

Getting Ready for Job Searching

If you are starting out in the workforce or changing to a new field after studying, you will need to do a number of things to get yourself ready for work. These activities start while you are studying, so don't leave it till after you finish your course to start thinking about finding work.

Keep in mind that looking for work is tough and can seem like a full-time job in itself; you won't succeed 100% of the time, however these activities will help.

*See **The Top 8 Job Search Strategies** when you are actively job searching and **Finding Jobs** for specific information about your industry.*

Make the Most of Work Experience Opportunities

Hopefully, you will have the chance to get some on-the-job experience as part of your course (sometimes this is called an 'industry placement', or 'practicum'), maybe working in one of the WAI restaurants and cafes or volunteering as part of your course. Use any work experience you get as way to practise and increase your skills and also to make industry contacts. Often, employers who take students for work experience are also hiring staff, or may do so in the near future, so make sure you impress everyone with your willingness to learn and do the best job you can.

Get Advice and Feedback from William Angliss Institute Staff

WAI teachers and support staff have industry experience and contacts. They can assist you to understand what employers are looking for, and where your skills and interests are best suited.

The Careers and Employment Service on campus can also assist, but you need to book an appointment by coming to the Careers and Employment Service, Building C, Level 1, or you can book via emailing careers@angliss.edu.au or phoning (03) 9606 2137.

Continually Work on Your Resume

Before you make contact with people in your industry network, your resume should be ready to hand out. Don't forget - as you learn something new, or develop a new skill, you need to add this to your resume so that it stays up to date.

Attend Industry Events at WAI

WAI hosts Speed Networking events in May and a Careers and Employment Expo in August/September, as well as other employer information sessions throughout the year. Whenever employers are on campus, use these valuable opportunities to meet people who might employ you, to sharpen your job search skills and find out more about a wide range of organisations and possible career pathways available.

Keep up to date with these events by checking regularly with the Careers and Employment Service or online at CareerHub (<http://careers.angliss.edu.au>).

Join Professional Associations

Among other things, professional associations look after the professional needs of their members who belong to an industry or occupation. All industries have professional associations and industry bodies that provide networking events and professional development. You can join many of these as a student (this means you pay a small amount, or nothing, to join). Once you become a member of a professional association you have access to information, events, job opportunities etc., and others in the industry start to see you as a member of that industry, which helps you gain credibility.

Get any work you can

You might be lucky enough to get that job you love straight away - if you do, congratulations! If not, everything you do is good experience. For example, many large hotels rotate their new staff so they get experience at the front desk as well as in cleaning and housekeeping duties, to learn how the whole

business works. Many bar and restaurant managers start out preparing or serving food.

You might not work full-time straight away. Many entry-level jobs are offered as part-time and/or casual. This means your income and work hours each week can't be guaranteed, and the salary might be low, but many employers start new staff this way. Some smaller businesses almost always employ people on a casual basis.

If you are not able to get paid work in your field straight away, there are other ways to get experience, such as working for a charity, volunteering etc.

The important thing is to start somewhere, and look for opportunities to advance your skills and continue to look out for other opportunities that come up.

You don't have to be locked into a particular position or organisation for the rest of your life.

Remember - any work is good experience, so consider any job that is offered, you never know where it might lead!

Strive to always look professional

Whether you are actively job searching or not, always aim to look 'your best' when in public, as you never know when you might run into your future boss.

You should always carry some business cards with your name, phone number and email address to hand out at any time, even if they are not requested (you can say 'Resume available on request' on the business card if you like).