

## Casual/Part-time Job Search Tips

When you register with Studyandwork.com.au we will endeavour to find suitable position for you by matching your skills and availability with the requirements of the employers. However we can only help some of you find employment due to our limited resources and few job opportunities available with our employer clients. In the meantime, please follow the job search tips given below so that you do not have to totally depend on us for job placement.

## Online Job Search

There is several online job search sites and some of the good ones are listed below. It is recommended that you visit these sites and set up job alerts so that relevant jobs are emailed to you.

- [www.mycareer.com.au](http://www.mycareer.com.au)
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.seek.com.au](http://www.seek.com.au)
- [www.jobsearch.gov.au](http://www.jobsearch.gov.au)
- [www.indeed.com.au](http://www.indeed.com.au)

Visit the following corporate websites, look for "Careers" or "Job Opportunity" section and register for job opportunities in your area:

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| • <a href="http://www.colesgroup.com.au/careers">www.colesgroup.com.au/careers</a> | • <a href="http://www.kfc.com.au">www.kfc.com.au</a>                                 | • <a href="http://www.alibaba.com.au">www.alibaba.com.au</a>                       |
| • <a href="http://www.wowcareers.com.au">www.wowcareers.com.au</a>                 | • <a href="http://www.starbucks.com.au">www.starbucks.com.au</a>                     | • <a href="http://www.sumosalad.com.au">www.sumosalad.com.au</a>                   |
| • <a href="http://www.aldi.com.au">www.aldi.com.au</a>                             | • <a href="http://www.pizzahut.com.au">www.pizzahut.com.au</a>                       | • <a href="http://www.subway.com">www.subway.com</a>                               |
| • <a href="http://www.franklins.com.au">www.franklins.com.au</a>                   | • <a href="http://www.pizzahaven.com">www.pizzahaven.com</a>                         | • <a href="http://www.pretzelworld.com.au">www.pretzelworld.com.au</a>             |
| • <a href="http://www.7eleven.com.au">www.7eleven.com.au</a>                       | • <a href="http://www.dominos.com.au">www.dominos.com.au</a>                         | • <a href="http://www.boostjuicebars.com">www.boostjuicebars.com</a>               |
| • <a href="http://www.davidjones.com.au/careers">www.davidjones.com.au/careers</a> | • <a href="http://www.krispykreme.com.au/careers">www.krispykreme.com.au/careers</a> | • <a href="http://www.donutking.com.au">www.donutking.com.au</a>                   |
| • <a href="http://www.priceline.com.au">www.priceline.com.au</a>                   | • <a href="http://www.bakersdelight.com.au">www.bakersdelight.com.au</a>             | • <a href="http://www.easywaytea.com.au">www.easywaytea.com.au</a>                 |
| • <a href="http://www.bestandless.com.au">www.bestandless.com.au</a>               | • <a href="http://www.toysrus.com.au">www.toysrus.com.au</a>                         | • <a href="http://www.pieface.com.au">www.pieface.com.au</a>                       |
| • <a href="http://www.bigw.com.au">www.bigw.com.au</a>                             | • <a href="http://www.scec.com.au">www.scec.com.au</a>                               | • <a href="http://www.priceattack.com.au">www.priceattack.com.au</a>               |
| • <a href="http://www.danmurphys.com.au">www.danmurphys.com.au</a>                 | • <a href="http://www.wendys.com.au">www.wendys.com.au</a>                           | • <a href="http://www.civicvideo.com.au">www.civicvideo.com.au</a>                 |
| • <a href="http://www.mcdonalds.com.au/careers">www.mcdonalds.com.au/careers</a>   | • <a href="http://www.cookie-man.com.au">www.cookie-man.com.au</a>                   | • <a href="http://www.absolutedomestics.com.au">www.absolutedomestics.com.au</a>   |
| • <a href="http://www.hungryjacks.com.au">www.hungryjacks.com.au</a>               | • <a href="http://www.redrooster.com.au">www.redrooster.com.au</a>                   | • <a href="http://www.1300cleaner.com.au">www.1300cleaner.com.au</a>               |
| • <a href="http://www.oporto.com.au">www.oporto.com.au</a>                         | • <a href="http://www.muffinbreak.com.au">www.muffinbreak.com.au</a>                 | • <a href="http://www.homeclean.com.au">www.homeclean.com.au</a>                   |
| • <a href="http://www.nandos.com.au">www.nandos.com.au</a>                         | • <a href="http://www.jesters.com.au">www.jesters.com.au</a>                         | • <a href="http://www.cateringindustries.com.au">www.cateringindustries.com.au</a> |

