



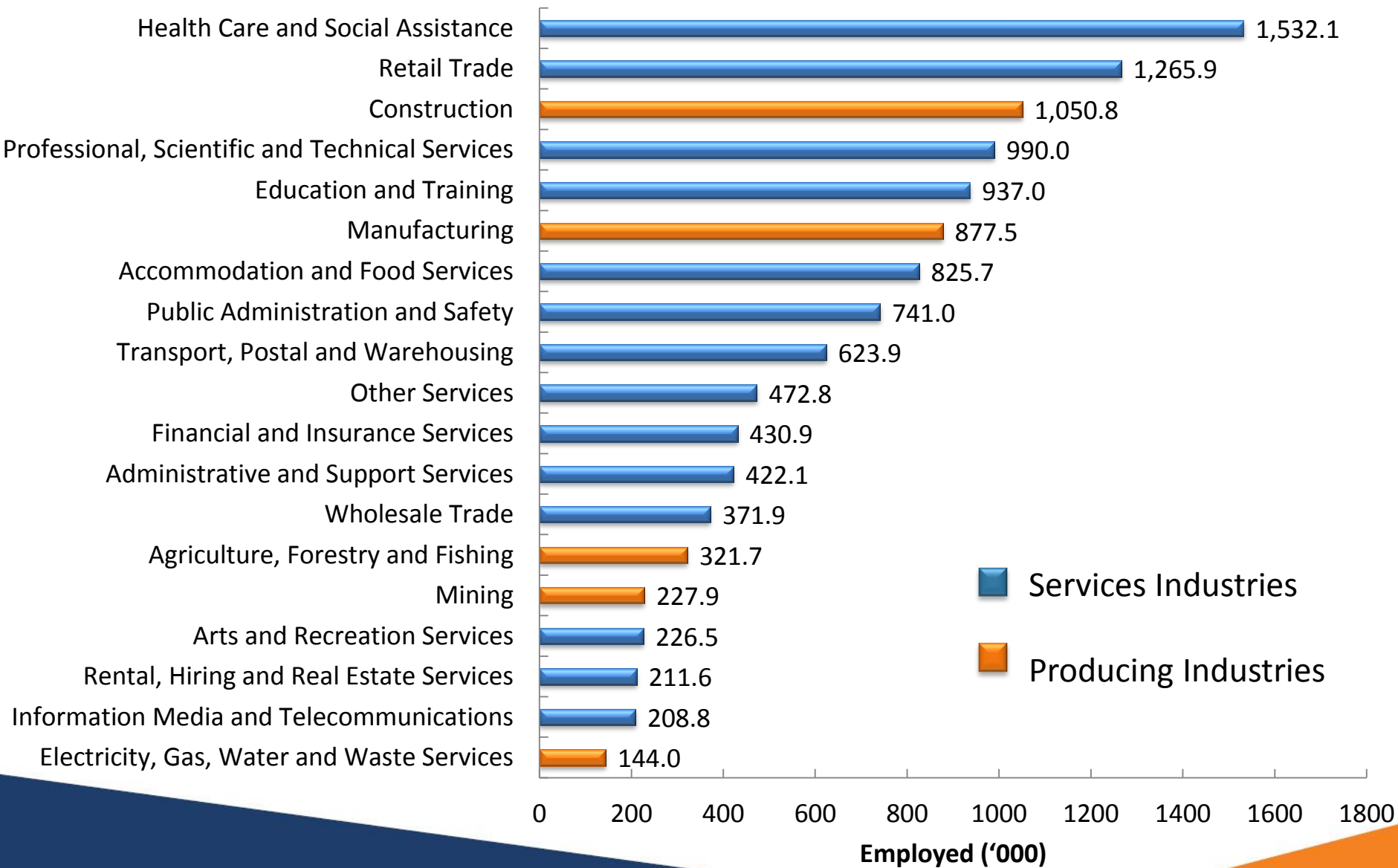
Australian Government
Department of Employment

Improving your odds in the jobs market

Slides for job seekers

July 2016

So, where are the jobs?



92% of new jobs will be in services industries

Most new jobs will be in the services industries...

