

Trans-Civ Job Listing 17 Oct 11 (Plus Job Seeking Guide)

Job Market Overview

The confidence in the current job market seems to be waning, due to a number of factors (including the global economic situation (not helped by Europe), local instability at a Government level and the impact of the Australian Dollar. This, all mixed with the continuing increase of confidence in the Resource Sector means that while some areas are screaming poor, others continue to flourish. What does this mean for you? Well that depends on what type of job you're looking for and in what area. Regardless, stay positive in your job applications and interviews and take the opportunities on face value each time. Do your due diligence with each organisation you are interviewing for to make an informed and educated decision each time.

Notices

Again, the Defence Community Organisation have exhausted this Financial Year's funding for the Partner Education and Employment Program. However there is a Second Tier round of funding called PEEP Tier Two, which will be available for the next three years and is aimed at the partners of the more junior officer and enlisted ranks. Applications will be open to the partners of Private to Sergeant ranks (and their equivalents) and to the partners of Lieutenant to Captain ranks (and equivalents). Applications for PEEP Tier Two will be placed on the DCO website on 7 November 2011 for courses commencing in 2012. For more, visit <http://www.defence.gov.au/dco/peep.htm/>.

Jobs

Currently we are seeing an increase in need for technical staff with security clearances in Canberra and also Brisbane – specifically Network Engineers and System/Network Administrator Trainers in Canberra. To view these and many other roles, visit our job vacancies under the appropriate state below. Please note some close soon and others are “open” (meaning they will wait until they find the right person, or they have an on-going need for people with those skills).

[ACT](#) [NSW](#) [QLD](#) [VIC](#) [SA](#) [WA](#) [NT](#) [Various](#)

Career Tip

Step by Step Job Seeking Guide

- 🌀 **Step 1:** Know what type of job you're targeting. If you're unsure at this stage, there's no point proceeding to any of the other steps just yet. For ideas on different jobs, start browsing job advertisements on the internet (seek, career one, etc) or newspapers. Alternatively think about doing a Personality Profile, or Vocational Suitability Assessment in a Career Counselling session. This will help to give you something to aim for when progressing through the next few steps, as it will shape the way the rest of your job searching continues.
- 🌀 **Step 2:** Find an advertised job you'd like to apply for and dissect the advertisement it into what the “ideal candidate” will have and what “responsibilities” they want you to perform in that role. If the job ad doesn't have this information, use what you can and do your research to learn as much as you can about that job and organisation to do the next steps effectively.
- 🌀 **Step 3:** Using the information in relation to what they want in the “ideal candidate”, make sure you can write down how you cover off these elements somewhere near the top of the first page of your CV. This then gets the reader in a positive frame of mind, because this is what they're looking for when reviewing 100+ applications.
- 🌀 **Step 4:** Using the “responsibilities” you will perform, list the relevant areas of your career history, also on the front page of your CV, that align to these responsibilities. Use your achievements to further back up how well you can do the job you're applying for.
- 🌀 **Step 5:** If you have done anything else (see transferable skills list) that can add value to what they want the “ideal candidate” to have, or what responsibilities you will be performing, then also add it to your CV.

Do this for **every** job you apply for. Why – because the hirer will be looking for someone who fits the “ideal candidate” and who **can do** the responsibilities. If you make them read all of your story (as you want to tell it) and they have to search to find the elements within your story to determine if you’re worth interviewing, you are wasting their time and the likelihood of you getting an interview is slim at best.

Put yourself in their shoes – in addition to their normal job they have to read 100+ CVs to narrow it down to 5 people to interview. If it were you would you read every page of every CV? I doubt it. They won’t either.

Light Bulb Moment: Meet what they want on the first page of your CV and you will almost certainly be assured of getting an interview. If you can’t meet everything, you then decide if its worth applying for. Perhaps you can demonstrate similar/transferable skills in another capacity to show you have something close to what they’re looking for.

- 🌐 **Step 6:** Now you can concentrate on the job interview. While you’re targeting your CV toward the job ad, look at what elements of your history you are bringing to the front of your CV and start learning how to tell these stories (in plain language with impact) at a job interview. These are obviously the elements that will be of most importance to the organisation you’re applying to.

Make no mistake, people are changing jobs much more often now, which means they are significantly more “interview savvy” than in years gone by. To win the job you want, you need to compete at the highest level.

For help to enhance your ability to make an impact at the highest level at the job interview stage, [contact us](#).

As always, Happy Job Hunting!

Please feel free to pass this Job Listing Newsletter on to others who may find the information valuable.

Kind regards
Paul

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Managing Director



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