Visit the following labour hire agencies in person and register with them for job opportunities:

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| • <a href="http://www.workforce.com.au">www.workforce.com.au</a>                     | • <a href="http://www.workforceextensions.com.au">www.workforceextensions.com.au</a> | • <a href="http://www.manpowerunited.com.au">www.manpowerunited.com.au</a>       |
| • <a href="http://www.catalystrecruitment.com.au">www.catalystrecruitment.com.au</a> | • <a href="http://www.waycon.com.au">www.waycon.com.au</a>                           | • <a href="http://www.kristallis.com.au">www.kristallis.com.au</a>               |
| • <a href="http://www.companysolutions.net.au">www.companysolutions.net.au</a>       | • <a href="http://www.qelabourhire.com.au">www.qelabourhire.com.au</a>               | • <a href="http://www.accountantschoice.com.au">www.accountantschoice.com.au</a> |
| • <a href="http://www.skilled.com.au">www.skilled.com.au</a>                         | • <a href="http://www.butlerandblackberry.com">www.butlerandblackberry.com</a>       | • <a href="http://www.qpl.com.au">www.qpl.com.au</a>                             |
| • <a href="http://www.activepersonnel.com.au">www.activepersonnel.com.au</a>         | • <a href="http://www.kellyservices.com.au">www.kellyservices.com.au</a>             | • <a href="http://www.brooklynngroup.com.au">www.brooklynngroup.com.au</a>       |
| • <a href="http://www.busicomsolutions.com.au">www.busicomsolutions.com.au</a>       | • <a href="http://www.mgrecruitment.com.au">www.mgrecruitment.com.au</a>             | • <a href="http://www.aquent.com.au">www.aquent.com.au</a>                       |
| • <a href="http://www.laborsolutions.com.au">www.laborsolutions.com.au</a>           | • <a href="http://www.freespirit.com.au">www.freespirit.com.au</a>                   | • <a href="http://www.expresspersonnel.com.au">www.expresspersonnel.com.au</a>   |
| • <a href="http://www.ipa.com.au">www.ipa.com.au</a>                                 | • <a href="http://www.trojanworkforce.com.au">www.trojanworkforce.com.au</a>         | • <a href="http://www.extrastaff.com.au">www.extrastaff.com.au</a>               |
| • <a href="http://www.staffsolutions.com.au">www.staffsolutions.com.au</a>           | • <a href="http://www.staffing.com.au">www.staffing.com.au</a>                       | • <a href="http://www.selectededucation.com.au">www.selectededucation.com.au</a> |

Visit the following event organizers online or in person and register with them for casual job opportunities:

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| • <a href="http://www.happenings.com.au">www.happenings.com.au</a>                     | • <a href="http://www.laqua.com.au">www.laqua.com.au</a>                           |
| • <a href="http://www.wesleyconference.com">www.wesleyconference.com</a>               | • <a href="http://www.ajconventioncentre.com.au">www.ajconventioncentre.com.au</a> |
| • <a href="http://www.docksidevenue.com.au">www.docksidevenue.com.au</a>               | • <a href="http://www.bankstownsports.com">www.bankstownsports.com</a>             |
| • <a href="http://www.constellationcruises.com.au">www.constellationcruises.com.au</a> | • <a href="http://www.sydneyolympicpark.com.au">www.sydneyolympicpark.com.au</a>   |
| • <a href="http://www.eventcentres.com.au">www.eventcentres.com.au</a>                 | • <a href="http://www.scec.com.au">www.scec.com.au</a>                             |
| • <a href="http://www.sydneycricketground.com.au">www.sydneycricketground.com.au</a>   | • <a href="http://www.sydneyshowground.com.au">www.sydneyshowground.com.au</a>     |

