

HOW TO FIND A JOB IN AUSTRALIA

A - Z | GUIDE FOR STUDENTS



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A NOTE TO STUDENTS

Working with students day-to-day, we appreciate that finding your first job while studying, or upon graduating, can be a daunting process.

It can seem even more challenging for international students who face multiple barriers to establishing careers, including unfamiliar job search processes and a whole new workplace culture in Australia.

So, to make it a little easier, we've created this A to Z guide for students. It contains a whole alphabet of insider knowledge.

From the basics of which job websites you should be browsing, to tips on how to write an effective cover letter and resume, and perfecting your interview skills.

We hope you find it a useful and practical resource to guide you as you begin your search.

Good luck and happy job hunting!

Will James

National Careers Manager
Kaplan Business School



A

Accelerate Your English

(And learn a little Aussie slang)

Having a strong level of both verbal and written English as an international student will impress prospective employers.

You can accelerate your learning by:

- Reading English news online
- Volunteering in your community
- Finding an English learning app (e.g. Duolingo)
- Making use of **academic support resources** at your educational institution and
- Enrolling in elective subjects such as **Skills for Effective Communication** that focus on advanced levels of English vocabulary and grammar.

It's also helpful to be aware of some of the most common slang that is used in the Australian workplace.



COMMON AUSSIE SAYINGS:

- 'Arvo' = afternoon
- 'COB' = close of business
- 'I'm keen to' = I would like to
- 'No-brainer' = something obvious or requiring little or no thought
- 'No worries' = all good / no problem
- 'Slammed' = very busy
- 'Think outside the box' = bringing a new perspective to a problem or situation
- 'Touch base' = make contact with someone
- 'What do you reckon?' = What do you think?
- 'Win-win situation' = when both parties come out of a situation favourably

B

Build Your Confidence

Applying for any job, whether it's a part-time or graduate role, can be daunting. Building your confidence can take time. Think about your work and personal strengths. Reflect on your achievements.

Here are a few tips to help you feel better prepared for landing your next job in Australia:

Set short-term and long-term goals

Set realistic career goals and research how to achieve them. Do you need to enrol in a short course to attain the skills you need? Are there networking events you could attend to connect with potential employers?

Attend career workshops

At workshops you can learn from experienced professionals about how to effectively navigate the employment market. KBS hosts free career workshops across our campuses on a range of career-related topics.

Read job descriptions carefully

Respond to the selection criteria in a way that matches your skills to the job description. Taking this tailored approach will increase your chances of getting a first interview, and naturally boost your confidence!

Promote your unique strengths

As an international student you may have valuable skills that can help you stand out such as being fluent in another language* or having overseas experience. Include these skills in your resume, cover letter and during the interview process.

Do your research

Going into an interview with an informed understanding of the company (their challenges, strengths, needs) will give you confidence to discuss what you can offer as a candidate.



*Include language information only if mentioned in the job ad or relevant for the specific role.

C

Careers Service

The first go-to resource for any student should be your school's career service. At Kaplan Business School, Careers Central can help you with:

- Insights into the Australian Job Market
- Creating and tailoring an Australian industry resume and cover letter
- Preparation for job interviews
- Connection to employers to complete an **Academic Internship** that will count towards your degree
- Accessing exclusive careers workshops and industry events where you can network with employers and develop your employability skills
- Preparation for the workforce with one-on-one career coaching and
- Accessing exclusive information about graduate roles with a variety of businesses such as local SMEs (small and medium enterprises), not-for-profits and ASX-listed (Australian Stock Exchange) companies.



D

Do's And Don'ts For The Australian Job Market

Here's a list of what you should and shouldn't do when entering the Australian workforce.

DO

Pay attention to visa, work permits, and conditions of employment

It's critical you understand your legal obligations before entering the workforce. For example, some workplaces have a legal obligation to employ permanent residents or citizens, while others might sponsor overseas talent.

If you're on a visa, consider what type of employment you are allowed to engage in, how many hours per fortnight, and what your tax bracket is. It's important to access the right information on work visas, tax and contract employment requirements.

Gain perspective on work culture

Australia has a work culture that shapes the environment of each business you might work in. For example, while self-promotion may be valued in certain work cultures, this is considered a negative trait in Australia, where there is a strong emphasis on teamwork. Additionally, Australians work hard, but they also place value on work-life balance and mental wellbeing.

