



Hints on Finding a Job

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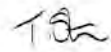
This eBook contains essential information for anyone wanting to live, work, study, retire or holiday in Australia.

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HELPFUL TIPS IN FINDING WORK OPPORTNITIES IN AUSTRALIA

Resumes to apply for positions in Australia

By far the most important tool in getting a job interview is your **resume**. Before applying for jobs in Australia you should review and edit your current resume or construct a new one.

These days organizations are busy and receive a large volume of job applications therefore they have limited time to read copious amounts of information so if I could stress the most important aspect of your resume is to **'keep it simple'**.

Your resume is a map of your career/job history and in Australia your resume needs to include in the following order:

- **Your contact details** – this should include your name, address, email, telephone numbers, Skype address (if you have one, if not maybe consider setting this up as it is free and means easier and free communication to Australian job contacts)
- **Education/Qualifications/Licences/Training**
- **Memberships and Professional Affiliations**
- **Achievements** – ie. Salesman of the year 2004
- **Work history:** This needs to be in reverse chronological order commencing with your most recent job and moving backwards to your first employer and requires the following details:
 - Dates and duration of employment ie. April 2002 to May 2009
 - Name of Employer, their location, type of company: ie ABC Company, London, UK, Advertising and Marketing Organisation.
 - Position Title: ie. Personal Assistant
 - Duties/Responsibilities: ie. Secretarial support to two managers, meeting Minutes, typing correspondence, diary management, travel bookings etc.

You need to list the duties in detail (as above) for the last couple of positions covering the at least last five years. As you move back in your employment history you can be more brief and just list the main three duties of the position or alternatively leave the duties out entirely.

- **Technical experience** (a list of commonly used equipment/software).
- **Key Strengths** (heed a little caution here and stick to facts as these are observations you are making about yourself however list the strengths you honestly recognise you are excellent at) ie. Excellent organisational skills, strong written and verbal communication skills. You can also highlight some key strength aspects in your covering letter. Ie. if you are applying for a job in sales you could mention the following.....15 years sales experience, Salesman of the year in 2004, achieved 110% to target in 2005 etc.
- **Referee contact details.** This should include telephone and email contact details for at least three referees (these should be direct supervisors or managers that you have directly reported to within the last five years),

Also include a Footer on each page including the page number, your name, phone number and email address

Lastly one more simple word of advice.....don't forget to run a spell check to ensure there are no typing errors, you want to create a great first impression & get that job interview!

Whether your choice is to study, come on a working holiday or migrate to Australia the following websites will help you research the Australian job market.

The Australian Government site (below) provides information regarding Visas & Immigration, Living in **Australia**, Business Services and government agencies that can help you **find work**: ...

<http://www.immi.gov.au/living-in-australia/settle-in-australia/everyday-life/work/howfindwork.htm>

The following site may be helpful to ascertain whether you qualify for a visa to live and work in Australia and provides free assessment: www.liveinaustralia.com

The following are the largest employment sites providing national job coverage across Australia.

Seek: www.seek.com.au

Career One: www.careerone.com.au

My Career: www.mycareer.com.au

The following site will be of benefit to student's as a guide for searching for, applying for, and finding jobs in Australia: www.australia.edu/Student-Life/student-guide-for-finding-work-in-australia.

If you are considering a working holiday initially a good option is to register with temporary employment agencies or maybe consider fruit picking through the following website www.jobsearch.gov.au/harvesttrail There is work available in most areas of Australia.

To help you plan and research long term accommodation costs and availability, the Saturday editions of the main capital city newspapers the Sydney Morning Herald; Courier Mail (Brisbane) and The Age (Melbourne) is a good place to start.



Good luck in obtaining a career opportunity in Australia

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Di is a qualified recruitment consultant and runs her own recruitment company. Di is past Vice President and Treasurer of the Recruitment and Consulting Services Association Australia (RCSA) for Queensland and Northern Territory. (The RCSA is the organisation that regulates and governs the recruitment industry in Australia).

SETTING CAREER GOALS

New Year can be a great time to review your career goals and put plans and steps in place to get you started on the way to achieving your goals and aspirations.

Goal setting is a great way of maximizing your opportunities and performance. It is useful to have both short and long term goals as part of your overall career plan.