## Newspaper Job Advertisements

In Sydney, explore the employment section of the following newspapers:

- Sydney Morning Herald on Saturday and Wednesday (My Career section)
- Daily Telegraph (Classified Section)
- Community Newspapers (such as North Shore Times)

## Hidden Job Markets

Surveys have shown that up to 80% of vacancies are filled by ways other than newspaper advertisements, such as: direct approaches to employers; word of mouth through networks of family and friends; and door-to-door visits.

### But what is the Best Way to do it?

- Approach the task in a systematic way
- Try to maintain a positive attitude
- Identify what you can offer an employer first, then thoughtful targeting of employers
- Visit door-to-door for 2-3 hours at a time can be part of an overall planned job hunt

### Direct Approaches to Employers

- Many employers of casual staff keep files of resumes or a list of people to contact at short notice
- Approaches can be made by personal visiting, by phone or by letters
- Try places such as sporting and entertainment venues (such as SCG, Sydney Olympic Park), but also smaller places such as bars, restaurants, take-away shops, convenience stores, market research companies etc.

### Finding Employers to Approach

- Friends and relatives can often suggest employers, or they can act as your eyes and ears to help find vacancies.
- The Yellow Pages phone directory is also a useful way of finding employers to approach.
- Think about the types of jobs you are after, and then look up the types of businesses that have these jobs in the index. Contact them either in person or by phone.

## Best Areas for Door-to-door Visits

Conduct a door-to-door visit of businesses in various areas and leave your resume with them. When you visit them, the employers will be impressed with your enthusiasm in finding a job and they're more likely to offer you a job.

The following suburbs in Sydney have the most shopping centres and hospitality and retail businesses. They are always looking to hire staff for customer service, sales, store and kitchen duties.

- City
- The Rocks
- Circular Quay
- Darling Harbour
- Haymarket
- Surry Hills
- Walsh Bay
- Bondi Beach
- Bondi Junction
- Bronte
- Coogee
- Double Bay
- Moore Park
- Paddington
- Leichhardt
- Newtown
- Broadway
- Eastgardens
- Hornsby
- Hurstville
- Rockdale
- Cronulla
- Liverpool
- Miranda
- Mt. Druit
- North Rocks
- Parramatta
- Annandale
- Balmain
- Glebe
- Petersham
- Randwick
- Mosman
- Neutral Bay
- North Sydney
- Chatswood
- Lane Cove
- Willoughby
- Burwood
- Pyrmont
- Crows Nest
- Kirribilli
- Milson's Point
- Darlinghurst
- Kings Cross
- Potts Point
- Woolloomooloo

The following suburbs have huge industrial areas with many factories and warehouses. They are usually looking to hire picker & packers and process workers:

- Lane Cove West
- Artarmon
- Marrickville
- Tempe
- St. Peters
- Glendenning
- Blacktown
- Seven Hills
- Girraween
- Rydalmere
- Regents Park
- Chullora
- Strathfield South
- Milpera
- Bankstown

- Newtown
- Erskineville
- Alexandria
- Rosebery
- Waterloo
- Zetland
- Kingsgrove
- Botany
- Banksmeadow
- Mascot
- Matraville
- Auburn
- Rosehill
- Ermington
- Camellia
- Wetherill Park
- Smithfield
- Yennora
- Guildford
- Silverwater
- Newington
- Lansvale
- Villawood
- Fairfield East
- Peakhurst
- Mortdale
- Hornsby
- Penrith
- St. Marys
- Mount Druitt
- Riverstone
- Liverpool
- Moorebank
- Minto
- Ingleburn

