Sponsored by ETS TOEFL and the Victorian Government Department of Economic Development, Jobs, Transport and Resources. Also supported by the Australian Government Department of Education and Training.
As an international student, your family has invested heavily in your future, so planning your career is vital for you to reach your potential. Your education and career are a major life investment and the following guide will provide helpful hints to make the most of your studies in Australia and advance your global employability.

As the nature of work keeps changing, the only certainty is that most people will have a range of different jobs throughout their lifetime. Careers are not linear and many of the jobs of the future do not exist today. You will need to have the right skills to keep adapting to the changing global job market.

The type of work you do affects all aspects of your life including: your self-esteem, family and personal relationships and finances. So planning is important to ensure you are able to satisfy your dreams and live a full and rewarding life.

IDENTIFY YOUR CAREER GOALS

Research shows the earlier you begin to plan and build upon your skills towards your career goals, the more employable you become.

So take the time to make a plan. Get help to work out what you want and how you can achieve your career goals.

Make an appointment with a careers counsellor at your institution; attend career planning workshops and industry specific sessions.

Start early and get your plan together in first year so you can make the most of the services and opportunities available at your institution to fine-tune your skills.

Start thinking about what you want from your future career. Ask yourself the following questions:

■ What am I good at? What do I dislike doing?
■ What interests me and what am I passionate about?
■ What is your dream job? Where would you like to work and why?

One way to work through these questions is to take an online interest inventory or self-evaluation test to find out what you like to do.

There are many of these activities online designed to help young people work out what their interests are and help you see where these interests can take you when developing a career.

Reviewing your interests

Career planning

WHAT ARE EMPLOYERS LOOKING FOR?

Soft skills

There are two distinct types of skills employers are looking for when recruiting staff: hard or technical skills and soft or personal skills.

Hard skills are the technical knowledge and abilities that you need to perform a particular job or role. These skills are easy to measure, observe and quantify and are often used to single candidates out for interview.
Examples of hard skills include: holding a particular degree or certificate, reading, mathematics, proficiency in a language, knowledge of specific laws or policies, typing, and using computer software packages.

Soft skills, on the other hand, are less tangible. These skills are made up of personal qualities or attributes that make a candidate a suitable team member to work within an organisation.

Examples of these interpersonal skills include: good communication, active listening, teamwork, empathy, initiative, emotional intelligence, time management and organisational skills.

Hard skills are most often used in the recruitment process to identify potential employees but it is the soft skills that determine (usually during the interview process) which person is the right ‘fit’ for the company, team and role.

According to the Graduate Outlook Survey 2013\(^1\), Australian employers surveyed rated the top ten soft skills as follows:

1. Interpersonal communication skills
2. Passion
3. Logic and technical skills
4. Academic results
5. Work experience
6. Cultural fit / shared values
7. Emotional intelligence
8. Teamwork
9. Activities / interests outside work
10. Leadership skills.

**Communication is the key**

Communication is an all-encompassing skill set. It includes:

- The ability to correspond in emails, letters and reports in a concise and clear manner. It is more than the ability to write in English. It is about producing written material that is appropriate for the task and easy to read (grammar, tone and context are important).
- The ability to actively listen and confidentially contribute to conversations in the workplace both socially and work related.

Social ‘water cooler’ conversations are the informal workplace conversations about yourself and your family with your work colleagues. People love to talk about the weather, sport, food, fashion, TV, music and workplace gossip. Participating in social conversation is important in building team dynamics and can help advance your career.

Work related communication includes telephone and customer service skills, interaction with superiors and team members, communicating in meetings and team related activities.

- Body language or non-verbal communication is also important eye contact, posture, personal space, shaking hands.

The importance of continually developing your English while in Australia is vital in giving you that cutting edge when looking for and applying for work. The whole application process assesses your ability to communicate effectively through a number of steps:

- Writing: applications, tailored resumes and cover letters
- Speaking: in interviews – tell me about yourself / answering behavioural based questions, analysing case studies, psychometric testing and assessment centre group tasks.

---

\(^1\) Graduate Outlook 2013, The Report of the Graduate Outlook Survey: Employers’ Perspectives on Graduate Recruitment
Research has shown that those international students who engage in a broad range of activities outside their language group have a greater understanding of Australian culture and are more able to communicate effectively thus making them more employable. They perform better in the interview process and make the transition to workplace culture more smoothly.

