

WELCOME!

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CAREER *communiqué!*

Editor's Newz:

Welcome to another edition of Career Communiqué! A warm welcome to all our new subscribers.

I hope this newsletter finds you well and that November has been full of successes.

This month I had the pleasure in being interviewed by a young group of media graduates producing a new career show for Channel 10, titled 'Kickstart Your Career.' The segment we were involved in was regarding the best methods of job searching. I've included the interview script in this newsletter as

it has some eye-opening statistics which may just have you re-visit your current job search methods.

Remember, I love to hear about your success stories and of course, your not so successful stories, so please keep sending them through.

In this issue, Imogen Lamport covers a topic that I'm sure many of us can relate to "Why have I got a wardrobe

full of clothes and still got nothing to wear." I have found Imogen's articles extremely inspirational, and in fact, cleaned out my wardrobe last month, throwing away 8 big black garbage bags (full to the brim) with clothes I had not worn for years. Talk about liberating—I now have extra hanging space and have found clothes I forgot I even had!!

Robyn Pearce's article '**How to Stretch Time—24 hours is enough** provides more valuable tips on how to gain more time in your day.

Lack of talent never stood in the way of success!

Anon

I hope you enjoy the newsletter. Continued success in your career!

Till next month.

Annemarie

SUGGESTIONS?

Do you have a suggestion for a topic that you would like covered in our upcoming newsletters. Please forward your suggestion to: communiqué@aresumewriter.net

CAREER *communiqué!*

JOB SEARCH SUCCESS

We were recently interviewed by the producers of a new television show 'Kickstart Careers' on the best methods of job searching for candidates aged between 15-25 years. While some of the information is targeted at this age bracket, many of the techniques mentioned do relate to job seekers of all ages.

"Best methods of finding a job"

Annemarie Cross (AC) states: Traditionally people have thought the best methods of finding a job was through newspapers, the internet, and recruitment companies ... but the reality is your chances are minute if you are relying on these methods. Statistics show that newspaper advertisements, recruiters, and the internet have a combined success rate of around 20-30%.

Kickstart Career (KSC) asks: Why don't these work anymore?(Please explain the pitfall of each of them).

AC:

- ◆ Companies are too busy to screen through hundreds of resumes and there avoid advertising;
- ◆ Recruiters can often be too expensive for companies to consider and even then do not guarantee on locating suitable employees;
- ◆ The Internet has 1,000's of resumes to compete with so you may be one of thousands of applicants.

KSC: Why don't the "traditional" methods work, and how have things changed in the job market?

AC: Only a small percentage of companies advertise their job vacancies-in fact 17.2% of jobs are advertised via newspapers and the internet. So, with an organisation's expectations high and competition fierce means that the job seeker today really need to work hard to position themselves in front of the decision maker.

The Australian Bureau of Statistics figures from last year states that over 1/3 – 38% of unemployed persons were aged between 15-24 years, with many facing obstacles due to limited or no practical experience.

KSC: Can you provide some examples?

"Only 17.2% of jobs are advertised via newspapers and the internet."

AC: Competition is fierce for the 17.2% of vacancies that are actually advertised. The greater number of applicants, the higher

the chance that your resume will be lost among the hundreds if not thousands of applications.

For example: a job that is advertised on the internet may attract 500 applications, so your chances are 1:500.

Also a portion of jobs advertised are not genuine jobs, but bait; or the organisation is intending to hire internally or has someone already lined up, however has to advertise for procedural reasons.

Continued P3

**INTERESTING
SNIPPETS**

**Jobs aplenty in an
outsourced world**

BRW --- Page: 32-33 : 4
November 2004
Original article by Phil
Ruthven

About 847,000 new jobs are going to be created in Australia in the five years to June 2009. Twenty-four per cent of the jobs - 200,000 - will be in property and business services. In the retail sector, about 125,000 new positions are likely to be created. Another field that will create a large number of jobs is health - 115,000. Businesses and households have been outsourcing many jobs, leading to the growth of business services. Australia is unlikely to face a shortage of jobs in the near future. Unemployment levels are expected to be below four per cent by June 2010.

[Source: My Business Daily
18 November 2004-ABIX]

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JOB SEARCH SUCCESS—CON'T

KSC: In your opinion, what are the most successful methods of finding a job?

