

Wellington Careers and Employment

Career Essentials—Job search strategies

You may have heard that looking for a job *is* a job—it needs a commitment of your time and energy to maximise its effectiveness. A variety of techniques makes the task more interesting. We recommend several approaches.

What do you want to do?

Clarifying your career direction and the types of work that are suitable for you are essential for your job search. Marketing yourself and your skills to an employer is only worthwhile when you know what you want, and why. Read [Career Essentials—Making career decisions](#) for further information. [Careers.govt.nz](https://careers.govt.nz) also has excellent information on jobs and industries within New Zealand.

Job vacancies

[NZUni Talent](#)

This is a collaboration between all New Zealand universities to allow employers to advertise on a single platform to all students and graduates.

See also:

- [Indeed](#) is part of the NZUni Talent platform and includes jobs advertised in over 60 countries.
- Many employers advertise vacancies on their websites, hoping applicants will apply directly.
- [Student Job Search](#) connects tertiary students and recent grads with employment.
- Other job sites include [Trade Me jobs](#), [Seek](#), and jobs.govt.nz.
- [Work and Income](#)'s website includes a job search. Use filters, including keywords.

Informational interviews

The purpose of an informational interview is not to ask for a job in an organisation, but to find out more about opportunities in their area or about specific occupations. Informational interviewing increases your knowledge about your fields of interest. It also helps you clarify and refine your career goals and establish a network of contacts that could lead to employment opportunities. Refer to [Career Essentials—Informational interviewing](#).

Professional associations

Most professional associations encourage student membership, which enables you to meet key people in the industry, making yourself known to them and in due course seek their advice about employment opportunities. Associations specific to your study program can be found by clicking on your [discipline here](#). Volunteers who assist in organising events or contributing to association publications will gain more 'exposure' among members. Voluntary assistance is usually very welcome, and it helps to raise your profile and demonstrate your skills to potential employers.



Volunteering

Volunteering provides an avenue for developing useful contacts and gaining valuable work experience. Many community agencies and welfare organisations rely on volunteers, and this is especially helpful if you are interested in working in the social services sector.

Volunteering can also include spending time with an experienced professional, observing them in their work, and offering to assist them where possible. Check out [Volunteer Wellington](#) for opportunities. Also, the [Wellington Plus Programme](#) is a proven and worthwhile extracurricular program aimed at developing your employability skills.

Social media

[LinkedIn](#) is a professional worldwide network and an excellent source of career information, potential contacts, and vacancies. Refer to [Career Essentials—Introduction to LinkedIn](#) to maximise this platform. Facebook, Google+ and Twitter are also used by businesses, government departments, and not-for-profit agencies for networking and recruitment. Employers are commonly using social media to gain information about candidates, so it's important to do your research and be aware of your online presence.

Networking

Public advertising is often the least preferred method when an organisation has a position to fill. As a result, many jobs are never advertised. Tapping into this 'hidden job market' is particularly important if you are looking for work in industry areas where organisations are quite small or where there is a lot of competition.

Networking is about identifying the people and organisations that may be helpful in your job search. You are taking action to expand your circle and using (or creating) opportunities to meet and become known to new people. It can raise your profile and help you refine and demonstrate important 'soft' skills such as verbal communication and listening. For further information, refer to [Career Essentials—Networking](#).

Employer events

Career expos and employer presentations are held every year on campus and online, sometimes targeting specific student groups. Employers do this to recruit students for internships and graduates for employment, and are keen to meet proactive, interested, and resourceful people. If you approach an employer with a sincere interest in their organisation, they are more likely to take an interest in you.

Recruitment agencies

Recruitment agencies exist to fill vacancies on behalf of employers, typically screening applicants for jobs. There is usually no charge to job seekers using agencies, although this approach is more suitable for those with some specific experience in their preferred field.