## Student-friendly Jobs

The following jobs are usually available on part-time or casual basis and can easily fit around your study commitments:

- Accounting - Bookkeeping, Accounts Payable, Accounts Receivable, Payroll
- Administrative Support - Data Entry, Admin Assistant, Receptionist
- Information Technology - Help Desk, Hardware Assembly, PC Support, Programmer, Website Developer
- Customer Service, Sales, Telemarketing, Call Centre
- Hospitality - Cook, Bar Attendant, Food & Beverage Attendant, Coffee Maker, Kitchen Hand, Sandwich Hand, Counter Hand, Housekeeper, Room Attendant, Room Service Attendant, Pizza Maker, Delivery Driver
- Care work - Childcare, Aged Care, Nanny, Nursing
- Retail - Retail Assistant, Check-out Operator, Stock Filler, Console Operator
- Other - Security Guard, Labour, Picker/Packer, Taxi Driver, Parking Attendant, Car Washer, Cleaner etc.

## Seasonal Harvest Jobs

From grape harvesting in Berri, to mango picking in Darwin, each year thousands of people find work helping to bring in the fruit and vegetable harvests.

Harvest Trail links job seekers with harvest jobs Australia wide. It offers a great way for people to travel around Australia at their own pace while working and earning money.

Use the Harvest Trail website: [www.harvesttrail.gov.au](http://www.harvesttrail.gov.au) to:

- find a harvest job
- locate a harvest labour provider
- search town and crop information.

## Job Certification

In Australia - jobs in hospitality are certainly the most plentiful and among the best paid, plus you can make tips if you are good. Experience will help, but you must be aware that hospitality employers by law in NSW will require a certificate to certify that you have completed mandatory training such as:

- Responsible Service of Alcohol Course (RSA) (6 hours)
- Responsible Conduct of Gambling (RCG) (6 hours)

Nursing homes also offer plenty of jobs in aged care and offer quite good pay in the weekends and night shifts. You must do the following course to work in an aged care facility as an Assistant in Nursing (AIN):

- Certificate II in Aged Care Work (5 weeks)

Similarly, there are plenty of jobs in childcare too. A first aid certificate will help in securing a position as a Childcare Assistant:

- First Aid Training (1 day)

## Locate your destination

You can search for a map showing any destination at [www.maps.google.com.au](http://www.maps.google.com.au). You can even get a direction map showing how to get from where you are to where you want to go.

## Plan your trip

You can plan any trip using public transport with the Trip Planner at [www.131500.info](http://www.131500.info). Just enter in your from and to locations, and you will

be provided with trip options including timetables, maps and route diagrams.

## **Questions you could be asked in an Interview**

- Tell me a little about yourself.
- What are your strengths? Weaknesses?
- What causes you stress and how do you handle it?
- Give me three adjectives that describe you.
- What do you consider your greatest accomplishment?
- What do you like to do in your spare time?
- Where do you see yourself in five years?
- How do you define success?
- What type of supervision do you prefer?
- How do you feel about working nights and weekends for special events and activities?
- What do you know about our company/organization?
- What do you know about this position?
- Why do you want to work in this field/for our company?
- How did you decide on your career/field/major?
- How would your co-workers/supervisors describe you?
- Give me an example of a time when you had to make an important decision and how you came to that decision.
- Tell me about a time when you had to work with a difficult person and how you handled it.
- Please give me an example where you demonstrated the ability to be an effective member of a team.
- Give me three reasons why I should hire you.
- What did you like the most and the least about your last place of employment?

We hope the above information is useful. Best of luck with your job hunting!

If you are looking for a professional work experience relevant to your academic qualification, please apply for:

### **Professional Internship Program**

**Call us on 1300 79 80 69 to make an enquiry.**