



Employer advice to workers facing retrenchment

The transition to another job can be difficult and uncertain for many retrenched workers. To help those preparing to make this transition, the Department of Employment asked employers¹ what advice they would give to workers facing retrenchment. While aimed at workers in the automotive sector, the suggestions below are likely to be valuable to anyone who is facing losing their job.

1. Consider a wide range of job opportunities

There may be limited opportunities to find a job that is identical to the one you are currently doing. If you are facing retrenchment you should therefore be receptive to a broad range of employment opportunities and be prepared to 'try something different'. Roles that increase your exposure to potential employers or develop new skills could be a stepping stone to other opportunities.



2. Re-training could be required

Consider broadening your skill set. In addition to providing additional skills and qualifications, training demonstrates your commitment to a particular career direction. A number of employers specifically suggested:



- training courses in the responsible service of alcohol and gaming to access jobs in hospitality.
- obtaining a heavy vehicle licence to access jobs in the transport sector.

3. Promote your adaptability



Having résumés that are up-to-date, comprehensive and which highlight transferable skills are essential to properly 'sell yourself' to employers.

4. Act quickly

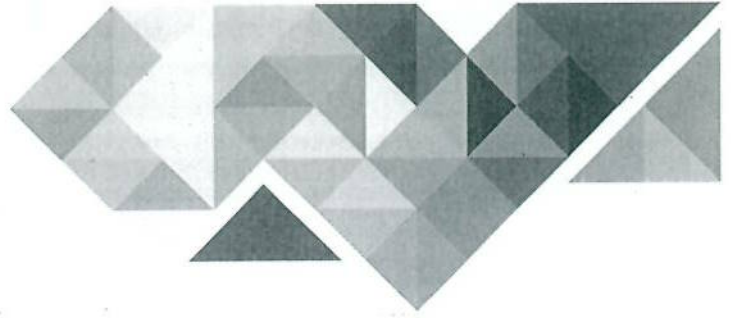
Most employers understand that sometimes good workers lose their jobs and that retrenchment is not a reflection of the worker's performance. It might be tempting to take some time off or wait to see if the perfect job comes up after receiving a payout, but the longer you are without work, the more outdated your skills become.

5. Be positive and enthusiastic

A positive attitude can ease any concerns an employer might have about your willingness to adapt to conditions in another industry. You should also speak with employers about potential job opportunities.



¹ As part of the *Survey of Employers' Recruitment Experiences*, employers in regions with announced automotive retrenchments were asked what they thought the best thing automotive workers could do to improve their employment prospects.



JOB SEARCH EMPLOYERS' TIPS FOR MATURE AGE JOB SEEKERS

If you are mature aged, looking for a job can present a range of unique challenges, even if you have a history of work experience. So how do you sell yourself for a particular job? The good news is that employers understand these challenges and have provided tips to help mature age job seekers enhance their job search skills.

1

STARTING YOUR JOB SEARCH

1. Identify your strengths (experience, skills and personal traits)
2. Match your strengths to the jobs you apply for
3. Do your skills, such as computer skills, need updating?
4. On your résumé demonstrate a good work history but keep it relevant and concise
5. Emphasise relevant experience and skills in your job application

"THEY NEED TO GO FOR JOBS THAT COMPLEMENT THEIR SKILLS AND EXPERIENCE"

2

EXPAND YOUR JOB SEARCH AND APPROACH EMPLOYERS

1. Many jobs are not advertised so approach employers directly and get yourself known
2. Present yourself well and confidently to employers
3. Always leave your résumé with current email and phone contacts
4. Follow up on your résumé and application

"IT IS GOOD FOR PEOPLE TO APPROACH A BUSINESS FACE-TO-FACE AND INTRODUCE THEMSELVES"

3

AT JOB INTERVIEWS

1. Don't undersell your strengths
2. Demonstrate what you can bring to the job
3. Emphasise the transferability of your skills and experience
4. Don't draw attention to potential negatives (such as long absences from the workforce)

"THEY NEED TO HAVE THE CONFIDENCE TO KNOW THEIR SKILLS ARE TRANSFERABLE"

The Department of Employment, as part of its Surveys of Employers' Recruitment Experiences, asked employers what could be done to improve the employment prospects of mature age job seekers. A full report on the survey findings is available at [Improving the Employment Prospects of Mature Age Job Seekers](#). For further information contact the Australian Government Department of Employment at recruitmentsurveys@employment.gov.au.