



Australian Government



Job search strategy

The Facts

Planning your job search carefully will improve your chances of finding a job. You'll need to be organised, do your research and treat your job search like it is a job.

It's a good idea to develop your skills and positive work habits throughout the job search process, so that you can make a good impression on prospective employers.

Many of the skills you use during your job search, such as communication, research and time management skills, will continue to be used in the workplace when you find employment.

Checklist

I want to find out:



- how to plan and organise my job search
- how I can improve my job search strategy
- where to find suitable vacancies
- if moving to another location is a good way to get a job

Who can help?



<https://jobsearch.gov.au/Job>

This website contains a database of vacancies. You can search by region and / or occupation. By registering you can store résumés and cover letters online, track your job applications, get alerts for new jobs that suit you and manage all your job hunting from your own dashboard.



<https://www.scamwatch.gov.au/types-of-scams/jobs-investment/jobs-employment>

Scamwatch provides information to job seekers, consumers and small businesses about how to recognise, avoid and report scams such as false job opportunities.

JOB JUMPSTART
YOUR CAREER. YOUR FUTURE.



Helpful tips

- 1 **If you are a registered jobactive client** your jobactive provider will have computers you can use to search and apply for jobs. They can also help you find vacancies and assist with your résumé and cover letter.
- 2 **Your local library** may provide computer and internet access that you can use to look for jobs. Talk to library staff if you need help using technology or improving your reading and writing skills. Free online tools can help you plan and organise your job search information. Search online for 'job search organisers' to find one that works for you.
- 3 **Relocating for a job can be challenging.** Do your research first to understand where vacancies are and the skills and experience you need to find work. It may make the transition easier for you if you have work lined up before you relocate.
- 4 **Avoid scams by getting vacancies from trusted jobs boards.** Leading jobs board providers take action to ensure the vacancies listed on their site are legitimate. They also provide job seekers with tips on safe job seeking.
- 5 **Not all jobs are advertised.** If the job you want isn't advertised, you may need to look for vacancies another way. Employers can vary how they recruit and often you won't know how they are recruiting unless you talk to them.

Did you know?

The Relocation Assistance to Take Up a Job programme is an Australian Government programme which helps eligible job seekers to relocate for work. Talk to your jobactive provider or visit www.employment.gov.au/information-job-seekers-about-relocation-assistance for more information about the programme.

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