



job seeker  
toolkit.

time for a

career change?



# contents.

01 ready for your next job?

---

02 how to find a new job.

---

03 partner with a consultant.

---

04 how to resign gracefully.

---

# 1



# ready for your next job?

Your guide to identifying if you're ready for your next career move and how to approach your new job search.

If you are ready for a career change, this booklet provides information that will help you:

- Decide if you are ready for a new job.
- Find a new job.
- Resign from your current job, gracefully.
- Understand the value of a specialist recruitment partner.

If you find yourself unhappy and unfulfilled at work, you have two choices – try and improve the situation with your current employer or start looking for a new job.

Both options can be daunting and challenging – especially if you don't know where to start.

Common signs you're ready for your next career move include:

- Feeling undervalued.
- You're bored.
- Not learning new skills.
- Feeling anxious about work.
- Constantly talking about work in a negative way.

If you're still unsure, read on for more on these common signs.



## feeling undervalued

If you're working long hours, pushing yourself to the best of your ability and not being recognised – this can be demotivating. Being underappreciated impacts your daily motivation in the workplace and leads to frustration and resentment. Feeling undervalued is a sure sign it might be time to move.



## you're bored

If you've found your job boring for 6-12 months, try having a conversation with your manager about how you're feeling. Ask for more responsibility, new challenges or ongoing training and development opportunities. If you don't see changes after your chat, consider whether you'll be happy at your company long-term.



## not learning new skills

You should always be developing and learning, no matter where you are in your career. Think back to the past 12 months. Can you recall new knowledge and skills you've gained? Did you feel stretched or challenged? If not, you may be stagnating. Talk to your manager and ask about additional responsibilities or new projects you can be part of or lead. If this is not an option, finding an employer who is more committed to your continual growth may be a better option.



## feeling anxious

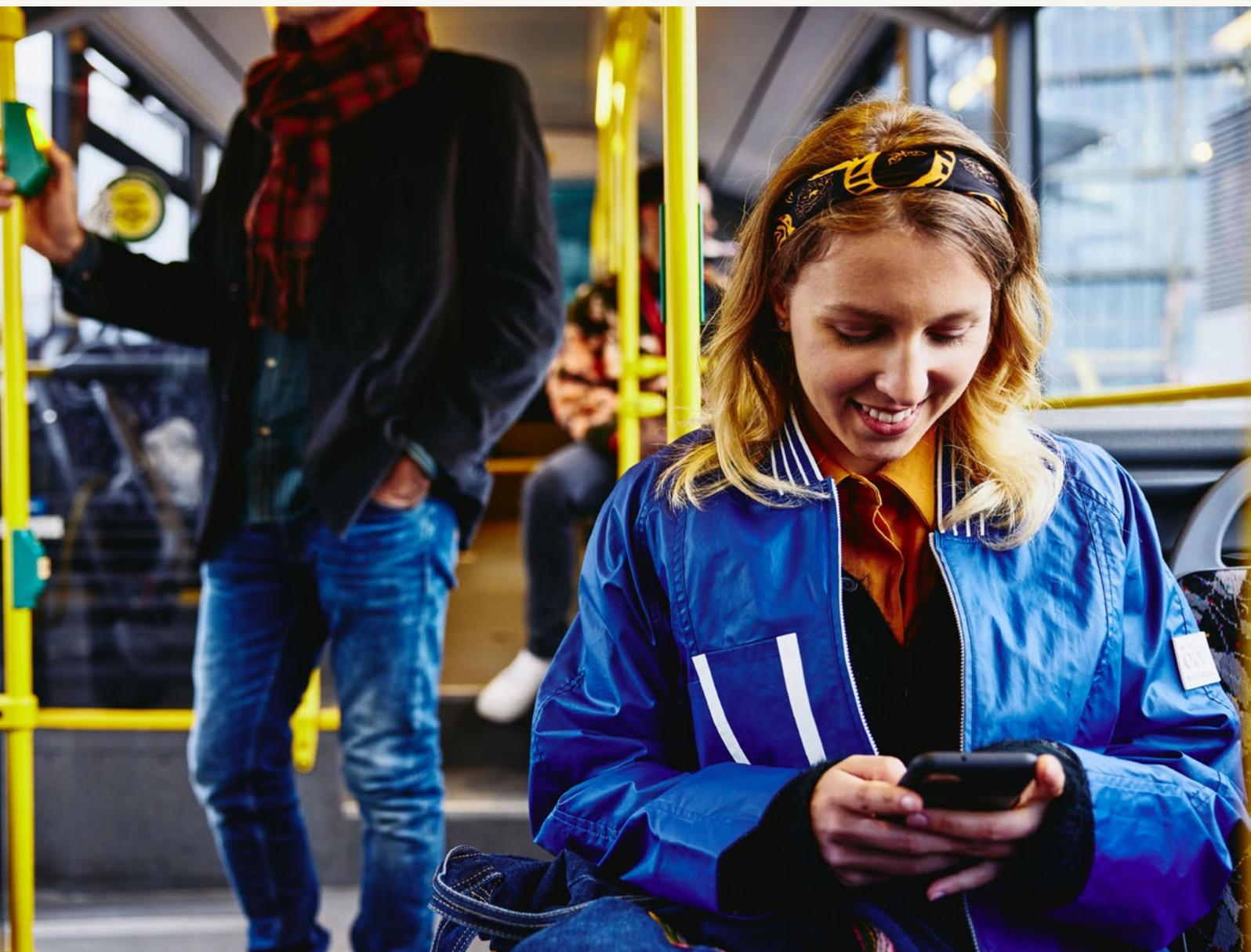
Are you struggling to sleep at night or spending your Sundays dreading the thought of work? Don't miss the physical signs, and listen to your body. Anxiety about work could manifest as a lack of energy, appetite, restlessness, poor sleep and general irritability. If workplace stress is impacting you, consider whether it's healthy to stay where you are.

