

TOP TIPS for job seekers

It's a highly competitive market out there if you're young and looking for a job.

Setting yourself apart from all the other job seekers can be a challenge. Often who gets the job can come down to the personal style of the decision maker offering employment and who best matches the position in their mind.

At times getting a job can be about being in the right place at the right time, and not what you know but who you know in terms of obtaining employment. Even if you do everything right, sometimes simple perseverance is what is needed.

So how do you 'get that edge' over the rest? Below are my top four tips for job seekers.

Tip 1 - Know what you want

Ninety percent of the job search challenge is knowing what you want to do as a career. The clearer you are about where you want to go, the easier it is to put up with the entry level or mundane jobs required to take you there! Your natural and genuine enthusiasm will shine through when you know you're on your chosen career path. Employers will sense this and your positive drive will just naturally be there.

Don't worry if you haven't found your pathway, just relax and start trying different things. It will become clear what you want to do once you decide to focus on it. If you are stuck give *Work'n it Out* a call. We can help you to make decisions about a job and career.

Tip 3 - Be persistent

Very few employers will come looking for you to offer you a job. You will need to get out there and start knocking on doors. There are more jobs out there than you realise, most aren't even advertised. Face to face contact is always much more successful than trying over the phone. Accept that there will be knock backs and disappointments which are unavoidable in the hunt for a job. It is common to hear heaps of 'nos' during the hunt for a job. However all you need is one 'yes' and you've cracked it. Remember after each 'no', pick yourself up again, dust yourself off and keep looking and trying. It will only be a matter of time and you will succeed.

Tip 2 - Do your research

So, you have a job interview. Just as important as getting the interview is being prepared for it. Know as much as you can about what the job involves; what the tasks are, what the employer is looking for when it comes to personal qualities and in relation to the job. Talking to someone who works in a similar role can help – they can give you the inside knowledge about the job and what it's really like. Get a Position or Job Description and research using the Internet; these are great ways to help you prepare. Learn about the company, its services and its vision. Knowing the company vision and being able to explain this to a potential employer will be sure to impress them!

Tip 4 - Learn to adapt

Listen to the experts and take on board their advice. If what you are doing isn't working then you will need to adapt yourself to what employers want or to what is available in the local market you're in. Perhaps you are aiming in the wrong direction. For example, there are some industries which prefer someone with a pre-trade certificate or expect some basic skills to be already learnt before people are considered for a job in that area. Perhaps going on a short course to hone your skills will help you 'get that edge over the rest'. If you want to be a mechanic, you're better off sweeping floors in a workshop and being exposed to the industry rather than working in a retail outlet.

Our Youth Co-ordinators can help you through the job hunting process and give you excellent advice. They can also help you with a C.V., writing a covering letter, interviews skills and give you guidance regarding your presentation and the first impression you are making on a prospective employer.

Handy websites for Jobseekers

There is a huge amount of information on the internet for job seekers. Here are a few sites that we think are useful

Career Services: <http://www.careerservices.govt.nz>

This is a massive online resource that covers absolutely everything! Find out about the jobs that best suit you. Interact with career specialists online. Research specific jobs, subject choices, study options and apprenticeships. It's an easy site to get around however it may seem a bit overwhelming because of the amount of information this site contains. Keep on plugging away and take time to explore it as there are some real gems hidden inside. This site will even help you create your own C.V. using the CV4Me interactive tool.
https://www2.careers.govt.nz/cv_4_me.html

Seek: <http://www.seek.co.nz/>

This is another great website that is really easy to use. Most people think that Seek is just about jobs advertisements and while it does that task very well, there is a hidden goldmine of information for job seekers within this website. Check out their interview tips and learn about interview "advice for knocking them dead".

YouTube: www.youtube.com

Key word: Job hunting tips

Instead of reading through pages and pages of text, grab some popcorn, sit back and check out the amazing wealth of information on YouTube. A favourite clip is by Richard Bolles who is a job search guru and author of "What colour is your parachute". Richard provides good advice backed up by solid research. Although the information is mainly for the American market, his advice is still very relevant to the New Zealand job market.

