

## Work Integrated Learning and your Search for a Perfect Job, Online!

Finding that dream Work Integrated Learning or professional job is not easy! However the Centre can help you with some important advice and helpful web search instructions.

There are more than a few websites that can help you with job seeking, but you don't want to waste your time surfing endlessly while trying to find a perfect website or that perfect job.

So, listed here are some of the major job search web sites for you to explore. These websites are free for you to use and to make your job search quicker and easier. Follow the instructive manual here and attached with some of the basic steps on how to search for that perfect job online.

Websites to explore are:

1. [www.CareerOne.com.au](http://www.CareerOne.com.au)
2. [www.jobsjobsjobs.com.au](http://www.jobsjobsjobs.com.au)
3. [www.seek.com.au](http://www.seek.com.au)
4. [www.mycareer.com.au](http://www.mycareer.com.au)

These websites do not require you to register to make a search, however registration is required if you want to save or apply for the jobs. To register or sign-up is very simple; just follow the instructions (attached) for each specific website here.

After you sign up, you will receive a welcome email from the job search websites to confirm your username and password. Once you're signed up, you are welcome to search, save and apply for as many jobs as your heart content. Another good idea is to make a job alert. By doing so, you are able to create a profile for your dream job and the search result will be sent to your email frequently.

*Please note: The instruction sheet for the **CareerOne** website is more detailed than for the other three websites. This instruction sheet can be used as the main example to help explain the key steps involved for each of the other websites.*

Before you get started, here are some more hints on job searching:

- Use appropriate Email names. For example, the email address [sexykitten69@hotmail.com](mailto:sexykitten69@hotmail.com) doesn't exactly give your future employer a good impression of you. It might be easier to create a new email account for job seeking only.
- Create a new folder in your email account (eg, title as Job Search) to place all job search related items.
- Check your email account regularly and make sure that there's enough data space for new emails.
- If you are using more than one job search web site, it's a good idea to keep all the passwords the same; this will minimise any confusion.
- Try to make a list of all of the job applications you have completed. For example, create a table/spreadsheet like the one below to keep track of all the positions and the response.

From (website)	Job Title	Employer/organisation	Date applied	Received reply (yes/no)	If yes, was it successful?

**To sign up:**

1. In the "My Job Board" box, click SIGN UP TODAY.
2. Fill in your FIRST NAME, LAST NAME, EMAIL ADDRESS and create a PASSWORD (at least 6 characters) and click CONTINUE.
3. This leads to JOB TOOLS, which shows you whether you've uploaded resumes and cover letters, as well as all the jobs that you'll save in the future.  
NB: resumes and cover letters can be up loaded into the account or can be loaded each time you apply for a job.
4. This is your account; new folders can be added and folders can be deleted by clicking on the co-responding tabs.
5. This page can be accessed anytime by clicking on MY JOB BOARD.
6. After signing up, a welcome email will be sent to you.

**To search for a job:**

1. If you have no idea as to what sort of job you are looking for, the simplest way is to browse by industry. Eg if you are interested in *HOSPITALITY, TRAVEL AND TOURISM*. Under the Industry tab, click on that title. This will take you to a page that will show you all the jobs in that category in Australia. Now you can further refine the search by state, city, job type or subcategory. (Some other sites, such as *Seek* will also allow you to refine your search by salary package.)

For example, if I'm looking for a permanent job in Melbourne, therefore I would click on MELBOURNE under the city heading and PERMANENT JOBS under the job type heading. Now you can either go a step further and select the desired subcategory, such as MANAGEMENT, FRONT OFFICE, STORE MANAGER...etc or just look through the jobs that's currently featured on the page.

2. As you scroll through the featured jobs, you can either add the jobs to your account by clicking on ADD TO MY SAVED JOBS and look at them later or you can read more information about that job by clicking on it.
3. The next page provides you with general job information, such as job title, employer, location, the date the job was posted, residency required for the job and job type; and as you scroll down, you'll see the job description.
4. Once you've read through and you decide that this is a job that you would like to apply for, click on the APPLY tab which is normally located at the bottom of the page.

**Remember:** you will not see "Work Integrated Learning" or "Co-operative Education" positions advertised or listed via any of the job search web-sites as these are not widely used terms. When reviewing jobs that you feel may be relevant, you should look for key words or terms such as "entry level" or "no experience required."

**To create a job alert:**

1. In the MY JOB BOARD box on the top right hand side, click on the CREATE A JOB ALERT under the Job alerts title.
2. Fill out the required information. Create an Alert Name, such as hospitality, tourism jobs, my dream job...etc. this will be the subject name you'll see in your email inbox when an alert is sent to you. If you are using more than one site make sure, you specify the website in the Alert Name.
3. Enter the Keywords, such as management, HR, Front office...etc. Be as vague or specific as you like. For example: "front office, Melbourne cbd, crown"
4. Enter MELBOURNE or your desired city into the suburb field, select the state and country. Select the appropriate industry HOSPITALITY, TRAVEL AND TOURISM, press CTRL key to select more than one.
5. Tick the desired work type.
6. Click on the down tab on E-mail Every: XX Day, and choose how often you would like to receive the Job alert Email.
7. Click SAVE.

