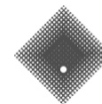


WIL Seminar

Networking & Job Searches that Work!

17 December 2008

CENTRE FOR WORK INTEGRATED LEARNING
FACULTY OF BUSINESS AND LAW
2008



The Advertised Job Market

Many positions are advertised via

- Ⓢ The print media
 - Saturdays 'The Age' - My Career
 - Trade specific publications e.g. the AFR on Fridays

- Ⓢ Internet
 - Seek, My Career, Career One (see WIL list)
 - Company websites

- Ⓢ Recruitment agencies

Internet Tips: General Search

- ② Load your job search profile onto several sites
(e.g. Seek, My Career, JobsJobsJobs, Career One)

SEE HANDOUT

- ② These sites will email you jobs on a daily or weekly basis that fit your search profile
- ② Free service

The Advertised Job Market

- ④ Look for key words such as
 - 'Entry Level'
 - 'Trainee'
 - 'Assistant'
 - 'Internship'
- ④ Unusual to see 'Co-operative Education' or 'Co-op' or 'Work Integrated Learning' advertised
- ④ These positions are competitive but VU WIL students can gain positions this way

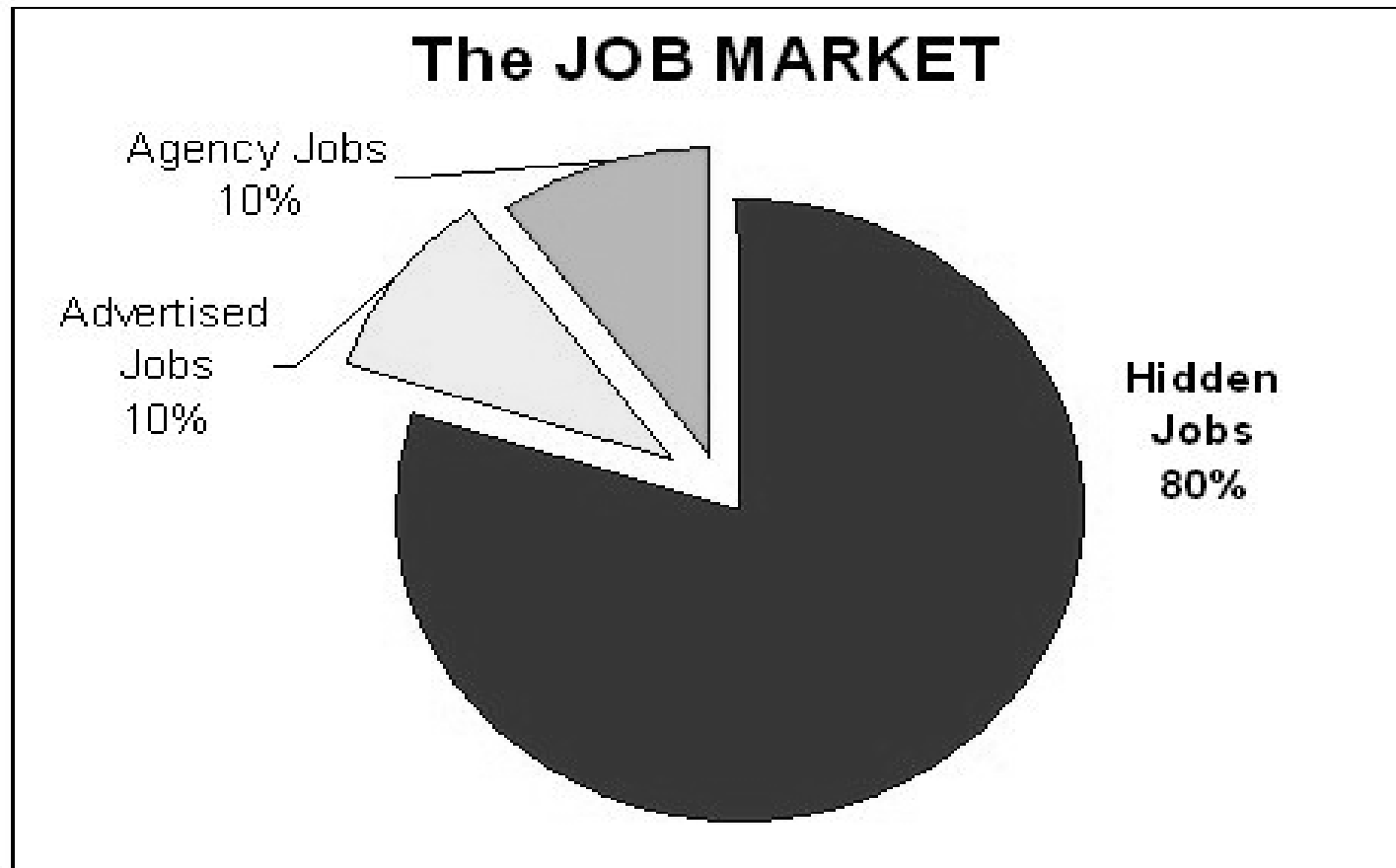
Job Search Strategies

Most students have part-time jobs.

How did they gain them?

- Ⓢ Advertisements on the Internet or in the newspapers
- Ⓢ Through a friend or contact
- Ⓢ By calling into businesses
- Ⓢ By using all, or a combination, of these strategies

Source of Employment



The “Hidden” or Unadvertised Job Market

80% of jobs are never advertised and have a small number of applicants. These are filled through:-

- ② Internal notice boards
- ② Staff publications
- ② Word of mouth
- ② Unsolicited applications
- ② Volunteers
- ② Casual employees

Work Integrated Learning Jobs (Co-op. or BIL)

Did you know.....

- ② Many students source their own positions (approx 25% in 2008)
- ② Positions through your WIL Co-ordinator can be exclusive to Victoria University or competitive with other universities
- ② Others arise from the advertised public employment market

Job Search Strategy: Networking

We have all heard the saying...

“It’s not what you know, it’s who you know”

Although this isn’t always true, we can all think of someone who gained a job or an interview because of knowing someone.