Now that you are armed with good information, it's time to take action. If you're learning to drive a car, or play a sport, it's not enough to just read about it in a book or watch the DVD. You need to get out there and put into practice the advice given to you by the experts. It is now time to get off the internet and start knocking on employer's doors.

Would you like to recommend a handy site for us to review and possibly include in the next newsletter? Please email the link to contact@wio.co.nz

Want to know more about the success of *Work'n it Out* in the Southern region? Log on to our website www.wio.co.nz and click on news - here you will find the latest Community Stakeholder Report.



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WELCOME



The recent recession has had a significant impact on so many New Zealanders, and the young people in the Southern region have not been immune to its effects. Many young people have completed their education, and armed with qualifications to put them in good stead to find work, they have been unable to obtain employment.

With job vacancies scarce, many young people are competing

with applicants twice their age who may have many more qualifications and life skills than they do. Now more than ever, *Work'n it Out* has been seen as an essential service to support young people into work, training or further education.

One government response to assist young people into work is Job Ops, which is part of the Youth Opportunities Package. Job Ops provides employers with a \$5,000 subsidy to offer an entry level job, for a period of six months, to a young person aged between 16 and 24 with low or no skills, or work experience.

In short Job Ops can help to kick start a young person's working life. Job Ops helps employers create new jobs and

gives young people valuable work experience.

The *Work'n it Out* team has been fully utilising the Job Ops scheme as well as supporting young people into further education, training and other jobs.

I am proud to say that at the end of the last financial year more than 700 young people who were not in employment, education or training have gone onto a positive destination with the assistance of *Work'n it Out's* Youth Co-ordinators.

In these challenging times that is 700 young people who are better off in our community.

If you have any questions about Job Ops, or want to find out whether your Job opportunity meets the Job Ops criteria, contact:

Employer Line: 0800 778 008 or go to:
<http://www.workandincome.govt.nz/business/a-z-services/job-ops.html>

John Allen

Regional Commissioner, Southern
Ministry of Social Development

Working full time and loving it

"I'm a completely different person now" says Amber Inns. Amber credits Erin, a *Work'n it Out* Youth Co-ordinator with helping her to land a fantastic full time job. She has recently started work as an office junior with a well known Dunedin law firm.

"I used be unmotivated, and suffered from anxiety issues, but Erin helped me get the counselling that I needed to overcome this. She also helped to improve my confidence and the skills that I needed to get a job" she says.

Amber first began working with *Work'n it Out* in late 2008 shortly before she and her partner moved to Balclutha. Although her partner had work, finding a job in Balclutha was a struggle for Amber.

She did get some part-time hospitality work however she knew it wasn't something she really wanted to do long term. When *Work'n it Out* made contact again, Amber decided to take up the offer of extra help and support.

"I wouldn't be where I am today without Erin's support."

Amber and her partner made the move back to Dunedin, and once there Amber met with Erin on a weekly basis. "I told her that I was interested in doing office work, after having done temporary work for a law firm before we went to Balclutha. She helped me to make up a C.V. and think about ways that I could improve my skills."

Erin also arranged for Amber to attend the Treehouse Programme, where her tutor helped her to up-skill in areas such customer service, retail and hospitality.

Amber was then asked to do some more temporary work for the law firm, and when an office junior position became available she was asked to attend an interview and was offered the job. "Now I'm working here full time and I love it" she says.

Amber says she would have no hesitation in recommending *Work'n it Out* to other young people.

"They shouldn't be afraid to ask for help, especially if they feel like they are struggling with work or even personal issues. It's definitely worth it in the long run. I wouldn't be where I am today without Erin's support. I appreciate everything she has done for me."



Amber Inns

Jamie's Success

Thanks *Work'n it Out* for all your help. I've now been employed seven months at Youth Grow in Dunedin, but wouldn't have this opportunity if it hadn't of been for my Youth Co-ordinator. He worked quickly to make things happen for me. He sorted out my C.V. and when my mates saw it, they hassled me to put theirs together, as it was so choice.

I had been on the Unemployment Benefit for quite a while and was having trouble finding work. Youth Grow appealed as the kind of outdoor work suited my skills and interests. I've learnt loads about what it means to work full time, it's been mint.

