



# 'Get the job you want!'



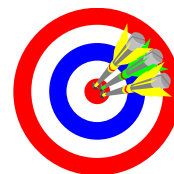
## **EMPLOYMENT INFORMATION PACKAGE FOR SCHOOL-BASED & PERMANENT POSITIONS**

**(THIS PACKAGE ENCOMPASSES INFORMATION ON TRAINEESHIP  
AND APPRENTICESHIP EMPLOYMENT)**

***The objective of this employment package is to help you hit the bulls eye by getting the job you want in the industry sector you want to work in.***



These days obtaining employment is both challenging and stressful. The better prepared and organised you are the more confident you will be and this will dramatically increase your chances of obtaining interviews which will ultimately lead to a job offer and the commencement of your career as a school-based or more permanent employee.



This information package covers the five critical stages, which must be followed to provide you with the best chance to obtain employment and get started in your new career.

- 1) **PREPARING TO MEET A POSSIBLE EMPLOYER**
- 2) **INTRODUCING YOURSELF TO AN EMPLOYER**
- 3) **YOUR WORK TRIAL / WORK EXPERIENCE**
- 4) **THE JOB INTERVIEW AND**
- 5) **GETTING STARTED AS AN EMPLOYEE**



## **1) PREPARING TO MEET A POSSIBLE EMPLOYER**

### ***HOW TO GET PREPARED***

The first thing you must do before applying for jobs or talking to employers is to get prepared. If you start your search without the right materials and information you could miss out on a really great opportunity. This process if followed correctly will dramatically increase your chances of obtaining employment.

### ***COMPLETING A CAREER INTEREST TEST***

Many young people (and you may be one) are uncertain about exactly what kind of employment or position they would be suited to. There are a vast number of employment areas in which you can work.

Consequently our organisation has accessed a resource known as a Career Interest Test, which is reasonably quick and easy to complete. After undertaking the test it will provide you with information on the areas that you are interested in and provide you with a measurement grading which you then can match against further education and training options or areas of possible employment interest. Remember it is only a guide, but it will assist you to learn more about yourself and allow you to utilise this information to widen the knowledge you have about your current skills and interests.

If you would like to access the test please see make an appointment to meet with a DISCO Officer.

### ***DEVELOPING OR UPDATING YOUR RESUME***

It is very important when contacting employers to have a professional, updated and accurate resume. A resume becomes critical should an employer need to make contact with you again. It also reflects who you are and consequently the time you invest into its development could pay handsome dividends if an employer decides to call you in for an interview.

We can provide a resume template and information on how to develop your own personal resume to reflect who you are. If you would like to use this, please see your DISCO Officer.

### ***WHAT YOU CAN DO NOW TO GET YOUR JOB OPPORTUNITIES ROLLING!***

If you are really serious and committed to obtaining a position then the following information, if followed carefully will dramatically increase your chances of being successful and obtaining employment.

Now that you have a good idea about your areas of employment interest, the first thing you need to do is to establish a list of businesses that you are going to target to see if they would consider employing you. This list will represent the first stage of the process of making contact with your targeted employer. Because it may take many employers before you find one that is interested in considering you, DISCO suggests you initially prepare a list of ten to start the process.

Following in this document you will see that we have provided you with the space to write down the names of the employers or businesses, their phone number and physical rather than mail address. The reason we have done this is to learn a little more about each of these businesses. Remember one of the names on the list may ultimately become your next employer!

Your primary objective in this next step is to write down in order of preference the businesses you would most like to work for from Number 1 through to Number 10. The reason you are gathering the address and phone info is so you can ultimately determine the name of the Manager (if it's a small business) or the Personnel or Human Resource Manager if it's a medium or large business.

To complete the list (located on the last page) you may need to spend some time evaluating which business or industry you would most like to work in. This may involve visiting workplaces or talking to people employed by these businesses to be more certain and it may even be useful to do some Work Experience to find out more about the industry if you're still a little uncertain.

To gather the first part of the information, we suggest most of it will be found in the Yellow Pages of the phone directory. When selecting particular businesses for inclusion in your list we suggest that you pick businesses that are medium to large in size. This way you are likely to be selecting organisations that will not be too badly affected if there is a slow down in work and consequently you are not likely to lose your job should this happen. Please go ahead now and pick the 10 businesses you want to target to obtain an employment position and write the business phone number down as well next to it on the same line. Now on the left hand side of the second line while writing down the name and phone number, write down the actual physical address where that business operates. DO NOT write down the postal address if it's given, as it is not necessary.