Around 989,700 new jobs in Australia by 2020

250,200

Health Care and Social Assistance

151,200

Professional, Scientific and Technical Services

121,700

Education and Training

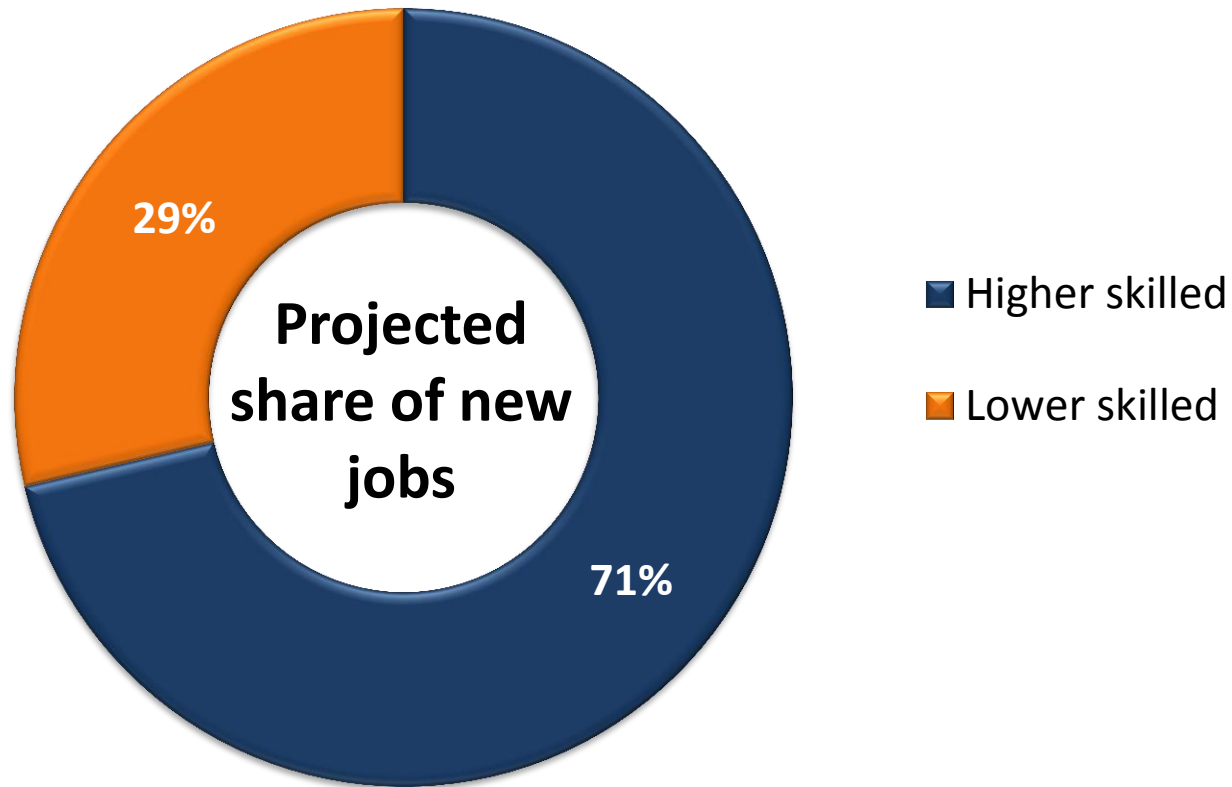
106,000

Retail Trade

Agriculture, Mining and Manufacturing are projected to decline

...and in higher skilled occupations

