2

JOB SEARCHING

TOPICS

Finding a job

Become a member of the
Jobs for Youth Talent Community

Choose a job of interest

Analyse a job advertisement

Resume Builder (part 2)

LEARNING INTENTION

The learner has located a job to target which is interesting and relevant to them, and has an understanding of the advertisement's key terms.

LESSON 2: JOB SEARCHING

FOCUS

How to navigate the job market, choosing a job of interest to base a RIJI application on, and how to analyse a job advertisement.

STUDENT OUTCOMES

- Understanding of avenues for job seeking
- Identify a job that matches their skills and abilities
- Ability to analyse a job advertisement, research an employer and understand the requirements of the position advertised

OUTLINE

1. Finding a job

Open a discussion about the potential avenues to access jobs and opportunities. Supported by the content on the page 20 handout.

2. Become a member of the Jobs for Youth Talent Community

In this online activity, assist students to register on the jobsforyouth.com.au talent community and practise job searching techniques by keyword, location and industry.

3. Choose a job of interest

Using the jobsforyouth.com.au website, or other job searching tool, students select a job of interest that is suited to their skills and abilities. If possible, students then research the employer to determine if it's somewhere they would like to work (some ads published by recruiters don't list the employer's name).

4. Analyse a job advertisement

Start this section with a discussion about keywords in job advertising, describing hard and soft skills. Students then analyse their chosen job advertisement to identify the keywords. Report back to the class or groups for a discussion on the keywords discovered and how they indicate the employer's requirements.

5. Resume Builder (part 2)

Students complete part 2 of the Resume Builder document (page 16), sections 'Employer Requirements' and 'Experience.'

OUTPUTS

- Membership of the jobsforyouth.com.au Talent Community
- Job advertisement chosen– save/ print a copy for the final submission
- Resume Builder part 2 completed (page 16)

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
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) 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
- 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
- appsmatter.com.au

Job Actives
Australian Government's employment service providers. You can find a local Job Active here: 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.

LESSON 2:
JOB SEARCHING

BECOME A MEMBER OF THE JOBS FOR YOUTH TALENT COMMUNITY

Sign up

1. Navigate to 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.
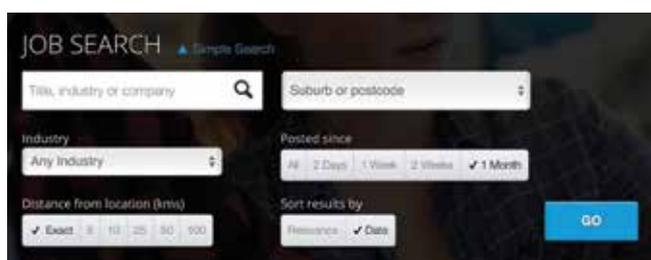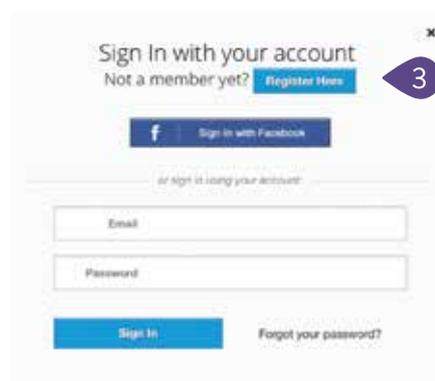
Not getting the results you want? Try these additional search techniques:

- 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

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'.

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

ANALYSE A JOB ADVERTISEMENT

For this activity, students can use their selected job ad, or use the example ad on the following page.

1. DISCUSSION

Open a discussion about the process of analysing a job advertisement.

Discussion Points

- Analysing your chosen job ad is important to understand what the employer is looking for, and what the job requirements are

- This process will build towards later writing your resume and help to respond to questions in the interview

- It's important to note that some companies and recruitment agencies filter applications by first scanning them with keyword matching software. So missing critical keywords could mean that your resume never even gets seen by an actual person!

- What are keywords?

  > Explore hard skills vs soft skills

  > Understanding keywords is a two-way process. We can understand more about a job and employer based on the keywords used in an ad, and the employer can understand more about us based on the keywords we use in our applications.

2. STUDENTS IDENTIFY KEY WORDS IN THE JOB AD

Go through the ad and highlight the keywords used.

3. DISCUSSION

Open a discussion about the findings of the job ad analysis, and ask student to consider if they can relate to the keywords.

Discussion Points

- Discuss examples of the keywords you have identified in the ad.

- Looking at the keywords identified, what kind of employee are they looking for? What hard skills and soft skills have been mentioned?

- Can you relate to any of the keywords? Are there examples of times you have demonstrated these things?

- Do you see any skills or interests you identified in lesson one?

4. RESUME BUILDER – PART 2

Complete part 2 of the Resume Building handout (page 16), sections 'Employer Requirements' and 'Experience.'

HARD SKILLS	SOFT SKILLS
are the measurable qualifications that you have. Examples: School education Languages you can speak Ability to use computer software Ability to use machines and tools Certificates	**sometimes called attributes, are more related to your personality – they're not something you can have a certificate for! Examples:** Organised Good communication skills Confident

LESSON 2:
JOB SEARCHING

SAMPLE JOB AD

Talent Communities powered by **uWorkin**

**NEW JOB OPENING ON:

Jobs for Youth

JOB BEACON

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

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

JOBS FOR YOUTH CAMPAIGN