You should now have the names of the organisations written down, their phone numbers and the actual address where their business operates. Well done! You are making progress.

The next step in the process involves finding out a crucial piece of information about the organisation. What we are looking to find out is the name of the Owner, Personnel or H/R Manager. The reason that this is very important is that this person is likely to make the hiring decisions for that business. Consequently this is the person who we are going to need to meet to find out about your chances of obtaining work with their firm.

So.. what do you say exactly to the person that answers the phone? Firstly remember your objective for calling. Your objective for contacting the business is very simple. Remember you are endeavouring to find out the name of the person who makes decisions on who should be employed. Importantly the process for finding out this information is both quick and easy. It is unlikely that the person who answers the phone is the Manager or Owner of the business although it is possible.

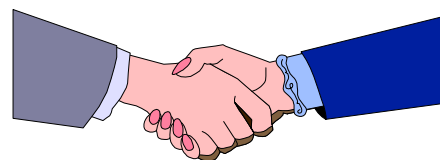
The following represents what you should say when contacting the business:

**“Hello my name is \_\_\_\_\_ and I need to forward some correspondence to the Manager, could I please check the spelling of his/her name?”**

(Remember if it's a small business ask for the Manager's details if it's a bigger business you may need to ask for the H/R or Personnel Manager's name. Also, don't forget to have the list close by so you can write down the correct spelling beside the corresponding business).

Repeat this process for all of the companies on your list before doing anything else.

## 2) INTRODUCING YOURSELF TO AN EMPLOYER



There is an old saying which says:

*“First impressions are lasting impressions.”*

In other words how you look and what you say will go a long way toward determining if an employer is interested in considering you for a position.

Your objective when visiting an employer is simple, **you need to be remembered!**

So how do you do this? Well it's a combination of factors that will impress an employer. Firstly you need to 'want to be there'. In other words you have to show the employer that you are different to the last person who came through his or her door and you will be different to the next person who comes through it.

You have to demonstrate that you are very motivated and excited to be there and you have to show this in a way that you would be comfortable with.

### ***DRESSING FOR YOUR MEETING WITH THE EMPLOYER***

When you have your list complete you are now ready to visit your prospective employer to introduce yourself.

It is important that you consider carefully what you will wear. It is possible to over and under dress. To determine what is suitable will depend in part on the type of workplace you are visiting. For instance a male student visiting a mechanic's shop in a two-piece suit would be an example of over dressing. Wear clothing and footwear that is tasteful - not too bright and make sure it is cleaned and well ironed.

Guys should be clean-shaven and girls should wear only minimal makeup. Please do not chew confectionery or gum.

DISCO recommends you wear minimal jewellery and make sure you do not take your mobile phone with you or if you have to, put it in your pocket and switch it off.

## **CHOOSING AN APPROPRIATE TIME TO VISIT YOUR EMPLOYER**

It is extremely important to choose a time that will suit the employer. Because you are not making a formal appointment if you choose the wrong time the employer will not have either the interest or time to speak with you. For example a young lady interested in a hairdressing apprenticeship would not visit an employer on a Saturday morning. Why? Because this is one of the busiest days in the week for hairdresser's and they are unlikely to be interested in meeting you or talking about a possible job. In the majority of cases late in the day would be a good time to visit most businesses.

Remember if you are going to ask or rely on Mum or Dad to drive you from one business to another make sure you book them in advance and thank them when you have completed the process as well.

One of the things that you have already done in preparing for this meeting will be very important to the success of your next step and this will give you a real edge when visiting the business. You have obtained the name of the person that you need to speak with.

If you're going out to meet with some employers from your list make sure you have used your address information to plan where you have to go and aim to do four or five employers each time you go out. You may get a good or bad result each time you go into a business. Don't worry keep going and finish visiting all the employers you had planned to meet with.

All right now lets ensure that you are ready for your meeting with your employer and you know exactly what to say and do when you meet them for the first time.

Firstly you must be enthusiastic and be able to show the person you are meeting that you have a real spark. You must smile and maintain good eye contact while talking with the employer.

