



Australian Government



Australian JobSearch  
Employment Services Industry Jobs Board  
Job Seeker User Guide

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# 1. Employment Services Industry Jobs Board

## 1.1 Overview

The Employment Services Industry Jobs Board provides information on jobs available in the employment services industry. As a job seeker, you are able to search for and apply for jobs in the employment services industry. Once registered on JobSearch, job seekers can build resumes through Career Profile and complete the Job Matching section indicating that they are interested in positions in the employment services industry. Employers looking for staff in the employment services industry can then search for job seekers and contact them regarding any job opportunities that may be available.

The information provided in this Guide is intended to provide specific advice relating to the Employment Services Industry Board. For more general information on using this site, including more detailed information on the registration and sign in processes, please refer to JobSearch Help > How to use this site (which can be accessed from the Help menu located in the top navigation bar).

The screenshot shows the 'Employment Services Industry Job Board' website. At the top, there is a blue header with the title. Below the header is a large image of a diverse group of people in business attire shaking hands. The main content area is divided into two sections: 'Are you a job seeker looking to work in the Employment Services Industry?' and 'Are you an Employment Service Provider looking for staff?'. Each section includes a brief description of the current job or employer count, a call to action, and two buttons: 'New Users' and 'Existing Users'. The 'New Users' button features a pencil icon and text about registering with Australian JobSearch. The 'Existing Users' button features a person icon and text about signing in to JobSearch. Below the job seeker section, there is a 'Need assistance?' section with two links: 'Guide to finding Employment Services Industry Jobs and creating a Resume (DOCX 2.8 MB)' and 'Guide to finding Employment Services Industry Jobs and creating a Resume (PDF 1.2 MB)'. The employer section also has two buttons: 'Employer Registration' with a pencil icon and 'Already Registered?' with a person icon.

**Employment Services Industry Job Board**

Employment Services Industry Jobs Board – Connecting employment services providers with job seekers looking to work in the employment services industry.

**Are you a job seeker looking to work in the Employment Services Industry?**

There are currently 5 jobs available on the JobSearch Employment Services Industry Jobs Board.

Let current and future employment services providers know you are looking to join the employment services industry!

**New Users**

Register now with Australian JobSearch to apply online for current vacancies to let employers know you are looking for work in this industry.

**Existing Users**

Sign in to JobSearch and make sure your Job Match Profile is up to date so employers know you are looking for work in this industry.

Need assistance?

- [Guide to finding Employment Services Industry Jobs and creating a Resume \(DOCX 2.8 MB\)](#)
- [Guide to finding Employment Services Industry Jobs and creating a Resume \(PDF 1.2 MB\)](#)

**Are you an Employment Service Provider looking for staff?**

There are currently 417 registered job seekers who are interested in work in the employment services industry.

Are you a registered Employer? Sign in now and use our Find Staff function to contact job seekers ready to work in the employment services industry.

**Employer Registration**

Create a new employer account with Australian JobSearch to advertise and jobs and find staff for free. It's quick and easy to register so why wait?

**Already Registered?**

Sign in to JobSearch now and start looking for your next employee!

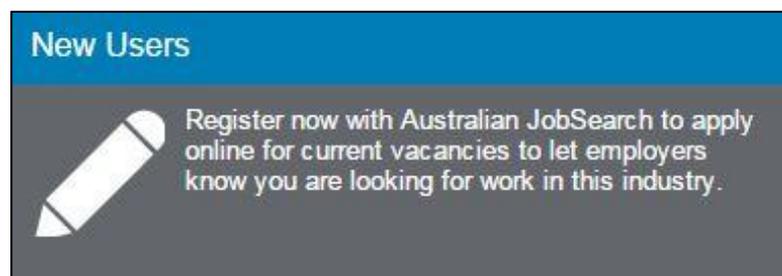
## 1.2 Accessing the Employment Services Industry Jobs Board

The Employment Services Industry Jobs Board can be accessed via the JobSearch home page, from the top site navigation bar under Find a Job.



## 1.3 New Users

To use the Employment Services Industry Jobs Board you will need to be registered with JobSearch. Job seekers can register by clicking the New Users tile located on the Jobs Board. This will take job seekers to the myGov Registration site. For more information on how to register with myGov and link your JobSearch account with myGov, please go the Help page > Help with myGov.



## 1.4 Existing Users

Job seekers already registered with JobSearch can sign in to their account by clicking the Existing Users tile located on the Jobs Board. When the tile is clicked it will take you to myGov, a secure sign in page where you will need to enter your User Id and Password to sign in to your account. Once signed in you can take advantage of the full range of services including creating a Career Profile which, when completed, forms a comprehensive resume and a Job Matching function which alerts Employers to your employment preferences.



## 1.5 Employment Services Industry – Find Jobs

Job seekers can find jobs in the employment services industry by clicking the 'jobs available' link on the Jobs Board. Clicking this link will take you directly to a list of search results with a vacancy type of employment services industry job.



### Steps:

1. Click the 'jobs available' link on the Jobs Board - this will display search results for employment services industry jobs.
2. To view the job details of a specific job click the title of the job.

- To refine search results, use the filters from the drop down arrow on the 'filters bar'. Jobs can be filtered by location, occupation, job age, tenure, vacancy type, work type or salary.



- Once you've found a job you are interested in, follow the instructions outlined in the job description to apply. You can even send your resume directly from JobSearch!

