

JOB SEARCH BASICS

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JOB SEARCH BASICS

WHAT YOU CAN FIND ON THE CAREER SERVICES WEBSITE...

WANT ADVICE ON HOW TO GET A JOB?

- Get practical tips on job hunting
- Find out about where to look for jobs
- Learn more about how to get and succeed at an interview

RECENTLY MOVED TO NEW ZEALAND?

- Use our step-by-step guide to finding a job
- See our tips on how to create a New Zealand-style CV
- Learn more about going for an interview in New Zealand
- Find links to organisations that help migrants in New Zealand

WANT TO GET INFORMATION ON JOBS?

- Search for job descriptions in our job library. Read about what people do, the skills they need, the entry requirements and more.
- Learn more about the labour market and trends of work in New Zealand, including information on living and working in the regions.
- Browse groups of jobs based on the areas of work you're interested in and find out what's going on in different industries.

WANT TO FIND JOB VACANCIES?

- Check out our list of job vacancy websites to find the ones that might best help you.

OTHER PEOPLE CAN HELP YOU IN YOUR SEARCH FOR A JOB, BUT ULTIMATELY IT IS UP TO YOU.

STEP 1 MAKE A COMMITMENT AND A PLAN

➤ **Schedule regular time**

Set aside days and/or hours to regularly work on your job search. Spend time on all of the parts of job search, eg, finding new leads, following up leads, writing applications and practising for interviews.

➤ **Set yourself goals for what you will accomplish**

Write a to-do list at the start of each week. Keep a clear record of what you have done and the people you have contacted. Check it regularly.

STEP 2 DO YOUR RESEARCH

➤ **Find out about the jobs and organisations you are interested in**

Develop your knowledge of what employers want and what the employment market is like. The internet, trade magazines and other people are all great sources of information.

➤ **Make 'curiosity calls' rather than 'cold calls'**

Practise curiosity. Pick job vacancies that include some of the skills you have. Ring the employers and ask them a few questions about the job and the kind of person they are looking for. The more you practise, the more comfortable you will feel talking about work with potential employers.

STEP 3 LOOK ACTIVELY

➤ **List yourself with all available employment and recruitment services**

Register on online job search sites and set up email alerts. Arrange to meet staff in employment or recruitment agencies face-to-face. Stay in contact. Be open to temporary work to start with.

➤ **Actually apply for jobs you'd like**

Don't talk yourself out of them, have a GO! If you are thinking 'I haven't got everything they want', don't give up. Take a hard look at your transferable skills and experience.

➤ **Keep your ears and eyes open**

Many jobs are filled without ever being advertised. Talk to people you meet about what you are looking for. Start conversations with organisations you'd like to work with.



0800 222 733
www.careers.govt.nz

CHECK YOUR JOB SEARCH SKILLS

- Consider each of the following statements and circle the number that best describes you.
- Add up the numbers you have circled.
- The higher your score, the more room you have for improvement.

		strongly agree	agree	not sure	disagree	strongly disagree
1	I know how my skills fit the skills needed in the jobs I apply for.	1	2	3	4	5
2	I can give three good reasons why an employer should hire me.	1	2	3	4	5
3	I can describe what I did well in my previous job or jobs.	1	2	3	4	5
4	I look at local and national newspapers and job search sites regularly.	1	2	3	4	5
5	I contact recruitment agencies that work in my areas of interest.	1	2	3	4	5
6	I phone employers to ask for advice about finding a job in my areas of interest.	1	2	3	4	5
7	I know how to adjust my CV and cover letter to fit the job I am applying for.	1	2	3	4	5
8	I have at least two people who have agreed to act as my referees.	1	2	3	4	5
9	I talk to people I meet about what I am looking for and follow up on leads they give me.	1	2	3	4	5
10	I know where I can get relevant salary information to help me with negotiations.	1	2	3	4	5

NEED TO IMPROVE YOUR JOB SEARCH SKILLS?

Get onto the Career Services website to find help with...

- creating a great CV and cover letter
- finding job vacancy and recruitment websites
- making contacts and building networks
- locating up-to-date information about salaries
- identifying your skills

INTERVIEW SKILLS

HOW TO PREPARE FOR AN INTERVIEW

- Talk to people you know about their interview experiences.
- Review the job description, your CV, and cover letter.
- Make a list of things you want to find out about the organisation.
- Talk to people you know who work in similar organisations.
- Get a good idea of what the interview will involve.
- Identify the skills you want to emphasise in the interview.
- List specific examples you can use to illustrate these skills.
- Research salary information to help you with salary questions.
- Ask a friend to help you practise answering questions you might be asked.
- Tell your referees you have an interview and what the role is.

5 WAYS TO ACE AN INTERVIEW

- 1 Dress neatly and smartly and arrive for the interview in plenty of time.
- 2 Treat each question as a chance to demonstrate your strengths.
- 3 Listen carefully to what you are being asked. Don't answer hastily.
- 4 Speak clearly and look at the interviewers when you talk.
- 5 Show enthusiasm and appreciation for the opportunity.

NEED TO IMPROVE YOUR INTERVIEW SKILLS?

Check out the Career Services website to...

- watch a video for tips to help you land a job
- read about the types of questions you can ask employers
- find out typical interview questions and how to answer them