Projected national employment growth, five years to November 2020

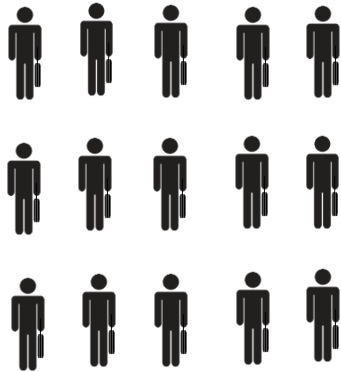


You need to stand out when applying for a job

Vacancies advertised on the internet or in a newspaper, Australia

Average number of
applicants per vacancy

15



Average number of
applicants interviewed

3



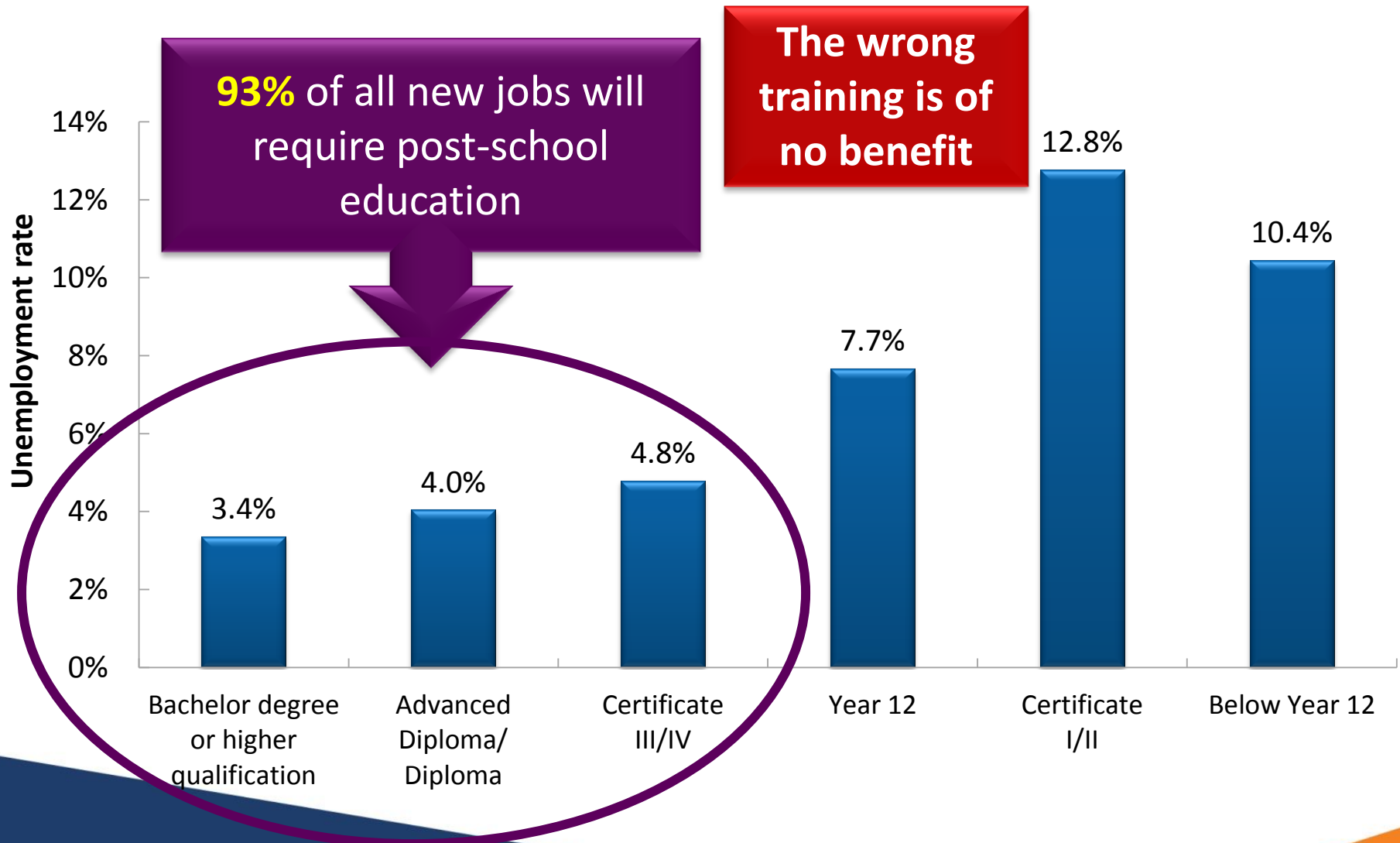
12 not interviewed

So, how do you stand out?