## 2. Advanced Search

### 2.1 Overview

Advanced Search allows you to refine your search to bring back more specific results. You can include specific occupation information along with additional searching criteria including job type, work type and special vacancy type, including to show that you are interested in jobs in the employment services industry. The Advanced Search can be accessed from the top right hand side of the Find Jobs screen.



**Steps:**

1. Click the Advanced Search link from the Find Jobs page.
2. Enter your required search criteria into the Advanced Find section.

The screenshot shows the 'Advanced Search' interface. The 'Find Jobs' section contains several input fields: 'Keywords', 'Job ID', 'Location', 'Industry', 'Specific Occupation', 'Special Vacancy Type', and 'Salary'. The 'Special Vacancy Type' dropdown menu is highlighted with a red border. Below these fields are sections for 'Work Type', 'Tenure', and 'Job Age', each with radio button options. A 'Search' button is located at the bottom right of the form.

3. To select Employment Services Industry jobs click the Special Vacancy Type dropdown.
4. Select Employment Services Industry Job from the pick list.

This close-up shows the 'Special Vacancy Type' dropdown menu open. The options listed are: '- Please Select -', '- Please Select -', 'Australian employment covenant', 'Employment Services industry job' (highlighted in blue), 'Express Vacancy', 'Fly-in, fly-out job', 'Out of area job', 'RJCP Vacancy', 'Apprenticeships/ traineeships', 'Commission jobs', 'Government jobs', 'Harvest jobs', and 'Indigenous Identified Position'. The 'Employment Services industry job' option is the one to be selected.

5. Click the Submit button to return your search results.

## 3. Creating a Career Profile and Resume

### 3.1 Overview

Once you are registered with JobSearch, you can create a Career Profile and create and/or upload a resume. To start your Career Profile you need to enter information about yourself, including your work history, education, relevant skills and/or licences you may have. Once you have created your Career Profile this information can be used to create a resume by clicking the 'Export as Resume' button.

Alternatively, you can upload resumes prepared outside JobSearch. Career Profile can be accessed from the left hand side navigation of your personalised Job Seeker Dashboard. Remember, you need to be signed in to JobSearch to access this. For detailed information on how to create your Career Profile, please refer to the How to Use this Site page which can be accessed from the Help menu.

### Career Profile

Use your Career Profile to store information about yourself. You can use this information to create a resume and be matched to suitable jobs.

**Your Career Profile is visible.** Employers can see your career profile details. You can change your privacy settings in [Job Matching](#).

\* Indicates a required field.

<b>About Me</b> ⓘ <span>Edit</span>	<b>Resumes</b> ⓘ
You have not added anything to your About Me section. Tell us a little about yourself. Include one or two paragraphs that sum up who you are and why potential employers should contact you. Employers will be initially presented with this information when searching for staff.	You can save up to five resumes.
<b>Education History</b> ⓘ <span>Add</span>	
You have not added any education history.	
<b>Work History</b> ⓘ <span>Add</span>	
You have not added any work history.	
<b>Skills</b> ⓘ <span>Edit</span>	
You have not entered any skills.	
<b>Licences and Accreditations</b> ⓘ <span>Edit</span>	
You have not added any licences.	
<b>Transport</b> ⓘ <span>Edit</span>	
You have not specified if you have your own transport.	
<b>Referees</b> ⓘ <span>Add</span>	<b>Cover Letters</b> ⓘ
Notice: Referees will not be displayed on your career profile (referees will be included on exported resumes.)	You can save up to five cover letters.
	You have not uploaded any cover letters.
	<span>Upload</span>



The Department of Employment uses virus scanning across all files uploaded to the website. However, this does not guarantee all material uploaded to the site is free of viruses. While all care is taken, Australian JobSearch cannot guarantee that documents uploaded by you or your provider will be free of viruses. It is your responsibility to ensure all material uploaded to JobSearch is free of viruses. You are encouraged to use appropriate virus scanning software to protect you and your systems. JobSearch holds no responsibility for any loss caused as a result of accessing documents from or sent via the website.

## 4. Completing Job Matching

### 4.1 Overview

Job Matching allows you to enter the occupations you are interested in working in as well as the locations you can work. Other information you can enter includes tenure type and your availability. You can opt to receive Job Alerts which are based on your Job Matching preferences.

For detailed information on how to complete your Job Matching details, please refer to the How to Use this Site page which can be accessed from the Help menu.

### Job Matching

\* Indicates a required field.

 Privacy  Edit

**Your Career Profile is set to visible.**

Employment services providers and employers can search for and see your Career Profile and Job Matching information. In addition, your current employment services provider can update your Career Profile, Job Matching information and Resume(s) and share your Resume with potential employers.

 Job Alerts  Edit

Here you can opt into receiving Job Alerts based on your Job Matching preferences. You can choose whether to get your job alerts via an email or direct to your JobSearch Inbox.

**Job Alerts are currently turned off.**

 Occupations  Edit

I am looking for work in these occupations:

 Cooks

 Locations Edit

I can work in these locations:

 NSW - Regional - Orana and Central West NSW

 Tenure Types  Edit

I am available for:

- Casual position
- Full time position
- Part time position

Job Types  Edit

You have not indicated that you are interested in any special job types.

 Availability  Edit

I am available Weekdays, Weekends, Afternoons, Mornings, Nights