

JOB SEARCH HINTS & TIPS



Produced and Compiled by
Fairfield Migrant Resource Centre
2002
Tel: 9727 0477 Fax: 9728 6080
www.fmrc.net

Contents

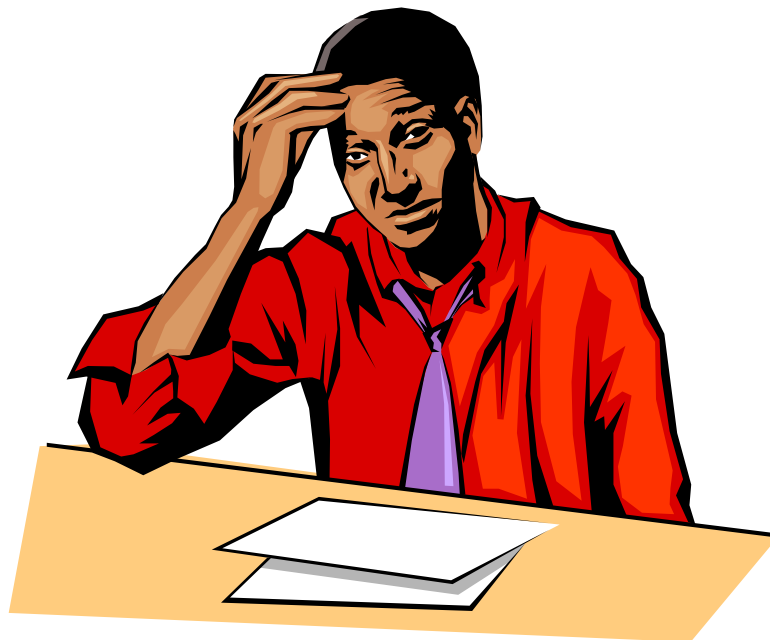
Looking for work	Page 3
Web based resources.....	Page 4
Contacting an employer	Page 5
Getting a job description	Page 6
Drafting a resume	Page 6
Resume example	Page 7-13
Interview skills	Page 14
Asking questions	Page 15
Negotiating conditions of employment	Page 16
Factors to consider in evaluating a job offer	Page 17
Example letter of acceptance	Page 19
References.....	Page 20

Looking for Work

There are plenty of ways to look for work. Some of these may be to :

1. Ask friends/family if they know of any job vacancies
2. Reading the employment section of newspapers
3. Registering with job placement agencies
4. Using Web-Based Job search Resources
5. Door-to-Door employer visits

All of these have benefits. Depending on the type of work you are looking for, some methods may be more useful than others. It is important to keep in mind the type of work you want and whether you are using your time effectively. For example, visiting employers personally, walking from door-to-door, is a good sign of motivation and enthusiasm. The negative side of door-to-door visits are that they take a lot of time and don't have a good rate of success. Web Based resources, on the other hand, are very time effective and allow you to use the services of many providers at one time, without using a lot of your own personal resources. The negative side of the web is that it isn't always updated and some jobs that appear as vacant may have been already filled. Traditional methods of responding to newspaper advertisements tend to be the most effective method overall.



Web Based Resources

<http://www.careers.gov.au/> - **Australian Careers Directory**

<http://www.jobsearch.gov.au/> - **Jobsearch**

<http://www.monster.com.au/> - **Monster Job Search**

<http://www.seek.com.au/> - **Seek Communications**

<http://www.thesource.gov.au/careers/index.htm> - **The Source**

<http://www.mycareer.com.au/> - **My Career**

<http://careerone.com.au/> - **CareerOne Powered by HotJobs**

<http://www.employment.com.au/> - **Employment.Com.Au**

<http://www.jobnet.com.au/> - **Job Net Australia**

<http://www.alia.org.au/employment/> - **Alianet Employment Page**

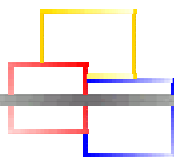
<http://www.careersonline.com.au/> - **Careers Online**

<http://www.ozsearch.com.au/> - **Oz Search**

<http://www.volunteer.com.au/> - **Seek Volunteer Service**

<http://jobsplus.com.au/> - **JobsPlus**

<http://www.ccjobs.com.au/> - **Careers Connections**



Contacting an Employer

Some of the basic principles are to:

1. Take the time to research each employers organization and personalize each letter. Showing that you know something about the company tells that you are careful and interested in the employer. This approach is much better than sending out hundreds of identical letters.
2. Highlight one or two of your strengths or abilities to show that you can do the job. Selecting only one or two special attributes helps your chances of being remembered. Be brief; demonstrate that you understand the value of the reader's time.
3. Be formal and clear, but remember to be polite.
4. Be positive in tone, content, and expectations. Do not add details about yourself, your past experience, or your preparation that may highlight your weaknesses or raise questions about your confidence or ability to do the job.
5. Group similar items together in a paragraph; then organize paragraphs so that they relate to each other logically. Remember it is your responsibility to organize the information for the reader.
6. Always back up general statements with specific facts or examples. Documentation creates credibility and reduces uncertainty for the reader.
7. Avoid jargon and clichés.
8. Check the spelling and grammar in all your letters. If you are not confident of your language ability, ask someone to check it for you.
9. Never misrepresent yourself by overstating your experience or skills. Even if you do not have every qualification sought by the employer, stick to the facts and tell the truth by emphasizing your strengths.