Now, when you enter the premises the person you need to talk with may be elsewhere and a receptionist or another staff member could greet you.

What do you say? Simply this....

"Hello my name is \_\_\_\_\_ I was wondering if  
Mr/Ms \_\_\_\_\_ is available?"

If they ask any further questions just simply say...

"I just need to give him/her this document, I will only need a few minutes of his/her time".

Obviously if they are away or busy at the time you will not be able to see them. *Do not leave your resume with the receptionist.* You need to return at a different time. Aim for a different day the following week. Remember the objective is to impress the manager in person and be different to the majority of job seekers who come in, leave their resume and go and wonder why they never hear from the employer again.

Assuming the person you have asked for arrives you should be prepared to extend your hand shaking it firmly while holding up your head confidently and smiling. When Mr/Ms \_\_\_\_\_ arrives you should greet them by extending your hand and saying,

"Hello Mr/Ms my name is \_\_\_\_\_ and I appreciate you speaking to me briefly".

(Employer responds)

Continue your meeting with the employer by saying;

"I'm a student in year \_\_\_\_\_ at \_\_\_\_\_ School and our school supports an exciting new employment initiative called School-Based Apprenticeships and Traineeships. This means that I can come out and work for you for one day a week while I complete my senior education. I was wondering if this might hold some interest for you?"

Or if you are looking for more permanent employment you could say;

"I'm very interested in commencing a career in your industry and would be very interested in obtaining a traineeship or apprenticeship if one was available?"

At this stage the employer is likely to let you know if they are interested, in which case they will ask some more questions or if they are not interested they will probably let you know that they have no vacancies at the moment.

### **What to do if they say NO!**

Don't drop your head or look disappointed. There may not be a vacancy today or tomorrow but when the next vacancy comes up we want them to think of YOU first. You should say the following if they have indicated that there are no vacancies at the moment.

"I fully understand Mr/Ms\_\_\_\_\_. If I could I would like to leave a copy of my resume, which has all my contact information in it. I appreciate you speaking with me today. I promise should you have a vacancy in the future that should you consider me for a work trial for the job, I would not let you down. I believe if I was given an opportunity to show you my abilities that I could demonstrate that I would be both a committed and hard working employee. Thank you for your time it was great to meet you and hopefully we will talk again at some point in the future."

Now extend your hand and shake theirs again before leaving. **Make sure that you leave a copy of your resume with the employer.**

The reason why it is important to leave a positive impression is that you never know when the vacancy might crop up. You need to make a note about your visit to the employer and give him or her a phone call in approximately four weeks to follow up your visit and see if any other vacancies have arisen since you were in. Remember out of all the young people we have placed using this method many get contacted by employers who initially said no. More than 40% of students that we have placed got a rejection first before being contacted at a later stage and asked to come in for an interview.

Now move onto the next employer on your list and repeat the process.

### **What to do if they say YES!**

An employer is unlikely to say...excellent start tomorrow! They are more likely to ask some more questions. Questions like:

What will it cost me? Do I get a subsidy for putting you on? Do you have to go to TAFE?  
What would your hourly rate be? Can I change the day you will be coming out to my business?  
Can you work two days in the week instead of one? etc.

DO NOT attempt to answer these questions as you may not answer them correctly and inadvertently give the employer inaccurate information about the program. My suggestion is to respond as outlined below, to minimise putting pressure on you and prevent the employer from being given the incorrect information.

Respond as follows to the employer if they are asking questions, which demonstrate they are interested in the program:

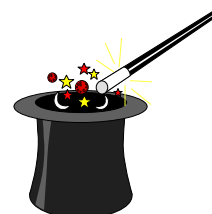
"Mr/Ms\_\_\_\_\_ they are important questions and I want to make sure that they are answered correctly. If it's all right with you I will get my DISCO Officer to contact you to outline the program in more depth. What I can promise Mr/Ms\_\_\_\_\_ is should you like what you hear I can assure you that should you wish to proceed with some work experience or a work trial that I would demonstrate how hardworking and committed I am to obtain a position. I guarantee I would not let you down!"