## constantly talking about work?

Talking about a bad day here or there with your family and friends is normal but coming home day after day unable to focus on anything but work-related stress, isn't. Consider how you talk about your job; perhaps ask your family and loved ones what themes come up when you talk about work. If they're mostly negative, it could be a sign to find a new job.

If you experience any of these warning signs, something has to change. Either work towards a solution with your current employer or work towards finding a new job.

2



# how to find a new job.

So you've decided it's time to find a new job.

Whether you are looking for that next step in your career, a bigger salary or just a new challenge, everyone faces the same questions when it's time to look for work.

Let's demystify the job search process with this handy step-by-step guide to help you find the perfect new role.

The eight steps to prepare for a job search and finding your next role:

1. Decide on the type of job you want.
2. Assess your skills and experience.
3. Write a winning resume.
4. Write personal cover letters.
5. Conduct a personal brand audit.
6. Search and apply for jobs.
7. Partner with a recruitment specialist.
8. Brush up on your interview skills.

## Here are eight steps to prepare you:

1.

### decide what type of job you want

Take the time to consider the type of job you want. Consider the “must-haves” in a role and take the time to ask yourself the following questions:

- Do you want to work in the office, from home, or a bit of both? Consider the importance of the location of the office too.
- Do you want to work as a permanent employee, an hourly-rate contractor, part-time or full-time hours?
- What type of businesses would you like to work for? A small not-for-profit with a clear community purpose or a large business with financial security and plenty of career development opportunities?
- Is there a particular industry you're passionate about – like education, technology, financial services or construction and engineering?
- What job title/ role do you want to apply for?

A clear understanding of what you want in a new job will help you avoid roles you might be unhappy with in the long run. It will also help you to articulate to your future employer why you've applied for the role and why you will find working for their business appealing.

2.

### assess your skills and experience

Once you have worked out precisely what you want in your next job, you need to be sure that you have the right experience and skills to give yourself the best chance to be considered for the role. To do this, review the job description if available in the job advertisement or search for a similar role online.

If you find that your skills do not match the role, don't be discouraged – with time and perseverance, there are several ways you can achieve your career goals, such as:

- Upskill by enrolling in a training course.
- Volunteer to gain experience.
- Sign up for a traineeship/ internship.
- Find a career mentor in the industry.
- Work with a recruitment specialist to help you identify a realistic pathway towards the job you're aiming for.

3.

### write a winning resume

A well-written, eye-catching CV can mean the difference between landing your dream job or settling for second best. An attractive resume includes a short statement that outlines your value to the company you're applying to, your skills, experience and achievements and of course, your contact details. For more detail on how to create a winning resume, refer to our 'preparing to take your next career steps' booklet.

4.

## write personalised cover letters

A cover letter, personalised for every role you apply for, gives you the perfect opportunity to summarise what makes you the ideal applicant. Here you can highlight to your potential employer what makes you an excellent fit for the role and their company. It's also a chance to showcase your personality and give the hiring manager a taste of who you are as a person and what's important to you.



Following these steps will help you prepare for your job search and determine the most effective ways to find and secure your next opportunity.

5.

