Job hunters' toolkit

Tools to get you into employment



Where to find work

Find work:

- · on job vacancy and recruitment websites
- · on government, council and industry organisation websites
- · on social media
- · in professional and industry journals
- · via recruitment agencies
- through friends and family
- · at career and job expos and events.

The hidden job market

Don't limit your job search to job vacancy websites or recruitment agencies. 70% of jobs are filled by employers using their connections and networks.

30% advertised jobs How job seekers prefer to find jobs Sending out unsolicited CVs Applying for vacancies advertised on the internet, social media or in newspapers Approaching recruitment agencies 70% hidden job market How employers prefer to find new staff Through networking with people they know at work or socially Through their current staff Through checking online job profiles



Find out what jobs are in demand:

careers.govt.nz/jobs-database

Be a great networker

70% of jobs are hidden so it's important to learn how to network. People you can network with:

People I know well

Former colleagues, managers, alumni, whānau, friends, friends of friends.

Ask for referrals and connections

know well or those
I have met briefly
who could help
For example: tutors.

Connect online to LinkedIn immediately after meeting For example: tutors, guest speakers, fellow students, people I have met at community networks.

People I don't

People I don't know

Those who are currently in my ideal job, organisation or industry.

Follow online comments, ask questions and organise informational interviews

Your future network

could help Try voluntary or

People I

part-time work to expand your network.