

# So how do I go about finding out where the jobs are?

It is not impossible that the 'perfect' job might be offered to you completely out of the blue – but it is unlikely. So, finding that job is going to require you to actively get out and look. Not all jobs are advertised in all media – in fact many jobs are not actually advertised. So where, and how, do you go about tracking down the job you want?

## Search widely

It seems obvious to say, but the more widely you cast your net to gather information, the more likely you are to find what you are looking for. Check out the Fact Sheet '3 Step Career Planner' for helpful hints. Resources are available in print and on the internet. Some of these resources are listed below.

### Books

Graduate Opportunities (GCCA) – available from Student Assist Office

Career Information Booklets (GCCA) – available from Student Assist Office

'What Colour is your Parachute?', Richard Bolles – available from library or bookshops

'Job Hunting for Dummies', Dr Jim Bright – available from library or bookshops

### Newspapers

To see what type of jobs are available, and where they are, regularly scan the newspaper job advertisements and articles relating to employment trends.

### Internet sites

Internet sites will also provide you with information about job vacancies and trends in the employment market. Some of the more common ones are:

- [www.apsjobs.gov.au](http://www.apsjobs.gov.au)
- [www.jobsearch.gov.au](http://www.jobsearch.gov.au)
- [www.gradlink.edu.au](http://www.gradlink.edu.au)
- [www.mycareer.com.au](http://www.mycareer.com.au)
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.seek.com.au](http://www.seek.com.au)

There are many more sites that specialise in the area of your choice. You may want to do an internet search eg. 'jobs in agriculture'

## Networking

As noted at the start of this Fact Sheet, the majority of jobs are actually not advertised. So, how do you find out where they are? The answer is ‘serendipity’ or ‘good luck’ – a chance meeting or simply being in the right place at the right time. This does NOT, however, mean that you can just sit back and wait for your particular lucky break. Lucky job hunters are the ones who work to create the circumstances in which lucky breaks happen. They do this by a process of ‘networking’.

First you need to identify the occupational field/s that you are interested in, and in general terms, the type of work you are looking for. Try not to be too narrow in your initial targeting – you can always sort out your preferences further down the track. Now you are ready to activate your job seeking networks. Start with family, friends and professional connections.

While your first level contacts may not know of any available jobs, they may know others working in the industry that you could speak with. They may be looking for someone themselves, or they may be able to put you in touch with another organisation that may be a potential employer. It may take some time to connect with the organisation that has a position available that matches what you are looking for, but all the while you are learning more about the industry you are planning to work in, and making valuable contacts.

At the same time, you should seriously consider joining professional associations, or non-profit and community groups related to your area of interest, and take advantage of the opportunity to network with others already working in your field. Conferences and newsletters are also an excellent source of current information about what is happening in the profession.

## In conclusion.....

In fact, there is no ‘conclusion’. This process of researching and connecting within your occupational field is ongoing. Not only will it enhance your knowledge and skills in performing your current job, but it will also equip you to better engage in the transition process as you inevitably move from job to job throughout your working life.

**For further information about career related activities and opportunities contact the Careers staff at**



**Student Assist:**

**Phone: 02 6773 2897**

**Careers Enquiries go through AskUNE <http://www.une.edu.au/askune/>**  
(Please ensure that you enter in the subject line Careers Enquiry followed by nature of the enquiry).

**The support you need to succeed**