

USING THE INTERNET TO FIND A JOB

“Half of knowledge is knowing where to find knowledge.”

Within this decade the Internet has become the largest source of human knowledge and an important supplement to other information sources. However, the unlimited and constantly changing nature of information on the Internet can be overwhelming, especially if you have limited time, money and computing skills. To productively use the Internet you need to know how and where to find the information, and how to evaluate its quality.

The Internet is a wonderful place to find information about jobs in your field. Government organisations, industry groups, and professional associations provide web-based information on jobs. Large corporations are easy to find, but smaller companies have websites too. If you can't find a specific company by searching, simply call the company and ask if they have a web site you can visit.

INTERNET EMPLOYMENT STATISTICS

In July 2000, approximately 28 500 jobs were advertised in Australian newspapers. During the same period, approximately 108 000 jobs were advertised on Australian Websites. This does not include international employment opportunities that are also available.

BENEFITS OF USING THE INTERNET

1. You can access current information 24 hours per day
2. You can do more detailed job searches by interrogating a range of job databases and jobs available locally, nationally and internationally
3. You can apply for jobs from any location
4. Using the internet in your search demonstrates you have *leading edge* skills in using the communication technology of the future, and
5. The Internet can help you explore career alternatives and options that you may not have considered.

The Internet represents a wonderful opportunity to enhance your career development and job hunting!!

HOW TO USE THE INTERNET AS PART OF YOUR JOB SEARCH STRATEGY

Gaining Information About Careers

You can find out more about your chosen career or industry by looking at information provided by professional associations. They often have useful links with other sites and/or on-line job providers. Many provide members with access to vacancies available in their industry area and recruitment and selection procedures.

Gaining Information About Employers

More and more companies are putting information about their organisation on the web. The type and depth of information varies from site to site but usually includes details of services, annual reports, background information, press releases and contact details - this can help you in your essential research when applying for jobs. Many employers extend to recruitment on-line; this information is sometimes hidden in the 'About us' or 'Corporate' sections and can range from a copy of their recruitment brochure to a fully interactive site that allows you to apply on-line. In addition to company and organisation sites there are

also a variety of specialist business and trade directories and regional employer directories which are a good source of information on medium and smaller sized companies.

Finding Vacancies Online

Many of the sites providing information about specific careers or industries will also list vacancies in that area of work, although you may have to be a registered user of the site or subscriber to a professional body to gain access to the information. Many employer and company sites will post vacancies on their web sites. Most national and many regional newspapers will post their classified vacancies on-line as do specialist and trade journals.

Using On-line Recruitment Agencies and Resume Banks

There are a large number of recruitment agencies on the Web; some of these agencies have added an Internet service to their conventional activities while others are on-line employment specialists. These on-line agencies will have a database of vacancies that you can browse for a suitable position by category or by using a search facility where you can specify job criteria ie position, location, salary range. Some will allow you to apply on line by emailing your resume or by filling in an on-line application form. Others may allow you to specify the type of job you are looking for and they will email you automatically if such a position comes in. Some sites also allow you to deposit your details then charge employers to trawl the database for suitable candidates, notifying you by email when you have been selected. When using on-line agencies and resume banks, there are important questions you need to ask:

- ◆ Is it confidential?
- ◆ Who will be able to see your details?
- ◆ Can you screen out certain employers (e.g. present or previous employer)?
- ◆ Who pays? Reputable agencies charge employers not the candidates.
- ◆ Is the agency appropriate for the type of work you want and the level of skills and experience you are offering?
- ◆ Importantly, do the employers you want ever use recruitment agencies?

Make sure you refer to the Useful Links available for your industry area.