Try different strategies

Keep an open mind with regards to career search strategies and work standards in Australia. What may have worked before in one's home country may differ to that of Australia. For example, volunteering is a great way to open doors of communication while expanding your network.

Tap into your connections and set up a network

Tapping into your existing networks (students you studied with, lecturers etc.) is a great way to keep up to date with the latest industry developments. There are organisations that help job seekers find opportunities such as: **Prospire, Adecco** and **Just Landed**.

Research the market

While some skills are in demand in Australia, others may be less so. Research the job market to discover opportunities and get your timing right. You can get in touch with recruitment agencies or refer to the **Australian Government job portal**.



DON'T

Lie on your resume

While it's important to be confident in your capabilities, you also need to be humble when listing the skills you're an 'expert in' and what technologies you are very capable with. Your future employer will appreciate your honesty.

Rely on spontaneity

Moving to a new city or country and finding a job takes time, patience and knowledge. Start setting up a network and have some prospects before you arrive.

Leave career development to the end

Don't leave your career development planning to when you are about to graduate or already graduated. Make use of the best resources available with your education provider (e.g. internships) during your studies with them.

Assume you'll get the top job

Having the assumption that top-level jobs will be at your disposal (when entering the Australian job market for the first time) might hinder your decision-making process, and you could miss out on opportunities for career growth. Consider work experience or volunteering until you build enough experience and contacts to get your foot in the door.

E

Employability Skills

If you're concerned about a lack of formal experience, consider incorporating relevant extracurricular activities into your profile to gain a competitive edge.

In Australia, extracurricular involvement holds significant value, offering a chance to showcase your unique skills. For instance, if you're multilingual, you can include your language proficiency (if relevant to the job) on your resume, as languages are widely regarded as an asset in the workplace. Additionally, emphasise activities that have honed your leadership abilities, detail programs you've participated in or volunteered for, and highlight any additional courses or training you've completed. Reflecting on these experiences and achievements can greatly enhance your job applications and interviews.



F

Freelancing

Have you considered whether a freelance career might be the perfect fit for you? Freelancers can set their own hours and workload. To be successful, you should consider:

- **How many contacts do you have?**
How big is your network? Ensure you have a sizeable network to sustain ongoing work. Freelancing is very much about *who* you know, not just what you know.
- **Are you able to time manage?**
Freelancing is about meeting deadlines, on your own, without the help of a team (or boss) to keep you on track. Freelancing requires discipline and maintaining work commitments.
- **Are you good at juggling finances?**
With freelancing, it is important to be able to split payments to support you over the quieter weeks. You also need to consider tax payments and superannuation amounts.

Don't forget to apply for an **Australian Business Number (ABN)**.

You can locate freelance roles on **LinkedIn jobs, Seek** and freelancing platforms like **Freelancer** and **Fiverr**.



G

Get Entrepreneurial

Do you have a product or service idea?

Put your idea and skills to the test by starting up a small business on free e-commerce sites such as **Etsy**, or freelance networks such as **Fiverr** or **Freelancer**.

Managing a small business can help you develop entrepreneurial skills in production, operations, marketing and sales.



H

Hidden Job Market

According to recruiters, at least 60% of jobs are found through the **hidden job market** which are jobs that are found through networking, rather than advertising.

You can tap into the hidden market by:

- Reaching out to your network of former colleagues and industry contacts and let them know what new roles you're looking for, industry areas you're exploring, and your ideal work environment
- Networking at events and via social media channels (e.g. Facebook)
- Contacting employers of interest (e.g. sending an introductory email)
- Volunteering or completing work experience and
- Subscribing to news alerts and following companies on LinkedIn.

You can also expand your network through **Careers Central**, where you can access exclusive industry networks.



Internships

An internship is a short-term experience program offered by companies where you have learning goals and opportunities to develop real-world skills and experience.

Undertaking an internship (paid or unpaid) can have several benefits for your career:

- You can test the theory you've been learning at school in the workplace
- You can learn technical and 'soft' skills that will help with career progression
- You'll gain insights into the Australian business environment and your specific industry; and
- You can learn from a mentor and make connections that lead to paid work.



VAMSHI GRANDHE
KBS alumnus, completed an
internship with AI Sydney

'The Careers Central team helped me gain an internship in venture capital which was closely aligned to my specialisation in project management and my interest in start-ups, and provided a relevant platform for me to make the most of my education during my tenure.'

