



Looking for work in *Australia*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical factsheets to support you in your job hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on Australia:

Work permits in Australia

- It is important that you have the correct visa that gives you the right to work in Australia in advance.
- There are various categories of entry visa. For each category a different *point system* is used.
- To obtain a migration visa and work permit, applicants need to accumulate a certain number of points before they are considered. Points are awarded based on employability skills, age and language skills.

The application procedure in Australia

- Questions are usually very direct. For example, 'What makes you the best candidate for this job?'
- Panel interviews with approximately three people are very common in the Australian application procedure.
- Concentrate on your future rather than on your past achievements.

Writing a resume in Australia

- The Australian CV is more commonly called a resume.
- The key focus of your resume should be to persuade the employer to invite you for an interview. Therefore your resume is a marketing tool, which should be adapted to the market in which you intend to use it.
- Your resume should be typed and be no more than two to three pages in length.
- Photos are generally not required with a resume in Australia.

The application letter in Australia

- Key words in writing your Australian application letter are 'accurate', 'precise', 'positive' and 'honest'.
- Try to grab the employer's interest with the first paragraph of your letter.
- Emphasise what you have to offer to the employer by quoting examples.
- Foreign candidates should stress how they can add value or contribute to the workplace.

Do's

- Look interested – ask questions.
- Provide examples to illustrate your achievements.
- Pay attention to your appearance – it should be rather formal.
- Ask for clarification if you don't understand the question you have been asked.
- Negotiate your salary in the interview.

Don'ts

- Be surprised to receive an entrance test before an interview.
- Criticise Australia.
- Be showy and pushy when answering questions.
- Sit until invited to do so.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

Management culture in Australia

- Australian organisations have a flat structure characterised by words like 'common sense' and 'equality'.
- Before reaching a decision, different specialists' opinions are usually heard.
- Australians are extremely positive people – negativity in any form is not accepted during negotiations.
- Meetings start often with some informal small talk.
- Australians take punctuality seriously.
- In business, personal relations are very important.

This information is based on the *Looking for work in Australia* guide (ISBN 90-5896-0277) written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full Looking for work in Australia guide tells you everything you need to know. If you want to order or more information about our services, have a look at www.labourmobility.com.



Good luck with your application in Australia!