



Australian Government

Find a job

futuredirections

This worksheet gives you tips on where you could look for jobs and a sheet for recording your contacts network.

Getting started

Organise the practical things

Plan a space that is nice for you to work in and has all of the information and equipment you need. For example:

- a telephone, mobile phone or contact number so that employers can contact you
- pens, highlighters and notepaper for identifying jobs, taking notes from enquiries, and writing down contact numbers
- a filing system for keeping a record of applications sent, contacts made and referrals given
- access to a computer, printer and disks for writing applications.

THINGS TO THINK ABOUT TO HELP YOU ORGANISE YOUR JOB

Develop a routine

A routine helps you stay motivated, focused and able to see the steps you need to take next. This can include:

- having a timetable and sticking to it
- starting the day at a regular time
- dressing like you would for work.

Plan and prioritise daily

Write a 'to do' list to help you achieve your goals.

Each day you should work on all parts of your job search (eg finding new leads, following up leads, writing application letters, and preparing for interviews).

Use your time wisely

Follow up job leads but remember quality rather than quantity is important. Don't waste your time following up on leads that aren't useful.

Some tasks need more concentration than others (eg writing application letters requires a clear mind). You are the best judge of when your energy is best for these types of tasks.

Create a budget

Budget your money to pay bills while you are looking for a job.

Have a support system

You will find that you need different kinds of support when you are looking for a job. This could include:

- feedback on a letter
- an opinion on clothes for an interview
- someone to debrief with after an interview.

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Where to look

Hidden job market

The 'hidden job market' refers to employers who need work done but aren't advertising their vacancies or haven't advertised yet. You can find out about these jobs through networking and 'cold calling'. See **Worksheet 5: Contact employers**.

Networking

About two-thirds of jobs are found through networking. Networking is connecting with people who have information about job opportunities or can introduce you to others with this information.

Your network includes family, friends, neighbours, acquaintances, previous employers and colleagues, people you play sport with, and local business people. People in your network will also know others who might know of opportunities.

STRATEGY FOR NETWORKING

Make a list of all the people you know

All you need is something in common to be able to start a conversation.

Contact them in a systematic way

Let contacts know you are looking for work

Have a brief description of what you're looking for and the kind of help you'd like to get (eg background, qualifications and jobs you are interested in).

Ask them for job leads

Ask for tips, leads and suggestions. If they don't know of any at the time ask if they can keep you in mind and if there are other people you can contact.

Contact people you've been referred to and ask them the same questions

Follow up with your contacts

Ring contacts back to see if they have any information for you.

Follow up leads

Don't forget to follow up leads by meeting

It is important to know who the people are in your network. Use the form on page 4 to start adding names to your network of contacts.

Open job market

Advertised positions are the 'open job market'. These jobs can be found in the following ways.

Newspapers

Don't make newspapers your only source for job searches because:

- only 20–30 per cent of jobs are advertised in newspapers
- answering advertisements is very competitive.

Important information about newspapers:

- Wednesday and Saturday are the main days for jobs in newspapers.
- Jobs are not always under headings that you expect.
- Job titles can be deceiving. Read the description and requirements of a position to make sure you don't miss a suitable job.
- Look at employers who advertise positions, and list competitors or employers working in a similar industry. Use this list to contact employers about possible or future vacancies.
- Check your local paper for jobs.

The Internet

- Search by industry or job type and location.
- Online recruitment agencies advertise vacancies that employers lodge with them.
- Lodge a resume online, or subscribe to have e-mails sent about job vacancies in your area of interest.
- Some sites specialise in specific fields, such as information technology or hospitality.
- Use different search engines for your research.
- Go to **www.myfuture.edu.au** for a complete online career information service.

Australian Job Search (AJS)

Access the AJS via touchscreens at Centrelink, Job Network members, some community locations and via the Internet at **www.jobsearch.gov.au** Access the National Vacancy Database via AJS.

Centrelink

Find information about jobs at Centrelink and use the touchscreens for jobs on the National Vacancy Database. You can phone 13 24 90 for location details of your nearest Centrelink Career Information Centre or check out the Internet site at **www.centrelink.gov.au**

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Job Network members

Job Network members provide some or all of the following services:

- Job Matching (recruitment/job matching)
- project contracting (seasonal harvesting)
- job search training (enhancing job seeking skills)
- Intensive Assistance (assistance for disadvantaged job seekers).

You can link up with five Job Network members for job matching services but you need to be referred from Centrelink. Call 13 62 68 or go to www.jobnetwork.gov.au for information.

Employment agencies

Employment agencies can be a good source for job leads because:

- you get to hear about jobs you wouldn't otherwise hear about
- the agency contacts employers to ask about job openings
- employers contact agencies directly to lodge vacancies
- many employers have exclusive arrangements with agencies.

You can find employment agencies in the Yellow Pages or career section of the newspaper. When registering with an agency:

- most agencies ask you to complete a registration or application form
- some ask you to do a skills test for certain jobs like computing.

Professional and industry journals

Find job information and industry trends in professional and industry journals, in print and online. Ask at your state/territory library.

Public Service—Commonwealth and state/territory

The Commonwealth and state/territory governments regularly advertise for staff in newspapers and occasionally recruit for entry-level (graduate) positions. Every Thursday permanent vacancies are advertised in the Commonwealth of Australia Public Service Gazette. The Gazette can be accessed at public libraries and online with positions generally open to anyone. Find the Gazette at www.psgazetteonline.gov.au

Australian Defence Force (ADF)

Visit the ADF recruiting website and find out about recruitment and career possibilities in the Navy, Army and Air Force. Go to www.defencejobs.gov.au

New Apprenticeships Centres

Find out about New Apprenticeships options for job seekers, employers and other interested people. There are over 300 sites across Australia, including some 200 sites in rural and regional locations. Call 1 800 639 629 or go to www.newapprenticeships.gov.au for more information.

Group training organisations

Group training organisations employ apprentices and trainees, and place them with 'host employers'. As an apprentice or trainee with a group training organisation you will have continuous work or training.

Notice boards

You will find job vacancy notices posted on:

- shop windows
- counters
- community notice boards (at supermarkets, libraries)
- entrances to businesses
- on-site projects
- factory gates.

Tertiary Institution Careers Service

Australian tertiary institutions provide careers guidance, education, information and employment services to students and graduands.

Radio

Some radio stations broadcast local job vacancies. Find out when these 'job spots' are on and listen in.

Career expos and job fairs

- Employment agencies, universities and industries hold expos and fairs to provide information about employment opportunities and current vacancies.
- Expos and fairs provide an opportunity to apply for positions so be prepared for an impromptu interview and have copies of your resume ready.

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NETWORK LIST

WHO DO YOU KNOW?	WHAT IS THEIR NAME? WHO DO THEY WORK FOR?	WHO DO THEY SUGGEST YOU CONTACT AND WHAT ARE THE CONTACT DETAILS?	DATE CONTACTED	FOLLOW UP
Example: Friend of family	Bill Smith Byte Computing	Jim Brown—Manager 02 9876 1234 (work)		
Parents				
Brothers/sisters				
Uncles/aunts				
Grandparents				
Classmates				
Friends				
Teachers				
Work experience contacts				
Employers				
People I have worked with				
Sports team				
Youth club				

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This worksheet is one of a series which supplements the booklet, Getting A Job – future directions. Further information about careers and job searching is available on the Australian online careers site, myfuture, at www.myfuture.edu.au.

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