



Skillmax Resource Guide

READING JOB ADVERTISEMENTS



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Welcome to Unit 2

Unit 2 focuses on the important skill of reading job advertisements. You will read a variety of job advertisements and learn about common abbreviations and vocabulary found in these advertisements.

Assessment

There is no formal assessment in Unit 2.

Finding relevant job advertisements

Newspapers and the Internet are the main sources of job advertisements. It is important to identify the specific newspapers which are most appropriate for your particular requirements.

- a Look at the table below for information regarding the different newspapers available and the particular days for specific positions.

JOB ADS Where and when to look	
<p><i>The Sydney Morning Herald</i> Saturday Monday Tuesday Wednesday Thursday</p> <p><i>The Australian</i> Saturday Monday Tuesday Wednesday Thursday Friday</p> <p><i>The Financial Review</i> Friday</p> <p><i>The Sunday Telegraph</i> Sunday</p> <p><i>Local newspapers</i> Weekly in your area</p> <p><i>Local magazines</i></p> <p><i>Professional journals</i></p>	<p>General/all positions NSW and Sydney area General including accounting Local government positions A small IT section General/all positions including <i>My Career</i> job information Local council positions Hospital and medical positions</p> <p>General/all positions Australia wide including Arts and Travel positions in <i>Review</i> section Racing industry, eg jockeys and horse trainers IT Higher education Medical Aviation</p> <p>General/all positions</p> <p>General/all positions - useful for part-time work</p>

- b Jobs are advertised on the Internet by private companies, recruitment agencies and commonwealth, state and local governments. Advertisements on the Internet may require you to answer questions and email your résumé and covering letter. It is advisable to send these as attachments and not cut and paste your documents.

THESE ARE THE WEBSITES THAT SKILLMAX STUDENTS HAVE FOUND THE MOST USEFUL.

THE TOP SITES:

www.alljobs.com.au
www.byron.com.au
www.careerone.com.au
www.employment.com.au
www.employmentnational.com.au
www.jobsearch.com.au
www.jobsearch.gov.au
www.mycareer.com.au
www.seek.com.au

THE CAREER AND JOB SCENE IN AUSTRALIA:

www.careers.gov.au
www.centrelink.gov.au
www.dewr.gov.au
www.graduatecareers.com.au
www.jobaccess.gov.au
www.jobguide.com
www.jobguide.deewr.gov.au

WAGES AND CONDITIONS:

www.fairtrading.nsw.gov.au
www.industrialrelations.nsw.gov.au

STUDY, TRAINING AND QUALIFICATIONS:

www.curriculum.edu.au
www.dest.gov.au
www.gradlink.edu.au
www.ozjac.com.au
www.studylink.com.au
www.uac.edu.au

As the cost of advertising in the paper increases and the Internet becomes more widely accessible, more and more employers are advertising their jobs on the Internet.

Research activity

Have you found any other newspapers or websites which are useful in your job search?

Share this information with your colleagues.

c If you find a position which may be appropriate for you:

- First check that the **position** is relevant and matches your background or potential. It may be useful to review the skills audit you completed in Module 1. Read the appropriate classification in the *Australian Standard Classification of Occupations (ASCO)* and in the *Job Guide*.
- Then check that the **location** of the employer is a possibility. For example, do not apply for a job in Wagga Wagga unless you mean to relocate.
- Familiarise yourself with a map or a street directory of the metropolitan area and the CBD. You will also need access to an atlas or a detailed map of NSW and Australia, available in local libraries.
- You should also be familiar with postcodes and telephone codes. These are given at the back of the White Pages telephone directory or online at www.postcodes-australia.com/.

