



PROGRAM SUPPORT NOTES

Job Search Success 1: Research

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For Teachers

Introduction

How do you discover what jobs are available? What should you do to enhance your prospects of getting a job? These questions and more will be answered by this program which explores the best methods of researching jobs. Using a number of interviews with key careers and employment people, and two case studies of potential job applicants, the program provides important advice on job research. This is a very practical program which will ensure that your job research is based on sound advice and options.

Timeline

00:00:00 New developments in the labour market
00:03:25 The career journey - matching skills, interest and work
00:06:59 The internet and job research
00:10:18 Networking and auditing skills
00:14:12 Credits
00:14:55 End program

Related Titles

Job Search Success 2: Applications
Job Search Success 3: Interviews
Job Search Success 4: Starting a Job

Recommended Resources

www.myfuture.edu.au
www.jobsearch.about.com
www.vault.com
www.indeed.com
www.uk.ibtimes.com
www.rileyguide.com
www.jobsearch.gov.au

Student Worksheet

Initiate Prior Learning

1. What jobs are available in your area? Do some preliminary research to find out.
2. Using various careers resources, find out how jobs have changed over the last ten years. What trends are emerging, what are the new types of jobs available?
3. Invite a careers counsellor and/or employer to discuss the way jobs have changed over the years.
4. Interview family members and find out what jobs they had, and how they found out about the jobs available.

Active Viewing Guide

1. Why are jobs continually changing?

2. How does the changing job market relate to apprenticeships and traineeships?

3. How has the job market changed in recent times?

4. What advice does Jane Swistak offer when beginning research for jobs?

5. What advice does Mark Corden offer when beginning research for jobs?

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6. What advice does Louise Millar-Hoffmann offer when beginning research for jobs?

7. What should you do when identifying the right job for you?

8. Why is it important to talk to a careers professional about finding the right job for you?

9. Tim Campbell looks for skills in a potential employee. Why does he say this?

10. "A Career is a Journey". What does this mean?

11. How does the internet assist with the job search?

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12. What role do the media have in assisting job research?

13. Why are IT skills important in most jobs?

14. What does it mean to “network” when researching jobs?

15. How does networking assist your job research?

16. How will the two job applicants for Horticulture and Music use networking to assist their job research?

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17. What is a skills audit?

18. How does a skills audit assist in job research?

Extension Activities

1. Survey your local area, and find out what jobs are currently available in the light of seeing this program. What trends are now emerging based on popular and less popular jobs.
2. Debate/discuss the issue: the Internet is the best resource for all job information.
3. Make a film about jobs available in your local area, and include advice for young people on how to best research those jobs.
4. With the assistance of a careers professional, prepare a skills audit of your skills and how they can apply to jobs.
5. Visit a few local industries and employers, and find out what jobs are available and trends emerging.
6. Design a pamphlet for young job seekers on the best ways they can research jobs.

Suggested Student Responses

Active Viewing Guide

1. Why are jobs continually changing?
Jobs change due to new developments in technology, changing economic conditions, changes to consumer demand, and changes in services needed by people.
2. How does the changing job market relate to apprenticeships and traineeships?
Where skill shortages occur there would be an increase in apprenticeships and traineeships available. When demand is greater than supply, then skill shortages occur.
3. How has the job market changed in recent times?
Fewer unskilled jobs; fewer full-time jobs; more casual and contract work; people staying in the workforce longer.
4. What advice does Jane Swistak offer when beginning research for jobs?
Knowing what you are looking for; what work you enjoy doing; what are your interests and skills.
5. What advice does Mark Corden offer when beginning research for jobs?
Find out more about the employer; talk to people who already work there; talk to friends and families.
6. What advice does Louise Millar-Hoffmann offer when beginning research for jobs?
Take ownership of the job research and don't expect a job to suddenly appear. Make sure you put in the time to research jobs.
7. What should you do when identifying the right job for you?
Understand your skills and interests, and find jobs that will best utilise and challenge them.
8. Why is it important to talk to a careers professional about finding the right job for you?
Careers professional can assist in identifying your transferable or generic skills and help you develop a comprehensive list.
9. Tim Campbell looks for skills in a potential employee. Why does he say this?
Young people may not have much experience, but they have good transferable skills that can be used by an employer. Examples of these skills, such as working in a team in any context, will assist in getting that job.
10. "A Career is a Journey". What does this mean?
It is a process that happens at many stages during your life, and is based on skills, interests and personality and the way that aligns with jobs.
11. How does the internet assist with the job search?
There are many good job seeking websites which have many job ads.

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12. What role does the media have in assisting job research?

Newspapers, radio, television etc have plenty of information on jobs, job trends, the job market and worldwide as well as local job developments. Using the media is a skill in itself to assist in job research. Media releases from job agencies etc also provide useful information on job trends.

13. Why are IT skills important in most jobs?

Just about every job now requires some level of IT skills, either directly in the job, or in ways to assist the management of the job.

14. What does it mean to “network” when researching jobs?

Using information sources, such as family, friends, and neighbours, to assist in finding out about available jobs.

15. How does networking assist your job research?

By contacting many people you know it expands the opportunity to find out about available jobs and possible opportunities. Each contact can lead to other contacts and more information.

16. How will the two job applicants for Horticulture and Music use networking to assist their job research?

By utilising their relatives and contacts from a previous course/class. These connections will lead to other more positive outcomes in the job hunt.

17. What is a skills audit?

Identifying all the skills you have developed over time and the way these can be applied to various jobs.

18. How does a skills audit assist in job research?

It helps you to identify the range of jobs that you would be suited for, in terms of all the skills that you have developed. These skills can be applied to many jobs and are sought after by most employers.