

# Career Transition Guide

## general guidance



Australian  
National  
University

The purpose of this document is to provide general guidance for ANU staff who may be transitioning to alternative employment, either within or external to ANU.

This document provides a range of resources and supports on wellbeing, superannuation, career transition and ANU internal job seeking.

The People and Culture Division acknowledges the support from, and collaboration with, the ANU Careers and Employability, and CBE Careers teams in preparing this document.

**Contact:** If you need additional support or have questions please get in touch with your relevant HR contact

[HR Business Partner Contact List](#)

# Career transition support

There are a number of resources that staff can access to assist with considering alternative employment within or external to ANU.



## Superannuation - UniSuper

If you are a member of UniSuper, remember that UniSuper has an office on-site in Kambri where you [can book an appointment](#) to speak with a super consultant in person. Alternatively, UniSuper also offers online appointments.



## MetLife 360Health

UniSuper members, and their immediate family, have unlimited, free access to a range of virtual health services provided by [MetLife 360Health](#). These services include:

- Mental Health
- Nutrition
- Fitness and Mobility
- Expert Medical Opinion
- Ask a Clinician
- Menopause Support
- Recovery Support



Get in touch with [MetLife 360Health](#) directly for more information and to book these services.



## LinkedIn Learning

LinkedIn Learning is a repository of professional learning and development content. The following modules are useful to explore.

### Wellbeing and care

- [Preparing Yourself For Change](#) (28 mins)
- [Coping Strategies in Difficult Times](#) (34 mins)
- [Overcoming Overwhelm](#) (18 mins)

### Job seeking resources

- [Nano Tips for Writing a Resume](#) (9 mins)
- [Resume Tips for Leaders and Managers](#) (36 mins)
- [Finding a Job](#) (39 mins)
- [The Step-By-Step Guide to Reinventing Yourself](#) (29 mins)

## LinkedIn learning calendars

- [Download the LinkedIn Learning Thriving Through Change Calendar](#)
- [Download the LinkedIn Learning Guide to Generative AI Calendar](#)



Employees can access [LinkedIn Learning](#) here using their ANU login credentials. Some LinkedIn Learning modules refer to AI tools. Note that the recommended AI tool of the University is [MS Copilot](#).



## APS RecruitAbility scheme - options for people with disability

The RecruitAbility Scheme encourages the employment of people with disability in the Australian Public Service (APS). You can read the full details of the scheme and apply for APS jobs via the [website here](#).

Further information and resources are also available through [Job Access](#).



## ANU College of Business and Economics (CBE) employability content

The CBE Careers team has developed practical guidance to assist people with steps such as updating your resume, using LinkedIn and preparing pitches and expressions of interest.

- [Resumes](#)
- [Managing your career personal brand](#)

## Networking

Remember your networks. Networking is an important tool for personal and professional development, providing numerous benefits. First, it increases your opportunities, as upcoming vacancies are often communicated verbally before they are advertised. Referrals might also assist with being considered for vacancies if people know your skillset and are aware you are looking for work. Building a diverse professional network increases access to opportunities.

Second, networking fosters knowledge sharing. Engaging with professionals from various fields exposes you to new ideas, trends, and best practices, which can enhance your skill set and industry understanding. This exchange can also lead to mentorship opportunities that offer guidance and advice for career growth.



Networking can also boost your visibility and credibility. By connecting with influential individuals, you can establish a personal brand and reputation which means you might be considered favourably should suitable opportunities arise.

Moreover, it helps to develop professional social skills and confidence. Regular interactions with peers enhance communication abilities and comfort in social settings, which are essential in any professional environment.



Finally, networking can provide emotional support through shared experiences, reducing feelings of isolation. Connecting with others who have or are currently navigating similar challenges can motivate and inspire resilience. In summary, effective networking is foundational for career advancement, professional learning, and personal growth.

The following LinkedIn Learning course provides a comprehensive guide to professional networking: [Professional Networking and Influence](#).

## Applying for other internal jobs at ANU

- Staff can explore available opportunities on the [ANU Jobs site](#), including registering to receive alerts for opportunities, such as internal opportunities.
- Further guidance information on [applying for positions at ANU is available here](#).



# Wellbeing

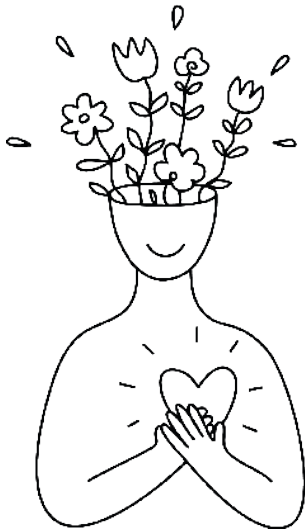
Changes in our circumstances, particularly when outside of our control, can be unsettling. Please remember the free and confidential support services available to staff through the [Employee Assistance Program \(EAP\)](#), as well as through [MetLife 360Health](#) (details on page 1 of this document), for UniSuper members.



## Assure Program support

Assure is one of the University's EAP providers. Assure has resources available to support you during times of change and uncertainty.

[This resource](#) provides some important information on self-care. [Tip sheets](#) are available on a wide range of topics such as [Taking control of your finances](#), the [Neuroscience of resilience](#) and [Self-esteem and positive thinking](#).



You and your family members can [request an appointment](#) with experienced external professionals for confidential counselling, support and coaching including financial coaching. You can access up to a total of four EAP sessions per calendar year for yourself or family members.

## Lifeline | Beyond Blue

[Lifeline](#) and [Beyond Blue](#) provide 24/7 support and resources for anyone experiencing difficult circumstances. If you're dealing with symptoms of depression, anxiety or distress, Lifeline and Beyond Blue will talk through the challenges you're facing and provide support for your mental wellbeing.

## 13Yarn (13 92 76)

[13Yarn](#) is a free and confidential service for Aboriginal and Torres Strait Islander people, that connects you to a Lifeline trained Aboriginal and/or Torres Strait Islander Crisis Supporter over the phone. This provider can be accessed at any time, offering a culturally safe space to yarn, where your story is heard without shame or judgement.

[This resource](#) provides some support on coping with anxiety, with suggestions for getting back on track.





Category	Description
Career Guidance	<a href="#">ANU Careers Guide</a> Covers all elements of career development-exploring options, connecting with jobs and employers and the selection process including sample resumes, cover letters and addressing selection criteria.
	<a href="#">My way employability</a> Discover strengths for the workplace or further education. Identify and communicate sensory preferences and skills. Set goals based on personalised suggestions. Create a team to support your progress.
Job Searching	<a href="#">Department of Employment and Workplace Relations – Job Hub</a> One stop shop for many job search sites including public service-APS, ACT Govt, State Govt and Councils, not-for-profit/community sector and some private sector.
	<a href="#">Networking Video1 Video2</a> Using your network is a key part of job searching to access what some people refer to as the hidden job market. These helpful videos can help reframe your thinking of how to approach networking not as something you do, but something you are part of.
Interview Preparation	<a href="#">Indeed</a> Indeed is one of the most popular global job boards, this link provides common questions, answers and advice to help you prepare for interviews.
	<a href="#">Google Interview Warmup</a> This site provides online simulated interview practice. The AI enabled site caters to specific industries or general interviews, records a transcript and helps you analyse your responses.

If you need additional support or have questions, please get in touch with your relevant HR Business Partner: [HR Business Partner Contact List](#)