"I was able to get ahead and buy myself a car..."

I was able to get ahead and buy myself a car and have made heaps of friends on the job. This helps with the down time when work can be slow and boring and so makes it a fun place to work. My employer says I'm a strong worker and has made it clear where I need to keep applying myself.

My goal is to earn a great reference and find another job with more hours when I finish here. I don't want to end up back at square one on the benefit! If you want stuff to happen, get in touch with *Work'n it Out*, cheers guys.



Youth Interview - Zachery Lowe

Question: In what ways did *Work'n it Out* assist you?

Answer: *Work'n it Out* gave me the skills and tools to get out there and find myself a job and not just sit around while somebody else did the hard work. *Work'n it Out* buddies you with someone who understands what you're going through and really knows how to help you. Not only do they become someone helping you to find work, they become a good friend.

Question: What advice would you give to someone who finds them self in a similar situation to when you left school, or if they are still in school?

Answer: My advice would be stick in there. School seems boring and annoying now, but leaving without having some idea of the direction you want to take will have you ending up even more bored and annoyed than if you were at school. One thing I regret is leaving school and not having some sort of plan thought out; believe me, it sucks.

Question: How do you access the service and connect with your Youth Co-ordinator?

Answer: I access the service not only through my Youth Co-ordinator, but also through the online *Work'n it Out* Job Board. I connected very well with my Youth Co-ordinator's and found them very easy to get on with. They not only helped me to grow as a person, but gave me the confidence to grow myself! They were very easy to contact. Not only through face to face catch up's, but also through text contact and also over the phone as well as email.

Stacy shares his success



Stacy Batemen

Hi my name is Stacy and I want to share my success having had Customised Support from *Work'n it Out*.

I met with my Youth Co-ordinator on the 28th of January 2010 as I was keen to find employment having just graduated from Otago Polytechnic with a Certificate in Computer Information Technology Services & Support. I wanted to find work in this industry and so with my Co-ordinator we began marketing myself with a tailored C.V. and cover letter.

We ran through the Yellow Pages and identified Information Technology related business and began cold calling to introduce myself and test out the C.V. My Co-ordinator coached me on how to introduce myself and make enquiries with the employers both over the phone and in person. This led to an offer to meet with the employer of Media Corp, my Co-ordinator came along and I got some insights into starting out in this industry. I was told that I had all the right qualities but that not having a restricted licence would likely prevent me from taking an entry level position with them. So I hit the Road Code and quickly gained my Learners licence.

My Co-ordinator introduced me to a Work Broker at Work and Income and helped me register as a Job Seeker.

I wasn't making many in-roads into IT employment and so decided to create a more generic version of my C.V. for a broader range of positions. I updated this with the Work Broker and started to apply for lots of different kinds of work in retail and customer service to name a few.

"The ground work paid off and I am now enjoying being employed!"

Then an opportunity came up to take some work experience at the Dunedin Community College doing IT work in their computer suite. I completed 20 hours there and gained an invaluable work reference. The next Job I applied for was a position with the Dunedin City Council Public Library which I found on the *Work'n it Out* Job Board. My Co-ordinator teed up an appointment with Career Services and I met with them for some interview coaching. Close to six months later and a lot of ground work covered, I was offered a position at the library where I have now been working for the past 11 weeks. I'd like to thank *Work'n it Out* for all their encouragement and effort, supporting me to keep up the search and seize opportunities as they arise. The ground work paid off and I am now enjoying being employed! Thanks so much!

WORK'N IT OUT Youth Support Service

In this issue we profile the two Youth Workers who are providing support to 16 and 17 year olds in receipt of Independent Youth Benefit (IYB) as they transition into work, further education or training.



Wayne Johnstone

Wayne Johnstone has no regrets about leaving behind a career in sales, marketing and management to become a Youth Worker with *Work'n it Out*.

"I knew that if I was ever going to change my career it would be to get into this field, so when the job came up a year ago, I thought, 'it's for me'. I don't regret it at all. It has rewarded that part of me that wants to help and do something good" he says.

