



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

# Services for employers

Your link to Te Herenga Waka—Victoria University  
of Wellington's students and graduates

**CAPITAL THINKING.  
GLOBALLY MINDED.**

MAI I TE IHO KI TE PAE



# OUR SERVICE

Te Herenga Waka—Victoria University of Wellington's Careers and Employment team work to build relationships between your organisation and Victoria University of Wellington students and graduates by providing access to a highly impressive pool of candidates. Our students offer a balance of theory, practical skills and real world experience.

To help you attract and recruit outstanding students and graduates, we offer a recruitment consultancy service and practical solutions that enable you to raise the profile of your organisation, communicate vacancies and facilitate a strong and successful relationship with our students. Our services are designed to help you develop the most effective, results-driven recruitment strategies possible.

Whether you are looking to recruit one or many, our employment team is standing by waiting to help. We look forward to working with you soon!



# 22,670

STUDENTS IN 2020

MORE THAN  

# 120,000

GRADUATES IN OUR ALUMNI  
NETWORK

# 3

WELLINGTON CITY  
CAMPUSES

# TOP 2%

OF UNIVERSITIES  
WORLD-WIDE OVERALL AND  
A QS RATING OF 5 STARS+

# RECRUITMENT OPTIONS

Through a range of efficient and cost-effective services, we can assist you to:

- Target potential applicants—suitably qualified and motivated students and graduates for immediate vacancies whether they be full or part-time.
- Reach high-calibre final year students to fill upcoming graduate recruitment needs.
- Present career-related information to a wide audience.
- Showcase your organisation's values and culture.
- Promote and recruit for paid internships.



**“The Careers and Employment team have been integral to our success at Te Herenga Waka—Victoria University of Wellington. They have partnered with us as we have recruited graduates and interns, and their professionalism, positivity, and enthusiasm has been second to none. Whatever the event, we have always been met with creative ideas and solutions.”**

Senior Talent Acquisition  
Consultant—KPMG

## EMPLOYER PRESENTATIONS AND EVENTS

Ensure your target students are well informed about your organisation by holding a presentation. Schedule an information session to present final year/graduate recruitment, summer vacation, internship or further study opportunities. These sessions are free of charge. Get in early to secure your date!

### ON-CAMPUS OPTIONS

- Lunchtime non-catered information sessions (50-minute time slot).
- Evening catered or non-catered information sessions—these can be longer than one hour to include networking, with a start time from 5 pm onwards.
- Any other creative ideas that you have—we'd love to hear them.

**To book your presentation, complete an expression of interest form online or contact:**

**Michael Parkes, Employer Relations Manager**

- [michael.parkes@vuw.ac.nz](mailto:michael.parkes@vuw.ac.nz)
- 04 463 5868
- [wgtn.ac.nz/careers/employers](http://wgtn.ac.nz/careers/employers)

### OTHER OPTIONS

- Evening presentations organised by you and advertised through Careers and Employment.
- We also offer the opportunity to engage with our students via webinar. Our Employer Relations team can host you via Zoom, or you can host via an alternative platform of your choice. Webinars are usually thirty minutes to one hour long and can be recorded.
- To compliment your engagement, you can arrange for a representative from your organisation to be featured in the 'Industry Insights' section of our Online Careers Centre. This involves working with us to make a video showcasing your organisation and offering advice to students.

# CAREERS EXPOS

During the academic year, Careers and Employment organises and hosts a series of specialist expos to assist employers and other recruiting organisations to reach their target audience. Even if you don't have current or upcoming vacancies, career expos are valuable opportunities for you to maintain your profile among students and network with potential applicants. The expos are extensively promoted on campus to motivated students looking to plan their future career.



## To reserve a place contact:

**Raquel Brandt-Partridge**  
Graduate Employment Coordinator

- [raquel.brandtpartridge@vuw.ac.nz](mailto:raquel.brandtpartridge@vuw.ac.nz)
- 04 463 5870
- [www.wgtn.ac.nz/expos-for-employers](http://www.wgtn.ac.nz/expos-for-employers)

## COMMERCE AND LAW CAREERS EXPO (MARCH)

Timed early in the start of the academic year and to fit in to the first Graduate Recruitment cycle, the Commerce and Law Careers Expo is held over two floors of Rutherford House. Our biggest careers event of the year, this expo is always bustling with activity and attracts 500 + students. A great place to meet talent from a variety of disciplines and build your profile on campus for the year to come. The Expo runs for three hours and lunch and refreshments will be available over the course of the event.

## SCIENCE AND HEALTH CAREERS EXPO (MAY)

Connect with talented students from the Faculty of Science and Faculty of Health. This Expo is held in Te Toki a Rata, gateway to our Science Precinct at Kelburn campus. It's an opportunity for employers to engage with students from a wide range of STEM subjects and health majors, such as Health Informatics and Health Psychology. This Expo is a chance for any employer looking to hire students with strong analytical and scientific skills who are set to become versatile professionals. The Expo runs over two hours and includes lunch and refreshments.

