

Job hunting methods fit into two distinct categories:

- 1. Contacting employers directly to discover possible hidden opportunities**
- 2. Applying for advertised vacancies**

It is important to use both these methods and every resource and opportunity when seeking employment. Be creative in your job hunting!

Contacting Employers Directly

Only 20-30% of all jobs are advertised so to access the other 70-80% it is a good idea to make contact with possible employers by using some or all of the following methods. These networking methods are the most successful ways of finding a job.

- **Personal Contacts:** Jobs can often be found through word of mouth, friends, family and their contacts, so let everyone know of your job search, your skills and aims
- **Volunteering/Temporary Assignments/Internships/Job Shadowing:** Volunteering your time, taking up temping or project work, or spending time in an internship, will allow you to gain experience, network with people and take opportunities as they arise. See www.volunteeringauckland.org.nz for volunteer opportunities
- **Target Specific Organisations:** You can target specific organisations you may like to work for by looking on the internet, in business directories, yellow pages, newspaper articles etc. Find out the *name of the manager or person who recruits the staff*, by searching on their website or phoning the company and asking for their name. Send your CV and covering letter to that person and then follow up with a phone call a few days later to check they received your CV and ask whether there may be any work coming up. Alternatively you could ring them directly and ideally you will try to make an appointment to meet them.
- **Door Knocking:** Visit organisations face to face; introduce yourself, ask for the manager, tell them what you can do and ask if there are any employment opportunities. If the manager is not available, leave your CV and ask for their business card. Phone the manager a few days later to follow up. If there is no opportunity at the moment, check if it is okay to phone back in the future to see if there are any openings, ask them if they know of anyone else who may be looking for staff and thank them for their time. If you can meet the manager, treat it like a job interview
- **Advertise Yourself:** Put an advertisement in newspapers, shop windows, community noticeboards & online noticeboards about the skills you offer and how to contact you for work
- **Social Media Networking:** Employers are increasingly using social media to find new talent. It is also an effective way to connect online and find out about employers. Create a LinkedIn profile of your skills and experience on www.linkedin.com. Facebook and Skillpages are useful too
- **Attend Association/Industry Events:** Occupational groups often gather together and hold exhibitions, shows, conferences, and meetings. Attend these to meet and network with people and you will also will learn about your area/industry. Examples of associations are www.nzaee.org.nz – NZ Association for Environmental Education and www.ipenz.org.nz – Institute of Professional Engineers NZ. Search for one in your area of study

Contacting Employers by Phone

Phoning a company directly when seeking employment can be a good way of investigating the hidden job market and creating networking opportunities. Even though it may not be easy at first, persevere... The following points may make the process a little easier.

Prepare!

- Find out as much as you can about the organisation before you phone
- Practice exactly what you are going to say – see information sheet “The Words to Say When Approaching Employers”
- Find out who you should talk to ie. the name of the manager or person who recruits staff
- Write down details of each employer you contact in a notebook and keep a record of progress
- Read through your CV and have it beside you

Step-by-step

Once you have contacted the right person:

- Introduce yourself
- Tell them about your background and skills and explain briefly what stage you are at in your career/studies
- Say that you would like to meet with them to discuss the possibility of work if an opportunity arises and how you could contribute to the organisation
- If they do not have time to see you, ask if you can send your CV to them to keep on file
- Thank them for their time and send a thank you note with your contact details

Alternatively – send your CV and letter first

- Send it to the manager or person who recruits staff
- Phone this person one week later to discuss possible opportunities

Applying for Advertised Vacancies

If possible ask for a job description/person specification before applying, so you are clear about what the job may involve. Alternatively, ring the employer to get more details about the job.

You may need to apply on an application form which could also include your CV & letter.

- **Internet:**
www.career.unitec.ac.nz Register with Unitec Career centre for student & graduate jobs.
www.sjs.co.nz Register with Student Job Search for tertiary student & graduate jobs.
www.trademe.co.nz and www.seek.co.nz are popular job seeking sites in New Zealand.
Organisation websites – search the home page of organisations you like for ‘Employment’, ‘Vacancies’, ‘Work opportunities’, ‘Jobs’, ‘Careers’, ‘Work with us’, ‘Join our team’, etc....
- **Newspapers:** www.nzherald.co.nz have online job vacancies. Local papers (including your suburban newspaper) will have a ‘situations vacant’ section.
- **Employment Noticeboards:** Polytechnic and University departments, community centre and supermarket noticeboards.
- **Personnel Consultants/Employment Agencies:** Register with and leave your CV with agencies who specialise in your area of work. See the Yellow Pages and Internet for lists of these.
- **Industry Publications/Magazines/Journals/Industry Association websites:** May have a job vacancies page.