



Australian Government

Jobs and Skills Australia

Improving your chances of getting a job

A resource for job seekers

Labour Market and Migration Branch

April 2023

The jobs market is always changing...

...and can be frightening

But this is a good time to begin as many businesses are currently finding it hard to fill vacancies.

Also consider that it could be a good time to upskill or retrain before you start your new journey.

Many large industries have opportunities for job seekers

Big employing industries...

- Health Care and Social Assistance
- Retail Trade
- Construction
- Professional, Scientific and Technical Services
- Education and Training



Jobs being advertised...

- General Clerks
- Sales Assistants
- Registered Nurses
- Software Programmers
- Advertising and Sales Managers
- Labourers
- Waiters
- Aged and Disabled Carers
- Motor Mechanics
- Construction Managers
- Accountants
- Child Carers
- Retail Managers
- Chefs
- Metal Fitters and Machinists

Reminder:

These are just examples. Look broadly, don't limit your job search to one industry!

You may have to apply your skills in a new job or industry

The Jobs and Skills Australia website can give you ideas about different occupations which you can match to your interests, experience and skills



News Work Reports Consultations

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Australian Skills Classification

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Similar Occupations NEW

Downloads

Feedback and FAQs

The Australian Skills Classification helps define the skills that underpin jobs in Australia.

The Classification identifies three types of skills for every occupation: specialist tasks, technology tools and core competencies. Similar specialist tasks are grouped together into skills clusters, which are further grouped into skills cluster families.

You can explore the data by skills cluster or by occupation. See the Downloads tab for resources such as the latest data set and reports providing detailed information on the Classification and the methodology. The Similar

<https://jobsandskills.gov.au/australian-skills-classification>

Employers want the whole package



Education and Training

IS ESSENTIAL

Post-school education has become increasingly important

Experience

IS NECESSARY

Australian employers want new staff to have experience

Employability Skills

ARE VITAL

Employers want the right match for their business

You may have some good skills, but you may need to think about further training

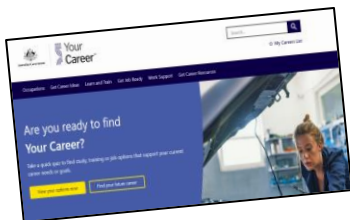
Consider doing a skills stocktake

- What skills have you developed in your career?
- What examples can you use to show the skills you have?
- How do these fit with other jobs?

Have you thought about further training?

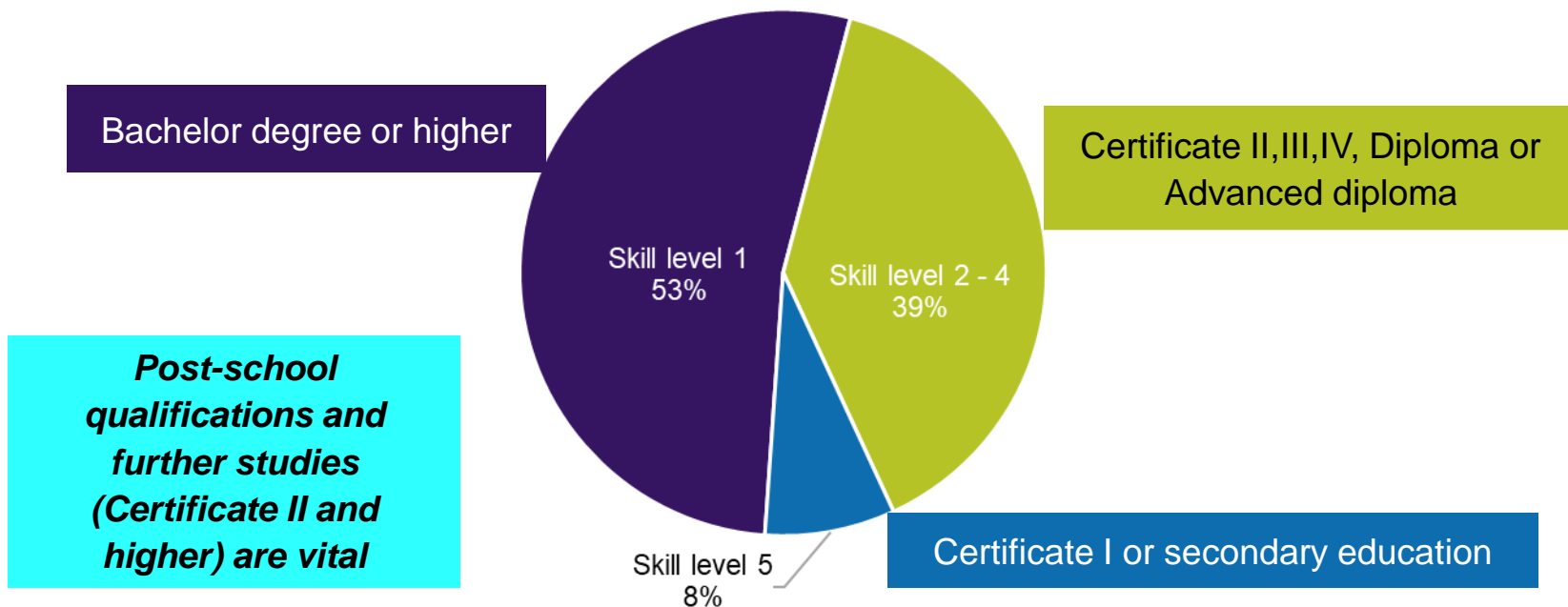
- What training have you done? Does it need updating?
- Can you apply for Recognition of Prior Learning?
- Are there courses which would help you work in a new field?