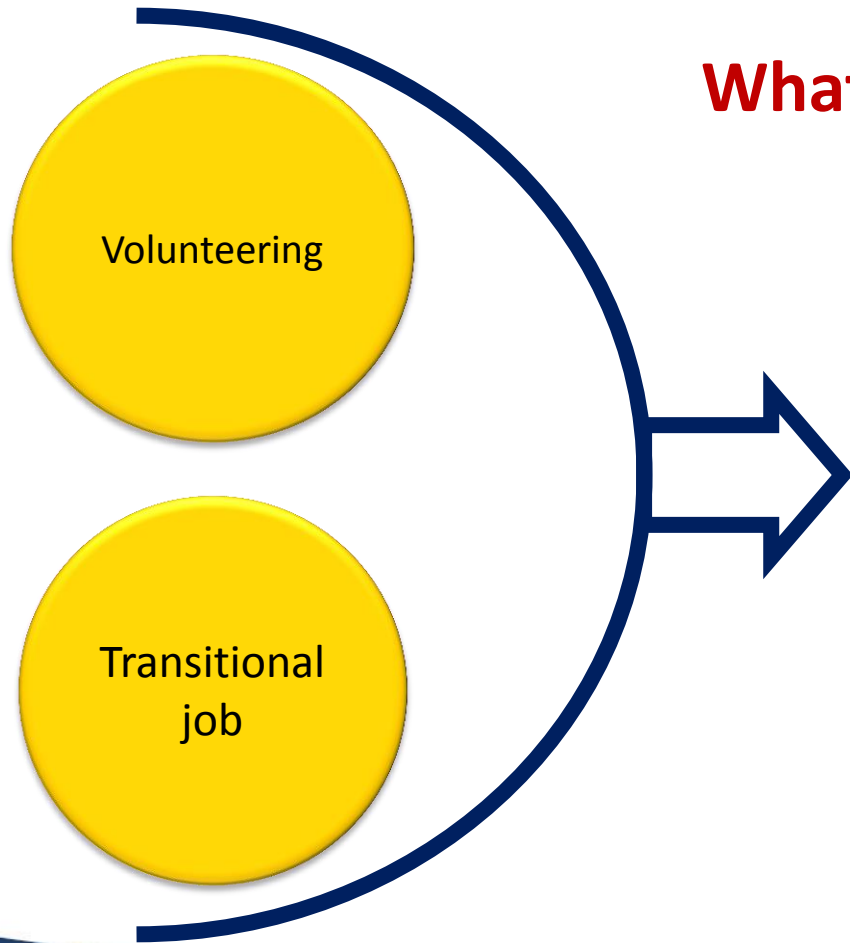


Education and training is increasingly important

Unemployment rate by highest educational attainment, Australia



Don't let any opportunity pass you by



What if you don't get the job you want straight away?

Demonstrates to employers:

- Motivation and reliability
- You are building your skills
- You are gaining experience

But soft skills are equally important to employers as technical skills and experience



Employers are also increasingly seeking these transferable skills...

Critical thinking

Digital literacy

Creativity

Problem solving

Financial literacy



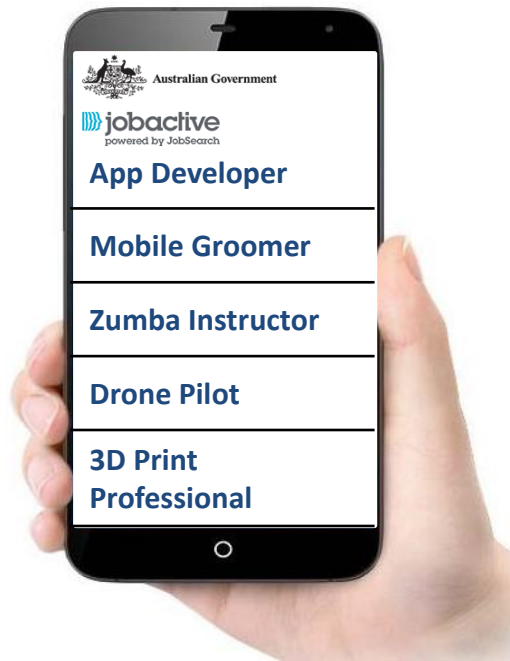
Skills not easily replicated by artificial intelligence

**Job advertisements requiring these skills
have increased by over 200% since 2012**

...because the jobs market is changing

2016

2036



What we know:

