



Joblinx

The logo features the word "Joblinx" in a white sans-serif font. The "l", "i", and "n" are highlighted in a vibrant yellow-green color. To the right of the text is a stylized paperclip icon, with the top loop in yellow-green and the bottom loop in white. The entire logo is set against a solid blue background.

“
Transforming
qualifications
into skills
”

A blue-tinted photograph of the James Cook University building. The building has large glass windows and a sign that reads "JAMES COOK UNIVERSITY". In the foreground, several students are walking away from the camera on a paved area. A decorative graphic consisting of a large circle and a curved line is overlaid on the left side of the image.

JAMES COOK UNIVERSITY

ABOUT US

Transforming qualifications into skills

Joblinx is a privately owned recruitment agency co-located at James Cook University Brisbane.

Joblinx is a part of the Sarina Russo Group, one of Australia's largest and most successful providers of employment and training services.

Joblinx exists exclusively to assist James Cook University Brisbane (JCU Brisbane) students gain work experience, part time and graduate employment as well as provide a full range of training programs to equip students with all they need to succeed in a global workplace. Our specialised team of recruitment and training professionals at Joblinx provide these exclusive services FREE to all enrolled students.

This booklet provides detailed information on:

- **Headstart** - work experience program (pg 3)
- **Headstart Pro** - work experience program (pg 5)
- **Employment and training services** (pg 7)

“ I landed my dream job within two weeks of enrolment! ”
- Anjie Bhosale, JCU Brisbane Student, India

“ Joblinx has offered me so many opportunities that I would never have gotten at any other University. ”
- Trine Rasmussen, JCU Brisbane Graduate, Norway

“ With a new resume, constant support and advice, I am now more confident applying for jobs in a new country. ”
- Dinh Thai, JCU Brisbane Student, Vietnam



HEAD START

Entry level work experience

Get a real head start in the Australian work place with this program designed to give you your first taste of the Australian work environment. Even if you have never worked or have very limited experience this program is for you. You do not need to meet any criteria, other than have a real desire to gain valuable work experience that will launch you into more professional opportunities.

Our team of dedicated consultants arrange work experience opportunities that will develop skills, build confidence and add vital work experience to your resume.

PROGRAM INCLUDES

- **Jobseeker Workshops**
 - Creating professional resumes and cover letters
 - Essential interviewing skills
 - Understanding Australian workplace culture
 - Fundamental office procedures
- **Free Training (if required)**
 - Responsible Service of Alcohol (RSA)
A government requirement for anyone working in a restaurant or serving alcohol
 - Barista Course
To gain skills in fundamental espresso coffee preparation

All students are covered by a comprehensive accident and public liability insurance.

*Comparable programs are valued at over AUD\$1600 but for JCU Brisbane students, it's **free!***

“ I have gained practical work experience in the industries I'm interested in. ”
- Tracy Dam, JCU Brisbane Student, Vietnam

“ From resume checking and job searching to interview advice, the service provided by Joblinx is truly second to none! ”
- Rattiya Parnsuriyajan,
JCU Brisbane Student, Thailand



HEAD START PRO

Professional work experience

Being able to demonstrate your ability to apply theory in the workplace is highly valued by employers – but how do you get that first opportunity? Joblinx Head Start Pro places you into professional work experience programs that will fast track your career and enhance your employability.

THE PACKAGE INCLUDES

- **8 — 12 weeks or 100 hours of Professional Work Experience**
- **Jobseeker Workshops**
 - Creating professional resumes and cover letters
 - Essential interviewing skills
 - Understanding Australian workplace culture
 - Fundamental office procedures

- **International Work Certificate**

The International Work Certificate (IWC) program is aimed at enhancing a student's employability skills.

These skills have been globally recognised as highly desirable in graduates, and a clear indicator of leadership ability which provides for career advancement.

The IWC has been developed in line with the eight key soft/employability skills:

- Communication
- Teamwork
- Self Management
- Planning and organisation
- Initiative and enterprise
- Technology aptitude
- Problem solving
- Life long learning

Upon completion of Head Start Pro, students will have proven skills and work experience, making them well rounded graduates. They will have been equipped with modern theoretical knowledge, demonstrated professional experience and a validated log book recognising highly developed employability skills.

All students are covered by a comprehensive accident and public liability insurance.

Comparable programs are valued at over AUD\$2000 but for JCU Brisbane students, it's free!

REQUIREMENTS

- **Strong written and verbal English communication skills**
- **Excellent work ethic and a demonstrated commitment to professional development**

The program allows flexibility with start dates and hours worked, plus no GPA (Grade Point Average) is required to be eligible to enter this program.

“Thanks to Joblinx, I now work fulltime at CPA Australia, one of the most recognised accounting firms in the world.”

- Brijesh Dadhanania, JCU Brisbane Graduate, India

The logo for CPA Australia, featuring the letters 'CPA' in a large, bold, blue font, with 'AUSTRALIA' in a smaller, white font below it. The logo is partially obscured by a large, semi-transparent blue circle in the top left corner of the page.

CPA
AUSTRALIA

Two overlapping circles, one white and one orange, are positioned on the left side of the page, partially overlapping the background image.

EMPLOYMENT

Part-time & graduate

Using our extensive network of employers developed over 30 years, Joblinx recruitment consultants seek out opportunities for you, organising interviews and liaising with potential employers on your behalf. Workshops and training programs have been developed to enhance your employability so you can get a job faster, earn extra cash and develop transferable skills.

• **Free Training (if required)**

- Responsible Service of Alcohol (RSA)
A government requirement for anyone working in a restaurant or serving alcohol
- Barista Course
To gain skills in fundamental espresso coffee preparation

• **Joblinx Additional Assistance**

- Job search support and assistance
- Individual consultation
- Graduate employment assistance
- Jobseeker workshops

“ I have a job *where I can apply the knowledge and skills from my studies -* and I get paid for it! ”
- Jennifer Lim, JCU Brisbane Student, Malaysia

“ *Joblinx has given me a* kick start *in the* Australian workforce. ”
- Lily Tjhin, JCU Brisbane Student, Indonesia (left)

“ *Joblinx has access to the workforce market which allowed* me to obtain high quality jobs *that were according to my* field of study. ”
- Kristtika Vongkiatkajorn, JCU Brisbane Student, Thailand



EMPLOYERS

What you need to know

Joblinx offers a specialised recruitment service to employers from any industry. Our database of candidates is made up of James Cook University students who are currently pursuing their undergraduate or postgraduate studies in business, information technology, and hospitality and tourism management. We supply candidates part time, casual, unpaid work experience through to graduate placement in areas ranging from food and beverage to IT web design, accounting and marketing.

SERVICES INCLUDE:

- Personalised and confidential consultation to identify your organisational requirements to ensure correct job matching
- Advertising job vacancies, both on campus and through our Joblinx website
- Prescreening applicants prior to resume referral
- Arranging interviews
- Post employment support

“*We recruit only the top 3% of all candidates. JCU Brisbane students have an 80% success rate because the Joblinx staff does an excellent job in screening their students.*”

- Ian Love, Catering Manager,
Brisbane Entertainment Centre

“*The staff at Joblinx managed everything for us from short listing and selection to insurance and policy matters to follow-up and review. If only recruiting staff was always this easy!*”

- Hayley Angell, Tertiary Development
CPA Australia

“*Both students have been of great value to Save the Children.*

We have benefited from our involvement with Joblinx and commend it to others.

- Lisa Hillan, Acting State Manager,
Save the Children

Contact

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