

Where young men achieve

7 Steps – How to find a job?

Step 1: Find out about jobs

Research the types of jobs you are looking for and who you would like to work for.

Step 2: Write or update your resume

There are so many websites out there that can assist you here. However, I have put together two resumes, one that responds to an advertisement and one that doesn't. Students can access these on their portal in their Year Group Careers folder.

Step 3: Check your social media profile

More and more employers are finding out about you on social media so be sensible with the information you post online or change your settings, so your profile is not publicly available.

Step 4: Search and apply for suitable jobs

Here's links to some of the major employers offering casual work:

<https://apply.mcdonalds.com.au/public/index.cfm>

<http://www.kmart.com.au/jobs>

<https://www.colescareers.com.au/retail-stores/in-store/right4me>

<https://www.bigw.com.au/help/careersatbigw-content>

<https://www.redrooster.com.au/careers/steps-to-employment/>

<https://www.target.com.au/company/careers>

<https://www.aldicareers.com.au/Home>

<https://www.rejectshop.com.au/careers/currentvacancies>

Step 5: Prepare and practice for job interviews

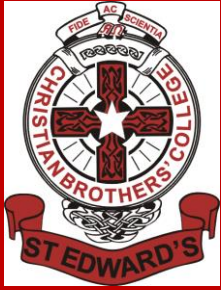
Employers will ask questions to find out about your experience and your motivation for the job (i.e. Why you are applying?). See below for three common questions and what they mean.

Q Why do you want to work for us?

Studies have shown that people who enjoy their job tend to do better and stay longer. If you are interested in the company products or services, that's a great start?

Q What are your strengths/weaknesses? What do you bring to this role?

Nobody is great at everything! This question is looking to see if you have thought about this any areas you will do well in or may need to work on if you're successful in the role. Be honest, don't say you're great at Mathematics and you're not – it will come back to bit you later!



Where young men achieve

Q What do you know about this company? They want to know how interested you really are about working here and not somewhere else - so do some research and know something about the company.

Step 6: Attend job interviews

Just a couple of tips at your interview:

- *Ensure you make an impression and wear something smart.*
- *Turn your mobile phone off.*
- *Shake hands as you introduce yourself.*
- *Wait to be asked to be seated as it is a sign of respect.*
- *Sit leaning slightly forward as this shows you are interested, make eye contact and smile. Sit comfortably with legs shoulder width apart and your hands resting on your lap.*
- *Talk with enthusiasm demonstrating that you really want this job.*
- *If they ask you if you have any questions, ask one if you have one or leave an impression with a statement such as "I don't have a question but I would like to say that I would really like the opportunity to work with your team here at (Employer name) and hope that I have demonstrated that I have the necessary skills and aptitude to be an asset to your company.*
- *Conclude by shaking the employers hand and thank them for the opportunity to meet them and for the interview.*
- *If the employer says they will get back to you in one week and they don't, the rule of thumb is, you can ring them and ask how your application is going? This shows you're keen.*

Step 7: Get a job offer

If you accept, ask when you will start, what time, what to wear and what to bring. If you don't get a job offer, ask the employer for feedback and take this into consideration when applying for other jobs or maybe you need to address it!

Juliana Dignam

Careers/Vet Coordinator

St Edward's College | Where Young Men Achieve

P: 02 4321 6400 |

E: jdignam@stedwards.nsw.edu.au

W: www.stedwards.nsw.edu.au