



Finding work in the Australian jobs market

May 2020

The Australian jobs market is changing rapidly as the COVID-19 pandemic continues to develop. However, there are still things you can do to improve your chances of finding a job.

Jobs and sectors in demand

If you are looking for a job, try to keep an open mind and be as flexible as possible. For example, don't restrict your search to familiar industries. Consider jobs that currently need more workers, such as the ones highlighted below, which have experienced recent recruitment activity.

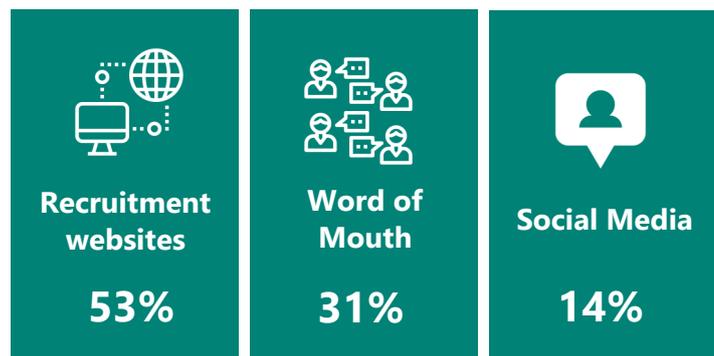


For updates on jobs in demand, see the *Internet Vacancy Index (IVI) Insights* visualisation at public.tableau.com/profile/occupation.and.industry.analysis#!/

Know where to find opportunities

Understanding where to look for a job is also important to help you with your job search. Most vacancies are advertised on recruitment websites (53 per cent), however, some companies also use their own websites.

Social media, such as jobs groups on Facebook, should also be part of your job search. If you apply through social media, make sure to check that the content on your profile is appropriate.



Note: Employers can select more than one method of recruitment

Almost one-third of vacancies are communicated by employers through word of mouth. Consider contacting employers directly to show your initiative and also let your friends, family, former colleagues and networks know you are looking for work. You may hear about job openings, or even be recommended for a job!



For an up to date list of some of the businesses hiring and information on jobs by location, check out the **Jobs Hub** at dese.gov.au/covid-19/jobs-hub

Understand your *transferable* skills

Skills you gain in one job will often be relevant to other occupations or industries. An important part of your job search is identifying your transferable skills and being able to articulate these to other employers.

For example, Fitness Instructors are good at building strong working relationships and understanding customer needs. These skills are needed in many jobs, such as carers and support workers.

If you find that you need to develop or improve some of your skills, consider taking the opportunity to complete a short course to build your skills.

JOB OUTLOOK[®]

Skills Match on the Job Outlook website can help you work out what skills you have gained from your past jobs, and which careers or jobs use your skills. You can find **Skills Match** at joboutlook.gov.au/skills-match.aspx

myskills

The **myskills** website can assist you to find the right course for you, available at myskills.gov.au

Employers' advice for finding a job

- Be flexible when looking for work - you may need to consider work in different industries or jobs, or part-time, contract, casual or gig work.
- 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.
- 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!

Be ready to apply online

Employers constantly adopt new technologies when looking for workers, and even more so as a result of the COVID-19 pandemic. For example, more employers are now using software to scan résumés to shortlist candidates who match their needs.

Here are some tips that may help you land a job online:

- make sure you read all instructions carefully so you don't miss any steps
- check that all information and responses for online applications are well thought out and don't have any spelling or grammar mistakes
- make your résumé software friendly by using a simple format and clearly addressing any selection criteria and required skills.

Top tips for video interviews

- find the right location, with a plain background, good lighting and away from possible interruptions
- dress professionally - a good rule is to dress as you would for an interview in-person
- test your internet connection, audio and webcam before you start
- show you are engaged while your interviewer is speaking by smiling and nodding



For more information about this resource, please email employmentpathwaysanalysis@dese.gov.au or visit the Labour Market Information Portal at lmip.gov.au

Sources: Department of Education, Skills and Employment, Survey of Employers' Recruitment Experiences, 2019; Vacancy Report, raw data, March 2020; Burning Glass Technologies, Burning Glass data, March 2020. Note: 'in-demand jobs' are skill levels 3-5.