6 GREAT WAYS TO IMPROVE YOUR COMMUNICATION SKILLS

- Take short courses to improve your pronunciation or writing skills.
- Join and participate in clubs/societies. This expands your network and helps you build knowledge and vocabulary about your area of study or interest.
- Get to know some local slang and familiarise yourself with cultural norms. Watch the way other students communicate with their lecturers/teachers, friends and in public. Watching TV or listening to the radio can be a great way to build up intercultural knowledge. Fun activities could include: watching Australian soap operas, cooking shows, listening to podcasts, going to see live music or watching comedy.
- Be proactive and try working with a diverse range of people when producing a group project. You will meet new friends and gain a different insight into people’s views and experiences. Australia has a rich multicultural heritage and this is a fantastic way to improve your understanding of ‘how things work’ in various social and work situations. Remember team work is a highly desirable skill and universities use group assignments as form assessment because they mirror workplace tasks and help students get work ready.
- Keep building on your English language skills: read widely, listen to the radio, watch films and TV and try using English daily – at home and with your friends. Many universities record their lectures and this is a great way to review things you might have missed and improve your listening and comprehension skills.
- If you are struggling with your studies or don’t understand something be proactive and get help. Ask questions, speak to your lecturers and tutors or friends about your problems. Visit the academic support services team for advice on essay writing and look for a tutor or mentor to help you with problem areas.

Problem solving / critical skills: demonstrating these skills

Nowadays, employers expect graduates to have strong analytical and problem solving skills. Analytical skills are the ability to gather information, analyse it, articulate the issues to others involved and make decisions to solve these problems.

Problem solving is all about using logic and imagination to come up with solutions. If you are working in a team it is also about listening to others and working together to reach a set goal.

Solving problems in the business world also requires resilience and perseverance.

A great way to demonstrate your problem solving skills in an interview situation is to use the IDEAL model:

- Identify the issue
- Define the obstacles
- Examine your options
- Act on the agreed course of action
- Look at how it turns out and whether any changes need to be made.

2 Branston & Stein, The IDEAL Problem Solver
Be passionate

Employers want staff with passion, drive and enthusiasm. You can demonstrate these attributes by:

■ Being actively involved in extra curricular activities, a professional organisation or clubs and societies
■ Showing you have the determination and optimism to achieve a result, even when things get tough
■ Showing you can learn from your mistakes
■ By demonstrating you know yourself and how you work (emotional intelligence).
TIPS FOR YOUR FIRST YEAR

BUILD KNOWLEDGE
The first year of your studies is all about building knowledge. Visit career fairs and attend industry information and career planning sessions hosted by your institution. Ask questions to recruiters, recent graduates, interns, career counsellors and your friends and begin building up an understanding of what skills and attributes you will need for the career you want. Find out what skills and attributes companies are looking for and start developing these skills. Focus on building on your technical and soft skills during your first year.

GAIN EXPERIENCE

Work experience: part-time / causal work
Many students work part-time while studying. As an international student you can work up to 40 hours per fortnight. It can enhance your employability by giving you insight into Australian workplace culture.
Benefits include:
- Gives you access to potential referees and begins your Australian employment history
- Demonstrates your reliability, time management and ‘trustworthiness’
- Increases your intercultural knowledge and develops your interpersonal skills (especially – speaking and listening)
- Working within a team builds skills like cooperation, initiative, teamwork
- Provides you with the opportunity to meet and interact with a diverse range of people who become part of your social and professional network
- Skill building: customer service, conflict resolution, money handling, computer and telephone skills

Volunteering
Volunteering is a great way to build up your confidence and develop a range of skills. Employers are looking for students who engage in their local community and can demonstrate skills such as: initiative, teamwork, cultural fit and communication skills.
There are many different ways to get involved in volunteering:
- Clubs and societies
- Sporting organisations
- Local school and community groups
- Faith base – through your local church, mosque or synagogue.