Postcodes indicate different states and territories:

New South Wales	2000 - 2999	South Australia	5000 - 5999
ACT	2600 - 2699	Western Australia	6000 - 6999
Victoria	3000 - 3999	Tasmania	7000 - 7999
Queensland	4000 - 4999	Northern Territory	0800 - 0899

Telephone codes are as follows:

- | | |
|-----------|---|
| 02 | New South Wales and Australian Capital Territory |
| 03 | Victoria and Tasmania |
| 07 | Queensland |
| 08 | South Australia, Western Australia and Northern Territory (including Broken Hill) |

BE AWARE! NOT ALL JOB ADVERTISEMENTS ARE GENUINE!

- **Jobs that are not real jobs**
Instead of being offered the advertised job, you are pressured into buying something, eg beauty products.
- **Training disguised as a job**
Some jobs expect you to undertake an expensive private course with no real guarantee of a job at the end.
- **Misleading job description**
Trainee Manager, Promotions Work can mean door-to-door selling only on a commission basis.
- **Applying to a fax number only**
Be cautious about sending your personal details.

BEWARE OF ADS LIKE THIS ONE

IMMEDIATE START 40 OPENINGS

Our warehouse has been flooded with orders for gifts, toys and stationery. We require 40 hardworking individuals to start working immediately. Earn up to \$750 pw while being trained in areas of sales and service, admin, warehouse control and management.

No experience necessary
Call now 9264 8976

Interpreting advertisements

Activity 1

Read the advertisements below quickly and underline the name of the position and the location of each job.

a

Movers International Branch Manager

Movers International is a leader in the relocation of household goods both in Australia and worldwide. Growth has seen it necessary to expand our management team by appointing a manager to either our Brisbane or Melbourne Office. The person we seek will have enormous drive, be customer focused and must have minimum 8 years experience in domestic and international relocation and at least 4 years in senior management.

Please forward résumé to:
Movers International
PO Box 5623
Bankstown NSW 2200

b

Engineer Field Service

A position has arisen in this international Company based in Sydney. Exp in electro-mechanical essential. Apply to PO Box 672 Carlton Vic 3053

c

Camp/Catering Manager Tanzania

Masai Gold Mines Ltd (MGM) invites applications for the position of Camp/Catering Manager. The position is based in the Mara region, Tanzania, East Africa. MGM is about to commence development of a 2 million tonne per annum gold mine with a camp for 100 employees. Proven experience in camp management and catering is essential. Written applications should be forwarded to:

Managing Director
MGM Ltd
PO Box 483, Stirling SA 5152

d

ROBOTIC ENGINEER

Robot Co in Melb seeks above position to design develop research & maintain robotic projects. Extensive exp in Electrostatic/Pneumatic Spray Painting and Application technologies req. Send CV to 385 George St Sydney NSW 2000

e

Graduate Engineers Mining

An opportunity exists for 3 Graduate Engineers to join Rock Mining Eastern Region. Successful applicants will be based in Brisbane and on one or more of our contract projects. Successful applicants will have a maximum 3 years relevant mining experience & computer literacy. Must be prepared to work in remote regions.

Applications to HR Manager
Rock Mining PO Box 5674
Woolloongabba Q 4102

g

FastFOX INSTRUCTOR/S TRANSPORT AND WAREHOUSING

FastFOX is seeking suitably qualified personnel to fill these positions. You will have extensive exp in either Transport or Warehousing and will be required to hold a current NSW Heavy Combination Drivers Lic. Majority of work is Sydney based but you must be prepared to travel interstate and overseas.

Phone Michelle Hart on 03 56789456 before submitting application.
Closing Date COB 17 June 2009

f

Accounts Clerk/Bookkeeper

Male or female age no barrier Warwick Farm Area. Essential: MYOB accounts payroll BAS gen office duties answering telephone. Desirable: Drivers Lic. Understanding workers comp. Please send résumé with relevant details to Mosman Park PO Box 674 Wyong 2259

Activity 2

Once you have decided that the advertisement is appropriate, it is important to take the time to analyse the advertisement. It is essential to read every word in the ad.

