

SOME USEFUL RESOURCES FOLLOWING JOB LOSS.

jobactive

Free Australian Government funded assistance with finding a new job. If you aren't receiving income support you can volunteer to receive six months of support at the first of three levels of support. If you start receiving income support then there is no limit on the duration of assistance and the level of assistance is determined by an assessment tool.

For details of local offices see: <https://jobsearch.gov.au/ServiceProviders/Search> (Some web browsers have difficulty searching this part of the site but there is a help number.)

Labour Market Information

Your jobactive provider can give insights into local opportunities.

Jobs Australia: <http://docs.employment.gov.au/documents/australian-jobs-2015-publication>
Includes a matrix showing the national job prospects for individual jobs

Labour Market Information Portal: <http://lmip.gov.au/>

Includes:

- Employment projections by industry
- Reports on employment trends in individual industries
- Findings from surveys of businesses including a summary of employer advice to workers facing retrenchment and a brochure on finding pathways to employment
- Regional information (e.g. Shoalhaven, Wollongong, St George Sutherland, ACT) on people registered with jobactive providers and employment by industry and occupation (including changes over time).
e.g. <http://lmip.gov.au/default.aspx?LMIP/EmploymentData/SouthernNSW/Shoalhaven>

Job Vacancies

Australia Job Search – job vacancies around Australia. <http://jobsearch.gov.au/default.aspx>

Australian Public Service Jobs - <https://www.apsjobs.gov.au/>

NSW Public Service Jobs - <http://jobs.nsw.gov.au/>

The Department Of Human Services Financial Information Service

<http://www.humanservices.gov.au/customer/services/centrelink/financial-information-service>

<http://www.humanservices.gov.au/customer/subjects/retrenched-or-made-redundant>

Recognition of Prior Learning – Shortening the time to get formal qualifications

<https://smartandskilled.nsw.gov.au/for-students/recognising-skills>

Taking Care Of Yourself After Retrenchment Or Financial Loss.

<http://www.beyondblue.org.au/about-us/news/news/2012/08/17/job-losses-can-lead-to-anxiety-and-depression-free-beyondblue-booklet-can-help>

Career Advice

See the Myfuture web site: www.myfuture.edu.au

Starting A Small Business

Contact the local Business Enterprise Centre (Illawarra ITeC). Ph: 0242233100)



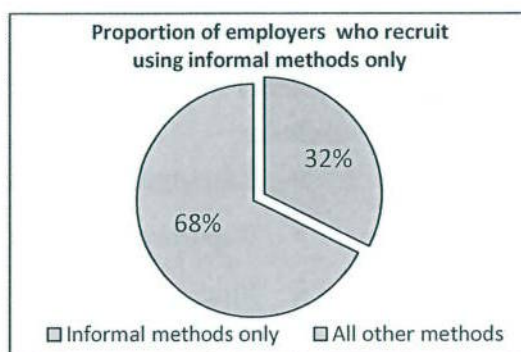
Finding Pathways to Employment

The Department of Employment conducts Surveys of Employers' Recruitment Experiences across Australia. In these surveys, employers tell us about their recruitment experiences, including the steps they have taken to hire staff and what they are looking for in applicants.

Findings from our surveys show that you can improve your chances of getting a job if you ask people you know about employment opportunities and approach employers to see if they have any jobs going. Approaching employers directly gives you a chance to demonstrate your enthusiasm, motivation and communication skills.

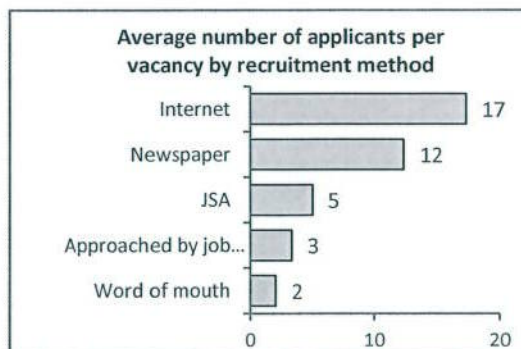
Many jobs are not advertised in the paper or on the internet:

- Our survey results found that almost one in three employers only use informal methods, such as word of mouth¹, putting a sign in the window, or hiring someone who approached them to see if they had any jobs going to fill vacancies.
- With entry-level jobs, employers are even more likely to rely solely on informal methods.
- The internet, newspaper and recruitment agencies are valuable job search methods, but if you limit yourself to these resources you will miss out on many opportunities.



Applicant numbers vary by recruitment method:

- Our survey results show that vacancies for which employers recruit using informal methods usually have fewer applicants.
- There are, on average, two applicants per vacancy where employers recruit using word of mouth, compared with 17 applicants for vacancies advertised on the internet.
- If you can tap into these word of mouth opportunities you are likely to face less competition for the vacancy.



Soft skills are essential:

- While job specific skills such as using a particular machine and product training are valuable, the importance of soft skills (such as communication, initiative and motivation) to employers should not be underestimated as very few employers are willing to hire a person who they think will not be able to work effectively and cooperatively with others in their business.
- Our survey results show that 1 in 8 employers recently hired someone who needed further development of their job specific skills, while only 3% were willing to hire someone lacking in soft skills.
- Entry-level jobs can be a great place for you to develop good soft skills, as can pre-vocational courses and extracurricular activities.
- You can demonstrate good soft skills by approaching employers directly or by networking with friends and family for possible job opportunities.

FURTHER INFORMATION:

Australian Jobs Publication: www.employment.gov.au/australian-jobs-publication

Job Outlook: www.joboutlook.gov.au

Survey of Employers' Recruitment Experiences: www.employment.gov.au/regionalreports

Or contact the **Recruitment Analysis Section** on 1800 059 439 or email recruitmentsurveys@employment.gov.au.

¹Word of mouth recruitment strategies include employers having staff, friends or colleagues inform others about vacancies, or approaching potential employees directly.