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 job 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). 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).
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.

Disclaimer: The content of this tipsheet is intended as general information only and does not replace professional advice. It is derived from a variety of sources and has been prepared without taking into account your individual objectives, situation or needs. You should consider your personal circumstances, and if appropriate, seek independent legal, financial or other professional advice before acting. The Department has endeavoured to ensure the currency and completeness of the information in this tipsheet at the time of publication; however, this information may change over time. Provision of links to external websites are provided for convenience only and should not be construed as an endorsement or approval of the third party service or website by the Department. The Department expressly disclaims any liability caused, whether directly or indirectly, to any person in respect of any action taken on the basis of the content of this tipsheet.