



LOOKING FOR A JOB?

Employers' advice for young people



Many young people find that going from school to a job is tough. The good news is that many employers understand this and have suggestions for young people on how to improve their chances.¹

WHAT ARE THE MOST IMPORTANT THINGS THAT EMPLOYERS LOOK FOR?

Employers look for a number of things when recruiting young people, especially:

- A positive attitude and willingness to work
- Motivation and enthusiasm
- Someone who is prepared to learn and take direction.

IS BEING RELIABLE AND RESPONSIBLE IMPORTANT?

Yes, most employers also look for someone who is reliable and responsible. Young people need to be:

- Punctual and dependable
- Respectful to colleagues and customers
- Loyal and stay in a job for an acceptable period of time.

IS PRESENTATION IMPORTANT?

Yes, many employers said that young people need to pay more attention to their personal presentation, particularly when going to a job interview and when handing in their résumé. In particular, employers mentioned:

- Inappropriate clothing
- Untidy hair
- Tattoos, piercings and jewellery.

1. Survey of Employers' Recruitment Experiences. Between October 2013 and April 2014, 3142 employers in the Gladstone, Bundaberg-Hervey Bay, Central Victoria, Port Augusta - Whyalla - Port Pirie, Sydney West and Blue Mountains, Illawarra, Caboolture-Sunshine Coast and Tasmania regions were surveyed. Some responses were coded to multiple categories.

DO YOU UNDERSTAND THE DEMANDS OF THE WORKPLACE?

Employers said that young people often had unrealistic expectations of work. These include:

- Being unprepared for the demands of the workplace and the nature of the work expected of them
- The level of pay on offer
- Wanting to 'start at the top' instead of working their way up.

HOW VALUABLE IS WORK EXPERIENCE?

Employers said that getting work experience or doing volunteer work is a good way for young people to prepare for work as it:

- Provides an opportunity to learn about workplace expectations
- Enables young people to get practical skills and insights into different jobs
- Demonstrates a young person's commitment to work.

MAYBE YOU WILL NEED TO EXPAND YOUR SKILLS

Employers also said that further education and training is another important way for young people to improve their chances of getting a job because it helps them to get the skills and qualifications they need for the kinds of jobs for which they are applying.

HOW SHOULD I APPLY FOR A JOB?

Many employers discussed the importance of good job search skills. Employers said that young people need to:

- Tailor their application to the position for which they are applying
- Pay more attention to detail in their applications and résumés, particularly spelling and grammar
- Approach employers directly and personally follow up on their résumé, while being well presented when doing so
- Demonstrate some understanding of the industry or job for which they are applying
- Communicate well and appear genuinely interested in the job.

FOR MORE INFORMATION

To assist you in your job search, locating a Job Services Australia provider and access to a range of job sites go to www.jobsearch.gov.au

