

Entering the job market



1) Finding a job

- Be prepared to devote time and effort to finding a job.
- Remember that some jobs are competitive so present your skills, experience and qualifications to the best of your ability.
- Research skills and qualifications required for a job so that you are only applying for jobs you can do.

2) Jobseeking facts

- Be prepared to devote up to six months to find a job.
- Remember that only the top 5 applicants for most jobs are selected for an interview.
- Remember that not all jobs are advertised so use your networks to help with job seeking.

3) Jobseeking ideas

- Use online tools to help you find jobs that suit you <https://myfuture.edu.au>
- Explore websites with job seeking information such as <https://www.youthcentral.vic.gov.au/jobs/getting-job>
- Talk to a Career's Counsellor for advice about your plans and options.
- Prepare a well set out resume which includes your skills, experience and qualifications.

4) Jobseeking support for people with disability

- Make the most of your NDIS Employment Supports (such as Finding and Keeping a Job or school leaver pathways) to achieve your employment goals."
<https://www.ndis.gov.au/participants/finding-and-keeping-job>
- Register with an Inclusive Employment Australia (IEA) provider to receive long-term, specialised job-seeking support.
<https://www.workforceaustralia.gov.au/individuals/coaching/providers/>
- Research JobAccess so that you are aware of the workplace modifications you can receive once employed <https://www.jobaccess.gov.au/>.
- Research disability friendly employers such as large companies with a diversity recruitment officer and work places registered with the Australian Disability Network (ADN)
<https://australiandisabilitynetwork.org.au/>

5) Be ready for your future and be positive

- Be realistic about the jobs you are interested in and only apply for jobs that you have the right skills and qualifications for.
- Consider undertaking volunteer work to develop work ready skills and industry knowledge.
- Identify and develop skills to improve your job seeking success, such as communication skills, use of technology, time management, organisation skills, etc.
- Identify TAFE or university courses that interest you and plan for continuous learning throughout your life.