

# Finding work in the Australian jobs market

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The Australian jobs market is changing rapidly as the COVID-19 pandemic continues to develop. However, there are still things you can do to improve your chances of finding a job.

## Jobs and sectors in demand

If you are looking for a job, try to keep an open mind and be as flexible as possible. Don't restrict your search to familiar industries you may have worked in previously and also consider jobs that currently need more workers. Jobs and sectors in demand, where there have been vacancies recently advertised on the internet, are highlighted below.

Data from the *Jobs in Demand Employer Survey* also show that businesses are recruiting for child carers, receptionists and delivery drivers.

Jobs			Sectors	
 <b>Office administrators</b>	 <b>Aged and disabled carers</b>	 <b>Metal fitters and machinists</b>	 <b>Supermarkets</b>	 <b>Hospitals</b>
 <b>Sales assistants</b>	 <b>Truck drivers</b>	 <b>Labourers</b>	 <b>Social assistance</b>	 <b>Public administration</b>




For updates on jobs in demand, see the latest data from the *Jobs in Demand Survey* at [lmip.gov.au](http://lmip.gov.au) and the *Internet Vacancy Index (IVI) Insights* visualisation at [public.tableau.com/profile/occupation.and.industry.analysis#!/](http://public.tableau.com/profile/occupation.and.industry.analysis#!/)

## Know where to find opportunities

Understanding where to look for a job is also important to help you with your job search. The *Jobs in Demand Employer Survey* shows that most jobs are advertised on online jobs boards, and that many companies also use their own websites to post vacancies (20 per cent).

Social media, such as jobs groups on Facebook, should also be part of your job search. If you apply through social media, make sure to check that the content on your profile is appropriate.

Nearly half of vacancies are communicated by employers through word of mouth. Consider contacting employers directly to show your initiative and also let your friends, family and former colleagues know you are looking for work. You may hear about job openings, or even be recommended for a job!

 <b>Online jobs board</b> <b>70%</b>	 <b>Social media</b> <b>19%</b>	 <b>Word of mouth</b> <b>44%</b>
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Note: Employers can select more than one method of recruitment



For an up to date list of some of the businesses hiring and information on jobs by location, check out the **Jobs Hub** at [dese.gov.au/covid-19/jobs-hub](http://dese.gov.au/covid-19/jobs-hub)

## Understand your *transferable* skills

Skills you gain in one job will often be relevant to other occupations or industries. An important part of your job search is identifying your transferable skills and being able to articulate these to other employers.

For example, Waiters have demonstrated that they can provide good customer service and communicate within a team. These skills are needed in many jobs, such as carers and support workers.

If you find that you need to develop or improve some of your skills, consider taking the opportunity to complete a short course to build your skills.

### JOB OUTLOOK<sup>®</sup>

**Skills Match** on the Job Outlook website can help you work out what skills you have gained from your past jobs, and which careers or jobs use your skills. You can find **Skills Match** at [joboutlook.gov.au/skills-match.aspx](http://joboutlook.gov.au/skills-match.aspx)

### myskills | course SEEKER

The **myskills** and **Course Seeker** websites can assist you to find the right course for you, available at [myskills.gov.au](http://myskills.gov.au) and [courseseeker.edu.au](http://courseseeker.edu.au)

## Employers' advice for finding a job

- Be flexible when looking for work - you may need to consider work in different industries or jobs, or part-time, contract, casual or gig work.
- Improve your application by researching the business and, if you can, ring the employer to ask questions about the job and the business to show your interest.
- Be ready for job interviews by preparing work examples and practising with friends and family. Even if you are doing a video interview, be on time and don't forget the small talk!

## Be ready to apply online

Employers constantly adopt new technologies when looking for workers, and even more so as a result of the COVID-19 pandemic. For example, more employers are now using software to scan résumés to shortlist candidates who match their needs.

Here are some tips that may help you land a job online:

- make sure you read all instructions carefully so you don't miss any steps
- check that all information and responses for online applications are well thought out and don't have any spelling or grammar mistakes
- make your résumé software friendly by using a simple format and clearly addressing any selection criteria and required skills.

### Top tips for video interviews

- find the right location, with a plain background, good lighting and away from possible interruptions
- dress professionally - a good rule is to dress as you would for an interview in-person
- test your internet connection, audio and webcam before you start
- show you are engaged while your interviewer is speaking by smiling and nodding



For more information about this resource, please email [employmentpathwaysanalysis@skillscommission.gov.au](mailto:employmentpathwaysanalysis@skillscommission.gov.au) or visit the Labour Market Information Portal at [lmip.gov.au](http://lmip.gov.au)

Sources: National Skills Commission, Jobs in Demand Employer Survey, 7 April to 12 June; Vacancy Report, raw data, May 2020; Burning Glass Technologies, Burning Glass data, May 2020.