AC:

◆ Networking is by far the best method of finding a job with statistics stating a success rate of around 70-80%;

◆ One of my clients recently commented the difficulty he was having in sourcing a suitable position

with no suitable jobs being advertised. Within a week of contacting people he knew and explaining he was in the job market, and the type of role he was looking for, he had a hot lead for what he termed 'his dream job'.

◆ One way to build up your network of contacts and gain practical experience at the same time, is by volunteering or through part time or casual work experience, concurrent to your studies.

◆ Another successful method is

direct contact with potential employers. In fact Australian Bureau of Statistics stated that 59% of people aged between 15-24 years either wrote; phoned; or applied in person.

KSC: Explain the hidden job market and how to tap into it.

“Don't rely on one or two methods—rather a combination of methods.”

AC: The hidden job market is position vacancies that are not advertised, and are discovered by job seekers who make contact with friends,

neighbours and people in their group of contacts, generally termed networking.

Your network of contacts could include: sporting organisations; religious groups; friends; family; neighbours and the list goes on...

KSC: Please provide other tips and best methods for job seekers to get employment.

AC:

◆ Don't rely on one or two methods - rather a combination of methods to increase your chances;

Continued P5

Need some clarification or direction in your career?

Do you know anyone who is not happy in their current role or is struggling with doubt over whether they are even in the right position? Or perhaps they have been meaning to make a move, but fearful and unsure of those first steps? Contact AEC and ask about our career counselling/awareness programme to assist them in discovering their authentic self.

CAREER *communiqué!* con't

HOW TO STRETCH TIME - 24 HOURS IS ENOUGH!

by Robyn Pearce

Recently, as I participated in a live-to-air TV training session on Time Management (for Pacific Knowledge Television) a caller rang in with a question. He is in the computer industry, and wanted to know how he could balance his heavy and demanding workload with the demands of a young family. The question lingers in my mind - for a large sector of society it is a serious matter.

The issue is how we view time. It seems that we never have enough.

My man desperately wanted to know how to find the time to enjoy his children. His question is cried out in offices, classrooms, boardrooms and homes throughout the western world.

Today many of us live in a world of sensory overload, of speed, and a sense of time-poverty. Technology moves faster and faster. We feel as if we can never catch up, that there is never enough time. But it's illusion. Time hasn't changed - we have.

So - what can we do? Here are a few strategies for you.

Whatever we Focus on Enlarges:

If our whole attention and our top priorities are our important and demanding work, our families, our relationships and our health will suffer. In order to find time for these areas, which so often get lip service, three actions are needed - 'mind-space', time allocation, and physical action. A good intention is useless unless acted on. You might have to take time out from work to regularly do things with your family, or for yourself. In most jobs that time will easily be made up with extra hours, or you can arrange 'glide-time'.

What are your KPI's (Key Performance Indicators)?

How can you judge your efficacy as a parent or partner? How much time do you allocate? Make appointments with yourself and your family on a weekly basis, treat them as seriously as appointments with a key client, and you'll find the other 'stuff' fits in and around your core personal activities.

Schedule in the Important People In Your Week

If you don't block in 'special' time with your special people, they'll eventually get tired of waiting. Do you remember the old song by Harry Chapin, 'Cat's in the cradle'? The little boy, waiting for his dad to spend time with him, kept saying, 'One day I'll be just like you'. When his dad was an old man, longing to see the son who never came, he

found that indeed, the promise had been delivered. If you wait for 'spare time' you'll never have it.

Live in the 'Now'

Today many of us have forgotten how to live in the moment. We make bedfellows of stress and anxiety. We focus either on the past and what we could have done better, or in the future - planning or worrying over coming events. We're so busy squeezing more in to every moment that most of us forget to be 'present'. We therefore miss the joy of the experience. And so time seems to race by - because we're not 'in' it.

Change Your Language

Notice your words, and how the people around you speak. How often do you hear 'I'm so busy', 'I can't fit it in', 'I have no time', and 'I'm always late/overworked/tired/have too much to do'? Start to use affirmations like 'I'm getting much better at my time management' or 'There is always enough time to do the things that matter'.

An Attitude of Gratitude

Practice honouring the moment. Develop a sense of gratitude for the gift of life, for the beauty of small things. Find something in every event to appreciate. This is not just 'Pollyanna' behaviour - it will enhance your health and stretch your hours.

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Continued from P3

Job Search Success con't

- ◆ Ensure networking is one of the methods you use, to uncover the hidden job market;
- ◆ Treat looking for your job as a full time job
- ◆ Stay motivated in the face of rejection; "Each no gets you one step closer to that 'yes'; and
- ◆ Know when to get help from a professional if you are not making any real progress.

