

# Understanding Recruitment

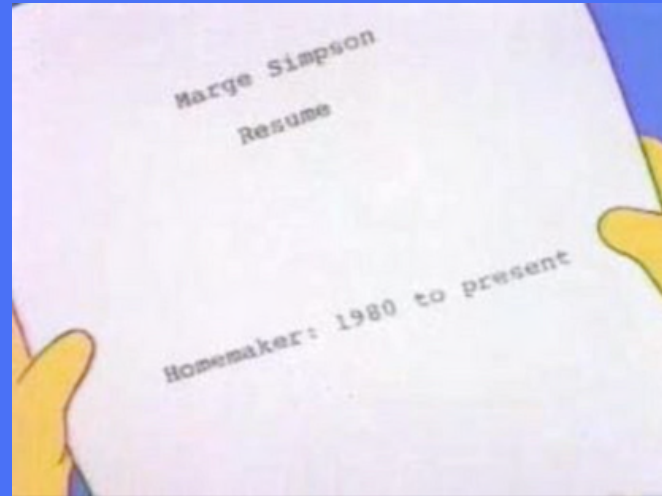


# 8 stages of Recruitment

Although there are employer differences, these are generally the 8 steps to recruitment from a candidates POV. Understanding where you're having trouble will help you source the right assistance.



1. Application



2. Resume / Cover Letter



3. Phone Screen



4. Assessments incl. group interview



5. Final Interview



6. Document Control



7. Acceptance/Contract



8. Onboarding



# Whose hiring?

We can't tell you what every single employer is looking for. Employers are people, and businesses are unique. They'll value something different.

Some will prefer hard skills built through experience above all else, some will value education and training as key, and others may consider who you are as a person that's key.

Don't guess. Talk to employers. Ask them what they want and focus your efforts in the right way.





# Types of work



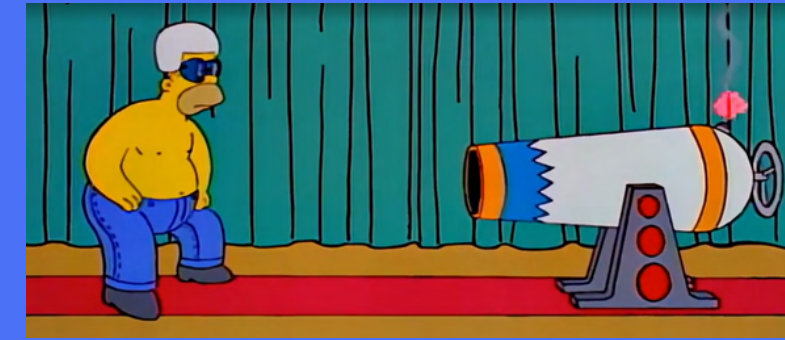
>38 Hours  
No overtime  
Leave.  
Notice period

Full Time



<38 Hours  
Still permanent  
Pro rata benefits  
but similar to FT

Part Time



Can be FT hours  
No leave - casual  
loading  
No notice period

Casual / Temp



Requires ABN  
Includes  
partnerships

Self Employment



Similar to casual  
temp but defined  
period to complete  
set task.  
Project rate

Contractor



Works under  
contractor

Sub Contractor (EOM)



Paid Employment  
Scaled payrate  
Requires study

Trainee / Apprentice



Formal work  
experience  
Unpaid  
May be part of course  
or entry program

Intern/Work Placement



Unpaid  
No formal benefit  
Can attain  
transferrable skills

Volunteer Work

# Employment Conditions



The conditions in which we work in is important. Not only in the sense of making sure we are paid the right amount, but also that we're safe.

Ensure that the job meets the award wage. This includes any loadings or penalty rates. Apprenticeship and traineeship rates tend to be lower but scale with age and experience. You may be asked to enter into an enterprise bargaining may occur with larger employers.

<https://calculate.fairwork.gov.au/FindYourAward>

<https://www.fairwork.gov.au/employment-conditions/awards/list-of-awards>

Note: Each industry has it's own rules.