Find study options and course information on the [Your Career](#), [Course Seeker](#) and [myskills](#) websites



What does the future jobs market look like?

Projected employment growth is expected to be in occupations requiring:



Employers also want experience

Shows you are reliable & trustworthy

Shows you know how to work

Gives you references



Every job gives you valuable skills

For example, café workers have proven they can:

- ✓ Work well in a team
- ✓ Work under pressure
- ✓ Multi-task
- ✓ Communicate effectively

How can you get experience?

This is not only experience gained from a paid job. Employers often consider experience gained in community or sports activities, volunteer work, school/Uni/VET work placements, even being on the school debating team or coaching the local footy team!



**Part-time,
casual or
contract jobs**



**Work trials or
internships**



Volunteering



**Government
services**



Sports clubs

Qualifications & experience are only part of the story



75% of employers place at least as much emphasis, if not more, on **personal qualities** than they do on **technical skills**

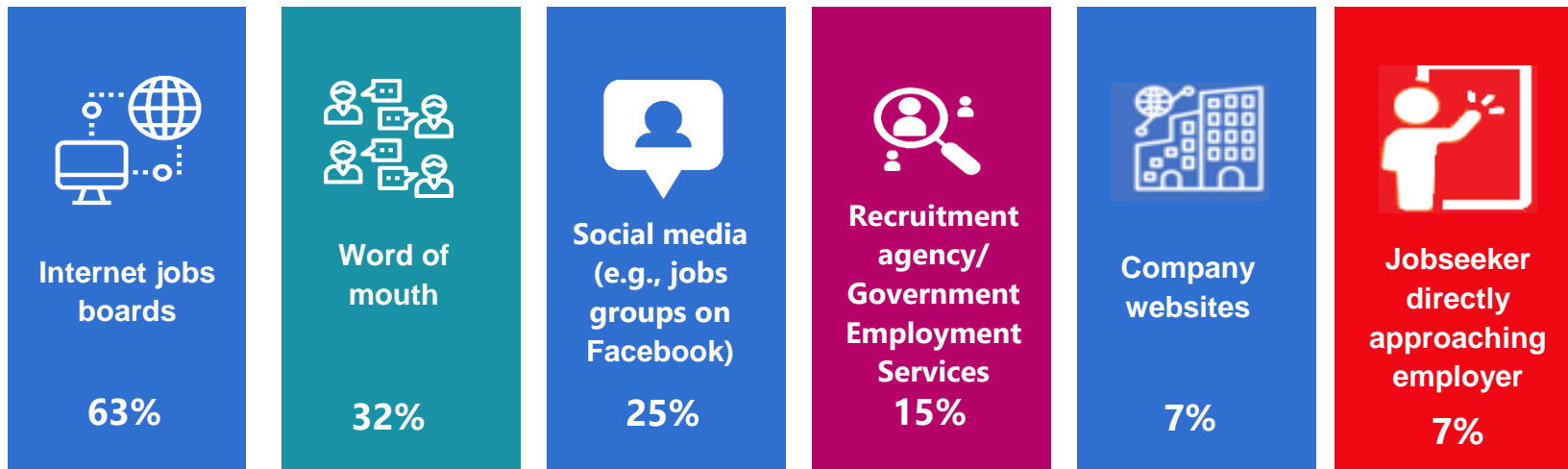
Essential employability skills:

- ✓ Interpersonal & people skills
- ✓ Communication & teamwork skills
- ✓ Enthusiasm & a positive attitude
- ✓ Adaptability & resilience
- ✓ Reliability & motivation
- ✓ Organisation & planning skills

Make sure to highlight your **employability skills** when applying for a job!