- Emerging technologies
- Ageing population
- Globalisation



Learning for life is essential

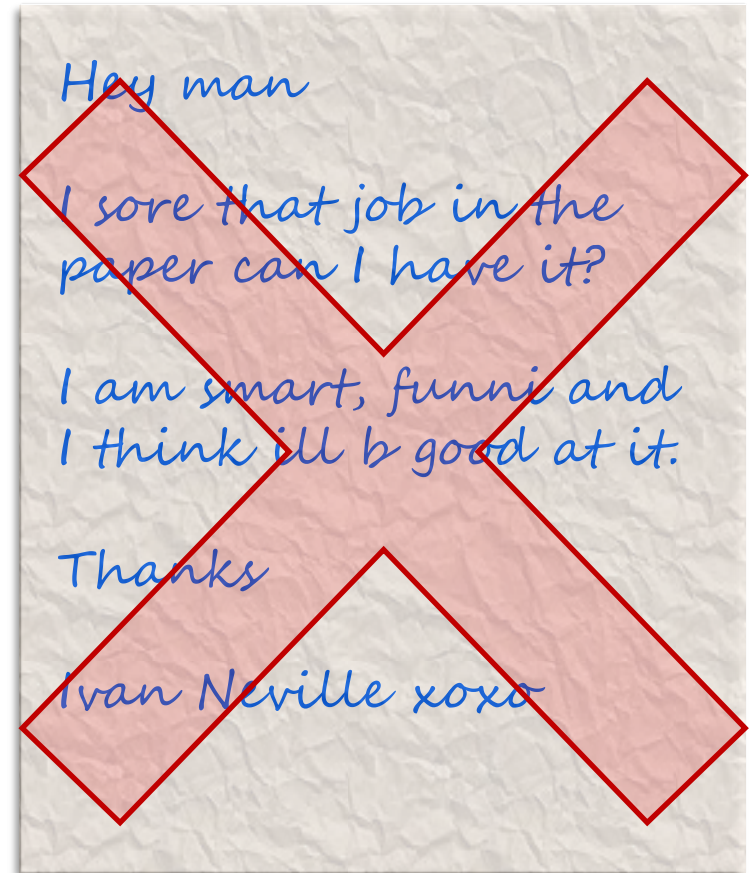
Research jobs you are interested in

- Research the organisation
- Research the industry
- Call or visit the organisation
- Ask questions to properly understand the job
- If in doubt, **Google** it!



When writing your application and résumé:

- ✓ Match each application to the specific job
- ✓ Make sure it looks and sounds professional
- ✓ Write to the job requirements
- ✓ **Spelling, punctuation and grammar** need to be perfect



