



# Know about jobs and employers

## The Facts

Getting practical information about industries, jobs and employers can help you better understand your own preferences about what jobs might suit you.

When looking for a new job or planning your career you need to consider the realities of the labour market. Get some facts on jobs and employers to help you make decisions about what you want to do. This includes things like further study, an Australian Apprenticeship or finding work that interests you. Do you need an industry ticket or formal qualification to do the job?

Finding out practical information about jobs, the tasks involved, the location and employer expectations might lead you to change your job pathway.

There are no right or wrong decisions as long as you go in prepared and open to the opportunities, risks and challenges of your career choice.

## Checklist



### I want to:

- do my own research before making a decision about my career
- find reliable information about industries, jobs and employers
- find out about jobs that offer career advancement opportunities
- learn about the day-to-day expectations and requirements for my job of interest
- find out what it takes to start working as a newcomer in an industry or job
- work out how to better understand employers and choose the right information to include in my job applications

## Who can help?



<https://docs.jobs.gov.au/documents/australian-jobs-publication>

Find summaries of occupations and industries, state and territory labour markets, regional information and graduate outcomes. Hard copies are available from

[AustralianJobs@jobs.gov.au](mailto:AustralianJobs@jobs.gov.au).

JOB OUTLOOK®

[joboutlook.gov.au](http://joboutlook.gov.au)

Use the alphabetical or industry search function to find detailed information about occupations, including descriptions of everyday tasks and employment prospects.

Labour Market  
Information Portal

<http://lmip.gov.au>

Get detailed information about regions and industries from the various Industry Reports available on the Industry Information tab.



## Helpful tips

- 1 Do your research.** Do some research into jobs that interest you. Look at job descriptions to understand the day-to-day tasks and what you can expect from the role. Learn about any training requirements or industry licences you may need to be competitive for this type of job.
- 2 Understand what employers want.** When reviewing the job requirements, work out what skills are required and how your skills meet the employer's needs. Identify your skills gaps and ways you can address these. Research employers in your target industry online, attend networking events or do work experience.
- 3 Use trustworthy sources of information.** The Commonwealth and State Governments provide reliable information on jobs and industries, skills needs and training pathways that will help your career planning.
- 4 Be proactive.** In addition to researching online, be proactive by getting out and talking to people at job expos or employer open days. Another way to get information is to do work experience. Use the way that works best for you.

## Did you know ?

Entry-level jobs within an organisation are a great way to get your foot in the door. Just because a job is considered entry-level doesn't mean it's unskilled.

Many people who work in entry-level jobs have well developed skills in things such as communication, problem solving, self-management and teamwork as well as the technical skills to do the job.

Entry-level jobs also include graduate positions, apprenticeships and traineeships. When you apply for an entry-level job you may be competing with people who have several years' experience.

Submit a tailored application that shows employers you understand and can meet their skills needs.

Disclaimer: The content of this factsheet 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 factsheet 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 factsheet.