You can also get involved via more formalised advertised roles within the community through the large non-for profit sector. These roles are often advertised online and have agreed hours and working conditions. All volunteer roles by their very nature are non-paid.
- Seek Volunteer
- Volunteering Australia
- Go Volunteer
- Australian Volunteer Search.
Many local councils also run volunteering programs and you can access them via your local council’s website.

Benefits of volunteering:

- Gain experience and acquire new skills which looks great on your resume
- Increase your Australian network and develop friendships within your adopted community
- An insight into Australian lifestyle and workplace culture
- Develop your English language and interpersonal skills by interacting with a diverse range of people, ages and ethnicities
- Gain local referees.

**Overseas experience: exploring global opportunities**

As an international student you may not have considered going on exchange or undergoing a study experience abroad in a third country. However, these types of programs are becoming increasingly popular because they provide a variety of skills and are highly valued by employers.

Exchange or study abroad is usually recommended for second year students so it is important you do some research and begin planning for this experience in your first year. The application process takes time and there will be set criteria, which you will need to meet in order to qualify.

Exchange: usually one or two semesters at a partner institution. Credits are given towards your Australian degree and cost of study included in your fees at your home institution.

Study abroad: If you wish to attend a non-partner institution you can go on a self-funded study abroad semester or short-term program.

To find out more about global study and work placement opportunities:

- Visit the Global Mobility office on campus
- Research partner universities and subjects online
- Attend information sessions and apply
- Apply for possible study grants (if applicable)
- Ask questions – returnees, lecturers and course advisers.

Remember to incorporate your experiences in your resume on your return as employers look for qualities such as: independence, flexibility, resilience, global knowledge and intercultural skills.
TIPS FOR YOUR SECOND YEAR

BUILD YOUR CAREER PORTFOLIO, GAIN EXPERIENCE AND EXPAND YOUR NETWORK

Explore work integrated learning

Work integrated learning (WIL) provides students with discipline specific work experience as part of their course work. The work placement is fully credited towards the student’s degree and is organised and supported by the faculty.

Research has shown that international students who undertake embedded work experience in their studies are more likely to be employed after graduation as they gain valuable insights into workplace culture and build a range of skills.

Studying a degree with a work placement embedded into the course ensures you will receive valuable on the job training specific to your sector. To find out more about WIL visit your course adviser or careers office and find out if you are eligible.

Internships and vocation work

Internships are highly sought after and highly competitive in Australia. In recent years internships have become more popular and many companies are using them as a precursor to a graduate role or entry-level position.

Internships are targeted to students in their penultimate year and are usually for fixed timeframes. For example: three months over summer, or part-time over a semester. Internships provide paid support and in-house training by the company during that time period.

Vocational placements / internships are also popular during the Australian winter (June–July) and summer (December–February). These are generally short-term paid placements – mainly for penultimate year students – and include supervision, structured training and staff development. In some cases, they may lead to a graduate position for stand out candidates.

Benefits of undertaking an internship:

- Expand your network and open doors to possible employment
- Build confidence and technical knowledge
- Helps builds skills and experience in your chosen field
- It is a great way to ‘try before you buy’ – road test a role or a career
- Make some money.

Under the Fair Work Act, work experience generally needs to be paid, except where it is voluntary work with a not-for-profit organisation or part of your course (a ‘vocational placement’, as defined in the Fair Work Act) – that is, a work placement embedded into your course.

To learn more visit:
Get familiar with the Australian recruitment cycle

Become familiar with the recruitment cycle in the sector you wish to work in. If you are interested in gaining work experience in Australia it is important to know when the major companies in your sector are recruiting and what particular skills they are looking for.

Graduate roles and internships

- Applications open late February and close towards the end of April/early May for graduate roles and winter internships (placements during June–July)
- Graduate roles usually start February the following year
- Universities usually host career fairs, and employer sessions on campus during March and April

July / August

- Vocational and internship roles for positions during summer (November–February placements)

October / November

Global placements advertised. Check what is going on back home and apply for positions at companies you are targeting in your region. Often these companies are very keen to recruit overseas-educated students.

Research and develop commercial awareness

In Australia, youth unemployment (15–24 year olds) is currently as high as 20 per cent in some areas. Just having a diploma or a degree is no guarantee that you will get the job of your dreams. This means you need to differentiate yourself from your competition in a very competitive job market. To do this you will need to research. Profile companies you want to work for and get proactive about the role you want.