You can only make one first impression

You can build on a good first impression

Be punctual

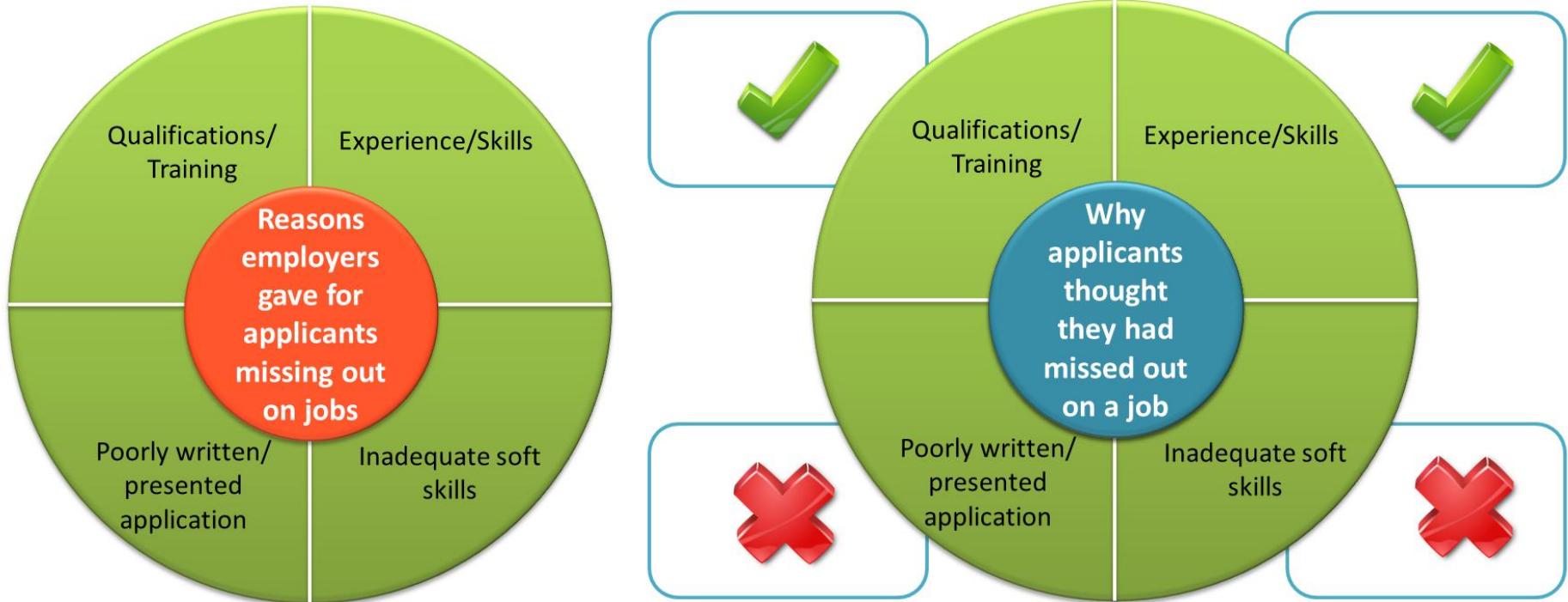
Dress appropriately

Good handshake

Appear confident & friendly

Every application is a learning experience

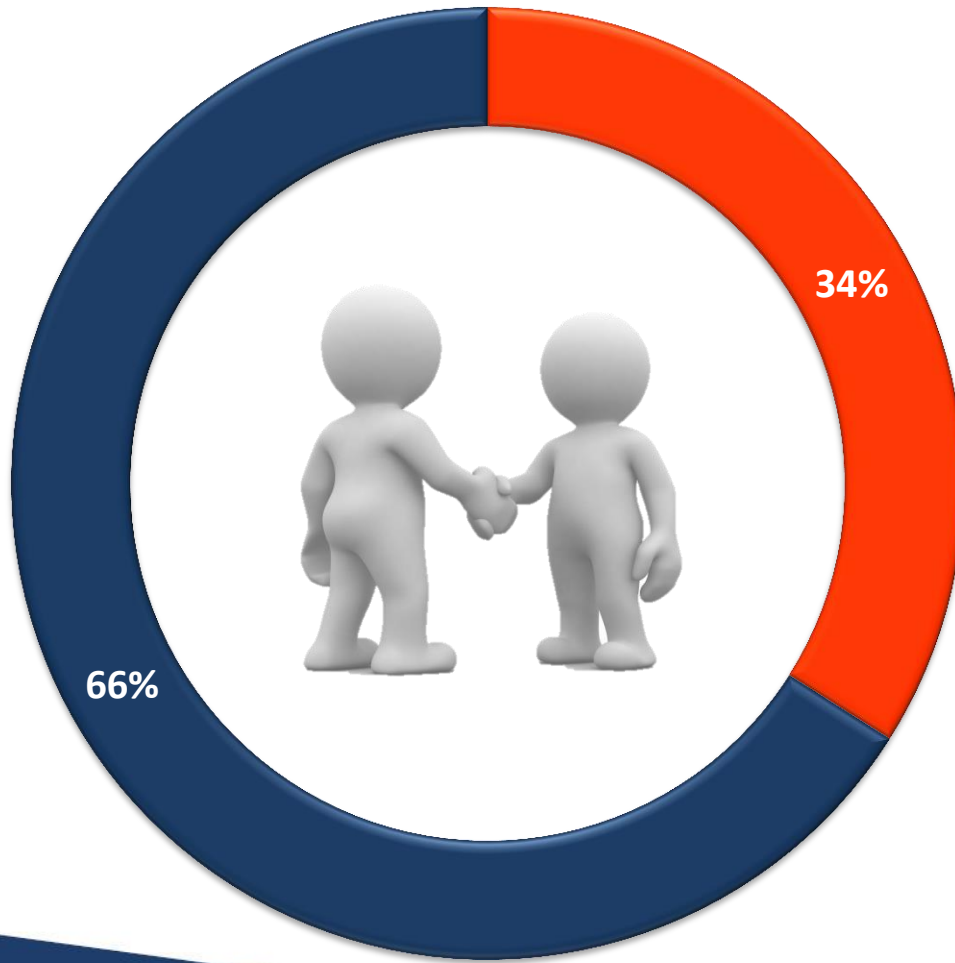
Do job seekers know why they miss out on jobs?