Where can you find a job?

How employers recruited in Australia, 12 months to March 2023



Use your networks! Around **one** in **four** employers filled a job with someone they knew.
This is even higher in regional areas.

You need a good résumé and application

- ✓ Research the job and the business beforehand
- ✓ Emphasise your experience and skills – target/tailor your application and résumé to every job
- ✓ Keep your résumé simple and short (2-3 pages)
- ✓ Make sure it's up-to-date with your recent work experience
- ✓ Double and triple check spelling and grammar



Remember, help is available!

Recruitment and government websites have many tips and insights for résumé writing and applying for jobs. Try workforceaustralia.gov.au for some additional tips and insights.

Prepare for the interview

- ✓ Practise with family or friends
- ✓ Be on time and dress appropriately
- ✓ Communicate well and be enthusiastic
- ✓ Explain what you can bring to the job
- ✓ Think about examples of your skills and experience
- ✓ Ask questions about the job



Employers want to know who they will be working with!
The interview is your opportunity to make a good first impression

Also be ready to apply online for jobs



Hints for online job applications:

- Make your CV/résumé software friendly by using a simple format and including key words
- Read instructions carefully so you don't miss any steps
- Check that your responses for online applications are well thought out and don't include any errors

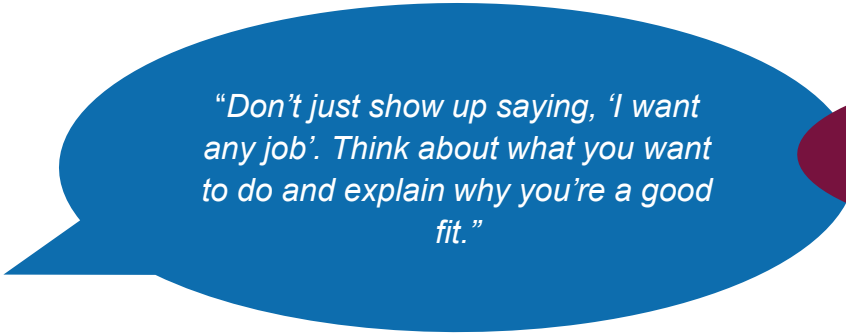
Top tips for video interviews:

- Know where you will do a video interview – find a quiet location with a plain backdrop and good lighting
- Dress for success – choose a professional outfit, like you would for an interview in-person
- Test your internet connection, audio and webcam before you start

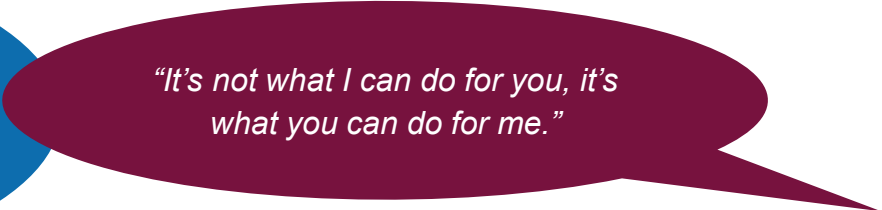


Some interview tips from employers...

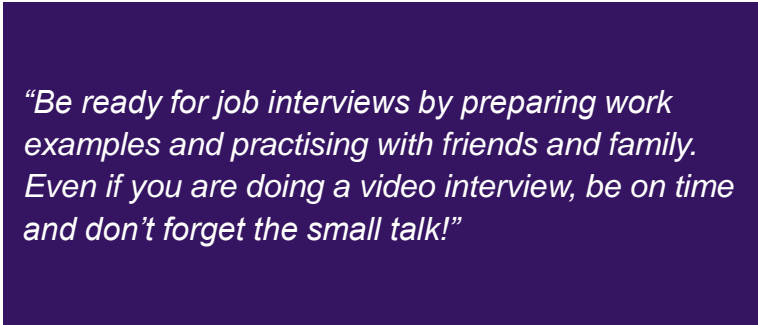
Employers want the right match for their business




“Don’t just show up saying, ‘I want any job’. Think about what you want to do and explain why you’re a good fit.”



“It’s not what I can do for you, it’s what you can do for me.”



“Be ready for job interviews by preparing work examples and practising with friends and family. Even if you are doing a video interview, be on time and don’t forget the small talk!”