Contact our Career Coach and ask about our Job Search Coaching program.

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HOW TO STRETCH TIME - 24 HOURS IS ENOUGH! - CON'T

by Robyn Pearce

Continued from P4

Enjoy the Mundane

Next time you wash the dishes, the car, mow the lawns, feed the children, sort out the paperwork on your desk or any other simple task, enjoy the activity for itself. Try not to spend the time in which your body is occupied thinking about something else. Don't wish the task was completed - honour the moment and the experience. You'll be more relaxed when you finish. Time will expand instead of leaving you with the feeling of hurry, pressure and impatience often felt with a mundane task. And many times you'll be surprised to find that it was a pleasant duty instead of the chore you didn't want to do.

Meditate

Learn to meditate, or if this seems too hard, try every day to sit quietly for at least 10 minutes. Focus on a plant or some other object. As thoughts drift into your mind acknowledge them and let them go. Breathe deeply from your abdomen, mentally saying 'Breathe out' with every outgoing breath and 'Breathe in' with every incoming breath. This

helps you slow down to the natural rhythms around you. It 'stretches' time.

Recommended reading

Time Shifting by Stephan Rechtschaffen. Random, 1996.

Father Time by Daniel Petre. Macmillan, 1998.

Time On, Time Out! by Susan Biggs & Kerry Fallon Horgan, Allen & Unwin, 1999

Article by Robyn Pearce. Robyn Pearce has helped 1000's of folks in 'Getting a grip on their time' - Visit:

<http://www.gettingagripontime.com> for **FREE** registration on their monthly e-zine, "how-to" practical time management assistance, books, tapes, products, and more.

How often do I hear this refrain? Many people say it to themselves almost every day, go out and buy more clothes, yet the problem still continues. In the words of the late great Professor Julius Sumner Miller *Why is it so?* And more importantly *How Can I Fix This?*

Take a good look in your wardrobe – you'll find clothes that don't fit, clothes that you've had for years - both well worn and hardly worn, clothes that you bought for a special occasion that you've never worn again, clothes that you bought on a trip or holiday somewhere, and those clothes that you wear every day.

Most people wear 20% of their clothes 80% of the time because all their other clothes just don't work for them in some way or another. They don't suit their personality or current lifestyle. They don't fit – either too big (better keep them for the next fat day) or too small (cos they might just lose that weight and be able to fit into them).

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Why Have I Got a Wardrobe Full of Clothes and Still Got Nothing to Wear?

by Imogen Lamport

Clothes that have sentimental value, but are out of fashion. Clothes that are out of season. And clothes that no matter how often they put on, they don't go with anything else they own, or for some inexplicable reason or other just don't feel good on, but because they're almost new, can't be thrown away.

So you can see that you've probably got lots of clothes that just aren't working for you, but because of a gamut of reasons you feel unable to part with, so they're taking up lots of space that could be put to use with new, better clothes that make you feel and look great every day.

So how do you go about making your wardrobe work better for you?

Here is how to do your own wardrobe audit (you may need to get a good and trusted friend, or friendly image consultant to help if you're a bit scared). Arm yourself with some large plastic garbage bags.

1. Pull ALL your clothes out of the wardrobe (yep, all of them, you want to have your wardrobe completely emptied). Put it all on the bed.
2. Look inside your wardrobe – get out the vacuum if there's lots of dust and give it a clean before you start putting clothes back inside.
3. Look at each garment individually – imagine this is someone else's

wardrobe and consider what you'd think of them wearing this particular garment. If it screams a decade at you (that isn't the current one), it's had its day and is time to go.

4. Look for signs of wear in the fabric – neck, cuffs, collars, stains, hanging threads, buttons missing etc – can it be fixed and be a great garment? Put it on a file for mending, otherwise, put it in a bin bag – and decide whether it's even good enough to go to an op-shop, or whether it should go straight to your bin.

5. Consider when you bought each garment – if it's more than 5 years old it's out of fashion (except some well made classic suiting), and looks it, and is making you look old and dated before your time. Look at the details – often collars, pockets and buttons date a garment. Get rid of it.

6. Not sure about whether it still fits – try it on and see – make sure sleeves are long enough, that hems are the right length (not sure, see an image consultant and find out what looks best on you). If it's too big are you keeping it because you might put on weight? If you feel you must, put it in another wardrobe, away from your everyday clothes, and if in a year you still haven't needed to wear the item get rid of it (it's old fashioned and out of date now).

