

Finding work in Australia

How to get started in your job search

Check you can be employed in Australia

Your residency status will affect the type of work you can obtain. [The Department of Immigration and Citizenship \(DIAC\)](http://www.immi.gov.au/students/index.htm) is the authority that confirms your eligibility for work if you are an international student (www.immi.gov.au/students/index.htm)

Be realistic about work. Decide how many hours you can work (up to a maximum of 20hrs per week) and still meet study commitments. The following websites contain helpful advice on common work terms used in the Australian workplace

- www.jobguide.thegoodguides.com.au/UsefulTerms.cfm
- www.graduatecareers.com.au/content/view/full/146

Important first steps

Find out about your rights and responsibilities in the workplace. For information and advice about employment matters the following sources may help.

www.wo.gov.au – (federal government agency that provides information and advice on workplace rights and obligations of employers and workers).

www.job-watch.org.au - (an independent organisation funded by the government to provide legal assistance to Victorian workers).

Learn to apply for employment

Your career service helps develop skills in writing applications and interviews. Find out more about activities on your campus via www.careers.monash.edu.au

Sourcing jobs

Employer websites

Often include an 'employment or careers section' that lists available job opportunities. If you match the employer requirements, submit an application by following the employer's instructions. Regularly check the website for new advertisements.

Recruitment agencies

Lists job vacancies in a wide variety of industries. Some agencies offer job matching services enabling you to register for future employment. Not all will register students so if they decline your registration try not to take it personally – it reflects the market not you. To locate recruitment companies try:

- www.rcsa.com.au
- employment.byron.com.au/recruiter_search.html

On-line job databases

To reach a broad cross section of applicants employers will advertise job opportunities via internet databases. Job listings can be found on:

- www.careers.monash.edu.au (use your student ID to access Jobs Online)
- www.mycareer.com.au
- www.careerone.com.au
- www.jobsearch.gov.au
- www.positionsvacant.com.au
- www.graduatecareers.com.au (includes listing from SEEK Campus and Graduate Opportunities)
- www.seek.com.au

Newspapers

Local and national newspapers have an employment section listing general and professional job vacancies

- www.newspapers.com.au/VIC (lists local newspapers in Victoria)
- www.theage.com.au (My Career)
- www.heraldsun.com.au (Career One)



Working while you study

Often full-time students undertake employment to supplement their academic learning, earn income and develop general workplace skills. Course related employment is preferable but not always easy to get. All work is considered to have value in the Australian labour market. Read the flyer on "Volunteering" to get tips on developing workplace skills whilst helping others.

After you finish your course

Many employers require you to have permanent residency status before they offer full-time, on-going employment including graduate entry programs. DIAC provides government advice on visas and applying for permanent residency www.immi.gov.au. For advice on returning to your home country after studying in Australia read the flyer "Returning Home from Study".

Staying motivated

Job searching takes time and energy, and requires good planning. You will manage job searching better if you take care of yourself and balance your time between study, work and play. Revise your plan if you are not getting the results you want. Continue to use resources on campus to help.

The 'Hidden Job Market'

The hidden market refers to all the jobs that are available but may not be formally advertised. Many people find work this way.

Direct canvassing

It is acceptable to contact employers directly to ask for employment. Be clear about the skills and attributes you have to offer an employer. Be ready to talk about why you contacted that employer and why you want to work in that organisation/industry. Telephone directories or industry based professional associations are good places to find employers to approach.

Referral

Think about the people you know who are already working and may be able to recommend you to their employer.

Networking

Letting people know you are seeking work may open up offers of employment. Friends, family and peers at university are already part of your network. Joining student associations or clubs, or becoming a member of a professional association (sometimes membership for students is free) are ways to expand your network.

Informational interviewing

Talking to people who are employed in your preferred occupation gives you insight into a field of work and can also inform you about potential jobs

Did you know?

Approximately 75—80% of Jobs are not advertised. Think about how many thousands of jobs you see advertised... Now think of how many are not represented by that advertising!

Don't forget to check

www.careers.monash.edu.au regularly to find out about workshops and seminars that help you improve your skills in finding employment

Other places to look for help

Department of Immigration and Citizenship

- www.immi.gov.au

Health Wellbeing and Development

- www.adm.monash.edu.au/community-services
- Information for International Students (Student Advisors)
- Preparing for Culture Shock (Counselling)

We can help you with

- Resume and Cover Letter Checking
- Interview Skills Workshops
- Job Search Strategies
- Career Planning

Contact us

T: +613 9905 4170

E: info@careers.monash.edu.au

W: careers.monash.edu.au

This Information was current at the time of writing and is intended as a guide only.
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