

Career management essentials

Managing your own career is an essential element for vocational success in the modern world. Responsibility for this lies with you, and a pro-active approach is crucial.

Starting early

Good career management ideally starts during university and includes both planning ahead and remaining open to opportunities as they arise. Developing an awareness of your own career ideas and preferences, while maintaining an open-minded approach to your career direction, will maximise your career-readiness. The aim is to continue to develop your employability throughout your working life. [Massey's Career and Employment Service](#) offers you a range of services, with the aim of assisting your preparation and employability as much as possible. They include:

- A range of workshops on topics such as interview skills, CV preparation, and work readiness
- In-class presentations on career-focused issues that enhance your employability
- Career counselling on an individual basis

The importance of [self-analysis](#)

- Establish your values and underlying beliefs. When your values align with your career direction, there is more energy and commitment to the process
- Discover your personality type. Check with Career and Employment Service staff for further information on appropriate personality assessment tools
- Maintain a list of your strengths and weaknesses. What can be done to improve these? What evidence might you use to show that you have skills that employers seek?
- Actively seek feedback from close friends, family, lecturers, work colleagues, managers etc. It may be uncomfortable some of the time, but will likely yield valuable insight about yourself
- Observe and reflect on the experiences that really motivate you
- Keep a journal or portfolio of career experiences for future reference or for a future [CV](#)
- Access a range of self-analysis resources via the '[Get started](#)' section at <http://careers.massey.ac.nz>

[Gain relevant work experience](#)

This can (for example) be through vacation, part-time and/or voluntary work or through studying on a programme that includes placements or internships:

- Most work experience is useful for developing both your skills and your self-confidence
- [Voluntary work](#) is usually available and many employers will value this on your [CV](#)
- Where possible, ensure that your work experience is focused on your intended career path
- Use family and friends first to meet others and build up your personal [network](#)
- Working for a small business means you may be given more responsibility, and there may be a wider variety of responsibilities
- Consider what you can offer an employer, in order to promote yourself more effectively.



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Get involved

- Active involvement in university clubs, teams, volunteering, leadership experiences and your interests, will help you to develop a range of marketable, valuable and transferable skills and attributes
- Take responsibility and initiative. Start something new that you think is important enough to see through to its completion
- Make different kinds of presentations to different kinds of audiences, including factual and persuasive presentations. If possible, present a topic to an audience hostile to your view
- Make the most of opportunities to travel. Practice a language. Take an interest in the local culture, the economy or politics

Networking is an essential means of developing useful contacts, gathering information and accessing job opportunities that may never be advertised.

Reflect on your learning

- Use a learning log. For example, information on e-portfolios is available through the university's [Centre for Teaching and Learning](#). Employers always look for evidence of skills developed
- Learn from both successes and failures. If an experience is difficult or painful, try to turn it into something positive by learning from it. Recognise your own reaction to failures and disappointments, so that you can cope better in the future
- Maintain contact with the non-academic world, talking and listening to others' views of work
- Turn your research into action. Set goals and objectives, including some action planning
- Make the most of your final year project. It can be a route into employment.

Achieve the best grades you can

Potential employers are certainly interested in your grades, with many job vacancies requiring an academic record to be submitted as part of the application. Sound grades will be one factor in marketing yourself to employers.

Browse advertised jobs

It is worthwhile researching the jobs currently being advertised and the skills, knowledge and qualities sought by employers. Scan through advertisements regularly to explore what job titles mean, to gain an idea of the work that is available currently, and to clarify what appeals to you. For more information on job search, refer to [Finding a Graduate Job in New Zealand](#) and [Finding a Graduate Job Overseas](#).

Attend on-campus employer presentations and career-focused events

On-campus employer presentations and career events are advertised on [Massey CareerHub](#). By attending those that interest you, you will gain a clearer understanding of the type of graduates that employers are looking for.