Job-Search Sites

Online job portals should be part of your job-seeking strategy. They are a great way to get automated updates on your key searches and keep you posted on any new jobs.

Popular sites include **Seek, Jora, and Indeed**, where you can create an account, save searches, shortlist jobs and receive emails for new job listings.

LinkedIn is another big source for job ads – you can search for job listings via the Jobs tab in your LinkedIn profile. Our Careers Central team advertise full-time graduate roles in a private alumni community page on LinkedIn.



K

Know Your Rights

In Australia, international students can work up to 48 hours a fortnight during the school semester and unrestricted hours during the school break.*

Part-time vs. Casual employment

These are two different types of work. Part-time employees work regular hours each week and receive the same benefits such as annual leave and sick leave (relative to hours worked) as full-time employees. Casual employment does not guarantee hours of work, sick or annual leave, but pay rates are usually higher.

Do you know what your pay rate should be?

Always check that you are being paid fairly. To find out how much you are entitled to earn you can use the **Australian Government's online Pay Calculator**.

Are you entitled to 'penalty rates'?

As a casual employee, you are often entitled to 'penalty rates.' These are pay increases when you work overtime, on public holidays, Sundays or during late night or early morning shifts. Check your penalty rate online, and make sure you discuss this with your employer.

Are you feeling bullied, harassed or discriminated against at work?

Workplace discrimination and sexual harassment are against the law in Australia. If you feel bullied, unsafe, or discriminated against at work, please tell someone about it. Your educational institution has student support services available to help you in this situation.

You are entitled to join a union or to make a complaint with the Ombudsman or the Human Rights Commission.

If you ever feel in any immediate danger, call the police on 000.

For more information about your work rights, visit the **Fair Work Ombudsman**.

*For more information visit Homeaffairs.gov.au.



LinkedIn

Here are tips on how to complete each section of your LinkedIn profile:

1. Cover Photo

Create a tailored image that reflects your personal brand and industry experience.

2. Profile picture

Your profile picture should be a true representation of you right now. Use a high-resolution image, pick a background that isn't distracting, and don't use too many filters.

3. Headline (underneath your name)

Your headline must include the keywords you want to be found for via the search function (e.g. 'Certified Public Accountant (CPA) | Property Accountant | Real Estate & Construction Accounting'). Ensure that it stands out from the crowd, speaks to your ideal client and reflects the benefits you can bring to a business.

If you have limited work experience, your headline can reflect your career motivations and what you're studying (e.g. Aspiring Social Media Marketing Professional | Digital Marketing Analytics | Bachelor in Business Management at Kaplan Business School).

4. About / Overview

This is where you highlight your career story – where you have been, where you are now, and where you are headed.

If you have limited work experience, you can talk about your key skills, strengths and career goals.

5. Professional Experience

Highlight your achievements and outcomes in each role, not your day-to-day responsibilities. Add media here – this can include portfolio snapshots, projects you've worked on, or links to external websites or resources.

6. Voluntary experience

This section is where you can list any community-driven programs you've been involved in which complements your passions and career desires.

7. Include recommendations

Add credibility to your profile and include recommendations from your former colleagues, managers and mentors.

8. Language skills

Being able to speak more than one language can be valuable to an employer, as many organisations operate in international markets. List this skill under the 'languages' feature and state your level of proficiency.

