Q&A / comments

Job Search Strategies and Skills Webinar 3 - March 2021

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|  | Hi, can you advise who can help me with my plan for employment if I don`t go to Centrelink job providers? And if this could be done for free? |

* You can go to a Skills and Jobs Centre which offer a free service to help you plan your career, can help with applications and CV writing, and they also have good connections with local employers and may be able to introduce you to specific jobs.

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|  | What is the difference between a job provider and a recruiter |

* They both connect employers and job seekers and place people in jobs, but they do this differently.
* A recruiter’s business is to represent their client employers, advertise and find people to fill their roles. They have processes to screen and find suitable applicants for the role, based on factors which include job skills as well as cultural fit. It's almost like you've got someone who may have a relationship with a company that they're recruiting for in temporary or permanent capacities or contracts.
* Job seekers contact recruiters themselves mostly in response to a specific job advertisement.
* Recruiters will give some personal suggestions and advice and have a lot of excellent online advice on their websites, but they usually do not directly help people in detail with CVs or special needs – that’s up to the candidate to present themselves effectively.
* A job provider has a government contract and will work with people and help them find the right type of role
* Job providers also operate several government programs for people with specific needs such a people with disabilities, parents returning to work, youth, and so on, and provide support along the way.

Job seekers are referred to them from Centrelink. They will welcome in people that are looking for jobs and they'll help them apply for jobs. They'll also work on your resume cover letters, do mock interviews with you, if you're looking for that.

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|  | Regarding CV, Do agencies of the Government of Victoria use Applicant Tracking Systems (ATS) or sort of Resume screening software? |

* An ATS or Automated Tracking System picks people into a short list based on some criteria.
* Some agencies use them if they need to find a large number people for a job such as for the government electoral process.
* Michael Page do not use an ATS system. A recruiter can easily search resumes on job boards by job title, by industry or by key words. Your CV is of course linked to the job you have applied for. Of course, it’s a good idea to include some of the key words that appear in the job advertisement and include this in your application resume or cover letter. It also shows that you have read the advertisement and clearly know why you are applying for this position.
* Some large corporate organizations do use ATS, so they can find people who are close to their requirements.

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|  | I have physical limitations, should I tell about it in my resume? I think it will affect my chances to get job. |

* I have worked with several organizations that have social procurement targets. This is when an organisation has inclusive employment and employs a certain number of people from a range of backgrounds or disadvantage, or buys products and services across a community, so their spending adds value to a wide community base.
* If you went back 5-10 years ago people would say don't put this information into your resume or don't disclose information because you'll be screened out of the process. There are actually a large number of organizations, especially tier one employers that do have targets they like to achieve, to make sure that they're contributing to community and society.
* I would not necessarily put it in your cover letter, but I also wouldn't shy away from it when you're being interviewed or on a screening phone call.
* Just to give you a very practical example that organizations will promote the recruitment of indigenous or Torres strait islander people and again there's a number of programs that they register with to increase the participation of people that come from disadvantaged backgrounds, as a way to change society and some behaviour
* The short answer, in my opinion, is that you wouldn't necessarily volunteer that information, however, there are organizations and companies that do recruit according to their social procurement targets.

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|  | It was mentioned that you need to engage with your network. Could she please repeat what she mentioned regarding engaging with LinkedIn network and how to build that up? |

* This requires a longer answer than I can give right now, and it’s important to do in the right way for the type of network you want to reach and how you want to present yourself.
* In essence, it means that you connect to groups that might lead to a job. This might be connecting on social media and commenting or posting information; liking content that they've shared and sharing content they post and engaging with them by commenting and then vice versa: youvcan then engage in these conversations. It might mean following companies or associations in the industries where you would like to work, so you get to know what is happening in that industry, and who are the organisations and people in that industry. They may get to know you, or you may have a chance to meet them, and then you will have a more informed conversation with them. You can do this on LinkedIn.
* My suggestion is to attend or watch our webinar on Wednesday 17 March which goes into this more deeply with an expert in LinkedIn who will give you some useful checklists to guide you. You will also be able to ask questions there.

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|  | I'm in the progress of career change and currently studying towards my long-term career goal but have trouble with getting a job whilst studying that is related to my field of study. Many jobs require experience but how do I gain this workplace experience? |

* One way to get experience is volunteering in an industry that interests you or getting some work experience. When I was at university, I studied communications and media. I would go to companies and asked to be an intern for a couple of weeks, just to get a bit of experience.
* Another option is networking in person and utilizing LinkedIn
* Trying to find an entry level role is a way of networking and it's a way of socializing in a professional manner with prospective employers.

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|  | *Hi, I have a question. I am a civil engineer graduated from Swinburne University. I studied 4 years for my bachelor’s degree and 2 years for my Master’s degree at Swinburne Uni. My problem is work experience in Australia. No one does not give me a Job or even a placement. I just want to know what I should do with this work experience.* |

Thanks for your question and it’s not an uncommon scenario that you find yourself in. This type of situation doesn’t have a single answer or way to change your situation. I would have a look at the type of roles you are applying for and if I was going to answer this in point form, I would do the following:

* Look for jobs that you can do and look at the role that you have been studying for as your destination job. Look at jobs as a series of steppingstones with the last one as the role you studied for. Start with getting a job and then keep applying.
* I would look at your resume and cover letter or create more opinions. Your Resume is your advertisement about yourself and at this stage it is not doing its job – maybe both need to be changed around? Take a look at the recording of Webinar 2 on Resume and cover letter writing.
* Look at the process you follow to get a job as it’s not working. By this I mean, if your process is to see a job on Seek.com and apply and that’s all, then you need to change this around. Maybe look at calling & introducing yourself.

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