Bear in mind that effective goals need to:

- Be Realistic and Achievable
- Need to be specific and measurable
- Include Timelines and Target dates
- Be prioritised – you can rate them a, b or c and this will help you focus on the most important ones
- Be Broken down into Smaller Goals – a goal can be broken down into a series of smaller more manageable goals that you can complete one by one to achieve the larger goal – they are a step by step way to reach your final goal.
- Be written down
- Be periodically monitored so you realize the goals you have achieved and you can track where you are in terms of achieving the larger goals.

Goals help you to stay focused on your objective and help you to be in control of your life. They also help us to separate what is important from what is irrelevant and increase your motivation and self confidence.

Some of the questions you need to ask yourself along the way when setting your goals are:-

- What skills and knowledge do I need to reach this goal?
- What barriers do I need to overcome?
- Is there a more effective way I can achieve this?
- What help and resources will I need?

Once you have a plan you can work towards achieving it.....so get started, what are you waiting for?

MATURE AGE WORKERS

There has been much economic and social debate over the past decade focusing on the issues associated with Australia's ageing workforce.

Between 2011 and 2030, the large generation born between 1946 and 1965, known as 'baby boomers', will reach 65. This means a huge volume of Australia's workforce will retire. This will impact the labour market causing a substantial shortage of skilled labour available to meet growing economic demands.

Not only are mature age workers, (workers aged 45-64 years) a solution to labour shortages but they have a lower incidence of absenteeism; have proved to be more flexible than their younger counterparts, are more reliable and are often more productive. They also tend to have more stable work histories staying far longer in each job than younger age groups.

However, some managers still miss out on potentially valuable employees because of common misconceptions about the value of mature age workers in the workplace.

People aged 45-64 years were more likely than in the past to be labour force participants. Participation rates for this group increased from 57% in 1984 to 68% in 2004 and by all accounts are growing.

This increase in participation has been driven largely by the increased participation of women in the labour force, reflecting a range of social changes, including greater acceptance of, and opportunities for, women in the workforce. In 2004 the participation rate for women aged 45-64 years was 60%, well above the proportion participating in the labour force in 1984 (36%).

In comparison, participation for men has decreased slightly over the last two decades in almost all age groups, although the participation rate for men aged 45-64 years remained stable at 77% between 1984 and 2004).

Generally, there is no compulsory retirement age in Australia. However, compulsory retirement does apply in a few specific industries in some states. In general, it is illegal to discriminate on the basis of age.

The government have also realised the benefit to the workforce of encouraging and rewarding mature age workers to keep working. Since July 1, 2004 they have offered several tax offset schemes as an incentive to workers aged 55 and over to stay in the work force.

Mature age workers bring both work and life experience to an organisation, so it is ideal, as an employer you capture these skills to help develop other staff in the organisation. Some mature age workers may have moved off the career ladder and are often looking for flexibility and job satisfaction rather than career development.

Interestingly Permanent Placements on the Sunshine Coast for the past twelve months have been filled 60% of the time with mature age candidates and 40% of the temporary workforce have been mature age. Employers on the Sunshine Coast must realise the benefits!

HOW TO HANDLE THAT ALL IMPORTANT JOB INTERVIEW

The most important aspect of going for an interview is to be prepared and maintain a positive attitude. If you are positive it will be reflected in your manner and your responses during the interview.

A really good idea is to research the web site of the Company you are applying for a job with. Your knowledge will be sure to impress at interview.

Review the position description thoroughly so you have a clear understanding of the duties and key skills required. Remember, try and dress in a neat and tidy business-like manner – you want to create the right impression. Save the fish net stockings, short mini skirts, thongs, shorts or excessive jewellery for the weekend. If you are applying for trades positions it's fine to wear a polo shirt and pants.

Most people are a little nervous at interviews and this is usually taken into account by the prospective employer. It may be useful to remember that if the employer does not recruit staff very often they are probably a little nervous too. Try to smile and make some small talk after introductions have taken place as this usually helps relax the situation and remember just be you.

Be prepared for some stock standard questions i.e. What are your strengths and weaknesses? Try and think about answers to these types of questions prior to attending the interview. Never say you don't have any weaknesses, we all have them and it is better to be aware of them so you can demonstrate how you overcome them and work around them.

Also be prepared for questions about your past employment so that you are able to relate this experience easily to the required skills and experience of the job you are applying for. Try and have some examples in mind of where you have excelled in your previous employment history.

Where your skills may be missing a certain aspect required for the position try and think of other transferable skills that you possess that would be an advantage to the position. As long as you have most of the skills required for the position most employers are happy to train you on one or two aspects required for the role. Even if you have not used a certain skill on the job you may have utilised it in your personal life or in voluntary work.

