

# **MONASH UNIVERSITY CAREERS AND EMPLOYMENT**

## **CAREERS LIBRARY CATALOGUE**

### **PENINSULA CAMPUS**

#### **M.U.C.&E. Careers Library Peninsula Campus**

##### Australia Employer Profiles

See Australian and Global Employer Profiles

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

on the Careers Library web site

##### Job Search Careers & Employment Information – Held in the Careers office and at the MONSU Desk

Preparing For Career Selection Tests, Numeracy & General Ability – *Held at MONSU Desk*  
Practise Now – how to prepare for recruitment & selection tests – *Held as MONSU Desk*

Interview Skills

Resume Writing

Job Hunting Skills

Employment Selection Tests

GCA Career Booklets

GCA Graduate & Post Graduate Destination Surveys

##### Graduate Information & Salaries

Graduate Starting Salaries

Job Prospects Australia

Graduate Futures

Graduate Opportunities

Job Guide

##### Career Publications

Ace Your Case, 15 Questions & Practice Makes Perfect vols 1-3 (Wetfeet Press)

– Held in Careers Counsellor's Office

APESMA – Work Survival Guide

Career Change For Teachers

Career Profiles – MONSEACS

Careers In Accounting

Careers In Child Care

Careers In Education

Careers In Health Care

Careers In International Business

Careers In Management Consulting (Wetfeet press) - Held in Careers Counsellor's Office  
Careers in Nursing  
Careers In Publishing & Bookselling  
Cover Letters Made Easy – Held at MONSU Desk  
Damn Good Resume Guide - Held MONSU Desk  
Don't Send a CV & Other Controversial Rules to Help Land a Job – Held at MONSU Desk  
ECSS – Careers Guide  
Electronic Resumes  
Focus On Careers – The Graduate Job Search  
Getting It Right Now  
Graduate Outlook  
Graduate's Guide To Applying For A Job  
Hints On Trying To Get That Great Job or Back To The Basics  
How To Have A Winning Job Interview  
How To Address Selection Criteria – Held at MONSU Desk  
Interviews made Easy  
Job Focus For Graduates – Finance, Business & Law  
Job Focus For Graduates In IT  
Job Hunting For The So-Called Handicapped (or People Who Have Disabilities) –  
Richard Bolles  
Job Seekers Manual  
Resumes That Get Shortlisted – Held at MONSU Desk  
Successful Interview Skills – How to present yourself with confidence  
– Held at MONSU Desk  
Successful Job Hunting In The 1990s  
Tap The Hidden Job Market – Held at MONSU Desk  
The Australian Resume Guide – Held at MONSU Desk  
The Complete Q & A Job Interview Book  
The Five Minute Interview – Held at MONSU Desk  
The Perfect Cover Letter – Held at MONSU Desk  
What Color is Your Parachute – Held at MONSU Desk  
What Jobs Pay  
Working the Web

### Australian Government Information

Located in separate files or appropriate state / federal file

Also see Government Employers

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

### Publications & Employment Directory:

Australian Local Government Job Directory

National Guide To Government

## International

Employer Profiles see Global & International Employers

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

### USA, UK & General Overseas Files & Publications:

Australian Volunteers Abroad

Biosciences Graduate Handbook

Canada

Directory of Jobs and Careers Abroad

Engineering & IT Graduate Handbook

Exchange Program (Study Overseas)

Hobson's MBA Casebook

Hobson's Study Europe

International Skills for Young Australians

Internships – USA

Overseas Recruitment Directory

Study in the Middle East

Study UK

Summer Jobs Britain

Summer Jobs For Students USA & Canada

Volunteer Work Overseas ([www.globalexchange.com.au](http://www.globalexchange.com.au))

Work Your Way Around The World

World Study Guide Britain

### Asia Files & Publications:

AACE - Japan

Asia - General (Employment)

Careers In Asia

Contact Singapore

Graduan - Malaysia

## Tertiary Education Information

Monash University Distance Education

Monash UG & PG University Handbook

TAFE Courses Directory Victoria

### Directories:

Directory of Higher & Further Education Courses

Good Universities Guide to Universities

Good Universities Guide to Universities Post Graduate Courses

Good Universities Guide to Business & Management Courses

Open Learning Australia

VTAC Guide

## Careers Video Tapes – catalogue

*Available for viewing MUC&E Careers Resource Centre*

### Careers & Job Search

- Essential Interview Skills
- The Written Edge
- Write Giving Full Details
- Two Whole Days
- Singapore Careers
- Effective Resumes & Job Applications
- Essential Interview Skills
- Career Self Assessment Where do you fit?
- Tell Me, Mr Dunstone – 3 copies
- Sell Yourself: Successful Job Interviewing
- Job Search Strategies
- How To Successfully Manage Your Time
- Interview Skills { Careers Start 1997}
- Employer Panel
- Resume & Letter Writing
- Team Work
- Identifying Skills & Abilities
- Why Am I Here?
- Looking Good On Paper
- Why Ask Me That?
- Ready For Work: Qualities that count with employers
- Getting The Job: A video for job seekers who speak English as a second language
- Can I Have A Few Minutes OF Your Time

### Companies & General

- Unilever – 3 copies
- Graduate opportunities in the Public Service
- Jet: A Year of Exploration
- The Jet Program
- ICI Recruitment –
- Shell – Our Way + Employee Induction Programme .
- Institute of Chartered Accountants Cass Business Ethics Hypothetical
- Chart Your Future Chartered Accountants Careers .
- Kaishya: Monash Young Achievement Aust. Venture Company
- Working as an AET in Japan
- Monash University: Your Education, Your Future
- Out In Front With An Arts Degree
- The CA Program
- Career Planning
- NT University
- Transition From Yr 12 to University
- The Volunteer Experience: Aust. Vols Int. (2 copies)