

**HOME**

# PLANNING - to Get The **RIGHT** job in Australia

ABOUT This Site

How to know what YOU want - WANTING

How to look for the RIGHT job - LOOKING

How to write a RESUME

How to write a COVER LETTER

What to know about INTERVIEWS

Further EDUCATION & NETWORKING

CHECKLISTS

## A Practical Guide

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# ABOUT

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**Introduction:** You may have noticed that the title for this information website contains the word "RIGHT" in capital letters. Do you know WHAT is the RIGHT job for you? This is the first question you need to consider. To do this, you also need to know yourself, your capabilities, and your potential for change and growth.

What type of person are you NOW? Will you change?

Of course you will, but your basic character was formed before you left primary school. Do you like people, or do you prefer to work mainly alone on a task or project? Do you like manual work, creative work, communal work, or "thinking work"? The answers to these questions will determine the current job that you should apply for.

If you want to pursue a job or career that involves changes to your current social and work skills, then EDUCATION and training is required. Also, you may want to "work up" to the RIGHT job, and gain experience and qualifications - before finally taking the plunge, and be what you want to be.

**Job Seeker:** Any person actively looking for a job is going to ask WHERE to look. There are many different WAYS you can work, such as: Full Time Employee, Part Time, Casual, Relief, Contractor or Voluntary.

It is necessary to work as an employee before attempting to work as a contractor. Part Time and Voluntary positions often lead to Full Time work - and much experience is gained. You must be happy with the scope of work, conditions and benefits before accepting a job. At all stages of your quest for a job, refer to the CHECKLIST

**Recruiter:** Any person or business that actively seeks out people to work for them (or their clients), is called a RECRUITER. The recruiter is a trained professional who can work out the suitability of Job Seekers to do and "stay" in a job.

The Recruiter may be an employer, a manager, a Human Resource (HR) person, or a recruiting company (called "head-hunters"). Trained in the psychology of work and social interaction, a Recruiter will know if you are telling the truth, if your thinking is misguided, or if you are or are not suited to a position.

**Objective:** The objective of this website is simple and attainable: By learning about the roles of Job Seeker and Recruiter in the employment cycle, on this website, you will be able to assess what type of job is RIGHT for you.

## How to Navigate around this site:

This website has been carefully designed, using proven design and functional methodology, to enable YOU to navigate to each page, and return back to the Home Page menu.

This circular navigation allows you to see ALL the information on each of nine pages.

On each page, there are also HYPERLINKS, that when clicked, will forward you to further information on that topic.

Colour coding of Job Seeker information and Recruiter information, will show two things:

It will show YOU what to do

It will show YOU what the RECRUITER will do

It would be wrong to suggest that Job Seekers and Recruiters are opposed to each other, and play some sort of psychological game - but it may be wise to consider that the Recruiter could misconstrue your actions (or lack of it), and may decide in error, that you are not suitable for a position.

Similarly, you may misunderstand some crucial step in the employment cycle, and inadvertently spoil your chances, by "imagining" some conspiracy or ineptitude by the recruiter, or about the job. You may be right - but it is wiser to trust them and tell them what they expect to hear (as long as it is truthful).

You should be prepared for long waits. Also, try to limit your job search to only one at a time.

Wanting a job, is not the same as preparing to get the RIGHT job for YOU. To get the RIGHT job, it should fulfil all your demands and needs - and love it!

Wanting a job because of the BIG MONEY involved, may not be all it seems. Check out the job requirements and conditions to find out if you would LIKE to do it.

**WANTING**

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What do I want to do? Why?  
Is it just money, or location or flexible time?  
Can I afford to move to another job/area?  
What will my spouse/children do if I change jobs?  
Will my family be affected by my choices?  
Is this a temporary "stepping-stone" job?  
Can I do the job? Can I learn the job?  
What preparation is needed before applying?  
Where will I find the job?  
Have I done the same or similar before?  
Will I like the people?  
Will I like the company/location/travel?  
Is there chances and opportunities for travel, promotion, change of location?  
Can I do more training or external education at their expense?  
When do they want me to start?  
Is there anything else around?  
Can I give enough notice where I am?  
Will my present job give me a counter offer?  
Is this my RIGHT job, in which I can grow and learn?  
Why do I want to leave my present job - really?