### conduct a personal brand audit

Before you start your job search, it's a great idea to consider your personal brand and how it translates online. Consider the following:

- Is your LinkedIn profile up-to-date?
- Does it match what you have on your CV?
- Are your Facebook and Instagram privacy settings up-to-date?

You should assume that the first thing a prospective employer will do is to Google your name, check out your LinkedIn profile and potentially try to find you on other social media platforms. You want to put your best foot forward, so keep that in mind as you curate and manage your online presence.

6.

### search and apply for jobs

Once you have updated your resume and created your cover letter template, the next step is to search and apply for jobs. There are many ways to find the job you want. From looking at online job boards like SEEK, talking to people in your personal and professional network to targeting employers you want to work for directly. Now is also a great opportunity to work with a specialist recruitment agency like Randstad, who can connect you directly with a great employer.

7.

### partner with a recruitment specialist

Working with a specialist recruitment agency like Randstad is a great way to find your next job. Randstad's specialist recruitment consultants are experts in their industry and can share invaluable knowledge and insights to help you secure your next role. They will also help you uncover what you are looking for in a role, and then match you with a job and employer that will help you achieve your career goals.

8.

## brush up on your interview skills

To prepare for an interview, you should research a few key facts about your potential new employer and practise a few mock interview questions. Consider structuring your answers using the STAR technique. Start with describing the (S)ituation, then describe the (T)ask that was set for you, then outline the (A)ction you took to achieve a good outcome. Finally share the (R)esult of your actions. To learn more about good interview practices, refer to our 'Preparing for the interview' booklet.



3



# partner with a consultant.

Partnering with a specialist recruitment agency strengthens the chances of landing your dream job in several ways.

In this section, you will learn why you should use a recruitment specialist to help you find a job instead of going it alone.

The benefits of partnering with a specialist recruitment consultant include:

- access to expert knowledge and advice
- exclusive access to jobs
- salary advice
- support with interview preparation
- job offer negotiation
- reference checking

1.

## expert knowledge and advice

Specialist recruitment consultants know your industry like the back of their hand. It's their role to deeply understand your profession, the relevant industry language, insights about the employer and how your particular job works. It's also their job to get to know you, your skills, experience and career aspirations to advise you which employer would be most suited to you.

Since recruitment specialists are so well versed in all of the technical and personal requirements for the roles you are applying for, they will be able to give accurate advice on how your experience and skills would be best utilised and the best way to remedy any gaps in your knowledge or experience in order to secure your dream role.

2.

## exclusive access to jobs

Specialist recruitment consultants actively cultivate strong (and often exclusive) relationships with industry-leading businesses. Recruitment specialists are in constant contact with employers within your industry, which means they'll be the first ones to know if a suitable job has just become available. An excellent specialist recruitment consultant is proactive and will regularly find out well in advance about available roles for you before they are advertised on traditional online job boards. This means you may have a head start on other applicants when the job is advertised publicly and potentially have access to a greater range of relevant roles.

3.

## salary advice

Recruitment specialists can offer you salary advice based on benchmarking within the industry. Since a specialist recruitment consultant will have extensive experience recruiting within a particular industry, they will have in-depth knowledge of the salary you can expect from a role. They can also advise on what you need to do to secure higher wages. In most new work arrangements, your specialist recruitment consultant provides you with an edge by handling the negotiation for you when it comes to your new contract.

4.

## preparation for the job interview

Your recruitment consultant will help you prepare to be successful in an interview. They will take the time to provide you with a thorough briefing to help you feel comfortable and confident in the lead-up to the interview. Everything from a detailed job description to inside information about the organisation, the challenges and recent wins, the team you'd be working with, the company structure, tips and specific insights about the role, management expectations etc. This is invaluable information that will help you stand out from the competition for the job.

5.

## reference checking

Specialist recruitment agencies can reduce the number of times your referees are contacted. Partnering with a recruitment specialist means that instead of the individual companies contacting your referees on numerous occasions (which can become time-consuming and disruptive), in most cases, they will simply call just once and provide the same reference to each prospective employer when needed.

In the end, there are only benefits to having an expert on your side in the job hunt as they are in the know with the latest trends, job opportunities and ongoing changes in the market.

# 4



# how to resign gracefully.

Telling your boss you want to leave is never easy. There is always a right way to resign, even if you dislike your role, don't get along with your boss or can't wait to leave.

In summary:

- Make sure you are certain.
- Check your contract for your notice period.
- Write a resignation letter.
- Organise a face-to-face meeting with your manager.
- Ask for recommendations.

## To resign gracefully, follow these five easy steps:

1.

