



Australian Government



National Skills Commission



WHAT ARE EMPLOYERS LOOKING FOR?

The jobs market can be competitive. Generally, employers are looking for someone with the whole package: education, employability skills and experience.

EDUCATION AND TRAINING

Overall, work in Australia is becoming more skilled. Around 90 per cent of new jobs created in the future are likely to require a Vocational Education and Training (VET) or university qualification.

Get advice and try to build your skills with the right qualifications for the job you want.

Do you need to do a skills stocktake?

- ◆ What skills do you already have? What are your strengths and what are the areas you need to develop?
- ◆ What jobs are you interested in? What skills do you need for these jobs?
- ◆ Do you need to undertake more training?

LIFELONG LEARNING IS ESSENTIAL. YOU WILL NEED TO KEEP YOUR KNOWLEDGE AND SKILLS UP-TO-DATE TO STAY COMPETITIVE.

DON'T DO TRAINING FOR THE SAKE OF IT! A LEVEL III CERTIFICATE IS MORE VALUABLE THAN SEVERAL LEVEL I CERTIFICATES.

EMPLOYABILITY SKILLS

These are work readiness skills, such as having a good work ethic, punctuality and the ability to work in a team. These personal and people skills are what employers often value the most as they are seeking someone who will be a good fit for their business.

Employers will not compromise on these.

Employers value: resilience reliability, motivation, adaptability and positive attitude. **Make sure you highlight your employability skills when applying for a job.**

Experience

All jobs can provide valuable experience and build relevant skills. Most importantly, workplace experience gives you a foot in the door and provides you with contacts and referees.

You also learn what is expected in different workplaces, gain insights into different jobs and prove to employers your commitment to work.

Top skills sought by employers:



You can gain valuable experience through:

- ◆ Work experience placements
- ◆ Part-time or casual jobs
- ◆ Temporary or contract jobs
- ◆ Apprenticeships or traineeships
- ◆ Internships
- ◆ Volunteering

HOW DO YOU FIND A JOB?

Employers use a number of methods to find employees. Below are some of the most common methods used and some useful tips for finding a job.

JOB SEARCH TIPS: HOW EMPLOYERS FIND STAFF



Many job vacancies are advertised on recruitment websites

Vacancies advertised online typically attract many applicants so you need to tailor each application to suit the advertised role so you stand out from other applicants.

Usage of social media for job advertisements is rising rapidly

Platforms such as Facebook now allow employers and job seekers to interact through local jobs groups.

Use your networks to your advantage

Ask friends, family, former co-workers and past employers if they know of any jobs available. Joining a local club, sporting team or community groups are great ways to meet people and expand your network.

MAKE YOUR SOCIAL MEDIA PROFILE PRESENTABLE. EMPLOYERS OFTEN ASSESS APPLICANTS' SOCIAL MEDIA PROFILES.

Approach employers directly to make a good impression

Jobs seekers who can demonstrate their enthusiasm in person often stands a better chance than those who simply drop off their résumé.

Check local newspaper, particularly if you live in a regional area

Outside of the capital city, 14 per cent of employers advertise their vacancies in the newspaper.

DID YOU KNOW?

1 IN 5 JOBS ARE NOT ADVERTISED

EMPLOYERS' TOP 3 TIPS FOR PEOPLE LOOKING FOR A JOB

1 You need an excellent résumé and job application

When applying for a job you need to market yourself, and often your résumé and application are the first opportunity to do so. A winning application demonstrates how your work experience, education and training, and personal skills and qualities directly relate to the job you are applying for.

- ◆ Give examples from your current job or work history and explain how they directly relate to the position.
- ◆ Ensure that there are no spelling or grammatical errors.
- ◆ Be succinct. Your application and résumé should be around 2-3 pages each.

2 Every job is unique

You need to tailor your approach for each application.

- ◆ Research the business and job. Each application needs to be written specifically for each position.
- ◆ Explain how your skills make you right for that role.
- ◆ Remember: employers want the right match for their business, so you need to highlight the relevant skills you can bring to the job.

3 Get ready for the interview: Prepare, Practise and Presentation

Interviews can be nerve wracking, but some preparation beforehand can go a long way. The employer wants to get to know you, so try to be friendly and make conversation.

- ◆ Practise interview questions with a friend or family member.
- ◆ Prepare some questions about the job and business that you can ask at the interview. This demonstrates your interest and shows that you are prepared.
- ◆ Think about your presentation and what you will wear. Remember, first impressions count!
- ◆ If you tend to get nervous think about topics of conversation beforehand, e.g. the weather, the traffic, or something about what the business does. It is fine to be nervous, employers expect this, but do not let your nerves get the better of you.
- ◆ Explain the skills that you would bring to the job, and talk about your employability skills.

◆ DO NOT BE LATE TO THE INTERVIEW! AIM TO ARRIVE AT LEAST 10 MINUTES EARLY.

◆ RING THE EMPLOYER AND ASK ABOUT THE JOB AND WORKPLACE! DOING THIS DEMONSTRATES YOUR ENTHUSIASM AND CAN PUT YOU AHEAD OF OTHER APPLICANTS



DID YOU KNOW? ►

EACH VACANCY RECEIVES AN AVERAGE OF 21 APPLICANTS, OF WHOM 3 ARE INTERVIEWED...BUT, THERE IS LESS COMPETITION FOR JOBS THAT ARE NOT ADVERTISED

WHAT IF YOUR APPROACH IS NOT WORKING?

Looking for a job is hard work. Depending on where you live, there can be lots of competition for jobs. It can take a while to secure a position and you may receive knockbacks, but try to persevere.

To increase your chances of getting a job, you may need to consider

- ◆ a different location
- ◆ contract or casual work; or part-time or shift work
- ◆ tapping into your networks or asking around
- ◆ are your expectations realistic?

Don't wait for the perfect job: remember, all jobs can open doors to something better.

Don't give up! With each application and interview you gain experience that you can apply to your job search. It is all part of the job search experience.

DON'T BE AFRAID TO ASK FOR FEEDBACK. IF ASKED, MANY EMPLOYERS WILL TELL YOU WHY YOU DIDN'T GET THE JOB.

USEFUL WEBSITES AND RESOURCES

For further information and help with researching your new career, writing applications and preparing for interviews, explore the following resources:



jobactive is the Australian Government's free service that connects job seekers with employers, delivered by a network of jobactive providers across Australia.

Go to:
jobactive.gov.au



Job Outlook makes it easy for job seekers to find career information and identify the kind of skills and qualifications required for specific occupations. Job Outlook can help with decisions about studying and training, getting your first job, or taking the next career step.

Go to:
joboutlook.gov.au



Job Jumpstart allows students, parents, teachers and job seekers to explore occupations, courses, and job search strategies.

Go to:
jobjumpstart.gov.au



The Labour Market Insights portal brings together data from a range of official sources to help you understand your local labour market.

Go to:
lmi.gov.au