### **JOB SEEKER REQUIREMENTS**

What do I want out of a JOB, CAREER, LIFE?  
Make a LIST.

PLAN YOUR Career path and WHERE YOU expect to be in 5 YEARS.  
What about next YEAR?

YOU deserve to be HAPPY in YOUR Job, and it IS Attainable.  
Just needs EFFORT.

BIG PAY usually means that YOU have to earn it, and there may be HIDDEN factors to consider above ALL.

Do they like working with people or on their own, or a bit of both?  
Do they want authority, independence, team friendship or solid, rigid working content and regular hours?  
Will they travel and do Fly-In-/ Fly-Out (FIFO)?  
Do they have family commitments ?  
Will they live locally?  
Do they have ALL the required skills?  
Do they have professional affiliations?  
Do they have the required QUALIFICATIONS?  
When can they start?  
Can I contact 2 or 3 good references?  
Have they been referred by another employee?  
Does their personality fit in with the job environment?  
Do they have a relevant driving license?  
Do they have computer skills / technical skills?  
Have they done the work before?  
Where can I ADVERTISE to get the Job Seekers attention?  
How soon do I need them?  
How many Job Seekers can I get to supply to my client?  
What FEES will I charge for my services?  
Will the Job Seeker STAY for at least 3/6/9/12 months?

### **RECRUITER REQUIREMENTS**

19 Alright, I'm going to look for that RIGHT job, or a stepping stone to getting it, with planning and more education. Where do I LOOK?

The first place to look is ON-LINE:

[www.seek.com.au](http://www.seek.com.au)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

And for Jobs in every state of Australia, supplied by the Australian Government:

<https://www.jobsearch.gov.au>

Each Australian State also have their own Government sites for internal jobs: Use [www.google.com.au](http://www.google.com.au) and search for example:

government jobs Western Australia to find the site

And you will get: [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

You may also want to look up specific Recruitment Firms: Check the Yellow Pages first, and find their website information.

Daily, weekly and national Newspapers often advertise particular jobs as well as general employment.

VISIT the Recruitment Agencies, put your name down, get interviewed, references supplied, and then let the Agencies do their work.

**NETWORKING** helps

## JOB SEEKER REQUIREMENTS

SEARCH on-line websites for jobs, by using appropriate search words.

A technical writer or journalist is better to search using: "writer", "technical writer" and "journalist"

When calling in to an Agency or Company, make sure you dress to impress, as this is may be a chance to meet someone involved in your RIGHT job.

Take any advice they give you. They are judging you by looks and action.

Relax and smile when meeting face-to-face. Talk confidently and friendly over the phone - for ALL potential jobs.

## LOOKING

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Large companies and organisations will advertise in many areas: On-line, Newspapers, through Agencies, and by word of mouth through existing employees.

ON-LINE: Companies will use their own websites or use Recruiting Firms to advertise for them.

The SCOPE and CRITERIA for the job will be provided to whoever will be doing the interviewing.

The SCOPE will include the job title, the work that is required. **EDUCATION** requirements, necessary skills .

There will be compulsory requirements and optional requirements which the employer will favour.

The **CRITERIA** is structured to cover how the job will be accomplished, and what personal skills and management abilities are needed to succeed. It also states the position of the job within the company, and who that person will report to.

Many companies and HR departments, rely on Recruitment Firms having many suitable Job Seekers already on their books.

The company will accept 3 or 5 short-listed Job Seekers from the agency, for further **INTERVIEWING** and selection processes.

Many companies will look overseas for hard to attract personnel, and usually pay for removal expenses. Some companies will find out the details about family and security issues, by phone calls, before considering further action.

## RECRUITER REQUIREMENTS

GET an information pack or employment package from the Job Contact.

