



## Where to Find Jobs

Are you looking for employment? Whether you're looking for casual, part time, contract or permanent employment the information below will show you where to find jobs in both the advertised and the 'hidden' markets.

### Find jobs through your university

The Careers Centre publishes job advertisements via notice boards and the **Current Vacancies Database**.

These same advertisements can be emailed to you if you sign up for the Careers Centre **Job Alert**.

The Careers Centre also provides information about **graduate recruitment** opportunities via the notice boards and the website.

The **Casual Employment Service** at University helps enrolled degree students find casual and part-time work during their studies and in University vacations. Visit their website to view available positions.

### Jobs websites

There are many jobs websites that advertise job vacancies by industry, location and type of work. Some of the more well known sites include:

- **[www.seek.com.au](http://www.seek.com.au)**
- **[www.mycareer.com.au](http://www.mycareer.com.au)**
- **[www.careerone.com.au](http://www.careerone.com.au)**

Access many more job vacancy websites via the **Resources** tab on our website.

Graduate opportunities in particular can be found on the following sites:

- **[www.graduatecareers.com.au](http://www.graduatecareers.com.au)**
- **[www.graduateopportunities.com](http://www.graduateopportunities.com)**
- Virtual Careers Fair: **[www.vcf.gradlink.edu.au/dnn/](http://www.vcf.gradlink.edu.au/dnn/)**

### Publications

The MyCareer section of 'The Sydney Morning Herald', particularly the weekend edition, is a

valuable source of advertised positions and valuable industry information. Jobs are advertised each day and in various sections of the newspaper, so look carefully e.g. jobs in the arts may be advertised in the weekend Spectrum section. MyCareer also appears in 'The Sun-Herald' on Sundays.

**The 'Australian Financial Review' on Fridays** advertises finance-related jobs; however, you may also see advertisements on other days.

**The weekend Career One section of 'The Australian'** is also a good place to look for jobs throughout Australia – jobs are also advertised daily.

Make sure you check the positions vacant section of **your local paper**. Jobs can be filled very quickly as a number of people like to work in their local area, so find out the day/s of the week your local paper comes out and apply for positions promptly.

**Trade journals and magazines** associated with particular disciplines and professional associations may also contain job advertisements. It's a good idea to subscribe to any related to your degree.

### Recruitment agencies

Many jobs advertised in the press or on job boards are actually placed by recruitment agencies. Recruitment agencies work for organisations that have hired them to find staff; however you can approach recruitment agencies directly. They may recruit for a variety of industries or roles or specialise in a particular industry, such as IT.

A list of recruitment agencies may be found through the Seek website at:

**<http://www.seek.com.au/profiles/recruiter/>**

### Websites of organisations

It is becoming popular for organisations to advertise positions vacant on their own websites. If there's a particular organisation you're interested in working with, conduct a search for positions vacant on their website.

## Professional associations

Employment opportunities are often listed on the websites of professional associations. If you're not sure which professional association is relevant to your particular career or field visit the [short list on our website](#) under the 'Resources' tab. You could also try a web search or visit the Careers Resources Library and ask for 'The Directory of Australian Associations.'

Membership of your relevant professional association is highly recommended. Not only does it look good on your resume and provide a great way to learn more about an industry, it also provides a forum via which you can get to know others working in your chosen field. Since the majority of jobs are found through word of mouth, getting to know others in your industry is a good way to put you 'in the know' of positions becoming available.

## Uncovering opportunities through networking

Many employers visit your campus and advertise their positions. In addition, there are a range of small to medium employers that can't justify this kind of expenditure on bulk recruitment, or employers in popular areas like advertising or public relations. These employers often don't need to advertise because lots of people already approach them directly. If interested in working for such an organisation it is good to be pro-active in letting people know that you are available. Use your research and marketing skills to investigate and promote yourself for any relevant opportunities.

Tap into the hidden job market by networking. Networking is not about 'using' people; it can result in a win for you (a job) and a win for the employer (a good employee and a saving in time and advertising costs).

- Talk to family, friends and acquaintances working in the field or who know someone employed in the field you're interested in.
- Go to trade shows, professional association meetings, social events and extra-curricular activities. Be prepared to answer the question, 'What do you do?' with a short, positive statement about your goals.
- Information interviews are a form of networking. The purpose of an information interview is to exchange information with a person working in the field you wish to enter, not to apply for a job. It's appropriate to say, 'I'm interested in getting

into the field, and I would appreciate your advice and any information you could give me on ways in which I can prepare myself for entry.' You're opening up your approach, asking for advice and for information, and making it clear that you have a continuing determination to get into the field, not simply in getting a job tomorrow (even if that really is the case!) Some questions to ask when information interviewing include:

- How did you get into this field?
- What skills and qualities do you need to be successful in this field?
- What do you like/dislike about your work?
- What would be involved in a typical day?
- What advice would you have for someone wishing to enter this field?
- Can you give me the names of anyone else I can contact in this regard? Do you mind if I use your name?

It's important to stick to your allotted appointment time - usually no more than 20 minutes - and thank the person (in writing) for his/her time.

## Voluntary and extra-curricular activities

Participating in voluntary and extra-curricular activities not only increases your skills and experience but also showcases your capabilities to other parties. You may be volunteering alongside a potential employer, or whether news of your good work might reach the ears of recruiters via co-volunteers.

## Other useful information

It may be helpful to look at where previous graduates from your degree or discipline have gained employment. The [Graduate Destination Survey \(GDS\)](#) offers this information. Hard copies of this survey are available as free take-away material from the Careers Centre.