What is Networking?

- ② Meeting industry personnel who can provide information about your chosen field
- ② Establishing connections with people who may be in a position to offer you career advice or work experience
- ② Building relationships that may be mutually rewarding
- ② Information Interviewing is a form of Networking!

Who to Network with:

- @ Family, friends and people they know
- @ Past and present employers (paid, voluntary)
- @ Past co-op/WIL students in your classes
- @ Alumni or past VU students
- @ Professional associations – events, seminars
- @ Attend Careers Fairs & Expos
- @ Lecturers who have industry links
- @ Social, sporting and club contacts

Benefits of Networking

- ② Increases your skills and self confidence
- ② Demonstrates that you are keen and enthusiastic
- ② May uncover actual job vacancies
- ② Your name may be passed on to people who do have the power to hire you
- ② Provides useful, current information and advice about your chosen profession

Approaching an Employer

- ② Essential to plan your approach to any job search strategy
- ② The workshop will look in more detail at the different situations and how to approach them and will include cover letters
- ② Your WIL Co-ordinator **must** be informed of all approaches to employers
- ② Persistence is a **must!**
- ② Use Personal / WIL Action Plan
... set goals with realistic timelines

Job Search Statistics

Hudson Worldwide:

On average it takes 11 weeks to get a job with 50-60 activities undertaken by searchers before success including:

- 20 direct job applications
- 19 networking calls
- 17 self marketing/cold calls
- 10 recruitment firm interviews
- 5 interviews with companies
- 3 interviews with decision makers

Key Reminders

- ② Apply for positions e-mailed to you by your WIL Co-ordinator
- ② Apply for advertised positions
- ② Keep your WIL Co-ordinator informed about the progress of your job search
- ② **Network! Network!Network**
Try to improve your prospects by tapping into the unadvertised job market.

CONTACT DETAILS

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