Recruiters expect you to know about their organisation. During the application process you are often asked about what you know about the company and how your skills will fit into the role and the corporate culture.

Be strategic and only target companies that suit you and your skill set. Don’t apply for hundreds of jobs online. Always tailor your resume and cover letter to suit each job you apply for. Take your time and do your research.

Develop a global network and access the hidden job market

Did you know that many jobs in Australia are not advertised? This is known as the hidden job market.

Moving to a new country and studying abroad means you are far away from your network of family and friends. International students often struggle to tap into the hidden job market in Australia because they have a very small network. Therefore, one of the key tips to enhancing your employability is to increase your personal network.

To build strong personal relationships you need to have excellent communication skills and make authentic, meaningful connections with people you interact with in your daily life.
Hearing the phrase ‘It’s who you know, not what you know’ can be frustrating as a student. When you’re not sure where to start, check whether your university offers any mentoring programs. Mentoring programs are a great way to meet new people and make genuine connections. Or you can join professional associations, volunteer programs or university social clubs to expand your network.

Remya Ramesh, India
RMIT University
Mentoring programs

Many institutions provide career development support via formal mentoring programs. This is a great way to build networks and gain an insight into your sector.

- Joining a mentoring program can help clarify your career goals
- Benefit from the industry knowledge and career experience of mentors.
- Mentors often have a rich network and can help students connect with possible career opportunities.

TOP NETWORKING TIPS

- Join a professional association connected to your field of study and participate in networking events, conferences and information sessions. Many professional associations have discounted fees for students and provide online resources, job opportunities and career advice for members. For example, CPA Australia, Engineers Australia or the Australian Computer Society.

- Joining and participating in clubs and societies during your studies allows you to share ideas and information with like-minded local students. It will give you an insight into the social world of young people in Australia and, depending on the club or society, give you access to a diverse network of contacts.

- Participate in a sporting team; you will develop valuable teamwork skills while keeping fit and staying active.

- Volunteering is becoming a very popular way for young people to gain meaningful work experience and interpersonal skills while giving something back to their local community. Many corporations look for candidates that some sort of volunteering or community engagement on their resume.

- Use social media to maintain and build these connections (e.g. Facebook and LinkedIn)

- Keep connected with family and friends back home. Nurture these relationships and maintain them via social media. Build your online global network.

- Consider using your family connections to gain work experience back home during the holidays via job-shadowing, informational interviewing, internships or vocation placements.
TIPS FOR YOUR FINAL YEAR

START APPLYING FOR WORK

In your final year it is time to start using all your research and planning and apply for work.

The nature of work is rapidly changing and the average Australian worker will have 10 or more jobs throughout their lifetime. It is important to realise that as a new graduate you may work in a variety of fields before finding the right fit for you.

When job seeking:

■ Do your research
■ Be open to opportunities. Be flexible as many jobs start out as short term contracts or casual positions
■ Manage your expectations
■ Be willing to start at the bottom and work your way up.

Graduate programs

Graduate roles are structured professional development programs designed specifically for university graduates. These programs are traditionally offered in the corporate and government sectors in Australia to top tier students.

These full-time positions provide rotations in key areas of the business over a set period of time (usually two years). Graduate programs offer structured training and support, feedback and ongoing employment opportunities.

Entry requirements into graduate programs vary and are highly competitive. It is important to research your eligibility when thinking of applying for a graduate role in Australia.

If you are interested in a graduate program you will need to apply in the March or April of your final year. However, students are eligible for graduate programs up to two years after they graduate.

In order to be the best candidate you need to research the company, sector and the type of roles available for new graduates.

According to the Australian Financial Review³, in 2015 KPMG received over 10,000 applications for just 300 graduate positions in Australia.

In order to wade through all the applications KPMG received, the company launched a new sophisticated application process to reduce the face-to-face interview time. It included online games and psychometric tests, which aimed to filter out over 60 per cent of candidates. Only three per cent of graduates who applied were successful.

Competition is fierce and large companies can afford to pick and choose the best graduates from the pool of applicants. To give yourself the cutting edge against your competitors you need to do your research and read widely about the sector in which you are interested.