## To sign up:

1. Click on LOGIN on the top of the page
2. If you are already signed up with Fairfax Digital (eg. domain.com.au, theage.com.au) then log in. However, if you are not a member, click JOIN NOW.
3. To Register with MyCareer, fill in your FIRST and LAST NAME, Create a USERNAME and PASSWORD, confirm the password. Enter your email address, Country (Australia) and Postcode.
4. Tick "I have read & accept the Fairfax Digital Privacy Policy, Member Agreement and Conditions of Use.
5. Click CREATE ACCOUNT.

## To search for a job:

1. Click on FIND JOBS
2. Click on MELBOURNE
3. Click on HOSPITALITY, TRAVEL AND TOURISM
4. Choose a sub-sector. Eg front office
5. Scroll through the search results.
6. To Save more than one job, tick the little boxes correspond to the job and click SAVE JOBS (on the top of the page)
7. To view job details, click on the job title. To save individual job details, scroll down to the bottom of the page and click SAVE JOBS. To apply, click APPLY NOW.
8. To view saved jobs, go to TOOLS, and click on SAVED JOBS.

## To create job alert:

1. Click on JOB ALERTS on the home page or Click on TOOLS tab on the top navigation bar.
2. Click on JOB ALERTS or CREATE A NEW JOB ALERT tab.
3. Select the desired location eg. Melbourne
4. Select the work type eg. Full Time
5. Under sector(s), Click on HOSPITALITY, TRAVEL & TOURISM.
6. Select the appropriate sub-sector.
7. Choose how frequent you would like to receive the alert Eg. Daily or Weekly.
8. Enter Job Alert Name. eg Hospitality jobs.
9. If there's a particular position that you are interested in, enter the position name in the KEYWORD(S) field. Eg management, front office, store manager for hospitality jobs.
10. Clicks CONTINUE.
11. Click SAVE JOB ALERT

**To sign up:**

1. Click on REGISTER NOW on the top right hand corner.
2. Enter you EMAIL ADDRESS and confirm, choose a USERNAME and PASSWORD.
3. Click FINISH

**To search for a job:**

1. Click on JOB SEARCH,
2. Enter the keywords that are relevant to your search eg. front office, management, airline...etc. (NB: click on IMPROVE YOUR KEYWORD SEARCH for further help)
3. Select MELBOURNE under the location title, choose a specific area if needed.
4. Click on HOSPITALITY & TOURISM under classification
5. Choose any sub-classification you wish and/or Specialisation (optional)
6. Choose work type eg. FULL TIME.
7. Click SEEK
8. To view individual job search, click on the job title. To save viewed job, click on SAVE THIS JOB tab in the Tools box.
9. To view or save more than one job at a time, TICK the jobs and click VIEW SELECTED or SAVE SELECTED on the top of the page.
10. The saved jobs can be viewed from MY ACCOUNT.
11. To apply for jobs, scroll down to the bottom of the Job Details and click APPLY NOW.

**To create job alert:**

1. click SEEK HOME then EMAIL ME JOBS
2. choose a name for your profile
3. click Melbourne under the location title
4. Under classification, click on HOSPITALITY & TOURISM
5. Choose desired sub-classification.
6. Choose a work type eg. FULL TIME.
7. Click SAVE.
8. To edit My Job Mail, go to MY ACCOUNT and click on edit against the profile name.

### **To sign up:**

1. Click on REGISTER on the top right hand side of the page.
2. Enter your FIRST NAME and EMAIL in the corresponding fields. Create a PASSWORD and re-enter your email and password in the CONFIRM EMAIL and CONFIRM PASSWORD fields.
3. Read and then tick "I have read and agree to the Term of Use".
4. Click on REGISTER ME!

### **To search for a job:**

1. Click on MY HOME PAGE under the Jobs Home tab.
2. Scroll down to the bottom of the page.
3. In the New Search Box, select HOSPITALITY, TOURISM & TRAVEL under job category.
4. Select the desired location under location
5. Tick the job Sub-category that interests you.
6. Click on FIND JOBS.
7. Look through the search results. To view the particular job detail, click on the title.
8. To save a particular job, click on the picture of the FLOPPY DISC on top of the Apply Now tab, this will save the job to My Jobspace.
9. To Apply, click on APPLY NOW.

### **To create a job alert:**

1. Under the Jobs Home tab, click on MY JOBSPACE.
2. Click on CREATE A JOBSPOTTER which is located in the 3<sup>rd</sup> box.
3. Create a NAME for this search.  
Eg hospitality, tourism jobs, My dream job ... etc.
4. Select JOB CATEGORY, eg hospitality, tourism and Travel. Under job sub-category, you can be specific or click on Any (to select for more than one, hold down the Ctrl key while clicking)
5. Select your WORK TYPE. Eg full time, part time...etc
6. Under the LOCATION title, click on the down arrow and click on your desired location. Eg. Melbourne
7. When done, click on SAVE JOBSPOTTER.
8. The page does not change, however the status on top of the "save jobspotter tab" has now changed from Changed to SEARCH SAVED.
9. To change how often you receive the jobspotter email. Click on MY JOBSPACE, and EDIT JOBSPOTTER EMAILS tab. For each jobspotter name/search created, you can receive emails as frequent as daily or weekly.
10. To view the available jobs for the jobspotter name/search created, go back to MY JOBSPACE and click on the jobname you created.