Stepping Into
Plan for Success
Session Overview

• General Information
  About AND and the Stepping Into Program
  Next Steps

• Job Applications
  Resumes
  Cover letters
  Short answer questions

• The Interview
  Preparation
  STAR technique

• Networking
  Building a Network
  Elevator pitch

• Sharing Information
  Disability Management in the Workplace
  Workplace Adjustments
About Us
About AND

• We are a member-based organisation
• We are not a recruitment agency
• We are not a charity

OUR PURPOSE
To advance the equitable inclusion of people with disability in all aspects of business

OUR VISION
To create a disability confident Australia as a national peak body.

OUR MISSION
To provide expert advice and services on disability to employers, Government representatives and industry bodies
About Stepping Into

- Paid internship in Winter or Summer university break
- Degree-relevant work experience
- Develop skills, build network, enhance your resume

HOW DID STEPPING INTO BEGIN?
AND partnered with Sparke Helmore to offer clerkships exclusively to law students with disability in 2005.

HOW DOES IT WORK?
Employers offer opportunities for students with disability to gain work experience in various disciplines.

WHAT CAN I EXPECT?
Interview experience, a supportive recruitment process, valuable feedback, and degree-relevant work.
Timesframes

**WINTER**
- March-April: Applications open
- May-June: Interviews
- July-August: Placements commence

**SUMMER**
- August-September: Applications open
- October-November: Interviews
- December-February: Placements commence

**IMPORTANT**
Placements may be completed on a full-time or part-time basis. Hours and flexibility must be negotiated with the host employer prior to commencing a placement.
The Process

APPLICATION PROCESS
• Attend information session
• Submit application online
• Attend one-on-one interview with AND
• AND will advise if you are shortlisted

INTERVIEW PROCESS
• Host employers contact shortlisted candidates directly
• Shortlisted candidates attend interview (face-to-face or phone/skype)
• Host employer advises outcome directly

ONBOARDING
• Please note any onboarding requirements of host employer (e.g. police check)
• Implementation of workplace adjustments
Job Application
Personality questionnaire
17. You're very disagreeable.

☐ Agree
☐ Disagree
Crafting a Successful Resume

STRUCTURE
• Opening statement – what are you seeking?
• List of technical/software skills (optional)
• Education/relevant qualifications
• Employment history (include volunteering and work experience)
• References

CONTENT
• Tailor for each application
• Simple, clear and concise (dot points)
• No fancy colours or fonts
• Highlight skills and experience relevant to the job you want

REFERENCES
• Current and willing to provide a favourable reference
Cover Letters

KEY POINTS
• Introduce yourself to the reader
• Respond to the requirements of the job
• Attract the reader’s interest and refer them to your resume

CONTENT & STRUCTURE
• Your name and contact information
• Address the letter to the relevant hiring manager (if known)
• Include a reference line e.g. Re: Application for Intern position
• An opening paragraph introducing yourself, and where you heard about the opportunity.
• The body text should highlight skills and qualities you possess that are relevant to the role
• Closing paragraph expressing interest in an interview
Short Answer Questions

PURPOSE
These questions are carefully worded to explore your background, knowledge and skills in areas particularly relevant to the position.

KEY POINTS
• Answer the question directly – be specific in your examples
• Use examples that demonstrate your relevant skills/interests
• Use different examples for each question (if more than one)
• The STAR technique may be used to structure your responses
• Use relevant examples from your work history, volunteering, and extra-curricular activities
Preparation is Key!

RESEARCH
• What does the organisation do?
• What are the values of the organisation?
• What does the role entail?
• Why do you want to work there?

PRACTICE
• Prepare your answers to likely questions
• Practice delivering your answers clearly and concisely

INTERVIEW THE INTERVIEWER
• Prepare questions for the interviewer (1-2 questions)
• Demonstrate your interests and suitability
**Behavioural Questions**

**PURPOSE**
The interviewer wants to understand what skills you have that are relevant to the role, and when you have demonstrated competency in the past.

**WHAT WILL THEY ASK?**
Behavioural questions often start with ‘Can you tell me about a time when…’
- E.g. Can you tell me about a time when you have worked in a team on a project. What was your role, and what was the outcome?

**WHAT EXAMPLES SHOULD I USE?**
- Use relevant examples from university, work experience, volunteering or extra-curricular activities
- Prepare your examples before the interview
STAR Technique

SITUATION
Briefly describe where you were and what you were doing

TASK
Briefly describe what you were required to do

ACTION
Describe each step you took to complete the task
Be specific and do not leave ‘obvious’ details out

RESULT
A good result is preferable. You can share a great score, positive feedback or any learnings you took away from the experience.
Building Your Network

- Attend careers fairs, employer presentations & conferences
- Connect with Alumni groups
- Ask people you know for their contacts
- Join professional associations or student societies
- Expand your voluntary work
- Build your professional online network e.g. LinkedIn
The Elevator Pitch

WHAT DO YOU DO?
Use your degree as a starting point and assess your other interests. What clubs are you in? Who do you admire? What’s your favourite subject?

WHAT ARE YOUR STRENGTHS/INTERESTS?
Ask yourself why certain roles interest you.

WHAT IS YOUR GOAL?
Really consider what result you want – is it a job? Is it to learn a new skill set? Is it to pick someone’s brain about best practices in your field?

WHAT MOTIVATES YOU?
Demonstrate that you are motivated by more than just money. Focus on the intrinsic motivators that really keep you moving ahead.
“I’m currently studying education at [insert college]. One of my greatest strengths is my ability to make the conceptual practical and I’m interested in securing an entry-level role at a nonprofit that allows me to teach and develop curriculum. Because nonprofit programs and fellowships were a key part of my development, it’s important for me to pay it forward and help students develop to their highest potential.”
Sharing Information

YOUR RIGHTS
The DDA prohibits discrimination against people with disability throughout all stages of the employment process. Employers are obligated to make adjustments to accommodate an individual’s disability.

WORKPLACE ADJUSTMENTS
Workplace adjustments allow a person to:
• Perform the inherent or essential requirements of their job safely in the workplace
• Have equal opportunity in recruitment processes, promotion and ongoing development
• Experience equitable terms and conditions of employment
• Maximise productivity
Next Steps

PREPARE YOUR DOCUMENTS

• Resume
• Academic Transcript
• Access Plan or Medical Documentation

APPLY ONLINE

• Be prepared to answer short answer questions

ATTEND A ONE-ON-ONE WITH AND

• AND will contact you to arrange a meeting when your application is received.
Questions?

CONTACT
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