Start your career in a small-to-medium size business

There are many opportunities for students wishing to launch their careers within small-to-medium businesses. Entry-level positions are less competitive than graduate programs and have fewer restrictions in terms of visa requirements and language proficiency.

Benefits of working in a small-to-medium size business:

■ Skills and experience are often very ‘hands on’ and you get a broader understanding of the way businesses work
■ You are often given early responsibilities, which increases your confidence and gives you a higher profile within the company that you might not have in a larger organisation
■ Insight into Australian business culture
■ Large corporates are attracted to generalist skills developed in small business and you can use this role to make the step to a larger organisation after a few years.

Use a recruitment agency and build experience with short-term contracts

After you complete your studies, you may have the opportunity of working in Australia to build your skills. If you are struggling to get work you may consider using a recruitment agency in your field and taking on short-term contracts.

Employers pay recruitment agencies in Australia to find appropriate staff for short-term roles and this is a great way to build your technical skills and gain an insight into Australian workplace culture.

Some popular agencies include:

www.hays.com.au
www.dixonappointments.com.au
www.au.hudson.com
www.au.drakeintl.com
www.randstad.com.au

Consider rural opportunities or moving interstate

If you are serious about living and working in Australia then it is worth expanding your job search to include rural roles and consider moving interstate for the right job.

Many states are actively searching for professional people to move into their local region. Rural towns offer incentives and sponsorship for professionals to move in to their local area.

Do your research and locate a region where you might like to live. Look for jobs on rural online newspapers and search rural locations on job search websites like Seek and CareerOne.

Key government websites:

www.liveinvictoria.vic.gov.au
www.migration.wa.gov.au
www.migration.sa.gov.au
www.australiasnorthernterritory.com.au
www.canberrayourfuture.com.au
www.migration.tas.gov.au
www.migration.qld.gov.au
Returning home

There are many opportunities open to you as an overseas-educated graduate. If you are keen to go back home after you graduate it is important that you stay in touch with what is happening in your local job (labour) market while undertaking your studies.

Many multinational companies have branches all over the world and are looking for candidates with a large range of skills including English. These corporations have a global mindset and value locally born, overseas-educated students. Investigate the entry requirements and recruitment cycle in your own region and don’t forget to apply back home for that dream role or internship.

- Follow what is going on in your sector – read local websites, join local professional associations and keep informed about the economic and political activities in your region
- Research potential employers and the local recruitment cycle and application process
- Target multinational or Australian companies in your region who are looking for bilingual staff with a global perspective and apply for graduate programs or vocation or internship opportunities
- Find out what skills and attributes are valued by recruiters in your region and work towards building these into your resume
- Create a region-specific resume in your own language and in English for multinationals (get it checked by someone back home)
- Join and participate with your Australian alumni network – sign up to be apart of your local institution’s chapter
- Use LinkedIn and social media and promote your unique personal brand – remember to promote your bilingual /bicultural advantage. Reconnect with your in country networks.

Working overseas

Are you keen to work overseas at the end of your studies? If so, it is important that during your studies you start doing your research and preparing your skills for the region you are targeting.

You may want to visit the region first to see if you enjoy the lifestyle and culture. This is a great excuse to go on holiday or you may want to undertake an exchange semester or study tour in this country as part of your studies. The options are endless but you need to do your homework first.

Questions to consider:

- Where do you want to go and why? How long for?
- What opportunities are open to a citizen from your country? Will you require sponsorship or a special visa to live and work in this country?
- Will you require additional language skills? If so, what will you need to do in order to qualify to work in this country? Do you need to study the language and to what level?
- What are the living conditions and salaries like? Do you need health insurance?
- What will be the long-term career benefits?
- Will your qualifications and experience be recognised?
- Do you have any family or family connections in this country that could provide information on living and working there or support you in your job-hunt?

Going Global

This website provides country-specific careers and employment information such as resume templates, wages, jobs, internships and recruitment cycle information. www.goingglobal.com

IAESTE

The International Association for the Exchange of Students for Technical Experience (IAESTE) provides students in the sciences with technical placements in over 80 countries. www.iaeste.org
HELPFUL TIPS

JOB SEARCH STRATEGIES

- Look in the career sections on company websites and in online newspapers
- Sign up for job sites specific to your sector and join large recruitment sites such as Seek, CareerOne. Get customised job email alerts
- Use your institution’s careers service, which will have targeted entry-level positions available online
- Set up an online professional profile on LinkedIn and follow key companies. Maintain your professional brand and participate online
- Speak to your network, cold call or write speculative applications.

