RMIT Career Development and Employment Educators Notes

Job search

- Advertised positions
- Exploring the hidden job market
- Networking

1. What is Job Search?
A great way to commence teaching the topic on ‘Job Search’ is by firstly explaining what is meant by job search, preparing oneself to go through the job search process, and the differences between advertised positions and the hidden job market. (To find out further information, go to our Quick Tips or view job search in the Career Development and Careers Resource Centre or in the Students/Get that job section of our website).

2. How are jobs found?
To commence the session, you might want to start with how students have found jobs in the past. They will usually come up with a full range of advertised and non-advertised options.

3. Advertised jobs
Ask students to brainstorm a list of where to find advertised positions in their discipline. For example, newspapers, internet, Careers Advisory services, Professional Associations, Centrelink, recruitment agencies, company’s websites, etc. Write students’ suggestions on the board.

Once students have finished brainstorming, see if you can add to the list of other methods of locating an advertised position. Then go through the list to explain the unique characteristics of each method of advertising and show examples.

For example, you can explain and demonstrate how RMIT Career Development and Employment has their own website which includes job search advice and our own jobs portal ‘e-Jobs’ – login (you need to have registered beforehand) and search for a position. RMIT Career Development and Employment also offer other services including Preparation for Employment seminars and online help with job applications.

4. ‘Hidden’ jobs
Introduce the second and most important aspect of job search – exploring the hidden (non-advertised) job market. Once again, ask students to brainstorm a list of how to find non-advertised positions in their field. Write students’ responses on the board.

Once students have finished brainstorming, use the same process of going through the list to explain the unique characteristics of each method and the role it serves in locating a non-advertised position. For example,

- Yellow Pages online telephone directory is useful for finding the names of firms specialising in particular services and products. Students can use the index to refine the type of organisation they are interested in and then seek further information through the web and other sources. By using Yellow Pages Online the student can make the link to the organisation directly.

- Go to the website of a relevant professional association to demonstrate the networking and job seeking value of being a member.

- Work experience, including volunteer work in a not-for-profit organisation is a way of developing networks, referees and possibly leads to permanent positions.
5. Networking
Introduce the topic of networking by explaining what networking is and the vital role it serves in the job search process.

To cover the topic of networking in more depth, explain the role of self promotion and the positive attitude one must have when approaching a prospective employer. For example, characteristics of having a positive attitude may include demonstrating enthusiasm and motivation, speaking confidently about your capabilities and initiating opportunities.

Personal network
Once you have covered the topic of self promotion, explain to students how to begin in listing their networks including friends, family, lecturers, acquaintances, and members from social/recreational clubs.

Once students have had a go at listing a group of people, explain how they can grow their networks by attending conferences, joining a professional association in their field, undertaking volunteer work, etc.

Career information interviewing
This can be suggested as a “gentle” introduction to networking. Recommend that students locate someone who is employed in a job they aspire to, and interview them.
See Quick Tips for Information Interviews

Common mistakes
Explain to students the common mistakes that people make in networking and hand out a list of questions that can assist students in networking. These questions can be found on the Quick Tips for Networking.

Background reading
Quick Tips
- Job Search,
- Work Experience,
- Information Interviewing,
- Networking,
- Voluntary Work

Career Development and Employment website – Students/Get that job section
Career Development and Employment Careers Resource Centre and RMIT library– Books, DVDs, and videos on applying for jobs and networking. For information on job seeking practices in your field there are a number of publications available. For example the CareerFAQs series of books is available in the Careers Resource Centre and RMIT library.

DVD’s
- Job search in the 21st Century

Going Global is accessible with your RMIT logon from the Career Development and Employment website (Students/International experience/Working overseas) and offers job search advice for a range of different countries.