Shirley McCarthy recently joined the team as the new Dunedin-based Youth Worker. Her role is to assist the city's Independent Youth Beneficiaries towards a more positive transition into further education, training or work.

"These young people need help and support to make positive life choices and get them off the benefit. I'm really looking forward to the challenge."

In June, Shirley and husband Paul moved to New Zealand from Manchester in the United Kingdom, where she already had broad experience in this type of work.

"I was a tutor in a College where I worked with young people aged between 16 and 18 to help them create more positive pathways. I'm so lucky to have slotted into the perfect job here with *Work'n it Out* and everyone has been so friendly and supportive" she says.

Wayne's role is to help 16 and 17 year old Independent Youth Beneficiaries to transition successfully into further training or employment. These young people are usually out of the family home because of a breakdown in the family unit, but are not eligible for the Unemployment Benefit because of their age.

"My role was created as part of an initiative to try and address the problem of young people simply progressing from one benefit to another. The focus is on helping them transition in a more positive way while they are still Independent Youth Beneficiaries" says Wayne.

Many have had little positive support from their families and may have left school early, before accessing guidance or career advice. "Once the information is put in front of them, and they can see what they're options are they're pretty keen to grab it and have a go."

Once Shirley has completed her induction training, she will be based at the Dunedin Community College in Dowling Street. "I'm looking forward to my trainer wheels coming off at the end of September," she laughs.

The McCarthys decided to immigrate to New Zealand after coming out for their wedding and honeymoon four years ago.

"We started the immigration process as soon as we got back to the UK and are so happy to be finally here in Dunedin."

Shirley's husband Paul is a social worker, but is about to start re-training as a prison officer.

Outside of work, Shirley has a passion for antiques and arts and crafts.

"Dunedin has loads of these kinds of stores and I know them all already. I also swim every day so Moana Pool is another gift."

Wayne says the work is both "rewarding and challenging".

"We're definitely seeing some great results. Most of my clients are now in full time training or some form of work. There are still a few of them job-seeking but that's a reflection of the current job market."

Outside of work Wayne loves the outdoors. When he's not riding his dirt bike, or lake and ocean kayaking, he says he is "constantly doing stuff" around his one acre property or renovating his house. His other passion is music.

"most of my clients are now in full time training"

"I've been a House and Breaks DJ for years all over New Zealand and Melbourne. I get a real kick out of my music. Between my turntables, drum kit and dirt bike, my neighbours know me very well," he laughs.

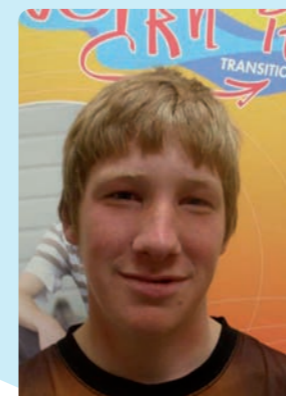


Shirley McCarthy

The couple plan to start house hunting within the next few months and are "living their dream" says Shirley.

"To have been offered this opportunity with *Work'n it Out* so soon after arriving is amazing. Dunedin is a fantastic place, but don't tell too many people as we don't want everyone to come here."

Work experience pays off for Jonathon



Jonathon Robson-Carter

I was on an Independent Youth Benefit and Work and Income referred me to *Work'n it Out* for customised support. My Youth Worker put together my C.V. and we could see that I had some gaps and some work to do, in order to improve my chances of gaining employment.

I hadn't had a lot of work experience before, so my Youth Worker followed up some leads and got me a four week placement with a dairy farmer. While this wasn't full time I took on part-time training to fill in my time and give me some practice towards working a full week.

I really enjoyed the work experience and it reinforced that I did want to get into dairy farming, so my Youth Worker helped me to place a 'work wanted' advert on the Fence Post website. I soon had a call from a farmer who said he wanted to interview me. He called up my referees from the previous work experience I had done and in the end he offered me a full time position on his dairy farm.

I have now been working 12 days on, two days off over the past four weeks. It has been one of the best things that has happened to me in a long time. Today my employer says that I'm an honest hard worker and I hope he too will be a referee for my C.V. This opportunity has given me the confidence to show others what I'm made of. Thanks *Work'n it Out!*