Getting a Job

Description

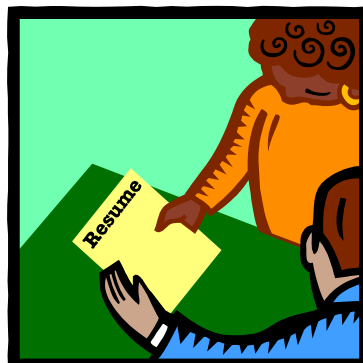
Most positions have some kind of Job Description. Before applying for a position these can

be very useful for finding out what the position involves on a day-to-day basis.

Drafting a Resume

A resume is a document that gives information about your employment history. There are many different ways to design a resume. It is important that the information is displayed in a clear manner. The following format is an example of how to structure your own resume.

- Keep it simple.
- Standard serif and sans serif fonts work best. Avoid fancy fonts where the characters touch. Font size is also important. Use sizes between 10 points and 14 points type size.
- *Italics* and underlining cause problems for the reader, *especially if combined*. Use **boldface** for emphasis or ALL CAPITAL LETTERS.
- Vertical or horizontal lines should be used rarely. When used, leave some space around the line.
- Avoid graphics... and shading or shadowing.
- Do not compress or expand the space between letters or lines.
- Do not double space within sections.
- The resume you submit should be an original. It should be printed with a laser printer on white or light-coloured A4 paper. Print on one side only.
- Resumes which have been folded, stapled or crumpled don't look good.
- It is important that you describe your skills and accomplishments in key word phrases.
- Use the language of your profession.





Resume proforma

RESUME

[First Name] [SURNAME]

[No. Street Name]
[SUBURB] [CITY] [POSTCODE]

[(code) Phone Number]

DEMONSTRATED ABILITIES

PERSONAL ATTRIBUTES

- ❖ Example: Mailing, filing & general office duties
- ❖ Organisational abilities
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖
- ❖

EMPLOYMENT HISTORY

19__ - 19__

Position held
COMPANY NAME
SUBURB STATE

Duties:

- ❖
- ❖
- ❖
- ❖
- ❖
- ❖

19__ - 19__

Position held
COMPANY NAME
SUBURB STATE

Duties:

- ❖
- ❖
- ❖
- ❖
- ❖
- ❖

19__ - 19__

Position held
COMPANY NAME
SUBURB STATE

Duties:

- ❖
- ❖
- ❖
- ❖
- ❖
- ❖

19__ - 19__

Position held
COMPANY NAME
SUBURB STATE

Duties:

- ❖
- ❖
- ❖
- ❖
- ❖
- ❖

VOLUNTARY WORK OR WORK EXPERIENCE

19__ - 19__ **Position held**
COMPANY NAME
SUBURB STATE
Duties:
❖
❖
❖
❖
❖
❖

19__ - 19__ **Position held**
COMPANY NAME
SUBURB STATE
Duties:
❖
❖
❖
❖
❖
❖

EDUCATION

19__ **LEVEL REACHED (IE SCHOOL CERTIFICATE)**
Name of School
SUBURB STATE

FURTHER EDUCATION/TRAINING

19__

NAME OF COURSE

Name of School

SUBURB STATE

Subjects completed



19__

NAME OF COURSE

Name of School

SUBURB STATE

Subjects completed



19__ **NAME OF COURSE**
Name of School
SUBURB STATE
Subjects completed
❖
❖
❖
❖
❖

19__ **NAME OF COURSE**
Name of School
SUBURB STATE
Subjects completed
❖
❖
❖
❖
❖

LICENSES & CERTIFICATES

- ❖ (Drivers License and class)
- ❖ (Fork lift or Truck Licenses)
- ❖ (Security License)

OTHER ACTIVITIES & ACHIEVEMENTS

19__ ACHIEVEMENT GAINED

19__ ACHIEVEMENT GAINED

INTERESTS

Reading
Music
Sports etc.

REFEREES

Name (Mr, Ms, Mrs)
Title
COMPANY NAME
Ph: (000)

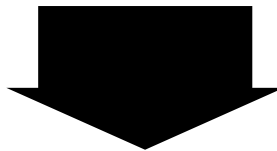
Name (Mr, Ms, Mrs)
Title
COMPANY NAME
Ph: (000)

Interview Skills

Check list of things to do before an interview

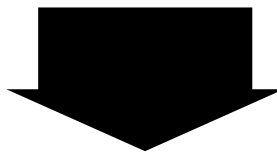
Get Information about the company

- Use the library
- Check the internet
- Ask people (customers, staff)
- Read Company brochures or advertisements
- Read yearly reports
- Find out what products or services the company provides



Find information about the job you are applying for

- Try and get a job description
- Ask people with similar jobs what they do at work
- Talk to staff that work there



Have a look at the interview venue

- Visit the address before the interview
- Decide for yourself which is the best way to get there (walk, car, bus etc.)
- Work out how long it will take you to get from your house to the interview

Asking questions

Remember: Every Question you ask reflects something about your personality!