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Is it too small and you're hoping to lose weight. Unless it's a really classic garment that you love to bits, get rid of it. By the time you lose the weight to get into it, it will be out of fashion, and plus, when you have lost the weight you'll be so proud of yourself you'll want to go out and buy yourself something new to wear, not wear stuff that's been in your wardrobe for ages.

8. It pretty much fits, but the waist is too big, or hips are baggy, sleeves too long, if everything else about the garment is great – get it altered – you'll look better and wear it. Put it on your alterations pile.



CAREER *communiqué!* con't

Why Have I Got a Wardrobe Full of Clothes and Still Got Nothing to Wear?- con't

by Imogen Lamport

9. You bought it on holiday in Paris (or is your wedding dress) and just can't bear to throw it out? Put it away in a box somewhere, don't let it take up valuable wardrobe space. It's a souvenir now.

10. Does it go with other clothes you own? Look at the colours, styles, shapes and decide on a few different outfits for wearing the garment. If you can't wear it with other clothes you already own consider why – if it's not a great colour then get rid of it. It's cheaper to do this than going out and buying 3-4 more items of clothing to have something to wear it with.

11. Now that you've gone through all your clothes, hang them back up (on decent hangers please – no wire dry cleaners hangers – they ruin your clothes), put them in order of the type of clothes, all shirts together, all trousers, jackets, etc. as this will make finding clothes so much easier when you're going to get dressed.

12. Take your bags of clothes (and shoes) and put them in the charity bin so you're not tempted to dig out an item that is way past its used by date.

Make a list of clothing that you need to buy – do you have a black jumper that you wear and wear, but now looks worn and daggy, but don't want to throw out

because it's a wardrobe staple? Then put it on a shopping list and go out and get a new great black jumper.

A wardrobe audit can seem like a daunting task, but it will make you feel cleansed and free of clutter and allow you to really see what you have in your wardrobe, and what you really need.

If you feel you would like a professional wardrobe audit – contact Bespoke Image today to arrange a time to have your wardrobe sorted out.



Imogen Lamport is a Melbourne based Image Consultant and member of the Association of Image Consultants International who runs her own Image Consultancy Bespoke Image which provides tailored image solutions.

www.bespokeimage.com.au

**INTERESTING
SNIPPETS****The job interview
- how to ensure
you are the
ultimate survivor**

Marketing --- Page: 60-61 :
November 2004
Original article by Paul
Slezak

The importance of personal contacts is often stressed in the professional world. Knowing the right people can help to secure job interviews, but it does not guarantee that the interviews will succeed. Effective preparation boosts the chance of an effective interview. Candidates should keep in mind that interviewers are more likely to be interested in what they have actually done than in their broad skills or areas of interest. Interviewers often want candidates to demonstrate traits such as enthusiasm, assertiveness, leadership and team contribution.

[Source: My Business Daily
10 November 2004—ABIX]

CAREER *communiqué!* con't**Behavioural Interviewing—”How to survive behavioural questioning at an interview meeting.”**

To ensure that you ‘are an ultimate survivor’ during an interview/employment meeting, it is important for you to understand and be able to effectively prepare for behavioural-based interview questions.

An alarming number of job seekers I work with have not heard of ‘behavioural interviews’ let alone know how best to prepare for them. One of our coaching programs ‘Behavioural versus Traditional Interviews’ covers the theory behind what a behavioural interview is, and how best to prepare your responses in order to address relevant information that the interviewer is seeking.

There is a strong trend towards behavioural interviewing or at least including a number of behavioural (or competency based) questions during the interview process and successful responses to these types of questions take some time to research and develop.

What is Behavioural Based Interviewing?

Behavioural based interviewing concentrates on behaviours, experience, knowledge, skills and abilities that are all work related. It centres on the principle that your previous behaviour and performance will predict your future behaviour and

performance. Behaviour and performance within work experience, hobbies, volunteer work, activities, family life—practically anything can be provided as an example of your previous behaviour.

What exactly are employers evaluating in a behavioural interview?

Basically, three types of skills:

1. Content Skills
2. Functional Skills (also referred to as transferable skills)
3. Adaptive skills (also referred to as self-management skills)

Content skills: refers to knowledge that is work related/specific, such as bookkeeping, software development, nursing, carpentry, etc.

Functional/Transferable skills: used with people, information or things such as interpersonal, communication, management, development, organisational skills, etc expressed as verbs.

