



How to find hidden vacancies

Many people find jobs through word of mouth or by approaching employers

- Lots of jobs aren't formally advertised. The best way to access these 'hidden' opportunities is by making connections with the people around you.
- You can also directly approach businesses in the industries you would like to work in.
- Quite often there is less competition for jobs when employers recruit this way.
- Make the most of the opportunities that present themselves and if you need to, enhance your 'networking' skills.

Be organised so you can respond to opportunities quickly

- Be ready to respond to employers who ask for your résumé at short notice – make sure it is up to date.
- Think about what you can offer potential employers and plan what you might say to someone who is considering you for a position.
- Think about your personal presentation in case an employer requests an interview at short notice.
- Make sure you have credit on your phone, petrol in your car or money for public transport.

The people around you can help

- Try approaching friends, family, teachers, community organisations, local employers and others in your community to ask about possible job opportunities or advice on where to look.
- Be open about the fact that you are looking for work and ask if they can approach their contacts or let you know if they hear about any opportunities so you can follow-up.
- If you show you are committed to your job search and a future employer, people are usually happy to help by finding out a little information, passing on valuable contact details or making an introduction.

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