“Just over half of the graduates who found full-time employment in 2013 or 2014 learned of the job first through one of three strategies: searching advertisements on the internet (25.7 per cent), talking to family or friends (13.9 per cent) and visiting university or college careers services (12.4 per cent)”

ONLINE APPLICATIONS

When applying online you will need to write concise answers within a set word limit. It is vital that you address the question and demonstrate your soft and hard skills with examples from your work or study history.

To demonstrate skills you can give examples of projects you’ve undertaken within your studies, volunteering, work experience or extra-curricular activities.

Employers want to know what your overall goal or drive is. So don’t forget to include your motivation or overall suitability for the role.

A helpful tip is to cut and paste the questions into a word document and work on the questions offline. Get someone to check over your answers and ensure you have answered the questions appropriately.

INTERVIEW TIPS

- Plan your travel – arrive 10 minutes prior and turn off your phone! (Always research parking, transport and how to get to the venue)
- Dress professionally
- Find out what type of interview it will be and who will be conducting it. There are a range of interview types including: panel, assessment centre, one-on-one, telephone or via Skype
- Be prepared – re-visit your research about the company. Review its key clients, projects and core business. Know your product.
- Have examples prepared to demonstrate where you have developed the skills they are looking for.
- Be able to explain your visa status and bring along any relevant paper work; resume, responses to key selection criteria, referees details, passport/visa and your portfolio if needed.
INTERVIEW QUESTION TYPES

General questions – Tell me about yourself?
These usually put the candidate at ease and cover areas such as your experience, education, personal attributes or interest in the position.
Prior to interview, prepare to answer these commonly asked questions:
- Tell me about yourself
- Why are you interested in this role?
- What do you know about our organisation?
- Why should we hire you?

BEHAVIOURAL QUESTIONS

The majority of recruiters use a mixture of general and behavioural questions to build an understanding of the candidate.

Behavioural questions pose a scenario and the candidate has to indicate how they behaved and why.

Behavioural questioning is based on the assumption that past behaviour is the best predictor of future behaviour. Interviewers will ask questions which check if you meet the key criteria of the position and can articulate how you behaved in a variety of situations.

In order to be prepared for this type of questioning you need to develop a bank of examples, which demonstrate your skills and experiences.

Prepare and answer questions by using the STAR technique:
- Situation – a brief outline of the situation
- Task – what tasks needed to be achieved
- Action – the steps you took to complete the task
- Results – what outcomes were achieved?

Examples of possible behavioural questions

Tell me about a time you had to deal with a difficult customer. What actions did you take and why?
Give me an example of a time you had to manage a number of deadlines at the same time. What actions did you take? What was the outcome?
Give me an example when you worked with a colleague who was not doing their fair share of the work. What actions did you take and what was the result?

Technical questions

These questions test your technical knowledge in relation to the role. Review the job description and be prepared to answer possible technical questions.

During the interview process, you will be assessed on your verbal and non-verbal communication skills:
- Speak clearly: pronunciation and expression
- Use eye contact
- Posture (sit up straight)
- Be aware of your body language try not to fidget or play with your phone or pen.
Remember the interviewer will be aware that you will be nervous and will take that into consideration.

Preparation and practice are the keys to a successful interview. So don’t forget to ask questions at the end of your interview and thank the interviewers for their time.

Possible questions could include:

What is the work culture like here?

How would you describe your management style?

What types of training and professional development opportunities are available to employees?

Avoid questions about holidays and wages. You can find this information out after you gain the role or via your research.
I started my job search early and favoured one-on-one networking through LinkedIn over traditional settings ... my Singaporean background taught me tenacity and contributed to the high value I place on education and mixing with different nationalities, all of which are important for integrating into the Australian workforce."

Jason Widjaja, Singapore
Melbourne Business School
AFTER YOU GRADUATE

The world of work is constantly changing and the transition from full-time student into permanent full-time employment is increasingly rare. More and more graduates are starting their careers in short-term contracts or temporary positions.