Don't forget at the end of the interview to thank the employer who has given you the opportunity of an interview. Ask them if they have not mentioned it when you can expect to be notified of the outcome. If you don't receive a phone call in that timeframe you should telephone them and inquire. Following up demonstrates you are still keen, interested and motivated in the position.

Oh and one last reminder, turn your mobile phone off during the interview!

JOB BOARDS

www.positionsvacant.com.au

www.sydneyjobs.com

www.sydneyjobster.com

www.truelocal.com.au

www.sydneycityten.com

www.redwebssearch.com.au

www.linkme.com.au

www.jobsjobsjobs.com.au

AUSTRALIAN SALARIES WHAT WILL I BE PAID??

SALARY REVIEW 2009

The ultimate decision - where to live in Australia????

And.....what will I be paid????

Queensland's beaches, relaxed lifestyle, and warm sunny weather are often cited as our biggest drawcards to entice workers from the Southern States and Internationally to these shores.

But the state lags behind many of the other states in average salaries being offered.

University of Queensland labour economist Professor John Managan said that, historically the state of Queensland lagged behind the others by some 10% in wages across the board.

However, Kate Southam, online editor for Careerone said, job advertisement posts were showing an upwards turn in soem professions in Queensland.

A search on Careerone showed 20,000 jobs available in the state of Queensland, mainly calling for the construction industry.

This review is a comparison of many of the popular positions in each Australian state compared to some of the world's major capital cities, New York, London and Dubai.

Source The Sunday Mail, Queensland, Australia Edition April 27

JOB	NEW SOUTH WALES	WESTERN AUSTRALIA	QUEENSLAND	VICTORIA	LONDON	DUBAI	NEW YORK
Accountant 2yrs exp	\$60K	\$66k	\$61k	\$65k	\$67k-\$89k	\$53k-\$62k	\$56k-\$78k
Nurse - level 3 2-3yrs exp	\$56k	\$60k	\$53k	\$47k	\$69k	\$33k+	\$67k-\$84k
Lawyer 2-5yrs exp	\$60k-\$125k	\$60k-\$105k	\$58k-\$95k	\$55k-\$110k	\$100k-\$179k	\$100k-\$180k	\$125k-\$175k
Retail Store Manager	\$70k-\$180k	-	\$70k-\$120k	\$75k-\$120k	\$40k	\$54k	\$53k-\$64k
Teacher 5yrs	\$75k+	\$67k	\$59-\$66k	\$61k+	\$67k	\$26k-\$54k	\$53k-\$64k
Police Officer 5yrs exp	\$131k	\$112k	\$107k	\$110k	\$65k	\$24k-\$48k	\$75k+
Secretary 2 yrs exp	\$44k-\$90k	\$60k-\$85k	\$45k+	\$50k-\$55k	\$39k	\$33k-\$40k	\$36k-\$43k
Photographer- 2-4 yrs exp	-	-	-	-	\$58k	\$25k-\$50k	\$53k-\$75k
Head Chef	-	-	-	-	\$56k-\$67k	\$47k	\$75k
Waiter	-	-	-	-	\$40k	\$13k-\$30k	\$31k-\$39k
Brick Layer	\$66k	\$70k-\$100k	\$67k+	\$64k	-	-	-
Carpenter	-	\$70k-\$100k	\$66k	\$61k	-	-	-
Painter	\$55k	\$40k-\$75k	\$54k+	-	-	-	-
Personal Trainer	\$27k-\$34k	-	\$27k-\$29k	\$27k-\$28k	-	-	-
Information Technology- Programmer	\$65k-\$75k	\$65k-\$75k	\$45k-\$70k	\$50k-\$70k	-	-	-
Human Resources Manager	\$85k-\$160k	\$85k-\$160k	\$80k-\$110k	\$90k-\$160k	-	-	-
Mining and Resources	\$100k-\$120k	\$100k-\$120k	\$100k-\$125k	\$90k-\$110k	-	-	-

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Living Down Under are proud supporters of
www.tdbmarketing.com.au
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The logo for 'Living Down Under' features the words 'Living', 'Down', and 'Under' in a stylized, rounded font. 'Living' is blue with a white outline, 'Down' is orange with a yellow sunburst behind the 'o', and 'Under' is green with a palm tree silhouette above the 'r'. Below the text are two wavy blue lines representing water. The domain '.co.uk' is written in a smaller, brown font to the right of the wavy lines.

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