GET the job specifications, criteria, closing date, and where to SEND application.

# RESUME

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19 You should write a Resume to suit the job you are going for. YES, you may have two or three resumes to write up, but the difference in addressing a specific audience, may make the difference between YOU and someone else getting the RIGHT job.

KEEP IT SIMPLE!

Anything more than four pages is TOO LONG.

FIRST PAGE:

Present your first page so that it contains the following: Name, Address, Contact Phone, Email.

Then list your Hobbies, EDUCATION, Relevant Skills, Community Involvement, Associations, and Sports.

Do NOT put age, family, photo or religion on your Resume - some people are biased, and it is too easy to make decisions and assumptions at this stage.

Make a BRIEF list of your employment history, followed by your Present Job, and then a more detailed list, outlining information relevant to the job you are applying for.

SLANT your resume to suit the job. Pick out items and skills and training and ANYTHING, that remotely has to do with the job, and PUSH the irrelevant stuff out, or minimise it.

Leave references for the INTERVIEW, but mention that you have them ready. Write a COVER LETTER.

## JOB SEEKER REQUIREMENTS

If you can, phone up the company/agent, and discuss the job BRIEFLY before going for it.

ALWAYS assume that you will get the job, and PLAN on negotiating the conditions of employment.

But don't get cocky!!

THINK about what you can do for them - that's what THEY are interested in.

BUT don't forget your own needs and rewards.

Your Resume will arrive at the Employer or Agency office along with countless others, and for many other jobs.

A seasoned Recruiter will soon "sniff out" the best Job Seekers and place them in a separate place. The rest will be put away for possible retrieval later - if their database picks you out.

The First Batch of Job Seekers will be examined in more detail. Some will again be filed away, while the more promising will be called in for an INTERVIEW.

A "Starter Pack" will be waiting for YOU to fill out. This secures your application to THEM, so that if YOU are successful, then so are THEY (and they get PAID).

They will look very closely at your Resume, usually phoning up some jobs to speak to someone who knew your work (especially if references are provided on the Resume). Their automatic Databases will be filled out to start you as a prospective "Candidate".

They may phone up their Client to see if YOU are what they are looking for. YOU may be close enough, and have optional skills they would like - or may be suited to another Job or Company.

They want to place YOU in any job to get PAID, but they need to satisfy ALL their clients and find suitable Candidates for each Job.

Remember - they don't have much TIME to make decisions. Recruiters are BUSY and CLEVER!

## RECRUITER REQUIREMENTS



Have you COVERED all the points listed in the Job Description? Are YOU sure?

READ through the Job Advertisement, Job Pack with Criteria and Scope of Work.

READ it AGAIN! Can you understand what is required from YOU?

SLANT the Cover Letter by including examples from your experience that substantiates EACH and EVERY point.

USE their terminology, and work it in to the friendly but business-like writing.

CHECK for grammar and spelling errors.

SHOW and TELL the Recruiter, why YOU should be chosen for the job, and what YOU can do for the company: NOW and in the FUTURE.

WORK IN the fact that YOU intend to grow within their company, completing training and educational courses to enable YOU to seek opportunity as it arises.

MENTION the fact that YOU phoned or emailed the company for more information, and that YOU looked up their website, and understand their business objectives, as well as where YOUR Job Application sits within their umbrella.

NOW you're getting the message!

It's ALL about the JOB and the COMPANY, and the part YOU will play in benefiting BOTH.

## JOB SEEKER REQUIREMENTS

Did YOU address ALL the Criteria for doing the Work itself?

Do YOU understand ALL the key points and terminology used? Ring up - find out!

Honestly ASK yourself if YOU can do the Job, work at the Job Location, and are comfortable with the Hours and Travel.

Do YOU still want the Job?

GOOD! Write your Cover Letter.

Put the Cover Letter and Resume, plus any other papers into a NEAT and CLEAN folder for sending - On-Time.

# COVER LETTER

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So, they get YOUR Cover Letter and put it with the others. WHAT's so different about YOURS?