M

Make A Job Search Plan

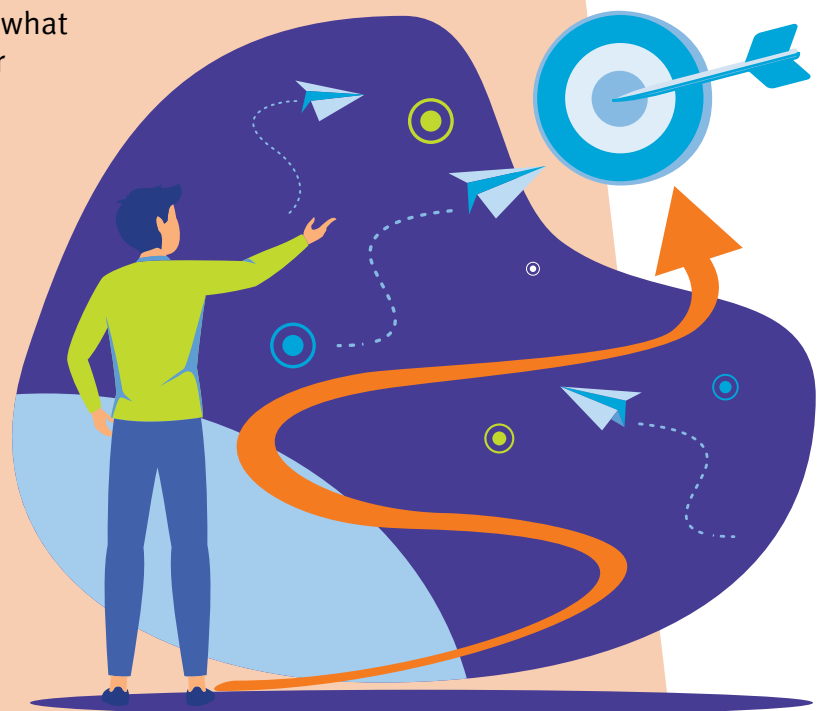
Just like a project, searching for a job requires planning, goals, and milestones.

Planning will help keep you on track, and ensure you complete all essential tasks to get job interviews.

A few key tips to keep your job search organised:

- Schedule regular time blocks to research vacancies, update your resume, write cover letters and complete applications
- Subscribe to job alerts from LinkedIn and companies of interest
- Use tools like spreadsheets to keep track of your applications
- Use calendar apps to set reminders for follow-up emails or calls
- Set up a folder filing system on your computer to keep track of what you have provided to each employer and
- Evaluate what is working and what isn't working and change your job search plan accordingly.

SEEK offers a useful and free **career planning template**.



N

Networking

Top 5 tips from KBS alumni Giselle Machado.

Giselle was offered a job opportunity as a Software Developer and Data Analyst through a contact made at an industry event. Here's her advice:

1. Make sure you're attending networking events and accessing opportunities that meet your career goals

A quality business school's careers service will have access to exclusive career events and volunteering opportunities, which is a great way to meet industry professionals.

Networking events/forums that you can explore include industry events, graduate events, **Meetups** and Facebook groups.

2. Preparation is key

Being prepared gives you the confidence to step out of your comfort zone. Here are a few pre-event tips:

- Attend your first event with a student who has more experience at networking events – it helps to see a confident networker in action
- Speak to a Careers Advisor at your school, or a business mentor (a professional who offers their knowledge and advice to someone less experienced) ahead of the event to gain any valuable tips
- Research the event you're attending so you know what to expect and the type of professionals you'll be interacting with and

- Arrive early – this will give you the chance to introduce yourself to people before they've had time to form groups.

3. Don't be afraid to speak up!

At these events, people are open to listening to you. However, don't be completely focused on selling yourself; engaging in a conversation is a more genuine way of making a connection.

4. Challenge yourself with a goal

Having a goal for a networking event can be a great way to build your confidence and form new relationships.

5. Follow up on LinkedIn

Business networking shouldn't finish when the event does. Follow up with (and nurture) the new contacts you made. Connect with them on LinkedIn as a first step to begin future interactions.

EXAMPLE GOALS:

- Make 5 new contacts and connect with them on LinkedIn
- Collect 10 business cards and
- Organise a coffee catch-up in the next week with a new contact.

O

Overcoming Common Obstacles

Job seeking can be a learning curve and you may be faced with a few obstacles:

1. Getting your foot in the door

After reading many times that a job you desire requires 'local experience', it's easy to feel unmotivated and not know how to get that 'foot in the door'. Draw on your existing contacts, touch base with your classmates or teacher network, and explore volunteering and internship opportunities.

2. Self-doubt

Even the most senior professional will experience self-doubt when making a career leap. Don't compare yourself to your friends or former classmates – your process and journey are your own.

Take each setback as a learning experience.

3. Didn't get the job?

That's ok. It wasn't meant to be yours, but you can learn something from the interview – maybe edit your resume or ask the recruiter for feedback you could learn from.

4. Knowing when the timing is right

There is always a 'right' time to approach potential employers. Get your timings right by signing up to the company's employment portal, following them on LinkedIn, and researching their performance and growth (a good indicator as to whether they might be hiring soon).