Good questions to ask may be:

- What will I be doing on a day-to-day basis?
 - What exactly does the job involve?
- How would you describe the atmosphere of the team?
 - What are the working hours?
 - Is uniform needed? Is it provided ?

Things to ask last

- Conditions
 - Hours
 - Salary
 - Benefits

Never leave an interview without asking:

- When will you be making a decision?
 - How will I find out?
- Will you contact me and by what method, or should I contact you?

Negotiating Conditions of Employment

Part of the job search process can involve having to negotiate your conditions of employment and how much money you would like to earn. A good place to start is to think about your personal budget, try to think about the expenses of maintaining your employment in addition to your fixed or essential expenses. Your fixed expenses might include:

- Food
- Rent or Mortgage
- Loan repayments
- Bills (phone, electricity, water)
- Credit Card



It is also important to have a look at the type of work you are going to be doing. In this you should consider your skills in that particular field and what your skills are worth overall.

Some other things to look at are:

- Ask people that you know or people that are in that industry to see what the salary range is for that particular type of work. Try to do this before the interview process starts. This will help you focus your attention on the type of work that is going to be rewarding to you in terms of your career interests and in terms of salary.
- Keep in mind that Salaries are offered as Gross Amounts. This means that the number you are offered doesn't include what is to be taken out for tax. If you have a Higher Education Debt this amount will also be deducted from the Gross Amount.
- The first inquiry about salary may come in the form of an application. When completing application forms, be sure to use "open," "negotiable" or "competitive." Avoid stating a specific figure if you are unsure about the salary range.
- Remember that ALL employers must contribute to a superannuation scheme on your behalf. It is the law.
- Remember that money isn't everything. Your working conditions are equally important. Try to keep the working environment in mind when negotiating. Factor the entire package (level of support, supervision, work place flexibility, travelling distance, career opportunities and any other perks) along with salary into your negotiation discussion.
- When an employer asks you about your previous salary history or preferred salary range, they are trying to work out what would be a good place as a starting point for negotiation. Being dishonest about this can be a bad idea as often when employers conduct referee checks they can easily find this information from your previous employer.
- Determine opportunities for promotion. Career movement is an important factor in making decisions about salary. It is fine to ask about how promotions and salary reviews are handled. You may also want to consider job security in your negotiations.

Factors to Consider in Evaluating a Job Offer

Following are some things you may want to consider when looking at a job offer. It is important to have a clear look at the organisation, the position and your own personal situation before accepting an offer of employment.

The Position

- Why has it become available?
- How long has it been vacant?
- What happened to the previous employee?
- What would the job involve on a day-to-day basis?
- Are the goals set for the position realistic?
- Can you successfully perform the responsibilities of the position?
- What are your expectations for this position?
- Is there potential for personal development in this position?
- Can this position provide opportunities for future advancement?

The Company

- Is the company growing or downsizing?
- What is the reputation of the organisation?
- Is there a healthy team environment?
- Who are its competitors?
- What is management's level of experience?
- Does the management team consist of new hires or people promoted from within?
- Does the company have a high retention rate of employees, or do they have a problem with staff turnover?



Your Potential Supervisor

- How long has he/she been in this position?
- To whom does he/she report?
- What was his/her previous work experience?
- How does this relate to his/her background?
- Do you think you can work well with this person?

Others Things to Consider

- How does the position fit into your long-and short-term career goals?
- Do the daily work activities appeal to you?
- Are your salary and benefit requirements satisfied?
- Is there opportunity for advancement?
- Will you be developing new skills and expanding your experience?
- Are the demands of the job compatible with your lifestyle?
- Can you manage the stress associated with changing jobs/relocating?
- Are the values of the organisation compatible with your own?
- Is this employment opportunity a mutually beneficial relationship?



Example of a Letter of Acceptance

Your Address
City, State, Postcode
Date

Name
Title
Company
Address
City, State, Zip

Dear [Mr, Mrs, Dr, Ms] [Surname],

I am pleased to accept your offer of employment for the position [position name] with your organisation. I also accept the offer of the salary \$[number] per annum. I am certain that the duties assigned to me will be interesting and challenging.

I look forward to working with [organisation name]. As per your letter I will report to your office at [time] on [date].

Yours Sincerely,

(Handwritten sig.)

Your name, typed

References & Acknowledgements

Some of the information provided here has been adapted and revised using the following:

The Career Company Trainer's Manual II
<http://static.jobtrak.com/>

We would also like to acknowledge Michael Shaw for his assistance with layout and design.