

WESTERN SYDNEY UNIVERSITY



EMPLOYMENT

You may be looking for a job to support you while studying, maybe something that relates to your study, an internship or even volunteer work to help you build knowledge and skills.

What job would suit you?

This is the first thing you should figure out. It's not only about the job you want. When you're thinking about this, consider:

- Does it fit in with your available hours? Will it clash with study or family responsibilities?
- If you're an International student, will it interfere with the rules of your visa? Check out our resources on the next page.
- Will it effect your Centrelink benefits/payments? Check how much income you can earn before losing benefits
- Is it easy to get to? How long will it take to get there and how much will it cost? Can you get there using public transport or is parking available if you must drive?
- Is it relevant to your study? Although it's not essential, part-time, casual and volunteer work can boost your employability and build your confidence for your future career.

Where can you look for a job?

- Start with your personal networks - friends and family. Many students find a job this way.
- Western Sydney University Careers has their own job board, CareerHub - log in and see if there's something that will suit you.
- If there is a specific industry you are interested in, CareerHub also has discipline specific websites to look at.
- Check out popular job advertising websites such as Adzuna or Seek.
- Look at the jobs section of your local newspaper.
- Head to your local shopping centre/other employers with your resume, introduce yourself and ask if they are looking. Retail experience will build your customer service and problem solving, which is important for your career.
- Company websites often have their own 'positions vacant' listings - perfect if you have a particular company you wish to work for.

How to apply

1. Identify a position of interest.
2. Contact the employer to ask for specific details and get a copy of the job description.
3. Read the job description thoroughly and make sure you understand what you must include in your application. Remember to keep a copy of anything you send to an employer.
4. If your application is favourable, you may be invited to an interview. This may involve being interviewed by one person or a panel of people.
5. If you are successful you will be notified, usually by phone, within a couple of weeks.
6. If unsuccessful, you may or may not be notified depending on the employer's policy. It's always a good idea to call the employer after your interview to ask for feedback (make sure you allow about two weeks before calling the employer). Learn as much as you can from each interview and don't take it personally if you don't get offered the job. Every interview is good practice.
7. Don't give up! It can take many contacts and applications before you get the job you want.

Problems at work

Problems can easily arise in the workplace around pay issues, discrimination, bullying and conditions. If you are having problems at work and are unsure of your rights or the complaints process, consider contacting the Fair Work Ombudsman They will provide information on pay awards, leave entitlements, appropriate hours and breaks, correct processes for termination and complaints procedures. Head to fairwork.gov.au.

Getting help

The University Student Welfare Service can provide emergency financial assistance and can help refer you to the right place if you're not sure how to get started. Find out more at **westernsydney.edu.au/welfare**.

Resources

Western Sydney University Careers

The first stop for building your employability while studying. You can:

- Join the CareerHub job board, exclusively for Western Sydney University students
- Attend a workshop on resume writing, interview skills and more
- Download info sheets to help you improve your chances of success when job seeking
- Book a consultation with a Careers Education Consultant
- Receive notifications about internships relevant to your area of study.

Learn more at **westernsydney.edu.au/careers**.

International student support

International students may have particular rules that apply to their visa. Before you start your search, visit westernsydney.edu.au/internationalstudentsupport and know how much work you are able to do. If you need help, the Western Sydney University Student Welfare Service has dedicated staff who are trained to support International students. To make an appointment visit **westernsydney.edu.au/welfare**.

Centrelink

You should ensure that any work you are planning to undertake won't interfere with any payment or benefit you receive. Check out how the rules apply to you at **humanservices.gov.au**.

Job websites

Two popular websites for job seeking are **seek.com.au** and **adzuna.com.au**.