

## Australian Jobs in 2019

In the final part of our four part series on Australian job statistics we look at the top employer recruitment methods in the country. We also delve into some handy hints and tips that you can use with this information to help your search for a job. Finding a job can be difficult enough, especially when you don't go about it the right way.

### 4. Finding A Job (4 of 4 in the Series)

The figures on the next page show the top employer recruitment methods in Australia as of Dec 2018.

#### Statistics

- There are 2.1 million small businesses in Australia employing more than 4.7 million people.
- While applying for a job, do not wait until applications close. Get your application in early (within a week of opportunities opening) as 22% of vacancies are filled within the first week.
- 61% of Australians in the workforce have post-school qualifications. Have you considered further studies?
- Most employers (more than 75%) require applicants to have workplace experience. You can get this by volunteering to do work experience with your desired employer. Alternately, you can apply for an internship with your preferred employer even while you are studying.

#### Tips

- Take your time in writing a resume and have it proofread.
- In your first resume you can include all the skills that you have demonstrated through the various activities you have done to date. For example, "I have organize the school Formal." "I have initiated the Fundraising activity at..." "I have been captain of the basketball team."
- Who do you know? Your contacts and your family and friends are also valuable resources when you are looking for work opportunities or work experience.
- Once you get an interview, don't be late. Remember, first impressions count.

#### Helpful Links

- <https://jobsearch.gov.au/>
- <https://joboutlook.gov.au/>
- <https://www.jobjumpstart.gov.au/>
- <https://whatsnext.employment.gov.au/>
- <https://myfuture.edu.au/>

# Employer Recruitment Methods

## JOB SEARCH AND SKILLS

### FINDING A JOB

#### What methods do employers use to recruit?

Employers often use a number of methods to find candidates for their positions. Below are some of the most common methods used.

|  |   |  |
|--|---|--|
| <br><b>Recruitment and company websites</b><br><b>58%</b><br>of vacancies | Employers advertise most of their job vacancies on recruitment websites and their own company website. Vacancies advertised online typically attract many applicants.   | <b>Job search tip:</b> You need to tailor each application to suit the advertised role to stand out from other applicants (see the following page for more tips on applications).  |
| <br><b>Social media</b><br><b>11%</b><br>of vacancies                     | Usage of social media for job advertisements is rising rapidly. Platforms such as Facebook now allow employers and job seekers to interact through region-based job groups. For example, Townsville has a Facebook job group with more than 31,000 members. | <b>Job search tip:</b> Make your social media profile look presentable. Employers often assess applicants' social media profiles and shortlist based on how applicants present themselves online.  |
| <br><b>Newspaper</b><br><b>11%</b><br>of vacancies                      | Employers still advertise their vacancies in the newspaper, although less frequently than in past decades. Advertising in newspapers is more commonly used outside of the major cities.   | <b>Job search tip:</b> Don't forget to look in the local newspaper for jobs, especially if you live in a regional or rural area.   |
| <br><b>Word of mouth</b><br><b>32%</b><br>of vacancies                  | Employers ask people they know to 'spread the word' about a vacancy, or if they know of anyone who may be suitable for the job. Many employers who use this method already know the successful applicant before recruiting them.                            | <b>Job search tip:</b> Use your networks to your advantage. Ask friends, family, former co-workers and past employers if they know of any jobs available. If you need to expand your network, consider joining a local club, sporting team or community group - these are great ways to meet new people. |
| <br><b>Approached by job seekers</b><br><b>10%</b><br>of vacancies      | Many job seekers approach employers directly to enquire if they have any jobs available or to drop off a résumé. Employers often consider these job seekers for their current or future vacancies.  | <b>Job search tip:</b> Approaching employers in person is a chance to make a good impression. Job seekers who can demonstrate their enthusiasm in person often stand a better chance than those who simply drop off their résumé.  |