

PREPARING TO FIND A JOB



WHY SHOULD YOU PREPARE BEFORE YOU START APPLYING FOR POSITIONS?

There is a lot of competition for casual and part time positions. Make sure that you prepare a well-written application when searching for a job. Do your research; know what the expectations are in that field, the skills and qualifications required, your availability and flexibility required for the job.

A plan will save you a lot of time, money and energy. You'll be more focus, clear goals as well as a backup in case you do not get the first position you apply for.

Planning ahead and making the most out of your time is essential for securing the job, but also great preparation for when you finish your studies and move on in your career.

DO I HAVE THE NECESSARY AVAILABILITY FOR THE JOB THAT I WANT?

Employers are looking for flexibility, which is very important when running a business. If you are flexible in your availability it can increase your chances of gaining employment.

When it comes to availability, the general rule of thumb is that you will need to be available for double the amount of hours that you actually want to work. A student wanting to work 10 hours a week may need to be available for up to 20 hours each week, though may still only get 10 hours.

If your availability changes, you may see reduced hours or be advised to look for another job.

Plan your availability in the table below.

| | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-----------------|-----|-----|------|-----|-------|-----|-----|
| Early Morning | | | | | | | |
| Mid Morning | | | | | | | |
| Mid-Day | | | | | | | |
| Early Afternoon | | | | | | | |
| Mid Afternoon | | | | | | | |
| Early Evening | | | | | | | |
| Late Evening | | | | | | | |

HOW AM I GOING TO GET TO AND FROM WORK?

If you have given an availability of 5pm start, will you be able to get to work that day when you finish classes at 4pm? Make sure that you think ahead and plan how you will be getting to and from work. This is crucial for long term employment success.

Look for work opportunities that are near public transport, have good service times and are easy for you to get to. If you are driving, then be aware of how traffic can affect you getting to work on time. Consider what you will do if there is a traffic jam or if your car breaks down.

DO I HAVE REALISTIC EXPECTATIONS?

You may want to get a job that is related to your studies. Unfortunately, this may mean that you'll miss out on other opportunities.

Similarly every student would love to work on campus; simply because it's convenient. Unfortunately there are only a few jobs available on campus each year.

WHAT TRAINING IS NEEDED FOR CERTAIN JOBS?

Some industries require you to have current and Queensland recognised certificates, such as a Responsible Service of Alcohol (RSA), a Blue Card or even a First Aid certificate. Make sure that your certificates are current and that they are listed on your resume.

The table below highlights some of the training, certificates and skills required for certain positions.

| Position | Required Training/ Certificates/Experience | Helpful Training/ Certificates/Experience |
|-------------------------|--|---|
| <i>Café</i> | <i>Cash handling, barista training</i> | <i>Food handling certificate</i> |
| <i>Restaurant</i> | <i>Cash handling</i> | <i>Food handling certificate, RSA (Responsible Service of Alcohol), RSG (Responsible Service of Gaming)</i> |
| <i>Bar/Club</i> | <i>RSA (Responsible Service of Alcohol), RSG (Responsible Service of Gaming)</i> | <i>Cash handling</i> |
| <i>Admin/Reception</i> | <i>IT skills</i> | <i>Customer services skills, call handling</i> |
| <i>Cleaning</i> | | <i>Chemical handling experience</i> |
| <i>Delivery Driving</i> | <i>Valid driver's licence</i> | <i>Personal vehicle</i> |
| <i>Day Care</i> | <i>Blue card, police check, Certificate III in childcare</i> | <i>First Aid</i> |
| <i>Labourer</i> | <i>White Card, valid driver's licence and personal vehicle</i> | |

For more detailed and up to date information, please visit the [Job Guide Website](#).

WHERE CAN I GET CERTIFICATES AND TRAINING?

Online RSA & RSG

First Aid

Barista

WHAT IS A TAX FILE NUMBER?

A tax file number (TFN) is a unique 9 digit number used for all Australian tax and government systems.

You only ever have one TFN and it is required if you are doing any work in Australia.

HOW DO I GET A TFN?

You can apply for a TFN through the [Australian Tax Office website](#).

WHAT STEPS AM I GOING TO TAKE TO MANAGE WORK AND MY STUDIES?

Ultimately you should try to strike a work/life/ study balance. If you feel that a job is not going to be the best thing for you at this moment in time, then it is ok to wait until semester finishes. Another way to manage this is to commit to no more than 10 working hours a week, until you become more comfortable with your study load.

As a student you will have exams, changes in availability at the end of semester and maybe even a placement or practical to complete. As a responsible employee you should communicate effectively with your employer about any changes that will happen which could affect your work.

Wanting to take 3 weeks off at the end of every semester and then another two weeks in the break is not a fair or reasonable request to make of your employer. It shows that you may not have the time management skills that you described on your resume and also could lead to a reduction in hours or a loss of your job.

When you have exams coming up, it may mean that you do one less shift or swap with someone else. If you want time off then it should not negatively impact on your employer. Talking to your employer as soon as you have been made aware of changes in your circumstances allows them to work with you to make the necessary arrangements.

ARE YOU AN INTERNATIONAL STUDENT OR ON CENTRELINK SUPPORT?

If you are an International Student, then you need to check your visa restrictions see [here](#) for more details.

All students need to be aware of any reporting requirements and how your earnings may affect your payments for Centrelink, see [here](#) for more info.

WHO PROVIDES ASSISTANCE WITH INTERNSHIPS, INDUSTRY SPECIFIC AND GRADUATE EXPERIENCE?

The UQ Careers and Graduate Employment team have workshops, resources and appointments available through their [website](#).

Your faculty may be able to assist you further, check with your [faculty](#) if this is available for you.