P

Perfecting Your Interview Skills

TOP 4 TIPS

1. Research and prepare – when you fail to plan, you plan to fail

- Research the background of the company and find out what their culture is like. Read their website, including their news, press releases and social media channels (e.g. LinkedIn, Instagram). If you know people working for the company, you can get in contact with them.
- Have a look at the position description (prior to the interview) so you know what skills and competencies they are looking for. Think of different examples you can use from your work experience to demonstrate each of the criteria.
- Be prepared with answers to common questions such as ‘Tell me about yourself’, ‘Why do you want to work here?’ and ‘What are your strengths and weaknesses?’

2. Make a good first impression!

- Dress right for your industry. Try your outfit to see if it makes you feel confident.
- Check the location of your interview in advance and arrive at least 10 minutes before your appointment.
- Treat everyone you meet in the office as your potential interviewer.

3. Ask questions

Asking thoughtful questions shows that you are genuinely interested in the company and help you stand out from the competition. It also proves that you have done enough research to seek clarity on parts that you are unsure about.

4. Use the STAR approach

The STAR approach can help you structure your answers for situational questions (questions about how you might handle a real-life scenario on a job or how you’ve handled it previously). For example, ‘Tell me about a time you’ve shown leadership on a project?’ or ‘Think of a challenge you’ve experienced. How did you overcome it?’ Think about some strong examples from your prior work experience.

STAR stands for:

Situation: An event, project, or challenge faced

Task: Your responsibilities and task for the situation

Action: Steps taken to rectify situation

Result: Results of actions taken

Did you know that 33% of bosses say they know within 90 seconds whether they will hire someone?*

*Source: Classes and Careers

Q

Questions To Ask During Your First Interview

TOP 7 Q'S

Asking the right questions can be critical to advancing in the recruitment process. It's very important that an interview is an even exchange; ask questions when relevant and useful, and make sure you listen actively to the answers.

1. Can you tell me about the day-to-day responsibilities of this job?

This question will give you insight into the daily responsibilities that make up the role.

2. What do you think are the most important qualities for someone to excel in this role?

This response will give you an understanding of the skills you will need to progress in the company.

3. What are your expectations over the next 6 months?

This question can help to find out more about your employer's expectations and vision for this role.

4. Can you describe the culture of the company?

It's important to ensure that the company's values and working style align with your own.

5. Where do you think the company is headed in the next 5 years?

Planning for the future and being informed of the opportunities available will help you decide whether you can stay for long and grow within the organisation.

6. What is the typical career path for someone in this role?

This question gives a sneak peek about career advancement opportunities.

7. What are the next steps in the interview process?

This question shows that you are eager to move forward with your application and helps you gain information about the timeline for hiring so that you can follow up later.

R

References

TOP 6 TIPS

During your job search, a potential employer will request references. Typically, it will be when the company is seriously interested in you as a potential hire.

1. **Plan and get your references in order before you need them.**

It will save you time and show that you're prepared.

2. **You should have at least 1–2 professional referees**

This person is usually a former manager or colleague who can provide details about your performance, general character and work ethic.

3. **Don't list your references on your resume. Type 'References available upon request'.**

If a potential employer requests the details of your referees, ensure you provide them their:

- Name
- Position / Title
- Company
- Phone Number
- Email
- Reference Description (description of your work relationship, how many years you had worked together etc.)

4. **Ensure that your references:**

- Have given you permission to act as a reference
- Have provided you with up-to-date contact details and
- Know when they can expect a call from the potential employer (i.e. notify them after you have been interviewed).

