

## LESSON 2: JOB SEARCHING

### FINDING A JOB

There are many different ways to find work and each requires a variety of skills.

Many people obtain work through someone they know or through a 'friend of a friend', through parents or other family friends. More often than not, an application has to be submitted for an advertised position.

A job is a numbers game. The more applications you submit, the more likely you are to be successful. Try not to take knock backs personally. Keep trying and stay as positive as you can.

### WHERE TO LOOK FOR JOBS

#### Personal Networks

- Check in for opportunities with people you already know
- Family members and their workplaces
- Sporting clubs
- Neighbours, friends and acquaintances
- Local businesses - trades people, pharmacy, retail, hospitality and health clinics
- Volunteering experiences

#### Online

[www.jobsforyouth.com.au](http://www.jobsforyouth.com.au)

This job searching platform is designed for young people living in Melbourne's inner north, and has a focus on entry level jobs for young people.

#### LinkedIn

([au.linkedin.com](http://au.linkedin.com)) is social networking for jobs. It can be used by:

- using as a job searching platform
- following employers of interest to keep updated on when they're hiring, and learning more about them
- networking with people, whether it's friends, or human resources/ recruitment people

- joining groups to broaden your network or learn more about your industry of interest

Other major job searching websites include:

- [seek.com.au](http://seek.com.au)
- [indeed.com.au](http://indeed.com.au)
- Some larger companies post their job vacancies directly on their own websites

#### Agencies/Providers

There are a number of local agencies that support people looking for work.

#### Apprenticeship and Traineeship providers:

- [agaustralia.com.au](http://agaustralia.com.au)
- [appsmatter.com.au](http://appsmatter.com.au)

#### Job Actives

Australian Government's employment service providers. You can find a local Job Active here: [jobsearch.gov.au](http://jobsearch.gov.au)

#### Centrelink

Centrelink can provide you with job searching information and identify if you're eligible for programs and other support.

#### Local Recruitment and Employment agencies

You can register with recruiters or submit your resume directly to their website, or in response to an advertised positions. Try and get on the recruiters radar by calling to follow up your application.

#### Local

Keep an eye out in your local area in shop windows and community notice boards.

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### BECOME A MEMBER OF THE JOBS FOR YOUTH TALENT COMMUNITY

#### Sign up

1. Navigate to [jobsforyouth.com.au](http://jobsforyouth.com.au)
2. Click on 'Join this Community'.
3. Click 'Register Here'. Another option is to register with Facebook. You must be logged in to Facebook to do this. Once registered you will receive an email welcoming you to the Talent Community.
4. You can now sign in and out via the button on the top right of the page.

#### Search for jobs

Jobs for Youth aggregates jobs from many websites posting available jobs in Melbourne's inner north. Local employers can also post jobs exclusively to the website. This allows Jobs for Youth members to view these jobs before they appear elsewhere.

Get started by either browsing all jobs, click 'see all' next to 'Latest Jobs'

Or type in a key word of a job/ industry of interest and click 'go'

If you are searching by location a list of suburbs and postcodes will appear

You can scroll through the location list or type the first few letters of the suburb to find the location you are looking for.

Click 'Go' to conduct the search

#### Advanced search

To get more specific results, click advanced search and apply filters by industry, location and the date the ad was posted. To get more results, you can broaden the distance from your location. To get fewer results, you can select an industry or restrict the time since the job was posted.

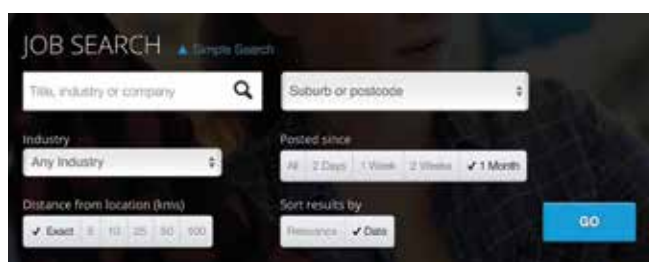
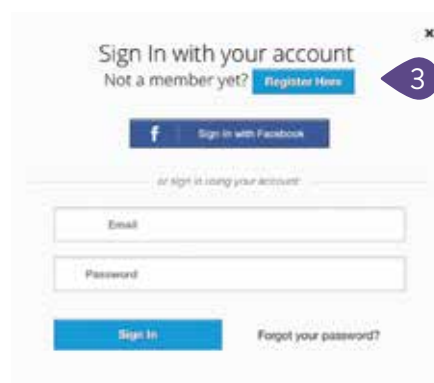
Not getting the results you want? Try these additional search techniques:

- add quotation marks for specific phrases e.g. "customer service"
- use the terms OR, AND, NOT (remember to use capital letters) to narrow your search. Some examples:

> Sales jobs, but I don't like cars, Type in: sales NOT cars

> I like cars, but I'm better with customers than mechanics. Type in: cars AND customer

1 [jobsforyouth.edu.au](http://jobsforyouth.edu.au)



## LESSON 2: JOB SEARCHING

### BECOME A MEMBER OF THE JOBS FOR YOUTH TALENT COMMUNITY CONTINUED

Job Alerts can be helpful to notify you as soon as a job suited to your interests is posted. Create one by doing a search, then clicking 'create alert'. Now, as soon as a job is posted that matches your search criteria, you will immediately receive an email notification. Job Alerts can be used for two purposes:

1. You're interested in a really specific job that only comes up once in a while, for example working in an art gallery. Create an alert with the search term "gallery", and as soon as a job with that term is posted you will be amongst the first notified.
2. You have created a search that consistently brings up jobs you like. Get an email notification whenever a new job is added in this criteria.

### Print a Job Beacon

Job Beacons are printable notices that include the detailed job description, a weblink and a QR code. To print a job beacon, view a job ad, then on the right hand side under 'share this job' click on Print a Job Beacon.

Once you have found a job that you would like to practice an application for, print the job beacon.



### Applying for a job

If a job has been posted by an employer exclusively on the Jobs for Youth website, when you click on a job you will be asked to enter your details, upload your resume and write a cover letter.

If the vacancy has been sourced from another site, you will be taken to whatever site that is, and you will need to work through their system to submit the application. The process will be different according to the site you are taken to.

### Other features

#### Events

jfyevents.com.au will list events and activities happening as a part of the annual Jobs for Youth Campaign. You will be able to view and sign up for local events such as Barista (coffee making) courses, resume building workshops and more.

#### Sharing

You can share a job with friends and family via email and social media. When viewing the Job, on the right hand side, click one of the options under 'share this job'.

You can also invite members to the community, by navigating to the top black bar, click on 'Community, then click 'invite members'.

#### SHARE THIS JOB



#### Receive communications

As a member of the Jobs for Youth Talent Community you will receive email notifications about local opportunities and activities to do with finding jobs. You can opt out of these messages at any time.

## LESSON 2: JOB SEARCHING

### CHOOSE A JOB OF INTEREST

During the RIJI Program, you will choose a job advertised online and practise an application and interview for that job. Keep in mind, you are selecting a real job, but the application and interview are just for practice. Gaining practice and confidence will help you to succeed in getting future jobs.

#### Locate a Job

Using Jobs for Youth or another website, locate a job advertisement that matches your interests and abilities. Entry level roles, traineeships and apprenticeships are a great place to start for those new to working.

Print a copy of the job advertisement. You will need this for your RIJI application. If you're using Jobs for Youth, you can do this by creating a Job Beacon (information on Page 22).

#### Research the employer

If you know the employers name, find out more about the business/ organisation to determine if you would like to work there. Use the following points as a guide:



Does the company have a website? Y/N  
Address:


Investigate the company's size, products or services that they offer.  
Description:

Are there other companies linked to this one?


Are there opportunities for promotion, and/or are there training opportunities (is it accredited training?)

## LESSON 2: JOB SEARCHING

### SAMPLE JOB AD

5 Talent Communities powered by 

**\*\*NEW JOB OPENING ON:**

**Jobs for Youth** 

Casual Retail Sales Assistant 6-9hrs./ Week  
**SPENDLESS SHOES**  
 Melbourne, VIC Posted 2/19/2019

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**MELBOURNE AND MELB SURBURBS**  
 Indulge in your passion for fashion!

- Join Australia's most successful footwear retailer
- Approx. 6-9 hrs. per week, including weekends
- Fun, fast paced and diverse role!
- Staff discount available

This is a great opportunity for a results-orientated and "hands-on" person looking to join a fast-growing company.


**ABOUT THE ROLE.....**  
 Your primary role is to ensure your stores' sales opportunities are maximised. This is achieved by creating a warm, friendly place to shop and always exceeding your customers' service expectations. You must 'WOW' every customer and make his or her visit to Spendless Shoes an experience to remember.  
 Your efforts will ensure Spendless Shoes' ongoing success and achieve our goal of becoming "The World's Friendliest Shoe People".

The most important people in Spendless Shoes are our Store Sales Team. You are the first point of contact with our most important asset, THE CUSTOMER. You are at the coal face and your behaviour directly affects the success and reputation of our company.

**ABOUT YOU.....**  
 You will be expected to:

- Live Each Day the Spendless Way.
- Follow the 7 non-negotiable Service Standards of customer care.

To view and apply for this job on the web visit:  
<http://www.jobsforyouth.com.au/job/11736660>



Scan here with your phone  
to view the job on the web