“Improve your application by researching the business, and if you can, ring the employer to ask questions about the job and the business to show your interest.”

If you are not landing the jobs you want, think about exploring other options

Jobs in other industries which you may not have considered

Look for work outside your local area

Apply for short term, contract, casual and part-time work

Try to make use of all the support available

Where you can find more information...

The *Jobs and Skills Australia* website has a range of labour market information that can help.

News **Work** Reports Consultations

Explore

Australian Skills Classification

Explore the Australian Skills Classification (ASC) to see the different skills applied in different occupations and which occupations share similar skills.

[→](#)

Clean Energy Capacity Study

Jobs and Skills Australia (JSA) is preparing a capacity study on the workforce needs for Australia's transition to a clean energy economy.

[→](#)

Employment Region Dashboards and Profiles

JSA develops a range of resources to provide insights on the labour market and employment conditions across Australia.

[→](#)

Internet Vacancy Index

The Internet Vacancy Index (IVI) is a monthly count of online job advertisements. Data are available by occupational groups, skill level groups, state or territory and by regional areas.

[→](#)

Labour Market Updates

JSA analyses different sources of labour market information to provide insights into workforce and employment trends. Information includes the Labour Force Survey.

[→](#)

Nowcast of Employment by Region and Occupation (NERO)

The Nowcast of Employment by Region and Occupation (NERO) is an experimental dataset providing timely information on employment in 355 occupations across 88 Australian regions.

[→](#)

Recruitment Experiences and Outlook Survey

JSA surveys approximately 1,200 employers each month to find out about their experiences when recruiting staff and whether they are expecting to increase staffing levels.

[→](#)

Small Area Labour Markets

JSA produces quarterly Small Area Labour Markets (SALM) estimates of unemployment and the unemployment rate.

[→](#)

VET Qualification Similarity Analysis

Explore the VET similarity analysis product to identify any similarities between more than 1300 VET training package qualifications.

[→](#)

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Welcome to Jobs and Skills Australia

[About us →](#)

News

News and updates 26 April 2023
Online job ads stable in March 2023
March IVI shows that, in seasonally adjusted terms, online job advertisements...

[More news](#)

News and updates 18 April 2023
Recruitment activity remains steady in March 2023
Findings from Jobs and Skills Australia's Recruitment Experiences and Outlook...

News and updates 14 April 2023
Online job ads stable in March 2023
The March 2023 Preliminary Vacancy Report shows, in seasonally adjusted terms...

News and updates 04 April 2023
Have your say on our clean energy workforce research
Jobs and Skills Australia is seeking your views about the workforce and skills...

Recruitment methods used by employers

Findings from the Recruitment Experiences and Outlook Survey 2021-22 informed a series of reports into the methods of recruitment used by employers across each of the states and territories.

[→](#)

Other useful websites

www.dewr.gov.au/nci



Australian Government
Department of Employment
and Workplace Relations




National
Careers
Institute

The National Careers Institute (NCI) ensures Australians have access to reliable and accurate careers information, resources, and support.


Our vision is to be Australia's recognised source of independent careers information for Australians of all ages and at all stages of their career.



yourcareer.gov.au



Your
Career




[Occupations](#) [Get Career Ideas](#) [Learn and Train](#) [Get Job Ready](#) [Work Support](#) [Articles](#) [COVID-19 Support](#)

Are you ready to find Your Career?

Take a quick quiz to find study, training or job options that support your current career needs or goals.

[View your options now](#)


[Find your future career](#)



COVID-19 Support

You can find jobs near you, information about learning and training, and support for your wellbeing.

workforceaustralia.gov.au




Workforce
Australia

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Find your next job. Use our services.

Workforce Australia is a place Australians can search and apply for jobs or find more information on their pathway to employment.