## TECH CAREERS EXPO (MAY)

Wellington is fast becoming the Tech capital of New Zealand; this Expo offers employers the opportunity to meet fresh talent with cutting edge skills. Faculty of Engineering students study a broad range of subjects from Cybersecurity to Computer Science. As well as these students, those with complimentary skill sets (like coding and UX design), from other faculties will be in attendance to explore the possibility of a career in Tech. This Expo runs for two hours, is held at Kelburn Campus and includes lunch and refreshments.

## T2 CAREERS EXPO (JULY)

Held in the bustling Hub of our Kelburn Campus, our Trimester Two Careers Expo is aimed at students from all disciplines. This Expo is a great opportunity for those employers going to market mid-year, those who want to build on the relationships made earlier in the year and those who wish to target a very broad range of students. This Expo captures talented students who may have not been considering career decisions earlier in the year and is sure to attract large numbers. The Expo runs for three hours and lunch and refreshments will be available over the course of the event.



# CAREERS IN FOCUS EVENTS FEATURING ALUMNI SPEAKERS AND PANELLISTS

Throughout the year Careers and Employment partners with academic faculties and departments to present discipline or industry specific seminars and networking events. These events are open to any currently enrolled student interested in finding out about potential opportunities for graduates from their subject area, or within a particular industry.

Information, not recruitment, is the key purpose of these informal events. Presenters participate on the understanding that they will speak about their personal career path and experiences, answer questions and network with attending students.

**If you are interested in participating, or to learn about how you can get involved, contact:**

**Michael Parkes**

Employer Relations Manager

- [michael.parkes@vuw.ac.nz](mailto:michael.parkes@vuw.ac.nz)
- 04 463 5868
- [www.wgtn.ac.nz/careers-in-focus](http://www.wgtn.ac.nz/careers-in-focus)



## LISTING AN OPPORTUNITY

Promote your brand on-campus and advertise your vacancies by creating an account on NZUni Talent. NZUni Talent is the premier recruitment tool for employers to source university students and graduates. The system provides a 'one-stop-shop' tool for employers to advertise graduate vacancies, internships, scholarships, summer work, contract work, research opportunities and work experience. It provides a direct pipeline for graduate talent, as employers advertise directly to their chosen universities.

**For support creating a profile or with advertising vacancies, get in touch with NZUni Talent:**

- 0800 698 644
- [info@nzunitalent.ac.nz](mailto:info@nzunitalent.ac.nz)
- [nzunitalent.ac.nz](http://nzunitalent.ac.nz)

**nzuni talent**  
ā mātou ākonga, tō anamata

### TIPS FOR ADVERTISING JOBS ON NZUNI TALENT:

- When setting your closing date, check trimester and examination dates to avoid clashes. Visit [wgtn.ac.nz/dates](http://wgtn.ac.nz/dates) for our key dates
- Ensure your application requirements are clear—specify the methods of application you will accept (i.e. online, email) and the documents required (i.e. CV, application form, cover letter, academic transcript, and references/referees)
- If there's a specific qualification or skill set required for the role, be sure to mention this in the text of the advertisement. If you're open to seeing applications from any discipline, include this too!
- If you're looking for a student to work while they're studying, include the number of work hours per week. Some students have higher workloads than others and it's helpful if they know the number of hours upfront
- When requesting online applications, incorporate a 'save' function. Because of time constraints, students need to be able to return to partially completed applications.



# TARGETED COMMUNICATION

Increase your chances of reaching your target audience by emailing relevant faculty, degree, major subject or class lists. The communication will be sent in plain text format within the body of an email, not as an attachment.

**Find out more on our website:**

■ [www.wgtn.ac.nz/targeted-communication](http://www.wgtn.ac.nz/targeted-communication)

**“Working in partnership with Careers and Employment to promote our summer internships and graduate opportunities has been extremely effective for our organisation.**

**The team were engaging and accommodating of our short lead-in time to promote our opportunities and assisted in advertising across campus, to ensure a great turn-out to our presentation. This in turn, perpetuated high-calibre applications for our summer intern programme.”**

Principal Adviser National Recruitment Projects—Department of Corrections

**“We run a Graduate Recruitment campaign every year—it’s incredibly rewarding, and we couldn’t achieve the level of success without the support from our partner universities, and Wellington Careers and Employment are no exception. They are incredibly helpful and reliable in their assistance and guidance. Their support enables us to get in front of students who’ll make the best Interogenites.”**

Recruitment Specialist—Interogen



# GET IN TOUCH

As employers, we know that you’re constantly coming up with new ideas and initiatives. If you let us know what you’re hoping to achieve, we can advise on how to succeed at Te Herenga Waka—Victoria University of Wellington.

**More information can be found on our website:**

■ [wgtn.ac.nz/careers/employers](http://wgtn.ac.nz/careers/employers)

**If you would like to find out more about our events or have other ideas you would like to explore, contact:**

**Michael Parkes**

Employer Relations Manager

■ [michael.parkes@vuw.ac.nz](mailto:michael.parkes@vuw.ac.nz)

■ 04 463 5868





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