Now thank them for their time and extend your hand and shake theirs again before leaving. **Make sure that you leave a copy of your resume with the employer.**

Now move onto the next employer on your list and repeat the process. At the end of the day after visiting the other employers you were going to see, contact your DISCO Officer and provide them with the details of your meeting. You will need to summarise the meeting and give the name of the business, the phone number and address and the name of the person you spoke with. DISCO will then communicate with the business as quickly as possible to attempt to answer any additional questions and organise a work trial with the employer by coordinating the necessary insurance.

### **3) YOUR WORK TRIAL / WORK EXPERIENCE**

When your DISCO Officer contacts your possible employer their objective at that point will not be to get you a job. Their objective will be to seek support to allow you to demonstrate your work ethic on a three to five day work trial and explain in detail to the employer exactly how the program operates.



In effect the work trial is an extensive job interview allowing both you and your prospective employer to evaluate each other. You need to 'create some magic' to impress the employer!

Remember that your work trial helps both you and the employer to determine if this represents the right decision for you both. You may feel after completing the trial that this is not the business you want to work with or it may confirm in your mind that you do not want to work in this industry sector.

Because your performance on a work trial becomes an important component in the decision that the employer will ultimately make about employing you, it is **very important** that you put in a BIG effort to give you every chance of being offered a position.

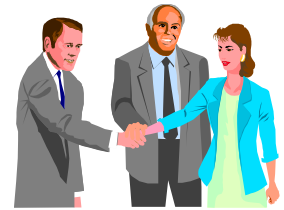
DISCO recommends that you bring a notebook and a pen so you can record details about any complex jobs or important information that you may forget.

Make sure you use every opportunity to impress. For example if the employer expects you to start at 8:30am in the morning – always be there early. If you have an hour for lunch – we suggest you take just 45 minutes. Don't start looking at your watch at 4:30pm with 30 minutes to go. Stay focussed on the job and have the employer tell you to go home. All of this continues to demonstrate your character and commitment and will go a long way toward having the employer consider that you are the right person for the job.

Towards the end of the work trial your DISCO Officer will return or follow up the workplace to discuss your performance with your potential employer. You must continue throughout the work trial to work hard and keep impressing the staff and management with whom you work.

#### 4) THE JOB INTERVIEW

After the work trial has been confirmed you will need to meet for an interview (part 1) with your employer again to demonstrate your continuing enthusiasm and get insurance paperwork signed to protect you and the employer while working on the job.



This represents another opportunity to sell yourself and demonstrate your continuing enthusiasm for any possible position. Remember to dress appropriately, shake hands again, smile etc.

While with your employer you should confirm things like your start time, appropriate dress, entry point for staff when arriving at work etc and anything else that you may need to know to allow you to be fully prepared.

During or after your work trial your employer may talk with you again (part 2) to determine if you are still interested in working. You must be prepared for this meeting and be honest with the employer should this opportunity arise.

If you like what you have experienced then communicate your feelings as positively as you can. If you are not certain about working there, outline your concerns or doubts and use the meeting to ask any questions you may have considered as this may eliminate any doubts.

#### 5) GETTING STARTED AS A NEW EMPLOYEE



Congratulations on obtaining your new position!

The next few weeks and months will be exciting as you become more integrated into the employer's team of people.

You need to remember that your employer made the decision to employ you on what you said in the interview and the performance you demonstrated on the work trial. You now need to maintain this standard, as this is what the employer expects to see every time you come to work.

Remember if you continue to work hard and you are a school-based apprentice or trainee you may be offered extra work on the weekend or during the school holidays. If you are a full-time employee you may receive the chance of a promotion or pay rise!

Another important point about your standard of performance when you have commenced employment - if you are signed up in a New Apprenticeship as a trainee, you will have a period of one month when you are on probation, as an apprentice it is 3 months. At any time during the probationary period either you or your employer have the right to cancel the traineeship or apprenticeship. So you must continue to build your standard of performance to ensure that at the end of the probationary period the employer is even more certain than ever that you were a fine choice.

It is important to remember that as the novelty of your new job wears off, you will need to plan carefully to juggle your work, career and your social life and this really can be hard work!

**Good Luck!**

## LIST OF 10-TARGETED BUSINESSES

<b>1)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>2)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>3)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>4)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>5)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>6)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>7)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>8)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>9)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)
<b>10)</b>	(Business Name)	(Phone Number)
	(Physical Address of Business)	(Owner or H/R Manager's Name)