



Finding a graduate job in New Zealand

Job search is a job in itself. It takes effort and deserves your full attention. Focusing on your goal is essential, keeping in mind what employers are looking for in applicants. Your job search may not take long, or it could take a while. Although other people can help you along the way, the success of your job search depends largely on you.

WHAT'S INVOLVED?

- Writing a cover letter for each of your applications
- Revising your CV to ensure that it is focused on the needs of the employer and role
- Building and using a network of useful contacts, including friends and family
- Making appointments for face-to-face discussions and informational interviews
- Searching and applying for vacancies online
- Developing a spreadsheet of Job Contacts, and recording all the necessary information that you gained when networking, i.e. names, position titles, organisations, contact info, and other info such as what you talked about when you met with that person, and any ideas they suggested.
- Being clear about what you are offering employers in terms of skills, experience and education.
- Exploring all types of work that could be a 'stepping-stone' into the role that you seek - including voluntary and short-term work
- Increasing your understanding of the job market and the roles and industries where you can work
- Almost anything that results in a potential employer giving you their attention
- Always being pro-active and taking the initiative – something employers also look for!

GETTING STARTED

- Clarify what you are looking for in a job.
 - What organisations would you like to work for?
 - What are your own aspirations regarding your career?
 - What areas of work are you most interested in?
 - What kinds of jobs are open to people with your qualification/skills/experience?
- Explore a wide range of organisational types, including small businesses, non-profit organisations, the public sector, large companies, and international companies.

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- Research the organisation. This is essential for understanding the types of work they offer, and what kind of workplace they are likely to be. Refer to the separate handout on this topic.
- Look at Jobs Database section of <http://www.careers.govt.nz>. Organisations seeking staff will usually produce job descriptions, which indicate what the employer is seeking.
- Talk to people who are already working in the jobs you are interested in. Most people are happy to discuss their own job with anyone who shows interest.

PLANNING AND GOAL-SETTING

- What do you want to achieve?
- Decide how many hours per day or per week you want to commit to the job search. Some days the time will go quickly and other days it may feel like it's more difficult
- Be disciplined about the use of your time
- Build in time for exercise and other activities for the sake of variety and your health

POPULAR JOB HUNTING WEBSITES

http://careerhub.massey.ac.nz	http://www.seek.co.nz
http://www.trademe.co.nz	http://myjobspace.co.nz/
http://job-bank.workandincome.govt.nz/	http://nz.gradconnection.com

For an extensive list of job vacancy websites for New Zealand and overseas, refer to Massey Career and Employment Service's information.

Social Media: Please refer to the separate handout on this topic.

Newspapers: Despite the proliferation of jobs being advertised on the web, newspapers still advertise job vacancies, particularly in smaller towns and provincial areas of New Zealand. Most large-circulation daily newspapers (e.g. NZ Herald, Manawatu Standard and the Dominion Post) are kept in local libraries.

Professional magazines and journals: These include the Education Gazette, The Health Employment Gazette, National Business Review, Marketing magazine, and NZ Management magazine. Specialist trade, industry and professional journals and newspapers are usually held at libraries. Reading professional publications, trade magazines and business publications will also provide a wider picture of the industry, and keep you up-to-date on relevant and interesting events and issues.



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Recruitment agencies: Agencies look for staff on behalf of an employer, who pays the fee to the agency for the service. They are often keen to collect CV's and information about jobseekers for their files, but are primarily working for the organisation, not the graduate. All the more reason to know what you are looking for, and to understand what the market place needs, so that you can market yourself accordingly. Some vacancy advertisements are placed on behalf of employers by a recruitment specialist and some basic research will help you to identify which agencies are most involved in what areas. You can also find contact details on the web or in the Yellow Pages under Recruitment Agencies.

On-campus recruitment: Employing organisations will often visit campuses to deliver presentations about their field of activity and the kinds of opportunities available to graduates. Details about graduate recruitment at Massey University are found on the CareerHub website and the Massey Career and Employment Service website.

The hidden job market: Please refer to the separate handout on this topic.

What not to do: Sending a copy of your CV to someone who doesn't know you is unhelpful. This is a random and ineffective approach, compared to the focused approach of networking and applying for specific vacancies. It is also passive and impersonal, making it easy for the recipient to ignore you and not reply. Personal contact with employers needs to occur as often as possible.

For further information on job search, please refer to <http://careers.massey.ac.nz>