

AIT Student Support Services

10 SMART Employment for YOU

Why you want employment?

Tick the following reasons that match why you want to return to paid work:

REASONS WHY YOU WANT EMPLOYMENT	TICK
More money.	
Feel more confident and worthwhile.	
Buy a car or fix the car or get a better car.	
More choice of leisure and social activities.	
Have a nice holiday.	
Buy new clothes.	
Save some money for a rainy day.	
Not have to worry about those bills.	
Buy a new computer or TV.	
Help the family out.	
Have private health insurance.	
Have more for Christmas next year.	
Buy new furniture.	
Using you skills.	
Make new friends.	
Keeping occupied.	
Helping people.	
Experiencing new things and learning more.	

Your employment options

SMARTER Options:

- ♣ **S - Specific** – clearly written.
- ♣ **M - Measurable** – how will you know you have achieved what you want?
- ♣ **A - Achievable** - make it realistic-give yourself at least a 50-50 chance.
- ♣ **R - Relevant** – does your option relate directly to what you want?
- ♣ **T - Time frame** – set a date for completion for each step.
- ♣ **E – Evaluate**-how am I going?
- ♣ **R – Review**- Did you achieve what you wanted?

Once you have decided on what you want you will need to decide:

- ♣ How you are going to achieve your employment option?
- ♣ The steps you will use to get there.
- ♣ How will you do each step?
- ♣ Who can help?
- ♣ When will each step be completed?

NOTES

Your employment options

You may wish to return to work:

- \$ Full-time.
- \$ Part-time.
- \$ Shift-work.
- \$ Casual.

There are three main categories of employment. They are:

1. Survival jobs.
2. Transition jobs.
3. Dream jobs

NOTES

Your employment options

Survival

It's not what you ideally want to do however you do have the skills for this position and you know you can do it.

It pays the bills and remember it so much easier to get another job if you are already working!

Transition

You know you can do better, however this job is in a similar or same field as you dream job.

It will really help to get you where you want to GO.

This position will give you the skills/qualifications/experience for your dream position.

I wont be here too long!

Dream

This is the perfect position.

It is what you really enjoy doing.

You can use lots of your skills and attributes.

The hours, duties, location and people are exactly what you want and need.

Congratulations!

What would you like to do?

Just stop for a moment and think - really think - about the type of position that would suit you.

For example:

- § Working indoors or outdoors.
- § Working with other people or by yourself.
- § Factory or office.
- § Selling products or services.
- § Helping people.
- § A chief or an Indian.
- § Working with you hands or head or both.
- § Being creative.
- § Performing one or many tasks.

Ask yourself:

- ◆ Why do I want this position?
- ◆ What do I need to do to get this position?
- ◆ Do I have the skills and attributes?
- ◆ What extra skills etc do I need- how can I get them?
- ◆ Who can help?
- ◆ How far am I prepared to travel- how will I get there?

What would you like to do?

Think about and list four employment options for each preference:

SURVIVAL POSITIONS	
1.	
2.	
3.	
4.	

TRANSITION POSITIONS	
1.	
2.	
3.	
4.	

DREAM POSITIONS	
1.	
2.	
3.	
4.	

Understanding your Employment Options

To more fully understand what it takes to successfully gain employment

Take one of your options from each category -Survival-Transition-Dream and complete the following activity.

- ◆ Feel free to apply this activity to all your chosen options.

SURVIVAL POSITION

POSITION TITLE	PREFERED LOCATION	TRANSPORT OPTIONS	SKILLS REQUIRED	ATTRIBUTES REQUIRED
YOUR SKILLS	YOUR ATTRIBUTES	EXTRA SKILLS NEEDED	EXTRA TRAINING NEEDED	WHAT ELSE DO YOU NEED

Understanding your Employment Options

TRANSITION POSITION

POSITION TITLE	PREFERED LOCATION	TRANSPORT OPTIONS	SKILLS REQUIRED	ATTRIBUTES REQUIRED
YOUR SKILLS	YOUR ATTRIBUTES	EXTRA SKILLS NEEDED	EXTRA TRAINING NEEDED	WHAT ELSE DO YOU NEED

Understanding your Employment Options

Of course there are lots of reasons why you can't get that job for example;

- ☹ I don't have the qualifications.
- ☹ No experience.
- ☹ I'm too young.
- ☹ Too much experience.
- ☹ Not available locally.
- ☹ No Transport
- ☹ I tried phoning wrote and sent letters they didn't even get back to say I was not suitable.

Well let's consider what jobs are available and what employers want and why?

The job market is very broadly divided into the following categories:

- ☹ **Junior employees.**
- ☹ **Mature employees.**
- ☹ **Specific skills- experience- licences essential.**
- ☹ **Own transport-equipment essential.**

Understanding your Employment Options

Junior employees:

- ✦ They are paid less.
- ✦ Will work the late and split shifts.
- ✦ More flexible can adapt to change.
- ✦ Easier to train to company policies.
- ✦ More resilient can stand for long periods etc.
- ✦ Fit the company image.

Mature employees:

- ✦ Reliable-punctual.
- ✦ Settled.
- ✦ Have an extensive range of skills and attributes.
- ✦ Strong work ethic.
- ✦ Trained and experienced.
- ✦ Competent.

Specific skills –experience- licences essential

- ✦ Most positions require specific skills/qualifications/experience.
- ✦ Conform to industry-government-health and safety regulations.
- ✦ Less time and effort spent on training.
- ✦ Demonstrates you can do the job.
- ✦ Require minimal supervision.

Own transport-equipment essential.

- ✦ Reduced cost to employer.
- ✦ More mobile.
- ✦ Can work in areas away from public transport.
- ✦ Can work autonomously.

Dream position options will increase if you fit into more than one category.

What employers want?

Extensive research indicates that you will gain employment if you follow the following process:

- ❖ Professional cover letter that relates specifically to the Job advertisement.
- ❖ Clear-concise-easy to read resume.
- ❖ Pleasant and professional telephone manner – plus you can be **easily** contacted..
- ❖ Excellent and appropriate presentation.
- ❖ You interview well, clearly communicating you skills-attributes-experience-qualifications **relevant** to the position.
- ❖ Ask quality questions to demonstrate your knowledge- interest in the organisation and this position.
- ❖ Your referees can be easily contacted.
They give you consistent - strong recommendations and elaborate on you skills and attributes.

Congratulations!!!

NOTES

What employers want?

A number of employers and employment agency owners, both large and small, were recently asked the following question.

“What is most important when choosing a new employee?”

This summarises what they **all** wanted.

Someone who:

- ♥ Can follow directions-able to lead if required.
- ♥ Accepts full responsibility for their work.
- ♥ Is creative and resourceful.
- ♥ Is positive and can work in a team.
- ♥ Can get the job done.
- ♥ Listens and acts on feedback.
- ♥ Makes the organisation (company) look good.
- ♥ Can be consistent, especially under pressure.
- ♥ Is self motivated and confident.
- ♥ Genuinely cares about their job and the success of the organisation (company).
- ♥ Has a sense of humour.

What they are saying is:

- ✓ **Demonstrating excellent personal attributes in an interview are essential if you wish to obtain quality employment**