Becoming work ready
Searching for a job

Searching for a job can be time consuming, anxiety inducing and competitive. Knowing how to automate job searches and safely pick out high quality jobs with preferred employers can help alleviate some of the stress.

Like many activities today, searching for a job likely involves sharing personal information with an online platform or application. There are privacy laws that guide how organisations can collect and use personal information. It is good practice to provide only basic information and never provide bank account, bank card, drivers licence, passport or Medicare card details.

Protection of personal information	
Personal information	Personal information is information or opinion about an identified individual. https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-personal-information
The right to privacy	There are laws that guide how organisations can use, store and share personal information. including in job searches and applications. https://www.oaic.gov.au/privacy/your-privacy-rights
Online safety guide	Many Australian government agencies have roles in online safety. https://www.oaic.gov.au/__data/assets/pdf_file/0012/1416/be-safe-be-alert-online-090920.pdf .

Advertised jobs must meet the minimum employment standards for pay and conditions.

Employment standards in job advertisements	
Minimum job ad standards	Jobs advertised must meet the minimum employment entitlements including rate of pay and employee conditions. https://www.fairwork.gov.au/starting-employment/job-ads
Job ads with specific pay rules	Sometimes jobs are offered with pay rates below the minimum wage. To be legitimate, the relevant award must state the option for the worker to be paid: • **Commission only:** a percentage of sales of a product or service • **Piece rates:** by the piece picked, packed, pruned or made. https://www.fairwork.gov.au/pay-and-wages/minimum-wages/piece-rates-and-commission-payments
Lodge a complaint	Report job advertisements that do not meet the minimum employment standards for the rate of pay and employee conditions. https://www.fairwork.gov.au/workplace-problems/send-us-an-anonymous-tip-off

Advertised jobs must also meet additional standards to ensure they are not misleading, discriminatory or restrict applicants from applying. Complaints can be lodged with different government agencies depending on the specific issue.

Quality standards for job advertisements	
Quality job advertisements	High quality job advertisements focus on the skills and abilities required for the role, are not discriminatory and abide by equal employment principles. https://humanrights.gov.au/quick-guide/12055
Misleading advertisements	Misleading advertisements leave out key information about the work, type of employment, pay or location or advertise a product or service instead. https://www.accc.gov.au/about-us/publications/misleading-job-and-business-opportunity-adverts-how-to-handle-them
Anti discrimination and equal employment	By law, recruitment must be consistent, fair and not disadvantage any job seeker because of their inherent characteristics. https://business.gov.au/people/employees/equal-opportunity-and-diversity#equal-opportunity-and-diversity-overview
Exceptions for equality of opportunity	In some circumstances, employment and career opportunities can favour groups due to their race, sex, disability or age. https://www.wa.gov.au/government/publications/how-use-the-exceptions-the-equal-opportunity-act-1984

Fraudulent jobs advertisements and recruitment scams are unfortunately increasing. Young people are particularly vulnerable to job advertisements or opportunities offering quick and easy ways to make money.

Fraudulent advertisements and recruitment scams	
Job scams	An early 2023 press release of some of the common job scams. https://www.accc.gov.au/media-release/new-year-new-job-beware-of-scammers
Get rich quick scams	Get rich quick scams commonly promote guaranteed ways to make money fast. Examples include pyramid or multi-level marketing schemes. https://www.scamwatch.gov.au/types-of-scams/jobs-employment
Report a scam	Report recruitment scams to Scamwatch and fraudulent job advertisements to the platform or publisher. https://www.scamwatch.gov.au/report-a-scam

Some organisations may use a third-party agency or organisation to find their workers.

The role of third-party hiring organisations	
Recruitment agencies	Recruitment agencies find workers for an employer. The agency is paid a placement fee by the employer when the worker is employed. https://www.commerce.wa.gov.au/publications/employment-agent-licensed-activities
Labour hire	Labour hire organisations find, employ and pay their workers. The workers are hosted by another company where they work. https://www.fwc.gov.au/labour-hire-workers
Group training organisations (GTO)	GTOs find, employ and pay their apprentices or trainees. The apprentices or trainees are hosted by other companies to meet their training requirements. https://www.australianapprenticeships.gov.au/group-training

Genuine job advertisements name the hiring business or third-party agent and provide their contact details. Confirm the business is legitimate and check the organisation's website for the careers page and job advertisement.

