Careers and Employment

Completing Students Seminar Series:
Finding Work in Australia
Golden rules to finding work in Australia
Golden Rule #1

Most jobs are not found through Seek.
Be proactive in your job search!
The hidden job market

Reactive

Advertised Jobs: 20-30% of jobs

Requires you to be Pro-active

Hidden Job Market: 70-80% of jobs

The hidden job market
How to spend your time searching

70%
Pro-active Strategies
• Approaching employers
• Speak with industry professionals – Information Interviews
• Networking
• Speaking with friends, relatives, lecturers, colleagues etc.
• Attending on/off campus industry events

30%
Reactive Strategies
• Internet-based job search
• Employment agencies
• Newspaper adverts
Reactive job search

Online job boards:

- Grad Connection - http://au.gradconnection.com/
- Graduate Opportunities - http://www.graduateopportunities.com/

Noticeboards / E-Newsletters:

- Faculty Employment Notice Boards
- Faculty E-Newsletters
- Industry Association job listings
Active job search

Direct Approach:
- UNSW Careers Expo
- Call / email the company directly
- International Students Careers Week

Networking:
- Friends / Family / Classmates
- Lecturers / Tutors
- Work colleagues / Fellow volunteers
- Professional association events
- Employer presentations/events
- Alumni events
- LinkedIn
Golden Rule #2

A great way to make contacts and to find out what a job is really like, is to talk to people doing it!
Video: The Information Interview by Karen Landolt

http://www.youtube.com/watch?v=vMCdxfBnA3w&feature=related
Summary: information interview

What is it?
An Informational Interview is a meeting (face-to-face or over the phone) in which a potential job seeker seeks advice on their career, the industry, and the corporate culture of a potential future workplace.

What’s in it for you?
Gather information on career paths, specific companies and industries and also find employment leads. Expand your professional network.

What is in it for them?
The person being interviewed learns about a new potential hire and builds their own network through the conversation. It also gives them a sense of giving back.

Remember!
An Informational Interview is not asking for a job or about a job that has been advertised.
Information interview

People like to feel valued, important and acknowledged.

Rather than asking about vacancies or factual information, ask personal questions that invite them to talk about:

• their career,
• their opinions,
• their experiences

Make the other person feel important
How to find professionals in your industry

• Your existing network - you never know who they know unless you ask!
• Expand your existing circle - join societies and clubs, attend events
• Industry Associations and Professional Associations - sign up to receive news, follow on LinkedIn
• Company websites
• LinkedIn (find profiles of UNSW Alumni, potential contacts or hiring managers)
Golden Rule #3

You can’t market yourself until you identify what you have to offer
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<th>Category</th>
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<tr>
<td>Work Experience</td>
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<td>Language</td>
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<td>International Knowledge</td>
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<td>Degree</td>
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<td>Extra Curricular Activities</td>
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<td>Volunteering</td>
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<td>Technical Skills</td>
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<td>Personal Development</td>
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<td>Certifications</td>
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Imagine you are meeting a potential employer

You have 3 minutes to convince them to hire you! Consider the following...

- Why they should hire you rather than a local student
- What you can offer them
- What your unique selling points are
- Why you chose your degree
Golden Rule #4

Be prepared to be flexible and make concessions in the short term
Consider & identify your target audience

• Small and medium sized companies
• Companies with international clients/ managers/ owners
• Find employers of the same nationality as yourself
• Regional or interstate locations
Get your foot in the door…

- Contract work
- Part time work
- Volunteering
- Work experience
- Work Shadowing
- Entry level position
- Administration
- Customer Service
Golden Rule #5

It is important to understand cultural differences in the workplace
Australian workplace culture

- Informal communication style
- Socialising
- Humour
- Professional communication
- Non-verbal language
- Hierarchy & leadership style
- Work structure & procedures
- Diversity
Golden Rule #6

Communication skills are key!
What employers look for

- Team work skills
- Cultural fit
- Interpersonal skills
- Oral communication skills
- Motivation fit
- Problem solving skills
- Analytical skills
- Achieves results
- Integrity and trust
- Accountability

Source: AAGE Employer Survey 2018

81% of the successful graduates have worked on a part-time or casual basis and 56% have done volunteer work while at university

Source: The AAGE Employer Survey 2014, AAGE and High Fliers Research
Demonstrating your skills

**Work Experience**
- Professional Jobs
- Industry Experience
- Part-time or Casual Work
- Internships
- International Jobs

**Relevant Projects**
- University assignment
- Coursework
- Personal Project
- Technical Skills
- Overall Mark

**Extracurricular Activities**
- Volunteering
- Learning Programs
- Case Competitions
- Student Societies
- Sports
Golden Rule #7

Get help! Careers and Employment can assist you up to 18 months after graduation
How can careers & employment help you?

- Careers online job board
- Useful Websites
- Daily workshops
- Career advice appointments
- Info sheets and online resources
- Going global
- Access to services up to 18 months after graduation

www.careers.unsw.edu.au
Know your workplace rights

1. It is ok to pay recruiters money to find a job for me
   
2. It is ok to volunteer full-time for a not-for-profit or charity organisation
   
3. It is ok to give a potential employer my bank account details at the interview before I have signed the contract
   
4. It is ok for an interviewer to ask who I live with or if I have a boyfriend / girlfriend
   
5. It is ok for the interviewer to ask if I have any Australian experience
   
6. It is ok for an interviewer to ask if I go to church
   
7. It is ok to do an unpaid work trial

www.fairwork.gov.au
Golden Rules

1. Don’t rely on Seek. Be proactive!

2. Talk to people, research, ask questions.

3. What can you offer?

4. Be prepared to be flexible

5. Understand the Australian workplace

6. Communication skills are key

7. Get help!
Find us near the Basser steps
Level two, Quadrangle building

Or online at:
careers.unsw.edu.au

For more career advice join us on:  

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