

# HOW DO I FIND A JOB?

## WHERE CAN I FIND JOBS?

- Network of personal contacts - family, friends, fellow students, associates
- Work Experience
- Daily Newspapers eg Courier Mail
- Local Newspapers eg Quest
- Employment Agencies – Employment National and Job Network Providers
- Employment Agencies – Private Agencies
- Internet
- Letters of enquiry you send to employers (speculative letters)
- Student Employment Service at TAFE
- Government Gazette
- Industry Affiliations
- Signs on shop windows
- Professional associations
- Attending conferences/conventions

## NETWORKING

- = The *most* successful method of job seeking - 75% of jobs are filled in this way.
- = *It's not what you know it's who you know.* You may not get the job because of who you know, but at least you get to hear about it so you have an opportunity to apply.

### Who is in your network?

- Family -
  - Parents,
  - Brothers & Sisters,
  - Grandparents,
  - Aunts & Uncles,
  - Cousins
- Friends
  - Teachers
  - Fellow students
  - Sports coach
  - Shop assistants
  - Mechanic
  - Club members
  - Minister/Priest
  - Counsellor
  - Doctor
  - Dentist
  - Hairdresser
  - Anyone you come in contact with - really!

### Ask these people to look and listen for 'leads' on jobs.

- = Someone may be leaving, promoted, or a new position is being created.
- = A new business may be opening up near them etc.

### You are not asking them to get the job for you!

You will still need to do the work in applying. However, the first trick is to find out about opportunities and this is where you can increase your chances by using *your* network!

## WORK EXPERIENCE AND VOLUNTEERING

Many people get employment through work experience gained as a part of a course or through their own arrangements with an employer.

There are many community-based organisations that would be happy to have a volunteer and it is a good way to get experience. This experience can lead to employment. You may find it useful to read further information about Voluntary Work.

You should check that either the TAFE or the employer's Workcover and Public Liability Insurance covers you. (TAFE only covers you if work experience is a component of your course)

## NEWSPAPERS

- = About 10% of jobs are advertised in the paper.
- = There are often special days when they feature employment vacancies. eg *The Australian* – Tuesday – Information Technology Positions
- = Become familiar with where and when the type of jobs that you are looking for are advertised. There are a number of subsections for example: - *Professional, Local Government, Hospital and Medical, Trade and Clerical Administrative*

The newspaper can be an investment in your future and it may be the best \$1 you spend **but** TAFE and local council libraries have newspapers for reading at no cost.

There may be hidden vacancies that you can find in stories and articles. An advertisement for a new business opening up.....new businesses need staff. Articles about someone leaving an organisation..... they may need to replace them.

## AGENCIES

About 5% - 10% of jobs go to agencies. (in Information Technology it is up to 15-20%)

- = It costs you nothing to register.
- = Once you register you should keep in contact with them.
- = Private agencies work for and are paid by the employer to fill a vacancy.
- = Job network providers are paid by the government to place unemployed people in positions.
- = Don't register with just one agency; register with at least two or three.
- = Some agencies specialise, check that they actively recruit in your preferred industry.
- = Read the Employment Section in the newspaper to find agencies recruiting in your industry.

## INTERNET

There are many job search sites on the Internet. On most sites you can email your resume to the agency or employer. It is possible to search for jobs in specific locations and for specific occupations. Read further information about Using the Internet to find a job.

## LETTERS OF ENQUIRY

There are employers who never advertise but use a database of candidates to fill vacancies. One way to get access to their jobs is to get yourself registered in their database.

1. Select and make up a list of employers you would like to work for -  
You like their shop/business.  
You have seen their advertising and it looks interesting.  
You know someone who works there and they like it.  
It is the size of organisation you want to work for.  
It is the type of industry you want to work in.  
*Yellow Pages* listing.
2. Send or deliver an application letter and a copy of your resume to them.  
See Writing a Speculative Letter.
3. Follow up with a phone call....or a visit if you haven't already done so.

***Remember you only get one chance to make a good first impression!***