Services for employers

Your link to Victoria University of Wellington’s students and graduates
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 Victoria University of Wellington 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!

Wellington Careers and Employment
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 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!

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

Michael Parkes
Employer Relations Consultant

✉️ michael.parkes@vuw.ac.nz
📞 04 463 5868

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 5pm onwards.
- Any other creative ideas that you have—we’d love to hear them.

OFF-CAMPUS OPTIONS

- Evening presentations organised by you and advertised through Careers and Employment.
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:

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.

COMMERCE AND LAW CAREERS EXPO (MARCH)
Our Commerce and Law Careers Expo starts our season of employer events with a bang every year. Spanning two floors of Rutherford House, this event features a large number of employers from business, finance, law and more.

CAREERS EXPO (MAY)
This event will appeal to all employers interested in raising their profile and connecting directly with students who are seeking graduate roles, internships or volunteer placements. This is a large-scale event with a wide variety of students from all disciplines.

ICT CAREERS EXPO (MAY)
An essential event for students and graduates looking for a career in ICT, this popular expo provides employers the opportunity to connect with students skilled in digital-based technology—from software to hardware, robots to computer graphics, apps to healthcare devices.

SCIENCE CAREERS EXPO (JULY/AUGUST)
Employers across all sectors value the data management, research, analytical, and practical skills that science graduates offer. Meet students across all levels and science-focused disciplines at this fast-paced event.

To reserve a spot or for further information contact:
Rhiannon Robinson
Graduate Employment Coordinator
rhiannon.roberinson@vuw.ac.nz
04 463 5870
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 Consultant
✉️ michael.parkes@vuw.ac.nz
📞 04 463 5868

LISTING AN OPPORTUNITY

Promote your brand on-campus and advertise your vacancies by creating an account on NZUniCareerHub. NZUniCareerHub 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 NZUniCareerHub:
📞 0800 698 644
✉️ info@nzunicareerhub.ac.nz
🌐 nzunicareerhub.ac.nz

TIPS FOR ADVERTISING JOBS ON NZUNICAREERHUB:

• When setting your closing date, check trimester and examination dates to avoid clashes. Visit 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, 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.
“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 Intergenites.”

Recruitment Specialist—Intergen

“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

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 Victoria University of Wellington.

More information can be found on our website:


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

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Employer Relations Consultant

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