling (Global Exchange)
• What Color is Your Parachute?	Richard Nelson Bolles
• Tap The Hidden Job Market	Pauline Charleston
• Teenagers Guide to Part-Time Jobs	Samantha & David Koch
• The Secrets of Getting a Job	Philip Garside

### Students with disabilities

Career Success for People with Physical Disabilities Sharon F. Kissane, Ph. D.  
(aimed at people living in the US)

Hints on Trying to Get that Great Job or Back to the Basics Phillip Moon

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

## International Recruitment & Study

### Employer Profiles see Global & International Employers

<http://www.careers.monash.edu.au/students/employers-international.html> on Careers Library web site

Item	Author/Website
• Council Exchanges Magazine (Europe, Asia & North America)	<a href="http://www.councilexchanges.org.au">www.councilexchanges.org.au</a>
• International Exchange Programs (USA & Britain)	
• Monash Abroad Program -	<a href="http://www.monash.edu/international/studyabroad">www.monash.edu/international/studyabroad</a>
• STA Travel Ultimate travel guide Booklet	STA Travel -
	<a href="http://www.statravel.com.au/livelearn.asp">www.statravel.com.au/livelearn.asp</a>
• Working Adventures Abroad Application form	IEP – <a href="http://www.iep.org.au">www.iep.org.au</a>

### Other Countries

- Getting the Job: A **video** for job seekers who speak english as a second language. - Queensland University of Technology
- The Volunteer Experience video Australian Volunteers international [www.ozvol.org.au](http://www.ozvol.org.au)
- Guide to U.S. Education (For Students in Asia-Pacific Countries) Hobsons [www.collegeview.com](http://www.collegeview.com)
- International study & MBA search – [www.hobsons.com/studentonly.html](http://www.hobsons.com/studentonly.html)
- International Graduate – for postgraduate opportunities. [www.internationalgraduate.net](http://www.internationalgraduate.net)

### United Kingdom

- A guide to living and working in London Robert Walters
- Destination UK & Ireland – The Essential Guide to Living and working in London, Edinburgh, Glasgow and Dublin Joslin Rowe [www.joslinrowe.com](http://www.joslinrowe.com)
- Study in Britain Handbook UCAS – [www.oncourse.co.uk](http://www.oncourse.co.uk)
- Opportunities in London and Dublin Robert Walters
- Prospects Graduate UK [www.prospects.ac.uk](http://www.prospects.ac.uk)
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### ASIA

- Careers in Asia Hobsons international [www.asia.hobsons.com](http://www.asia.hobsons.com)
- **Graduan** – Careers & Employment for Malaysian FRESH Graduates biz:connexion - [www.graduan.com.my](http://www.graduan.com.my)

### Books

- College and University Almanac (USA)
- Internships Peterson's
- Job Opportunities for Engineering & Computing Science Majors (USA) Peterson's
- Job Opportunities for Health & Science Majors (USA) Peterson's
- Overseas Recruitment Directory Global Exchange
- Summer Jobs – Britian David Woodworth – [www.vacationwork.co.uk](http://www.vacationwork.co.uk)
- Summer Jobs for Students (Peterson's)
- Summer Jobs in the USA (Peterson's)
- Teaching Overseas – for Australians and Nzers Bryan Havenhand

- Vacation Work's Overseas Summer Jobs (Peterson's) [www.petersons.com](http://www.petersons.com)
- Volunteer Work Overseas [www.globalexchange.com.au](http://www.globalexchange.com.au)
- Working with the Environment (overseas) Tim Ryder & Elisabeth Roberts

## Tertiary Courses and Directories

### **The Good Universities Guide to Australian Universities & Private Colleges**

### **The Good Universities Guide to Postgraduate & Career Upgrade Courses**

[www.thegoodguides.com.au//coursesearch.cfm](http://www.thegoodguides.com.au//coursesearch.cfm)

- VTAC Guide VTAC – [www.vtac.edu.au](http://www.vtac.edu.au)
- Open Learning Australia [www.ola.edu.au](http://www.ola.edu.au)

### Postgraduate Handbooks

- Securities Institute Postgraduate Courses [securities.edu.au](http://securities.edu.au)
- Postgraduate Cancer Research Peter MacCallum Cancer Institute [www.baker.edu.au](http://www.baker.edu.au)
- MBA Casebook Hobsons International – [www.mba.hobsons.com](http://www.mba.hobsons.com)
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### TAFEs/Short Courses

- Short Courses Victoria Education Victoria [www.shortcourses.vic.gov.au](http://www.shortcourses.vic.gov.au)
- Central Gippsland Institute of TAFE [www.gippstafe.vic.edu.au](http://www.gippstafe.vic.edu.au)
- Chisholm Institute of TAFE [www.chisholm.vic.edu.au](http://www.chisholm.vic.edu.au)
- East Gippsland Institute of TAFE [www.egtafe.vic.edu.au](http://www.egtafe.vic.edu.au)
- Holmesglen Institute of TAFE Handbook [www.holmesglen.vic.edu.au](http://www.holmesglen.vic.edu.au)
- Sunraysia Institute of TAFE – [www.sunitafe.edu.au](http://www.sunitafe.edu.au)  
Course Handbook

### Careers videos

- Getting the Job? – international students who speak english as a 2<sup>nd</sup> language. – QUT.
- The Written Edge – resumes & covering letters Gradlink – [www.graduatecareers.com.au](http://www.graduatecareers.com.au)
- Why Ask Me That? – interview skills Gradlink – [www.graduatecareers.com.au](http://www.graduatecareers.com.au)
- Why Am I Here? – transferable skill development Gradlink – [www.graduatecareers.com.au](http://www.graduatecareers.com.au)
- The Assessment Centre Gradlink – [www.graduatecareers.com.au](http://www.graduatecareers.com.au)
- Can I have a Few Minutes of Your Time? – Networking skills Gradlink – [www.graduatecareers.com.au](http://www.graduatecareers.com.au)
- Essential Interview Skills – the first, essential business skill (from employer perspective) Gradlink – [www.graduatecareers.com.au](http://www.graduatecareers.com.au)