

Welcome...an introduction to the Job Search Guide

This Job Search Guide is brought to you by **Career Centre** and funded by the Department of Training and Workforce Development. We hope you will find it a helpful tool to assist you in your search for work.



There are many reasons why you may be seeking this information, and in this resource you will find lots of useful tips, examples, ideas and things to consider – all of which are designed to help you look at your career and work options and apply for jobs. Simply view online and save the information relevant to you, print sections, or print the entire document. How you use this resource is up to you. It is designed to be flexible and adaptable to meet the needs of a wide range of people.

Maybe you:

- > have just graduated from school or university and are looking for your first job;
- > have been working for many years and really want a change in career or to find another job;
- > are new to Australia and want some ideas of how to find work here;
- > are unemployed or have been out of the workforce for some years and want to get back to work;
- > have been retrenched and are out of work;
- > are a parent or caregiver wanting to help your child; or
- > are simply wanting some information about finding work in this current labour market.

Whatever your situation may be, we hope this information will assist you. Everyone has a different story to tell about their search for work, but there are some common themes that apply to all of us as we search for our place in the workforce.

The Job Search Guide will provide some help for you to work through the issues and possibilities, and explain practical ways to be prepared and resourceful in your hunt for work – but ultimately it is up to you. It is your job search...and you need to take the time and effort to make it happen.

You can do it!

If you are having trouble deciding on what you want to do, then perhaps you need to do some further investigating about your interest areas and may also need some individual career guidance. The **Career Centre** has some online **Self-Assessment Tools** which may be able to assist you.

It is often difficult to keep job seeking on your own, especially if you are feeling discouraged or a bit unsure about your options. You will often need the support and assistance of friends, family, people you respect, staff from various agencies, as well as utilising the free services available to you.

Should you wish to speak with someone in person, our career advisors can also offer you individual advice at the **Career Centre** (call 13 64 64) in the city or you may also contact your local **Career Centre** on 13 64 64 to enquire about making an appointment or discussing your needs over the phone.

Ask for help if you need it. You don't have to do it alone.

Other government services where you can get assistance in your job search are listed at the back of this booklet from **page 75**.



“Ok, so let's get on with your search for work.”