Be open to opportunities and don’t wait for that perfect job to appear. Use short-term opportunities as stepping-stones towards your ultimate goal.

Keep building on your skills and experience while staying motivated to get your dream job.

MANAGING EXPECTATIONS

- The current job market is very competitive and it is important to note that it takes on average nine months to find employment after your studies.
- Remember you can’t become a CEO straight out after your studies, so it is important that you manage your own expectations and apply for entry-level positions. Narrow your job search to roles you can actually meet the key criteria. Take your time and tailor your resume and cover letter to each job. Don’t waste your time applying for hundreds of jobs.
- Building a career takes time. If you can’t land that dream job keep positive, get proactive and start filling the gaps in your skill set. Get a professional career adviser to review your resume and cover letters, attend workshops and take short courses to improve your employability (e.g. MYOB, excel).
- Target companies that embrace and promote diversity. Global companies are more likely to need bilingual, multicultural savvy staff. It is ok to return home to start your career, you may find that this will lead global opportunities.
- Be flexible and take opportunities if they arise. Grow your expertise and learn how to up sell the skills you have to gain the position you want in the future. Be a global worker.
- Finally, managing family pressure is vital when starting your career. Often there is an expectation that you must perform a certain job to satisfy family plans and this can often clash with your own dreams or interests. If you are struggling with these expectations make an appointment and see career counsellor or an academic adviser and find helpful strategies to manage this pressure.

KNOW YOUR RIGHTS

Australia has laws protecting workers. These govern and guide what employers should pay and the type of working conditions employees should be given (hours, break times, Occupational Health and Safety requirements, and leave entitlements).

WHAT CAN YOU DO TO ENSURE YOU ARE PROTECTED AT WORK?

When you accept a job offer there are some things you and your employer should be clear on, including:

- your agreed pay rate
- your job duties
- your employment status (e.g. full-time, part-time or casual work)
- what time you’ll be starting and finishing work
- how many hours you’ll be working per week
- whether there’s an award or registered agreement covering your job.
GETTING A TAX FILE NUMBER

A tax file number (TFN) is a unique nine digit number issued to you by the Australian Government so that you can work legally and pay tax.

A TFN must be supplied to an employer so they can pay tax on your behalf. If you are working for ‘cash in hand’ you are not protected by the law and may not be receiving the correct award wages.

To apply for a TFN or find out more information:
https://www.ato.gov.au/forms/tfn---application-for-individuals

KNOW HOW MUCH YOU’RE WORTH

When applying for and accepting a position it is important to do your research and know how much you are entitled to be paid. Use the Fairwork Pay Calculator to work out your pay rates, penalties and allowances.

- calculate.fairwork.gov.au/findyouraward
- www.fairwork.gov.au/pay
- www.payscale.com

If you are under 21 then you are entitled to junior wages. This is a sliding scale and differs for each industry. http://www.payscale.com/research/AU/Country=Australia/Salary

In Australia employers are not allowed by law to discriminate or harass staff in relation to:

- Race
- Religion
- Political beliefs
- Sexual orientation
- Age
- Disability
- Gender
- Carer or parental status
- Physical features

If you face any form of discrimination or harassment in the workplace please contact Fair Work Australia. Visit www.fairwork.gov.au. For help and support call the Fair Work Infoline 13 13 94.

If you would prefer to speak in your own language, call 13 14 50 and nominate your preferred language. www.fairwork.gov.au/contact-us/language-help

WORKER’S COMPENSATION

- www.worksafe.vic.gov.au
- www.workcover.nsw.gov.au
- www.workcover.tas.gov.au
- www.workcover.wa.gov.au
- www.worksafe.qld.gov.au
- www.worksafe.nt.gov.au
- www.workcover.com

LIFELONG LEARNING

Most people will have more than 10 different jobs over their lifetime and no career is linear. So it is important to keep developing your skills and expanding your knowledge so you can take on the next opportunity or challenge in your working life.
Contact us

IEAA Secretariat
PO Box 12917
A’Beckett Street
Melbourne VIC 8006
Australia
+613 9925 4579
admin@ieaa.org.au

ieaa.org.au/employability