Check a business is legitimate	
Genuine business	It is good practice to check a business is legitimate. https://www.accc.gov.au/consumers/protecting-yourself/checking-a-business-is-genuine
Business name register	Legitimate businesses are registered. Check their business registration details: • https://abr.business.gov.au/ • https://asic.gov.au/online-services/search-asic-s-registers/.
Conduct a news search	Review the company for any adverse news by searching the organisation name with terms like 'wage theft', 'underpayment' or 'fair work ombudsman'. https://news.google.com/home

Businesses are all competing to attract and retain good workers. Employers of choice promote their employee experience and value proposition to demonstrate they are good places to work.

Employee experience	
Employer brand	An employer brand promotes a business to their potential workforce. It is different to a product or service marketing brand, as it is specific to employees. https://www.dewr.gov.au/career-revive/inclusive-recruitment/attraction/employer-brand
Employee value proposition (EVP)	The EVP is the value-added entitlements or beneficial working conditions offered by a company. Some can be written into the employment contract. https://www.ahri.com.au/ahri-assist/workforce-design/strategic-hrm/what-is-an-employee-value-proposition
Common EVPs	EVPs often start with the basics of culture, values, salary, leadership style, work expectations, technology capabilities and location to more diverse inclusions of: • perks like food, coffee, celebrations, discounts, fun and additional leave • work-life balance, wellness and wellbeing programs • defined career pathways, further training, mentoring and coaching • flexible work locations (in the office, hybrid, fully remote, work from home) • flexible work hours (shortened 4-day or compressed work weeks) • working away from home with shift, work and lifestyle rostering arrangements • diversity, equity, inclusion and environmental, social and governance. https://www.indeed.com/career-advice/career-development/employee-perk-ideas
Generational preferences	There are generational EVP preferences. Generation Z (born 1997 to 2012) started entering the workplace in 2015 and will continue through to 2030. https://greatplacetowork.com.au/blog/what-gen-z-wants-from-employers/
Actual experience	Compare the EVP with reviews from recent employees. https://www.glassdoor.com.au/index.htm
Employer of choice	Examples of Australian organisations offering quality employee experiences: • https://employerofchoiceawards.com.au/category/eoc-awards-2022/ • https://afrbestplacestowork.com/2022-winners/.
Employer profiling	Research potential employers to find an employer of choice. https://www.jobjumpstart.gov.au/article/how-research-employers

Volunteering is a job search technique to improve skills and connections. It is important to consider the purpose, potential benefits and the time commitment required before volunteering.

Volunteering	
Volunteer WA	Volunteering is time willingly given for the common good without financial gain. https://www.volunteeringwa.org.au/volunteer

For an entry level job, apprenticeship or traineeship, job boards advertise job vacancies. Automate searches by creating a profile and setting search criteria for alerts to new postings. Many job boards also offer insight into the company and the actual employee experience.

Advertised job vacancies	
Government job boards	• WA state government agencies: https://search.jobs.wa.gov.au/ • Australian federal government agencies: https://www.apsjobs.gov.au/s/ • Local governments Australia wide: https://www.careersatcouncil.com.au/jobs/
Job boards provided by government	WA businesses seeking apprentices or trainees: • https://www.jobsandskills.wa.gov.au/jobs-and-skills-centres/jobs-board. For all Australians to search and apply for jobs: • https://www.workforceaustralia.gov.au/individuals/jobs/.
Popular Australian jobs boards	• https://www.seek.com.au/ • https://www.careerone.com.au • https://au.linkedin.com/jobs • https://www.ethicaljobs.com.au • https://au.indeed.com
Job scrapers	Job scrapers are automated web tools that gather job advertisements from multiple job boards and company websites and gather them in one place. • https://jobboardsearch.com/jobs-in-australia • https://www.adzuna.com.au/ • https://au.jora.com/
People with disability	Job site that connects people with disability with inclusive hiring organisations. https://www.thefield.jobs/Job/Home

While many jobs are advertised, just as many are not. This is known as the hidden job market.

Hidden job vacancies	
Hidden job market	The hidden job market is another option to find work. https://www.jobjumpstart.gov.au/article/how-find-hidden-vacancies
Direct approach	Tips on how to contact an employer directly regarding work. https://www.jobjumpstart.gov.au/article/different-ways-employers-fill-job-vacancies
Networking	Networking is the skill of building strong and reciprocal relationships. Utilise any connections offered by family, friends and community. Social media and special interest groups provide opportunities to practise building relationships. https://www.jobjumpstart.gov.au/article/five-tips-career-development-networking
Talent communities	A talent community is the digital equivalent of a business keeping a resume on file for any future job vacancies. Join a talent community of a preferred employer through their website careers page or an online platform. https://www.livehire.com/talent/signup/contact