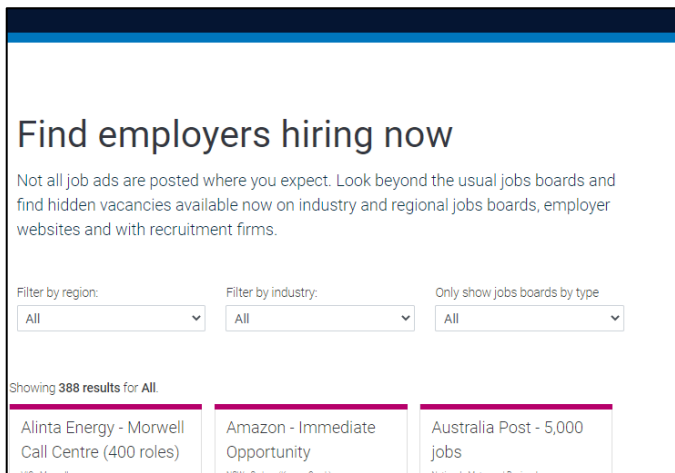


Keywords

Location

 **Search 258,508 Jobs**

The Jobs Hub website can help you find current opportunities



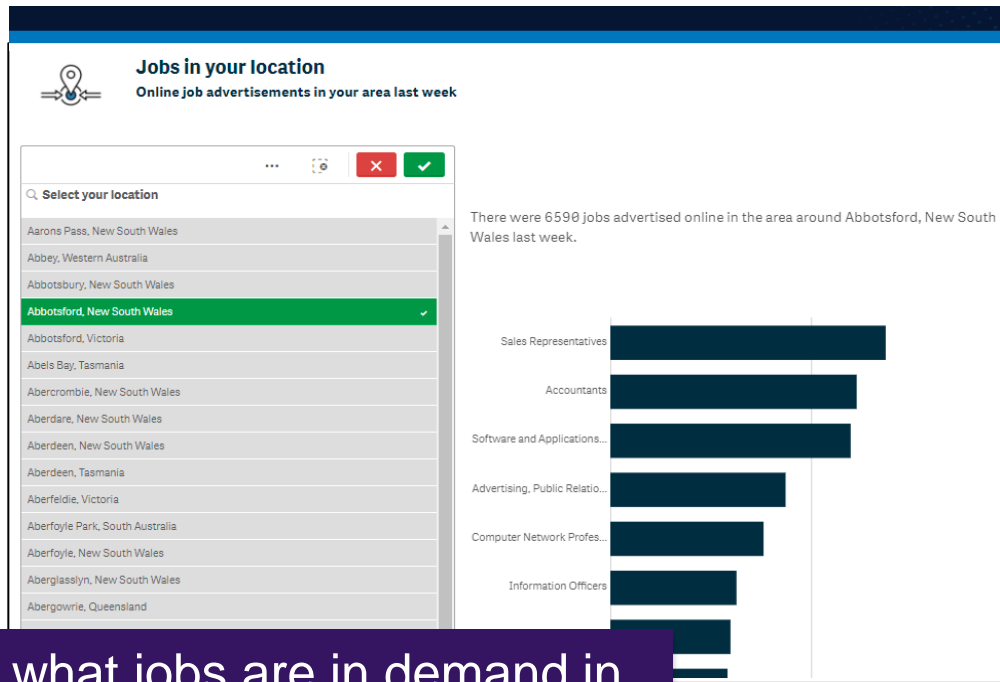
Find employers hiring now

Not all job ads are posted where you expect. Look beyond the usual jobs boards and find hidden vacancies available now on industry and regional jobs boards, employer websites and with recruitment firms.

Filter by region: Filter by industry: Only show jobs boards by type:

Showing **388 results** for **All**.

| | | |
|---|--------------------------------|-----------------------------|
| Alinta Energy - Morwell Call Centre (400 roles) | Amazon - Immediate Opportunity | Australia Post - 5,000 jobs |
|---|--------------------------------|-----------------------------|



Jobs in your location
Online job advertisements in your area last week

Select your location

- Aarons Pass, New South Wales
- Abbey, Western Australia
- Abbotsbury, New South Wales
- Abbotsford, New South Wales** ✓
- Abbotsford, Victoria
- Abels Bay, Tasmania
- Abercrombie, New South Wales
- Aberdare, New South Wales
- Aberdeen, New South Wales
- Aberdeen, Tasmania
- Aberfeldie, Victoria
- Aberfoyle Park, South Australia
- Aberfoyle, New South Wales
- Aberglasslyn, New South Wales
- Abergowrie, Queensland

There were 6590 jobs advertised online in the area around Abbotsford, New South Wales last week.

| Job Category | Relative Demand (Bar Length) |
|--------------------------------|------------------------------|
| Sales Representatives | High |
| Accountants | Medium-High |
| Software and Applications... | Medium-High |
| Advertising, Public Relatio... | Medium |
| Computer Network Profes... | Medium |
| Information Officers | Medium-Low |

Jobs Hub can show you what jobs are in demand in your location [.dewr.gov.au/jobs-hub](https://www.dewr.gov.au/jobs-hub)



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Thank you

Any questions please contact
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