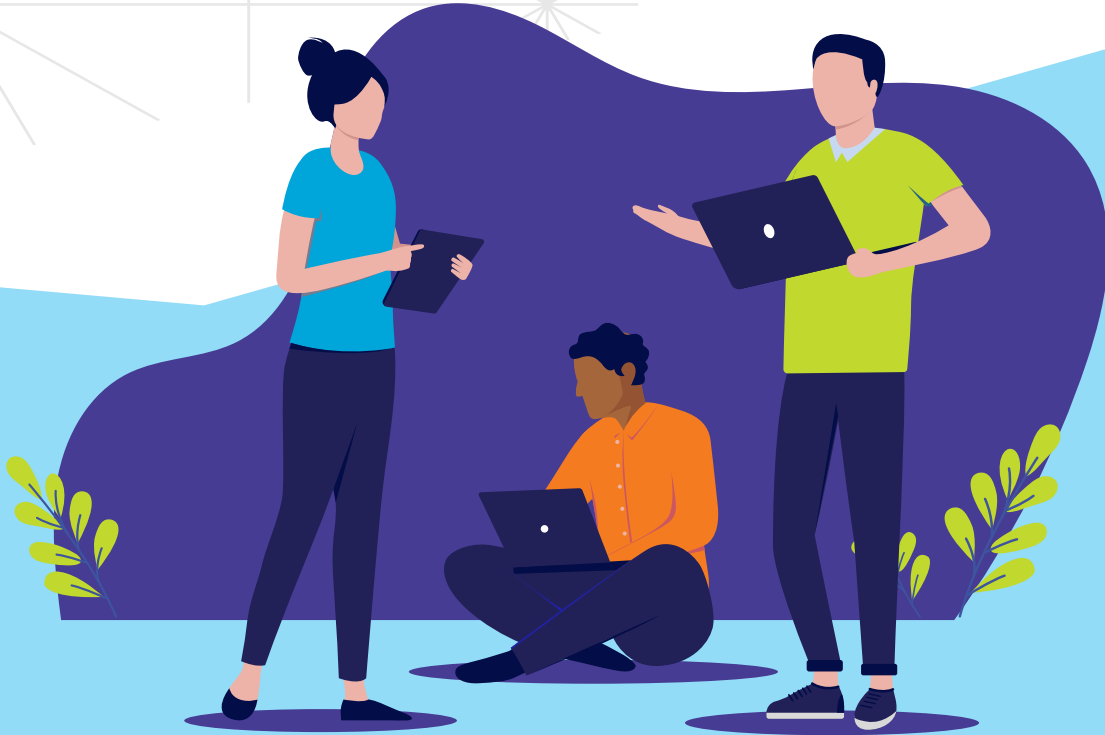
5. **If you have very limited work experience, you can provide a personal/character reference**

This is an individual who knows you and can vouch for your character and abilities. This could be a business acquaintance, volunteer coordinator or teacher.

6. **Maintain good relationships**

Always maintain good relationships with people in class and at work. Your lecturer, classmates, manager and colleagues can be potential referees. Connect with them via LinkedIn.

S



SMEs

Did you know that small and medium-sized enterprises (SMEs) make up approximately 97% of all businesses in Australia?*

It can be a missed opportunity to think that the graduate role or internship at a large corporation is the only route to success.

Working at an SME can be a valuable platform for professional development and career progression – they tend to offer less hierarchy and more hands-on experience, innovation, flexibility and collaboration.

*asbfeo.gov.au

T

Tax File Number

A Tax File Number (TFN) is a must in Australia (unless you want to be taxed up to 47% of every dollar you earn!) Here is what you need, and what steps to take to obtain a TFN:

You will need:

- Passport
- Australian postal address
- Australian phone number
- Valid email address
- Details about your workplace
- Personal details

STEPS:

- 1. Log onto the Australian Tax Office (ATO) website.**
- 2. Access the relevant application portal for residents, foreign passport holders, or people living outside of Australia.**
- 3. Complete the online form**

Once your form has been filled out and accepted by the ATO, you should receive your Tax File Number by post within 28 days.



U

Update Your Resume

Formatting your resume so that it's tailored to the Australian market should be a priority in your job search plan.

Do's and don'ts for Australian resumes

DO

- Tailor your resume to the specific job you are applying for
- Include a career profile or professional summary
- List your employment history in reverse chronological order (i.e. most recent job listed first)
- Use clear and concise language when describing your responsibilities and achievements
- Check spelling using Australian English
- Use a plain and easy to read font

Download our free **Australian resume template**.

DON'T

- Make your resume longer than two pages
- Include irrelevant personal details such as your date of birth or marital status
- List skills and experiences that are irrelevant and outdated
- Use an unprofessional email address (your email should contain a combination of your first and last name, and a number or two if necessary)
- Use too many different font sizes. Italics, underlining, and graphics are best avoided.



V

Volunteering

Most recent statistics state that nearly 6 million Australians volunteer per year. Volunteering is a popular way to gain professional experience, develop skills, make new connections, and work in different businesses and work environments.

Job search websites such as **SeekVolunteer** list volunteering opportunities. Our **Careers Central** team can help students access various volunteering opportunities across our campuses.

