



# Finding suitable vacancies

## Find out how employers recruit

- Contact employers you would like to work for. Find out how they recruit staff.
- Some employers only recruit via certain jobs boards, their own websites or through word of mouth.
- If you don't know where to look, you won't be able to connect with them.

## Choose the right jobs boards

- Some job boards focus on specific jobs or industries.
- Look for job boards that list jobs in your target occupation or industry.
- Consider registering with a professional networking site, such as LinkedIn ([linkedin.com](https://www.linkedin.com)). This can help you connect with employers and industry networks.

## Protect yourself from scams

- Check online job boards' privacy policy to check how they store and distribute your information. Remove your home address from résumés you submit online.
- Be aware of fake job ads and scammers who ask for money or your personal information.
- Choose jobs boards that give advice on safe job seeking.
- Check out the Stay Smart Online website ([staysmartonline.gov.au](https://staysmartonline.gov.au)).



### Find recruiters that offer you real benefits

- There are lots of different recruitment and labour hire agents out there.
- Some focus on finding people with specific skills or for particular industries.
- Others focus on short-term placements, part-time work or casual and seasonal work.
- Find a recruiter that specialises in placing people in the type of job you are looking for.

### Use industry key words

- Employers use 'key words' to describe the important attributes they look for in workers. This can include technical and workplace skills and personal qualities.
- Look at the key words in job ads to help you decide if you are suitable for the job.
- Use these same key words to describe your skills and attributes. This shows the employer you understand their needs and are suited to the job.

### Broaden your job search

- Broaden your job search to include the following:
  - online jobs boards
  - company websites and Facebook pages
  - newspapers
  - networking
  - jobactive and private recruitment firms
  - talking to employers directly.

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