### make sure you are certain

Weigh up the pros and cons of leaving your role. Are you going because you want a higher salary? If so, have you asked your boss for a payrise? Are you leaving because there is nowhere for you to progress? Perhaps your manager can work on a clear career progression pathway or plan with you. Do you have another role lined up? Be prepared for a potential gap in earnings if you are resigning before you have secured another job.

2.

### check your contract

All agreements by Australian law require a notice period, regardless of whether you are in full-time work, part-time work or on a contract role. Check for the required notice period, as you may be asked to work out the whole period while your employer looks for your replacement.

If in doubt, four-weeks notice is usually the most appropriate timeframe for full-time work or two weeks for contract/casual.

Providing your employer with notice is the first step in ending the relationship on a good note, as it will give them time to put plans in place to replace your role or to arrange cover for your role when you leave.

3.

### write a resignation letter

Type up a letter that you will use during your formal resignation meeting with your manager (see step 4). The letter should be courteous and briefly outline the notice period you are giving and your intended last working day. It is appropriate to include a reason for your resignation if it is because you have found another role or you are leaving to take a study or career break. Steer clear of documenting any emotional reasons – if you are leaving because you don't get along with your boss or team, then it is best to leave this unsaid.

4.

## organise a face-to-face meeting

Your resignation should be done formally with written notice of intent. Arrange to meet with your manager and take your resignation letter with you. Be prepared to give your manager your resignation letter at the meeting, although you may be asked to email it to them instead. During the meeting, let your manager know you are resigning and explain your reasons for leaving the business.

Your manager may ask why you are leaving, so try to keep negativity out of the situation and keep the discussion positive. A great way to do this is to thank your manager for all the opportunities you've had with the business and emphasise the positive experiences you enjoyed in your role.

There is no point in leaving your job on bad terms. How you manage your resignation conversation could determine the tone of your exit and whether the door will be left open for you to return one day.

During the conversation, be prepared for your manager to offer you a pay rise or other development opportunities to try and convince you to stay. This is when it's really important to remember the reasons you're leaving in the first place. Are you leaving because you want a higher salary? Did you resign because you have nowhere else to go in that business? If so, see step 1 – try and discuss this before it comes to resignation.

Remember to thank your manager for their help and guidance during your time under their leadership and offer to be proactive during the handover period.

5.

## ask for recommendations

Asking your boss for a recommendation or agreement to be a verbal referee, even if you already have a new role lined up, is a great way to boost your CV and/or LinkedIn profile for a future job search. During your final week, send your boss an email (or request a face-to-face meeting with them) to thank them personally for their leadership and ask if they would be willing to write you a recommendation on LinkedIn and be a reference.

Don't limit your recommendation request to your manager – seek suggestions from clients you dealt with, your colleagues and even suppliers – anyone with whom you had regular contact during your role and who would be able to vouch for you.

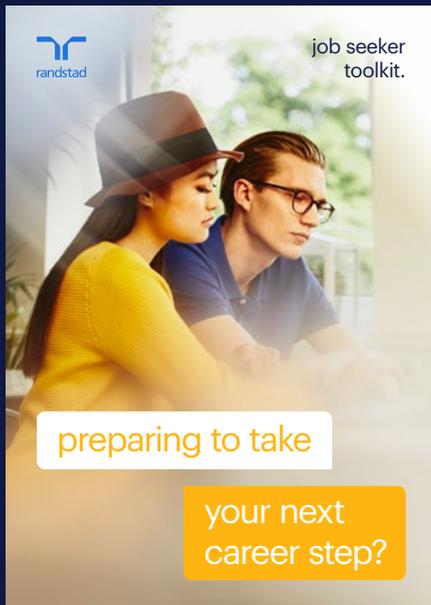
Resigning can feel quite daunting, however, if handled well it can boost your career and be a positive experience for you and your employer. You never know where you'll end up in the coming years, so it's wise to act cautiously and ensure you don't burn any bridges when you resign from a job.

# your next step.

If you're looking for your dream job, the Job Seeker Toolkit has everything you need to make your next move unforgettable.

From crafting your resume to tackling a challenging interview, these tried-and-tested tips will empower you to move into a new role with ease.

Make sure you explore each section in this four-part series in order to move forward in your job search.





contact your local office today.

Adelaide

+618 8150 7031

Brisbane

+617 3031 3200

Canberra

+612 6132 3800

Darwin

+618 8923 4300

Hobart

+613 6212 7500

Melbourne

+613 8319 1111

Perth

+618 9320 1666

Sydney

+612 8298 3898

Wellington

+64 4473 6223



randstad

[randstad.com.au](http://randstad.com.au)