

JOB SEARCH STRATEGIES



SHOULD I GO TO THE BUSINESS IN PERSON?

Going into a business, introducing yourself and enquiring about work opportunities is still a feasible way of finding a job. When going in person, be aware of the following:

Always approach a business when they are outside of their busiest trading times. Do not enter a restaurant in the middle of dinner service.

Introduce yourself first and politely ask if they have any work opportunities. Do not ask to speak with the manager straight away, this may be seen as rude.

WHAT SHOULD I WEAR?

Do not wear a suit to enquire about a position at a café. Always dress appropriately, this means finding out what the current staff are wearing, and then dressing a little bit more professionally. You want the person talking to you to be able to imagine you working there.

WHERE DO I APPLY FOR A JOB ONLINE?

Be aware that not all business will take applications in person. Larger companies with multiple stores will use online applications only.

Looking up a company's website and searching the careers section is the first way to find a job online. If you cannot find it by searching the website, then do a Google search for jobs at the

company and that should give you a direct link to the website.

sometimes on the spot with the manager, where you may be asked a few unprepared questions or to demonstrate a task e.g. make a coffee.

HOW DO I DO A GENERAL JOB SEARCH ONLINE?

You can do a general search for part-time and casual jobs in specific regions/suburbs by using job search websites including:

SEEK
Spot Jobs
Career One
Trovit

WHAT ARE THE BENEFITS OF APPLYING FOR A JOB ONLINE?

- Applying for jobs online can be faster and easier than in person.
- You are able to do a large search and read over several job descriptions in a short period of time.
- It allows you more time to tailor your resume and cover letter to the job description.
- You can also find a contact person to discuss and clarify the position with.

WHY IS HAVING A CONTACT NAME IMPORTANT?

Having a contact person gives you the opportunity to get in touch with the employer to introduce yourself and ask specific questions about the role that you are interested in.

Contacting the employer for more information will set you apart from other applicants and demonstrate that you are genuinely interested in the opportunity.

HOW DO I MAKE MY APPLICATION STAND OUT FROM THE REST?

Many students feel that they do not need to put in as much effort for online jobs. For an online job, you will be applying with dozens of other applicants, so it is important that your application stands out.

*You can get help searching for work and making the most of your application by booking a resume and job search appointment **here** with one of our advocates.*

WHAT IS FOLLOWING UP AND WHY IS IT IMPORTANT?

Following up is making contact with the employer after you have submitted your application for the job. This is always a good idea as it demonstrates your interest and reminds the employer of your initial application.

For an 'in person' application you should follow up with a phone call a week after your initial contact.

For online applications it is a good idea to follow up a week after the closing date. Always call to follow up. Do not send through inquiry emails.

SHOULD I SET A PLAN?

Yes, having a plan will allow you some time to think about how you are going and what you will do next.

Some plans may be as simple as applying for all jobs you are skilled for until the start of semester. Once semester starts, you focus on your studies. Another plan could be to apply for jobs at a local shopping centre. If you do not get a job from that, then try another centre.

WHAT IS A JOB SEARCH DIARY?

A job search diary can help you keep track of the jobs that you have applied for. It is a great visual tool to use when planning to follow up on jobs that you have applied for and keeps all your business contact details in the one area.

Use the job search diary template below.

ARE YOU SEARCHING FOR GRADUATE POSITIONS?

The UQ Careers and Graduate Employment team have a job listing page of business that want UQ graduates to work for them.

www.careerhub.uq.edu.au