For example, what do the following expressions mean in the ads on page 8? One has been defined. Discuss the others with a group of classmates.

- a **enormous drive:** *having a great amount of energy and motivation to achieve job goals*
- b **customer focused:**
- c **camp management:**
- d **robotic projects:**
- e **age no barrier:**
- f **understanding workers comp:**
- g **computer literacy:**

Abbreviations

In order to search effectively for a position that is relevant to you, you need to be familiar with common abbreviations and vocabulary.

Activity 3

In pairs or groups, write down the meaning of the following abbreviations. Also add any other abbreviations you know of.

Wages

neg
\$26K
\$45,000 p.a.
\$450 p.w.
\$18 p.h.
\$50K neg
\$60-70K+ bonus
circa \$55,000
comm

Experience

exp. nec.
exp. adv.
exp. pref
prev. exp. ess.
min. 2 yrs. exp.
no exp. nec.
req.
p.a.

The position

snr
jnr
mgr
mgmt

The employer

loc.
CBD
Pty Ltd
CEO
MD
EEO/OH&S

Conditions

o.t. avail.
cas. pos.
perm. pos.
temp. pos.
F/T
P/T
pw-p/wk
hrs
wk

Education, skills and training

quals
MYOB
Cert. IV req.
HSC
60 wpm
ref. req
MS Word
adv. Word & Ppoint
CAD

Applying for the job

b.h.
a.h.
a.s.a.p.
CV
c.o.b.
info.
appt.

Affirmative action

AA
QA
B2B
B2C
HR
RCSA

Secretary

We are seeking a highly exp. secretary to work in our Legal Branch. Must have 60 w.p.m., good communication skills and be self motivated. Salary 30K (neg.) p.a., some o.t. req. Duties: w.p., reception, preparing legal reports and documents. Temp. pos. for 6 mths.

Apply in writing by 9/10/09.

Ms A Wong
Manager, Legal Branch
COMPAC Ltd., P.O. Box 555,
OXTOWN 1234
Phone 9555 5555

This advertisement, like many others, uses abbreviations to save space and money. Here is a list of some other most commonly used abbreviations:

appt - appointment
o.t. - overtime
K - thousand
p.t. - part time
pos. - position
req - required
wpm - words per minute
cas - casual
info - information
neg. - negotiable
pw - per week
prev - previous
temp - temporary
exp - experienced
hrs - hours
p.a. - per annum
pref - preferred
quals - qualifications
w.p. - word processing
wk - week

Vocabulary

Job advertisements also include formal expressions or phrases specific to jobseeking; some of these are most often seen in public sector advertisements.

Activity 4

Match the phrases in bold on the left with the definitions on the right.

A

a familiar with	a team of mixed professionals/positions
b desirable	we will train you in this area
c ability to work under minimum supervision	we employ and promote on merit only
d will need a sound knowledge of	trial period - usually 3 months
e remuneration package	have experience with
f a hands-on knowledge of	considered very important although not essential
g salary commensurate with	will need to have a very good knowledge of
h pro rata	better pay/conditions than legal minimum
i ability to meet deadlines	percentage of annual or full-time salary
j we are an equal employment opportunity employer	a practical knowledge of, not just theory
k salary circa \$55,000	able to get work completed on time
l product training will be given	salary + superannuation + other benefits
m demonstrated ability in	wages calculated on experience and qualifications
n ability to work with multi-disciplinary team	salary is about
o above award salary and conditions	can show achievement in ability area
p probation	can work alone without need for constant supervision

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B

a duty statement	HR manager supervises the position
b with a proven track record in	document defining work responsibilities
c will report to the HR Manager	with a successful work history
d a willingness to	match what we need
e commencing salary is negotiable	having ability to do something
f a monthly rostered day off/RDO	ready and happy to
g with a practical knowledge of	will be advantageous to your application
h listen to our customers' needs	in private/secret
i a can-do attitude	is looking for a person
j will be favourably considered	positive attitude in overcoming difficult work situations
k for initial enquiries contact	pay can be discussed
l in strict confidence	pay attention to what clients want
m is seeking the services of...	have good courteous telephone skills
n if you fit our requirements	for more information
o have a good telephone manner	flexitime with one 4-day week a month