Employer feedback is highly useful

Approach employers directly where possible

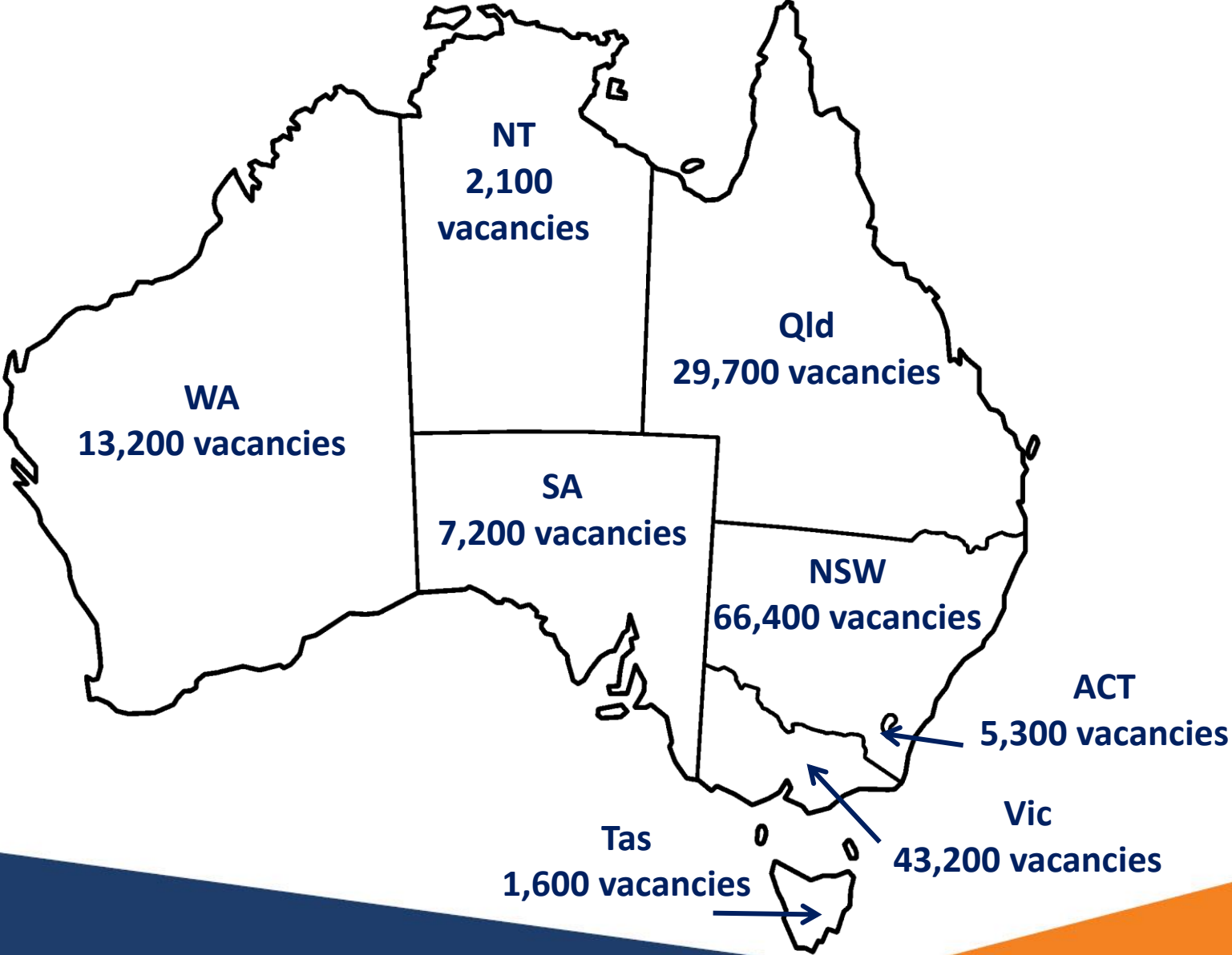
1 in 3 jobs are not advertised, Australia



- Word of mouth
- Approached by job seeker
- Social media
- Networking

Don't limit your job search to your local area

Number of vacancies, June 2016



Source: Department of Employment, Internet Vacancy Index, June 2016 (trend data)

Tips for improving your odds

**Think and
explore**

Education

Soft skills

**Job
search**

Tools to assist with job search

Websites



Phone Apps



Fact Sheets

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.

