

Employment

You may be looking for a job to support you while studying, maybe something that relates to your study, a paid or unpaid internship or even volunteer work to help you build knowledge and skills.

What to look for?

Something that will suit your needs...

- Will it fit in with your available hours. Will it clash with study or family responsibilities?
- Will it affect your Centrelink benefits/payments? Check with Centrelink to see how much income you can earn before losing benefits.
www.centrelink.gov.au.
- Location. Is it easy to get to? How long will it take to get there? Can you get there using public transport?
- Relevance to study? Although not essential, part-time, casual and volunteer work can enhance your employability and build your confidence for when you are ready to seek graduate employment.

How to apply

1. Identify a position of interest (advertised or through personal contact).
2. Contact the employer to ask for specific details and get a copy of the job description.
3. You may be required to fill in an online form or to write a cover letter that addresses specific selection criteria. It's a good idea to attach a resume as per the instructions (this may involve a series of online processes or may involve mailing or emailing an application). Remember to keep a copy of anything you send to an employer.
4. If your application is favourable, you may be asked for an interview (this could involve being interviewed by one person or a panel of people).
5. If you are successful you will be notified, usually by phone, within a couple of weeks.
6. If unsuccessful, you may or may not be notified depending on the employer's policy. It's always a good idea to call the employer after your interview to ask for feedback (make sure you allow about two weeks before calling the employer). Learn as much as you can from each interview and don't take it personally if you don't get offered the job. Every interview is good practice.
7. Don't give up! It can take many contacts and applications before you get the job you want.

Where to look for employment?

- Ask around and use your personal networks of friends and family. Many students find a job this way.
- UWS CareerHub posts casual and part time jobs, as well as graduate and intern positions. Employers who advertise on CareerHub are specifically looking for students or recent graduates (you will need to login using your student number)
www.uws.edu.au/careers.
- Check out popular job advertising websites such as Mycareer www.mycareer.com.au or Seek www.seek.com.au.
- Look at the jobs section of your local newspaper.
- Canvas your local shopping centre/other employers with your resume, introduce yourself and ask if they are looking.
- If there is a specific industry you are interested in, check out the resources at UWS CareerHub that give you a list of discipline specific websites to look at.
- Employer websites often have their own 'positions vacant' listings.

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Advice on getting a job

There are many resources available to help students apply for positions, to assist your chances in securing a position and inform you about the employment process.

For advice on career related matters contact UWS Careers & Cooperative Education via CareerHub. Here you can:

- post a question through the CareerHub main page
- read info sheets with advice on topics including writing applications and resumes
- access online and face-to-face workshops
- ask the 'Careers Dr' a question online through vUWS. Available Wednesdays 3pm-5pm during session
- book in for a consultation
- book in for a workshop
- subscribe to a weekly news bulletin
- work through an online module on Career vUWS
- consider volunteering to get some experience in a chosen field.

Problems at work

Problems can easily arise in the workplace around pay issues, discrimination, bullying and conditions. If you are having problems at work and are unsure of your rights or the complaints process, consider contacting the Fair Work Ombudsman www.fairwork.gov.au.

They will provide information on pay awards, leave entitlements, appropriate hours and breaks, correct processes for termination and complaints procedures.

If you are a young worker and need information about your rights and appropriate conditions see www.youngworkertoolkit.youth.gov.au.

Getting help

See the Student Welfare Service for assistance or referral to appropriate services
www.uws.edu.au/welfareservice

See UWS Careers & Cooperative Education for tips and information on career related topics
www.uws.edu.au/careers