They look for a brief introduction and YOUR request for an INTERVIEW to explain things face-to-face.

YOUR RESUME and Cover Letter look professional and neatly arranged. Formatting with Styles is preferred. They want to know if YOU will be an ASSET to the company.

CHECKING all the points you have made, addressing the Criteria, giving smart examples that suit the Job.

If YOU bomb out here, it's back to the general filing cabinet for YOU, but at least you get a mention in the database again.

The excellently presented and scripted Cover Letter and Resume will be put in a neat pile of 2 or 3 others. They will be presented to the Employer - usually in a meeting.

The Employer wants their OPINION of the candidates and will advise them if potentially suitable.

The next stage is to arrange for an INTERVIEW, while discussing some points that the Employer may have raised.

YOU may be required to send in ADDITIONAL paperwork or even references at this stage - to avoid them wasting Interview time.

The ball's in their court now, but YOU can prepare yourself for the most intense part of the Employment Cycle . . .

## RECRUITER REQUIREMENTS

PLEASE . . . Get there On-Time, and Compose yourself for a friendly CHAT.

Hair cut (more than one hair), neat clothes and a Jacket (more business-like).

## INTERVIEWS

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You're sweating and nervous about this Interview!

WHY? YOU can do it, because YOU have checked all the previous questions about whether YOU can do the job, want the job and desire the job. RIGHT?

Interviews can give YOU the opportunity to talk about yourself, with a relatively captive audience - the Recruiter. But don't waste their time . . . or talk your way OUT of the job.

DRESS well. YOU will be judged at the door, on your Dress Code, Attitude, Disposition and friendliness. YOU did SMILE didn't YOU?

Shake their hand and speak CLEARLY.

ASK about the company, the job, the people, the social club, and the PAY (remember that).

TELL them about yourself, your capabilities, ALL relevant aspects of the Cover Letter, and what YOU can do for that company.

YOU have come this far. They MUST be interested in YOU, and feel YOU can do the job.

Talk with the interviewer in general before the "real" interview starts. Did YOU talk with the receptionist and fellow Job Seekers? Smiled? YOU winner!

THANK them for their TIME and Interview, and GET OUT of there!! Interview OVER.

### JOB SEEKER REQUIREMENTS

Take something to ease the DRY throat, but don't inhale mint fumes or drink any Alcohol!

RELAX. Deep calm breathing helps, as well as something to do while you wait.

Watch YOUR step and don't trip up. Give ANY one the right of way. You are PERFECT!

Don't FLIRT with the Recruitment Staff.

Really! They'll ADD it to YOUR file, and have a quiet laugh over drinks.

Another Interview to do. One of about 20 for the day, and possibly with a competing Job Seeker - one that SMILED and was FRIENDLY and kept business-like for the "real" Interview.

They will get YOUR Resume and **COVER LETTER** and read it QUICKLY, before meeting with you.

They may watch YOU at reception, see how you talk with their staff and other Candidates.

They want a firm (but please not CRUSHING) handshake, and will notice what you wear, how you REACT to EVERYTHING. Oh yes, and how you SMELL! Better to find out now, rather than have an unpleasant problem on day one of the Job.

They will ask similar friendly and probing questions in a circular manner. They will tease out the truth of your employment, work experience, education and current health and attitudes to all sorts of topics.

If YOU lie (even white lies) they will GET you - sometimes by having a shorter than expected Interview.

Sometimes two or more Recruiters will interview YOU as a team effort. Playing "Good Cop - Bad Cop" and variations of psychological warfare, they will get you to CONFESS your worst nightmare. All YOU have to lose is the Job.

Treat Recruiters with professional RESPECT and don't lie (did I mention that before?). Good Luck - YOU are OK.

### RECRUITERS REQUIREMENTS

Keep studying, training or participating in **LEARNING** all your life. **YOU** will gain.

**JOIN** an association or Institute or Club, that can enhance your knowledge.

## EDUCATION & NETWORKS

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Most Jobs require education, training or previous work in relevant jobs, to be able to work Safely, Efficiently and above all - as the Job requires.

