

Employment

This is an English transcript of the Auslan video: <https://vimeo.com/245681809>
For further information about this topic, visit: <http://www.deafconnected.com.au/work/>

Hi, my name is Tahlia Hais, and I work at Sign for Work, which is an employment agency. Employment agencies can help deaf and hard of hearing job seekers find a job.

So, for those of you who are students, how can you find a job?

Well, there are five main ways to find a job:

1. Job seeking websites such as seek.com, indeed.com, or jora.com. Also, check out your local newspapers too.
2. Networking: you can find a job through your network - the people you know. If you develop your network, people can contact you when they find out about a job, which might give you the opportunity to get that job.
3. Volunteering: this is really valuable because it gives you experience and potential referees for your resume, and it helps you build your skills. Also, sometimes it can lead to a paid job. Volunteering is therefore worth thinking about.
4. Aussie Deaf Jobs: it is a fantastic Facebook group where people can post job opportunities for deaf people, and deaf/hard of hearing business owners can also advertise if they are looking to hire a deaf/hard of hearing employee.
5. Employment agency: you can register with an employment agency to get help finding a job, learning how to prepare your resume as well as preparation and practise for a job interview. They are just some of the services they may provide.

So, as you can see, there are five different ways to find a job.

If you're not sure about the future you want: do some research! Ask the people around you, and look at google. If you have three different careers that you are considering but you still don't know which one you want the most, you can research each career and compare, and see which you want the most for your future.

Volunteering can also help you. For example, you can volunteer at a job you think you would like to make a career out of, and that way you'll see if it suits you or not. If it is not suitable, you might keep volunteering but at different job until you find the right one.

When you are studying, you can still look for a part-time or casual job. It is a great opportunity for you to add experience to your resume and to build your skills. When you complete your studies, you'll have a resume ready for the job you are looking for.

So, you have found a job you want to apply for but how do you go about it? There are three things you will need:

1. A CV (Curriculum Vitae) or resume, where you list your skills, experience, qualifications, and referees. If you want your CV to look professional, you can google 'CV templates' and you'll easily find examples of professional looking resumes.
2. Cover Letter. A cover letter lets you write to the employer of the job you are applying for, outlining why they should hire you, what experience you offer, and why you are perfect for the job. You can also have a look on Google for how to write a cover letter. But remember: you will need to modify your cover letter for each job application. To make it simple, you could create a basic template that you modify for each job application.
3. Key Selection Criteria. Some jobs, such as government jobs, require Key Selection Criteria. What are these? Selection Criteria are like a list of questions about what you have done in the past, and how you were successful in what you did. To answer those questions, you can use the STAR method:

Situation

Task

Action

Result

To learn more about Key Selection Criteria and the STAR method, please [click here](https://career-ready.blogs.latrobe.edu.au/2013/09/10/use-the-star-model-for-success-in-job-applications-and-interviews/):
<https://career-ready.blogs.latrobe.edu.au/2013/09/10/use-the-star-model-for-success-in-job-applications-and-interviews/>

If you are applying for an important job or your dream job, my advice is to give yourself time as much as possible to create the perfect letter, the perfect CV, and/or Key Selection Criteria if required.

Put time and effort into these. You may need two days to one week but it is worthwhile because then you will be more likely to be successful in getting an interview

Now, you got a job interview, what next?

Firstly, you'll need to think about what clothes to wear for the interview. If the interview is for a job in administration, you will need to dress professionally, in a suit or a nice dress. If the job is more casual, like waiter, you could wear something casual but nice like a pair of black jeans and a nice plain t-shirt.

Now you have your clothes sorted, what is the second thing to do? You will need to prepare and practice. You want to imagine what questions you will be asked and how you will respond to the questions. You can google for sample questions they might ask you. You can also practice with a friend or someone who has worked as a waiter and do some role plays. This will build your confidence so you will be ready for the interview.

Lastly, you may need an interpreter. There are three ways you can get an interpreter:

1. EAF (Employment Assistance Fund)
2. Employment agencies can provide an interpreter for you.
3. The employer can also provide an interpreter.

Now you know how to look, apply, and interview. Remember to research, practice, and prepare!

Good luck!