

# 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]](#footnote-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.

## 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.

To assist you in your job search, locating a jobactive organisation and access to a range of job sites go to: <http://jobsearch.gov.au/>

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.

For further information contact the Australian Government Department of Employment at: recruitmentsurveys@employment.gov.au [↑](#footnote-ref-1)