IS BEING RELIABLE AND RESPONSIBLE IMPORTANT?
Yes, most employers also look for someone who is reliable and responsible. Things you can do include:

- Be punctual and on time
- Be respectful to colleagues and customers
- Lay out and try to a job in an acceptable period of time

WHAT ARE THE MOST IMPORTANT THINGS THAT EMPLOYERS LOOK FOR?
Employers look for a number of things when recruiting young people, including:

- Motivation and willingness to work
- Education and qualifications
- Transferable skills (experience in teams and problem-solving)

Recruitment methods used by employers

More than half of all vacancies are advertised on the internet or in a newspaper.

The use of social media to advertise vacancies is on the increase, although it still remains relatively low. Social media is more commonly used in capital cities where around 5% of vacancies are advertised on sites like Facebook.

Roughly half of all vacancies are advertised on the internet.

18% of vacancies are advertised in newspapers.

Most one third (32%) of vacancies are not formally advertised.

Informal methods of recruitment are most commonly used by employers in regional areas.

where up to half of vacancies are not formally advertised, or when filling lower skilled vacancies.

17% of vacancies (filled by job seekers who approached employers about potential job opportunities or to drop off a resume).

Employers use word of mouth to recruit for 7% of vacancies.

Employment agencies are used for about 15% of vacancies.

In the 2014-2015 financial year, more than **10,000** employers were interviewed as part of the Department of Employment's Survey of Employers' Recruitment Experiences.

The insights presented in this paper are based on results from this survey.

JOB SEARCH EMPLOYERS' TIPS FOR MATURE AGE JOB SEEKERS

If you are mature aged, looking for a job can present a range of unique challenges, even if you have a history of work experience. So how do you sell yourself for a particular job? The good news is that employers understand these challenges and have provided tips to help mature age job seekers enhance their job search skills.

- STARTING YOUR JOB SEARCH**
 1. Identify your strengths (experience, skills and personal traits)
 2. Match your strengths to the jobs you apply for
 3. Do your skills, such as computer skills, need updating?
 4. On your resume demonstrate a good work history but keep it relevant and concise
 5. Emphasize relevant experience and skills in your job application
- EXPAND YOUR JOB SEARCH AND APPROACH EMPLOYERS**
 1. Many jobs are not advertised so approach employers directly and get yourself known
 2. Present yourself well and confidently to employers
 3. Always leave your resume with current email and phone contacts
 4. Follow up on your resume and application
- AT JOB INTERVIEWS**
 1. Don't underestimate your strengths
 2. Demonstrate what you can bring to the job
 3. Emphasize the transferability of your skills and experience
 4. Don't draw attention to potential negatives (such as long absences from the workforce)

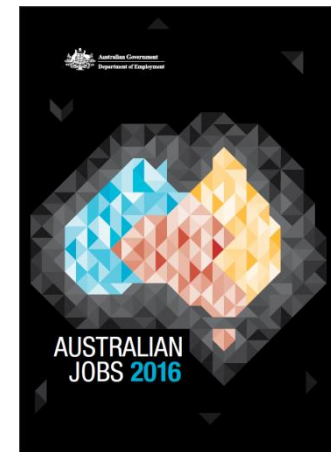
THEY NEED TO GO FOR KING: FOCUS ON DEMONSTRATING THEIR SKILLS AND EXPERIENCE

IT IS GOOD FOR THEM TO DEMONSTRATE A BUSINESS MINDSET: FACE AND WITH STROKE THROUGHOUT

THEY NEED TO HAVE THE CONFIDENCE TO KNOW THEIR SKILLS ARE TRANSFERABLE

The Department of Employment, as part of its Survey of Employers' Recruitment Experiences, asked employers what could be done to improve the employment prospects of mature age job seekers. A full report on the survey findings is available at improvingtheemploymentprospectsformatureagejobseekers. For further information contact the Australian Government Department of Employment at recruitment@work.gov.au.

Publications





Australian Government
Department of Employment

If you have any questions about the presentation please contact the Employment Pathways Analysis section on **1800 059 439** or email recruitmentsurveys@employment.gov.au