75% of hiring managers agree that volunteer experience is an advantage in a job interview.*

*SEEK Volunteer, 2021



W

Write An Effective Cover Letter

TOP 5 TIPS

A cover letter is a half to one single-page A4 letter that you include with your job application. This is your sales pitch that will market your credentials.

1. Keep it simple

The cover letter should express information about your previous roles, key skills and the unique value you can add to the company in a clear and concise manner.

2. Make it impressive

A cover letter should complement, not duplicate, your resume. Include measurable accomplishments and examples.

3. Grammar matters

It needs to be well-formatted, accurate, and easy-to-read, with no spelling or grammatical mistakes.

4. Customise

Customise all your cover letters by writing a fresh, tailored cover letter for each job application. Always address your cover letter to the hiring manager whose details you can usually find at the end of a job description.

5. Format correctly

- **Salutation**
Start by addressing your cover letter to the hiring manager.
- **Opening statement**
Express what you feel makes this organisation and role special, and how it aligns with your interests, and core values.
- **Body**
The next two paragraphs should detail your most relevant previous roles, skills and experience, and how you can transfer them to the new organisation.
- **Closing statement**
Ensure it's personalised, solution-focused and positive. Highlight why you would like to work for this organisation and how you will be a genuine asset to the business. Finish off by thanking the employer for their consideration.

Download our **free cover letter template**.

X

X-Factor

All of us have something that make us a unique professional. This is your X-factor.

Allow your X-factor to shine by pointing out aspects of your personality that complement with your potential role or future company. For example, are you an introverted person? That could mean you are a great listener. Do you love critical thinking? That is an asset for problem-solving and innovation.



Y

YouTube For Job Seekers

Use all the free online resources available to you to keep you informed about the job market.

YouTube has an abundance of profiles, organisations and professionals who use the platform to offer career advice such as the much acclaimed **TEDx Talks** and **Work It Daily**.

Check out Australian YouTube channels such as **Insider Guides**, **Internash**, **Overseas Students Australia** and **SEEKjobs**.



Z

Zeal And Resilience

According to analysis by global jobs site **Indeed**, Australians wait an average of 82 days between starting a job search and securing a new position.

The search can be disheartening but it's important to never lose sight of what it is you want to achieve and take every small win (and loss) as they come.


Try to treat each setback as an opportunity to gain honest feedback that you can use at your next interview. It can also help you identify new skills you could learn and build your professional resilience.

‘Nothing worthwhile comes easily. Work, continuous work and hard work, is the only way to accomplish results.’

HAMILTON HOLT
educator



FURTHER RESOURCES

 info@kbs.edu.au

ADELAIDE

Level 1, 68 Grenfell Street
Adelaide SA 5000 Australia
+61 (0)8 8215 4100

Supplementary Location
132 Grenfell Street
Adelaide SA 5000 Australia

BRISBANE

Ground Floor, 369 Ann Street
Brisbane QLD 4000 Australia
+61 (0)7 3872 3800

GOLD COAST

Australia Fair Commercial Tower
Level 8, 36 Marine Parade
Southport QLD 4215
+61 (0)7 3872 3800

MELBOURNE

Level 4, 370 Docklands Drive, Docklands
Melbourne VIC 3008 Australia
+61 (0)3 9626 4576

PERTH

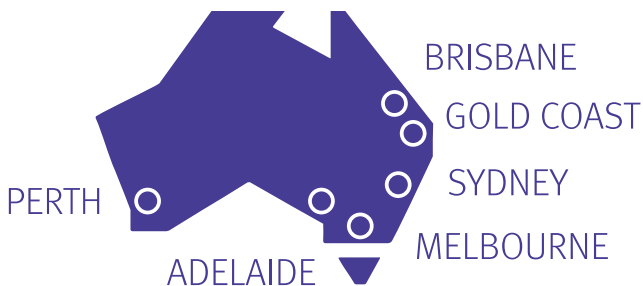
Ground Floor, 1325 Hay Street
West Perth WA 6005 Australia
+61 (0)8 9322 4136

Supplementary Location
Level 2, 297 Hay Street
East Perth WA 6004 Australia


SYDNEY


Level 1, 55 Elizabeth Street
Sydney NSW 2000 Australia
+61 (0)2 8248 6758


Supplementary Location
98–104 Goulburn Street
Sydney NSW 2000 Australia




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