Stage 1: Self-reflection

Self-reflection will assist you in making an informed decision and targeted job search of relevant industries, companies and the range of jobs available.

Questions to guide your self-reflection

- What are your interest patterns and hobbies in spare time?
- How can you add value? What are you seeking?
- Career interests, values and goals?
- Position type, geographic target, industries or career fields, job titles or functions
- Relevant education, extra-curricular & work experience
- Relevant personality, skills, abilities & career objectives
- How can you align your goals, interests & values with the right companies culture, values & goals
- Key achievements and strengths
- Areas for improvement

Stage 2: Prepare your job search and networking kit

- Write your draft resume and cover letter – tailor to specific jobs
- Create business cards
- Appropriate, professional voicemail & email address (firstname.lastname@provider.com)
- Practice your handshake
- Create a portfolio (e.g. awards, qualifications, certificates & references)
- Contact your potential referees
- Seek help (e.g. Career Service, friends, family, mentors & your network)
- Create a weekly schedule & plan of action (add reminders in your calendar)
- Create a communication strategy
- Identify possible job search methods

Think about:
- Bank account (to receive pay)
- Tax File Number (TFN)
- TFN Declaration (provided by employer)
- Occupational health, safety & welfare: Ensure adequate training & conditions
- Taxation
- Superannuation
- Insurance

Stage 3: Explore your options

Research Methods

- Online (e.g. company website, newspapers, blogs, social media)
- Newspapers, magazines
- Employer associations
- Networking (e.g. career chats with friends, family and current employees)

What to research

- Possible industries
- Possible roles & companies
- Career paths
- Culture & working environment
- Trends & recent events
- Geographical areas

Example: Targeted company research

- Company history
- Leadership & ownership
- Locations
- Industry or sector
- Number of employees (Office / Australia / worldwide)
- Customers / products / services / purpose
- How do they conduct their business
- Leading competitors
- What are the benefits & drawbacks of working for this type of company
- Trends / recent developments in company / industry

Stage 4: Taking Action – Job search strategies

- Apply for jobs, build your work experience through internships, part time jobs, summer work, graduate roles etc.
- Develop your skills e.g. participate in the community, join a group or team, volunteer
- Attend networking events, socialise with key professional and social contacts
- Who can you contact from your network?
- Follow up where required

Job Search Methods

- Advertisement in newspaper or online search engine
- Careers fairs, employer presentations & PACE units
- Community agencies, such as Centrelink & National Vacancy Database
- Noticeboards (e.g. shop windows, counters, community boards, radio, online)
- Approach employer directly or approached by employer
- Networking
- Professional and industry associations
- Social media
- Internal promotion or referral
- State employment service offices
- Employment agencies (Beware hidden costs)
- Self-employment
- Newspaper and online articles [reputable sources] - trends, who is hiring & who is firing
- Referred by personal / work contacts or networks (such as family, friends, teachers, mentors or formal colleagues)

Stage 5: Networking

Make contact

- Approach people who will likely want to talk to you. Timing is key.
- Be confident, introduce yourself
- Help others: invite others into your group’s conversation, they may return favour later
- Show interest and give your full attention
- Leave on a ‘high note’. Politely excuse yourself from the conversation before it begins to die down

Reflect and follow thru

- Make notes (who did you meet, topics, any follow-ups?)
- Assess how you did: strengths and areas for improvement
- Follow up and keep in touch

Top tips

- Be professional (do not swear, insult people or get drunk)
- Treat everyone with respect. Wait your turn
- Have fun, smile
- People enjoy being engaged in conversation about themselves, their job and to promote what they are doing at the moment
- Avoid confrontation, arguments
- Watch your tone and body language
- Stick to the positive
- People love talking about themselves
- Remember their name, collect business cards

Stage 6: Reflection

Job search is an ongoing cyclical process

- Successful & unsuccessful methods?
- Transferrable skills developed
- What would you do differently? Any areas for improvement?
- Achievements (small & large)

Tracking your network of professional contacts

Create a table in excel or word document to track your relationships, networks & contacts.

<table>
<thead>
<tr>
<th>Contacts Name</th>
<th>Contact details (phone &amp; email)</th>
<th>Relationship (e.g. friends, past/current employer or colleague, teacher, fellow student)</th>
<th>Position &amp; company (current &amp; prior)</th>
<th>City, state &amp; country</th>
<th>Interactions (date, event, topics, follow-up, contacts)</th>
<th>Skills, interests, likes &amp; dislikes, personality, hobbies, conversation topics etc.</th>
<th>Notes</th>
</tr>
</thead>
</table>
## Job Lead Record

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Job title</th>
<th>Employer’s address</th>
<th>Contact/s names, phones &amp; emails</th>
<th>Source (date &amp; where found job)</th>
<th>Research (key findings on company &amp; job)</th>
<th>Required &amp; desired attributes for candidate &amp; employees</th>
<th>Date of application (keep a copy of advert &amp; application)</th>
<th>Date of telephone interview</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Top Tips

- Always carry (clean) business cards, a nice pen & mini notebook
- Always look your best, you never know who you’ll run into
- Pre-plan possible questions or conversation starters
- Do your research
- Utilize job alerts
- Go directly to the source
- Fact-checking is a must, do your homework & use trusted sources Safety first, watch out for scam job listings, beware of the “Too good to be true”. Follow the rules, ensure it is legal
- Ask for help and advice from trusted sources
- Privacy and protection - Do not give out personal information, protect your identity
- Avoid unprofessional, lewd, slanderous or obscene interactions or communication (especially online)
- Keep track of your job searches, research and applications – a note pad is perfect
- Target jobs you are qualified for or interest you

### Conversation Starters – “Elevator talk”

#### Conversation starters

- Hi, I’m `<your name>` from `<company/uni/…>`
- What business/industry are you in?
- What have you been up to since I last saw you?
- What brings you to this conference/event/…?
- What do/are you enjoying most about this event?
- Who are you looking to connect with today?
- How did you get your start in the `<_____>` industry/job/company?
- What advice would you give someone just starting out?
- What do you like most about working for your employer?
- What projects are you working on right now?
- What do you find most challenging about your `<industry/role/…>` these days?
- How is `<current event>` impacting your industry/business right now?
- I’d love to hear one of your client success stories—how did you make a difference in the client’s life or business?

#### Top Tips

- Watch your tone and body language
- Stick to the positive
- People love talking about themselves
- Remember their name (for introductions)

### Making a Good Impression

#### DO’S

- Be polite & friendly to ALL people you meet
- Smile, be friendly, happy, laugh & be approachable
- Sign in & politely introduce yourself to the receptionist
- Sit patiently, quietly and without complaint (you can talk to others in the waiting room)
- Make eye contact. Stand/sit tall & chin up
- Read the paper or materials provided (research)
- Lean slightly forward in your chair to show interest
- Give a firm handshake – at start & end of interview
- Be aware of your body language

#### DON’TS

- Fidget, play with your hair or touch your face, ears, collar or hair constantly, slouch
- Avoid eye contact, or stare
- Cross your arms or clench your fists
- Knuckle grinder or dead fish handshake
- Look at your watch or look bored or unhappy
- Talk/play on your phone or listen to music - Turn phones off
- Be rude to receptionists or staff you meet (you never know what influence they have)
- Lying (interview will finds out)

#### Top Tips

- Use suitable approach for context
- Use your body language & tone of voice to show your interest and your enthusiasm for the role/person
- You start making an impression from the moment you enter the company’s premises.
- Be professional and friendly towards all people

### My Notes