Trades and Field jobs will require **TRADE QUALIFICATIONS**, and credentials to work.

Semi-skilled jobs may need other skills from Training Courses, TAFE, Colleges and Training Schools - or previous on the job training.

Professional jobs require more formal courses through TAFE, Colleges, and Universities. Certificates, Diplomas and Degrees need the paperwork to prove they were gained lawfully.

Associations and Institutions also have training courses, as do Government Facilities.

Searching on **GOOGLE** will provide many of the learning institutions, and their contact details.

The Government provides delayed payment education through **HECS** and **FEE HELP** to approved students.

Associations and Institutes provide excellent **NETWORKING** opportunities, to discuss work, similar ideals, social contact - and **JOB INFORMATION**.

Typical examples are:

<a href="http://www.aim.com.au">www.aim.com.au</a>	for management
<a href="http://www.ahri.com.au">www.ahri.com.au</a>	for HR area
<a href="https://www.apsjobs.gov.au">https://www.apsjobs.gov.au</a>	for Public Service

### JOB SEEKERS REQUIREMENTS

**BALANCE** your Work, Rest and Play. **KEEP** some Quality Time for **FAMILY**.

**SEEK** help for anxiety, depression, or job "blues". Employers will help **YOU** to cope.

If **YOU** no longer **LIKE** your **JOB**, then it's time for **CHANGE**. Promotion is one option - or leave.

**YOU** don't have to like **YOUR** boss, but it helps! **SEEK** advice from the company **HR**, if any problems arise at work.

**FIX** it, don't **BURY** it.

Many Employers and Recruitment Agencies are either **MEMBERS** of professional or trade associations, or they know key people in them.

If **YOUR** application contains such a **RELEVANT** membership of an Association or Institute, then **YOU** are considered to be a better bet - after all the professional body has approved **YOUR** membership.

Recruiters are always on the lookout for bogus or shady educational institutions - and **FROWN** on their use as educational collateral.

Recruiters will want to see original Certificates, Diplomas and Degrees, and possibly also the marks that **YOU** obtained.

The **NAME** of an Institution may carry some weight with Employers who have also attended, and the **OLD** Private School association is still alive and well.

Higher Degrees will generally be validated by contacting the University concerned.

For **SECURITY** positions like **ASIO**, **ASIS**, working with Children or Overseas, Mine Sites, Military etc - **ALL** information may be checked, and extra State and Federal Police checks will be carried out.

**NETWORKING** is regarded favourably, as it shows an interest in the field of work as a whole.

### RECRUITERS REQUIREMENTS



## THINK RIGHT

tick

- Are you happy in your present job?
- Do you get on with the boss and workmates?
- Are you overworked?
- Are you bored?
- Can you apply for an internal position?
- Are you stressed out?
- Have you sought help from a career advisor, doctor, friends, family, ANYONE?
- Do you have a DREAM job?
- Can you attain it with hard work and study?
- Made a PLAN?
- Is the time right for a change?

## APPLYING

tick

- Have you found out where the jobs are listed?
- Have you picked out one or two possible jobs?
- Did you get the Job Pack or details on how to apply?
- Do you know when it CLOSES?
- Are you clear on what the job entails? Can you do it? Do you need to phone them to clarify?
- Have you worked out how much pay you want? And conditions/perks?
- Have you composed a truthful, but slanted Cover Letter and Resume?
- Have you SENT it? ? ?



**GETTING  
THE RIGHT  
JOB FOR  
YOU!**



**All  
The  
Best!**

# CHECKLISTS

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## FRONTING UP

tick

- Do you know where the Interview is?
- Date, Time, Floor, and Contact Name?
- Travel & parking sorted?
- Grooming and clothes?
- Papers to take with you?
- Worked out answers to typical questions they may ask on Resume, Cover Letter and Job Forms?
- Have you relaxed and prepared for the busy traffic?
- Have you got into INTERVIEW MODE?
- Smile, attitude, winning manner and ...