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Adaptive or Self-Management skills: personal characteristics such as dependable, team player, self directed, punctual, etc – expressed as adjectives.

What is a Behavioural question?

A behavioural question seeks specific examples of behaviour from your past experience and concentrate on job related functions.

For instance you may be asked an open ended question: “Tell me...”, “Describe...”, “What...” these require more than a yes or no response.

Example:
“Tell me about a time when you had to adapt to change over which you had no control?”

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Behavioural Interviewing—”How to survive behavioural questioning at an interview meeting.”- con't

How to strategise and develop suitable responses to behaviour-based questioning.

Challenge; Action; Result C.A.R.

A complete answer to a behaviour-based question must explain the task or problem; the specific action you took; and the results of your actions.

How do I prepare for a behavioural interview?

- o Analyse the type of positions for which you are applying? Try to get a job description to ascertain the skills required by the employers.
- o Analyse your own background? What skills do you have (content, functional, and adaptive) that relate to your job objective?
- o Identify C.A.R. examples from your past experience where you demonstrate those skills. Script the response until you have a succinct paragraph, reflecting the

challenge, your actions and the result.

- o Be prepared to provide examples of when results didn't turn out as you planned. What did you do then?
- o Try to quantify your results. Quantifiable numbers elevates the overall achievement, particularly when you increase revenues by 85%, or reduced expenditure by \$100,000.

You should not attempt to answer behavioural-based interview questions spontaneously at the interview. Instead, prior to an interview use the above-mentioned techniques to consider pertinent examples which incorporate the C.A.R. elements and rehearse appropriate scripts so that when questioned during an interview, you can deliver a confident and relevant response.

For more information on behavioural-based questioning contact our Career Coach at:
success@career-coach.com.au

Career Mastery Program Overview

24 x 7 x 365 days online access to an innovative career management process with a mixture of eLearning, eBook and Self-Test Assessment modules produced and updated each month by the Centre of Worklife Counselling - a team of work and life management experts who have been providing career coaching continuously since 1979. **Only AU\$41.80 (inc. GST)**. Contact us on success@career-coach.com.au to take advantage of this program.

**INTERESTING
SNIPPETS**

**Online job
advertisements
bounce back to
Olympic heights**

The Sydney Morning Herald
--- Page: 7 : 8 November
2004

Original article by Matt Wade

Australian online job advertisements in October 2004 rose to their highest level in four years. Internet job advertising has been growing strongly all year, says Robert Olivier of recruiting services firm, the Olivier Group. The latest figures show that jobs in the hospitality and tourism area were up by 12 per cent, and building and construction vacancies rose by 11 per cent. The number of ads for jobs in financial services and banking dropped by 8.3 per cent compared with the previous month.

[Source: My Business Daily
1815 November 2004—ABIX]

CAREER *communiqué!* con't

Scrutinising your skill level and motivation

By Annemarie Cross—Career Coaching Expert, Propulsion Business Network

In our previous article, 'Identifying your expertise, experience and education' we guided you through the process in developing lists that identified your expertise, experience and education. This month I would like to examine your list of 'skills' (expertise) further, by re-evaluating and confirming: (a) your level of competency for each of your skills; and (b) your level of motivation in using each of these skills.

Note: If you have not had the above-mentioned article so before you attempt below, as these should be order to gain the most



the opportunity of reading cle I do encourage you to to do the exercises outlined performed in successive benefit.

While there are no right or
cise it is essential that you
yourself, otherwise you many find yourself starting up a business under false pre-
tences.

wrong answers to this exer-
be completely honest with

For example, say you stated that one of your skills was bookkeeping; you had a high level of competency in this area; and that you thoroughly enjoyed using this skill. However it turned out that you were only moderately skilled in bookkeeping and in all honesty, don't really enjoy using this skill as much as you had originally indicated. If this were the case, down the track the bookkeeping consultancy that you started up could have a greater chance of failing due to: (a) your lack of knowledge and expertise in this area, and (b) your lack of motivation, enthusiasm and passion in using this skill. This could unfortunately result in your loathing and eventually losing your small business. [click here to read further.]

A bit of Humour—Excuses to miss work...

- ◆ I am converting my calendar from Julian to Gregorian.
- ◆ I am extremely sensitive to a rise in the interest rates.
- ◆ I can't come to work today because the EPA has determined that my house is completely surrounded by wetlands and I have to arrange for helicopter transportation.
- ◆ I prefer to remain an enigma.

