



working for everyone

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How-to Guide | **Finding jobs that are not advertised**

Use this guide to help you:

- Learn how you can find jobs that are not advertised
- Identify who is in your network and how they may be able to help you in your search for work
- Decide which companies you want to work for and contact those employers directly

Many jobs are filled without being advertised online or in newspapers.

An employer may prefer to hire someone they know or someone who comes recommended by colleagues or friends.

Unadvertised roles are sometimes referred to as 'the hidden job market'. There are two main ways you can access these jobs – by networking (speaking to people you know) and by approaching employers directly.

Things to know

- Up to 41% of lower skilled jobs are not formally advertised
- About one-third of jobs are filled by employers asking their existing staff, friends or colleagues for referrals, or by employers approaching potential employees directly about job opportunities
- In some industries, employers consider job seekers who have approached them directly for almost one in five jobs they are filling
- In some industries, around 4% of jobs are advertised by putting a sign in the window or a job advertisement on a noticeboard

Source: Recruitment for lower skilled vacancies (Australian Government Department of Employment)

BUILD YOUR NETWORK**Step 1 | Identify who is in your network**

Make a long list of people you could get in touch with.

Consider people like ...	Names	Do these people know other people who may be able to help me?
<ul style="list-style-type: none">• Co-workers• School friends• Relatives• Previous suppliers or customers• Professional/industry associations• Neighbours• People I see socially• Local shop owners• Sporting associations• People I see at the local shops• Friends who have great ideas or know lots of people• Friends in business• People I volunteer with		

Think of ways to meet new people such as through volunteering, your local community centre, library, or interest group websites such as [meetup.com](https://www.meetup.com).

Step 2 | Think about questions you have and who in your network could help

The last time you made a big decision, like buying a car for instance, you probably did some research. You may have also talked to friends or family about cars they had bought and asked for recommendations and advice. Searching for a job is similar – other people can help you make an informed and educated decision.

Two of the biggest questions you'll ask are 'What type of work should I apply for?' and 'Do I need to do something different?' Talking to people about work can provide valuable knowledge and advice, and can also expand your network.

How to approach chatting about work

Approach 1

'I'm currently considering different job options and am trying to learn as much as I can about what's out there. Would you have time to catch up and have a chat about what your company does and what you do?'

Approach 2

'You've had a lot of experience hiring people in your job. I was wondering if you could have a quick look at my resume and give me some tips on any recruiters your company uses?'

Make a list of industries and companies that you are interested in and find out if you know anyone who works there.

Industries I'm interested in:	Companies I'm interested in:

Types of questions you could ask

- ✓ What type of qualifications, skills and experience do staff at your company have?
- ✓ What does an entry-level role look like in your organisation?
- ✓ Do you know anyone who works in [the area I'm interested in]?
- ✓ Do you know of any recruiters I should contact?
- ✓ Would you feel comfortable if I spoke to someone in your network?
- ✓ Do you have any job search tips or advice that could help me?
- ✓ Can I get you to look at my resume and provide feedback?

TALK TO EMPLOYERS

Step 1 | **Decide which companies you want to approach**

When you are making a list of companies to approach, be sure to check out their website to learn a little about them. You could start with:

- Companies you are genuinely interested in
- Companies in industries that are related to your experience
- Companies that you think could benefit from your skills
- Companies that have been recommended to you

Step 2 | **Get in touch**

- **Smaller companies** – For smaller organisations, it might be possible for you to take in a copy of your resume and introduction letter. This allows you to make a good in-person impression and show your professional presentation and communication skills.
- **Medium to larger companies** – If a company is bigger, it may be more effective to get in touch via email or telephone.
 - Call the company and ask for the name of the person you would report to in a particular department (not the HR department)
 - Write an email addressed to this person explaining that you are interested in opportunities in their organisation and describing the skills and experience you have to offer (See **Sample email** below)

- If you have been referred by someone, mention this in your email. When you send the email, also include your resume
- Follow up within seven days with a phone call. Mention your email and ask if they have time to talk
- Explain that you are interested in opportunities within their organisation
- If they don't have any opportunities at the moment, you could also try to find out:
 - Are there busy times of the year when they recruit?
 - Do they hire themselves, or do they use a recruiter?
 - Would they hire someone with your experience?
 - Can they recommend other companies to approach for work?

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Sample email

Subject: **Employment opportunities within your team**

Dear Mr Burns,

I'm writing to express interest in any job opportunities that may come up within your Finance team.

I have extensive experience in the Accounts Payable area, as well as broader Accounts Administration and Accounts Receivable experience. I have worked for a number of large, publicly listed companies in both Australia and New Zealand across various industries.

Key skills I would bring to your organisation include:

- An ability to liaise with suppliers, resolve credit claims and queries
- Strong analytical, logistical and numerical skills
- Well developed communication and articulation skills
- Quick learner with the ability to work independently
- Friendliness and adaptability
- Broad systems experience – including SAP, Great Plains, PeopleSoft, Oracle Financials

I work hard to show initiative in my role, and have done so by being involved in User Acceptance teams for the implementation of various new systems, in addition to clearing backlogs and taking on complex reconciliation work.

I would love the opportunity to meet with you to learn more about your department and how the company operates, and how I might be considered for future roles.

I will make contact within the next week to try to find a time to introduce myself.

Yours sincerely,
Joe Bloggs