The contact person

Activity 5

Find and write the name or position of the contact person in the ads on page 9.

a _____

b _____

c _____

d _____

e _____

f _____

g _____

It is important to telephone the contact person in the company or organisation to find more information about the position you are applying for. This will help tailor your application and interview answers to the position. Having the person's name will also allow you to address your cover letter directly to the appropriate person. Besides being polite, this also demonstrates your initiative in sourcing this additional information even if it is not provided in the advertisement.

Discuss in groups what you would do when a contact name is not given in the job ad.

eg: how would you find the name of the HR Manager in **ad number a** or the person to telephone and forward your résumé to in **ad number d** on page 9?

Answers

ACTIVITY 1

- a branch manager – Brisbane or Melbourne
- b engineer – Sydney
- c camp/catering manager – Mara region, Tanzania
- d robotic engineer– Melbourne
- e graduate mining engineer – Brisbane
- f accounts clerk/bookkeeper – Warwick Farm area
- g instructor in transport and warehousing – based in Sydney but need to travel within state, interstate and overseas

ACTIVITY 2

- a having a great amount of energy and motivation to achieve job goals
- b focused on ensuring customers are satisfied with service and products
- c management of temporary settlements established on mine site
- d projects working on the development of machinery built and programmed to do tasks which humans usually do
- e no restrictions on age
- f understanding the rules and regulations of the workers compensation scheme
- g able to use various programs on computers

ACTIVITY 3

Wages

negotiable
\$26,000
\$45,000 per annum
\$450 per week
\$18 per hour
\$50,000 negotiable
\$60,000-\$70,000 + bonus
around \$55,000
commission

Conditions

overtime available
casual position
permanent position
temporary position
full-time
part-time
per week
hours
week

Experience

experience necessary
experience an advantage
experience preferred
previous experience essential
minimum 2 years' experience
no experience necessary
required
per annum

Education, skills and training

qualifications
Mind Your Own Business program
Certificate IV required
Higher School Certificate
60 words per minute
references required
Microsoft Word
advanced word processing & PowerPoint skills
Computed Aided Drafting

The position

senior
junior
manager
management

Applying for the job

business hours
after hours
as soon as possible
curriculum vitae
close of business
information
appointment

The employer

location
central business district
propriety limited
Chief Executive Officer
Managing Director
equal employment opportunity/
occupational health & safety

Affirmative action

affirmative action
quality assurance
business to business
business to consumer
human resources
Recruitment Consulting Services of Australia

ACTIVITY 4

A

- a have experience with
- b considered very important although not essential
- c can work alone without needing constant supervision
- d will need to have a very good knowledge of
- e salary + superannuation + other benefits
- f a practical knowledge of, not just theory
- g wages calculated on experience and qualifications
- h percentage of annual or full-time salary
- i able to get work completed on time
- j we employ and promote on merit only
- k salary is about...
- l we will train you in this area
- m can show achievement in ability area
- n a team of mixed professionals/positions
- o better pay/conditions than legal minimum
- p trial period - usually 3 months

B

- a document defining work responsibilities
- b with a successful work history
- c HR manager supervises the position
- d ready and happy to
- e pay can be discussed
- f flexitime with one 4-day week a month
- g having ability to do something
- h pay attention to what clients want
- i positive attitude in overcoming difficult work situations
- j will be advantageous to your application
- k for more information
- l in private/secret
- m is looking for a person
- n match what we need
- o have good courteous telephone skills

ACTIVITY 5

- a N/A
- b N/A
- c Managing Director
- d N/A
- e HR Manager
- f N/A
- g Michelle Hart