Improving your odds in the labour market

A resource for job seekers

Labour Market Research and Analysis Branch
Department of Jobs and Small Business
The Australian labour market is doing well

- **5.5% unemployment rate**
- **2.9% employment growth**
- **15,100 more internet vacancies**

Arrows indicate change since April 2017.

The largest employing industries in Australia

Proportion of total employment by industry as at February 2018

- Health Care and Social Assistance: 14%
- Retail Trade: 10%
- Construction: 10%
- Education and Training: 8%
- Professional, Scientific and Technical Services: 8%
- Manufacturing: 7%
- Accommodation and Food Services: 7%

The labour market is changing

**Structural change**

**Technological advances**

**Social and demographic changes**

**Globalisation**

Some jobs are disappearing
- switchboard operators, typists and milkmen

Some jobs have grown
- baristas, beauticians, boot camp instructors, childcare and aged care workers, chefs and sales assistants

New jobs are being created
- 3D printing specialists, cyber security engineers, app developers, big data analysts, drone technicians & pilots
We know most past growth has been in the services sector...

Employment change in the last 10 years, Australia

- Health Care
- Education and Training
- Professional Services
- Accommodation and Food Services

Employment in producing industries is projected to decline by 76,700 over the five years to May 2022.

Employment in the services industries is projected to increase by 871,600 over the five years to May 2022.

90% of new jobs will require post school qualifications

Source: Department of Jobs and Small Business, Employment projections by skill level to May 2022
And the jobs market in Australia is competitive

Vacancies advertised on the internet or in a newspaper

On average, 17 applicants per vacancy

On average, 3 applicants are interviewed

14 not interviewed

Source: Department of Jobs and Small Business, Survey of Employers Recruitment Experiences, 2017
We know employers want these things:

**EDUCATION & TRAINING**

**IS VITAL**
Study has become increasingly important. Year 12 is now the minimum standard

**EXPERIENCE**

**IS NECESSARY**
Many Australian employers want new staff to have experience

**EMPLOYABILITY SKILLS**

**DISTINGUISH THE INDIVIDUAL**
Employers want the RIGHT MATCH for their job/company/product/service
You may need to further your education or training

Unemployment rate by highest qualification, Australia

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Unemployment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree or higher</td>
<td>4.6%</td>
</tr>
<tr>
<td>Advanced Diploma/Diploma</td>
<td>5.0%</td>
</tr>
<tr>
<td>Cert III/IV</td>
<td>5.2%</td>
</tr>
<tr>
<td>Year 12</td>
<td>7.7%</td>
</tr>
<tr>
<td>Below Year 12 with Cert I/II</td>
<td>17.5%</td>
</tr>
<tr>
<td>Below Year 12</td>
<td>15.0%</td>
</tr>
</tbody>
</table>

Source: ABS, Census of Population and Housing, 2016, 25 to 34 years olds
Employers want experience

- Shows you are reliable & trustworthy
- Shows you know how to work
- Gives you references

And every job gives you something valuable

For example, Waiters know how to:

- Work in a team
- Work under pressure
- Manage many tasks
Qualifications and experience are only part of the story

Employer ratings of the importance of employability and technical skills

Research by the Department has found that 72% of employers place at least as much emphasis, if not more, on employability skills than they do on technical skills.

Source: Department of Jobs and Small Business, Survey of Employers’ Recruitment Experiences, 2010, all skill levels
Employability skills are essential

- Interpersonal & people skills
- Communication & teamwork skills
- Creative problem solving
- Adaptability & resilience
- Reliability & motivation
- Innovative thinking

Each job is different, e.g. Aged Care Workers need to be caring and empathetic.
You need a good application and résumé

- Research the job and business
- Tailor each application to the job
  - Identify your strengths and match them to the job
  - Emphasise your relevant experience and skills
- Pay attention to spelling and grammar and get someone to proofread
- Ensure your résumé has current contact details
The interview is important

- Prepare and practise beforehand with family or friends
- Be on time and dress appropriately
- Communicate well, be enthusiastic and friendly
- Ask questions about the job or business
- Demonstrate what you can bring to the job
- Emphasise the transferability of your skills and experience
If your job search is not working

Consider more options...

- Do you need to consider other jobs?
- You might need to compromise
- You may need more skills/local experience
- You may need to look outside your area

Have you asked employers why you weren’t successful?
Feedback will help you improve your applications and interviews
1 in 5 jobs in Australia are not advertised

- Word of mouth (21%)
- Job seeker approaching employers directly (79%)

Source: Department of Jobs and Small Business, Survey of Employers’ Recruitment Experiences, 2017
Tools to assist

Websites
- Labour Market Information Portal
- Job Outlook
- Job Jumpstart

Publications

Fact Sheets
- Locking for a Job
- Career Quiz

Phone Apps
- Job Seeker