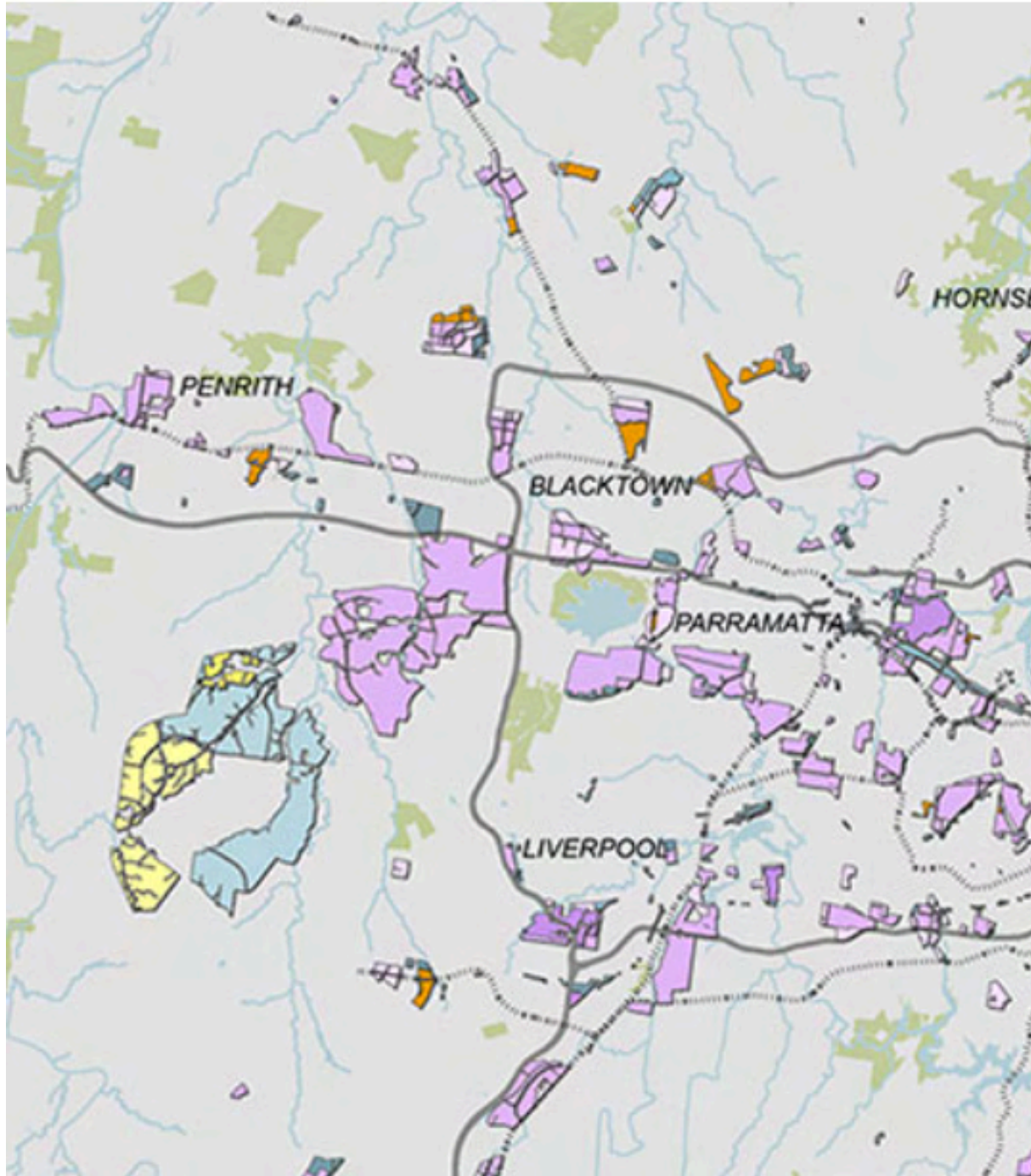
# Illegal Jobs



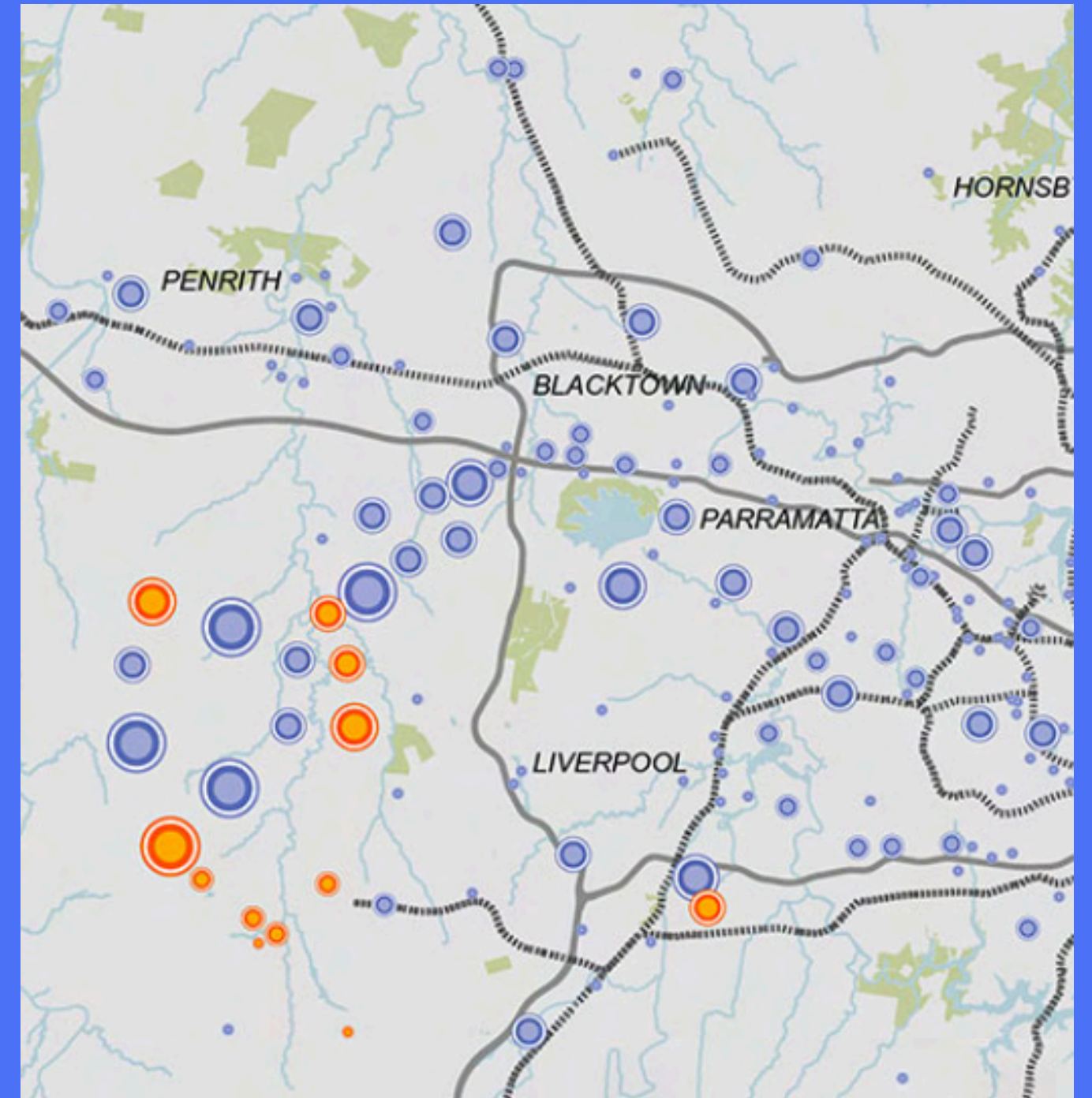
- Doesn't meet minimum wage
- Asks for payment to begin
- Unreasonable Job trial (e.g. > half day)
- Cash in Hand
- Unpaid overtime (for casuals)
- No Super / Tax Contributions
- Disregarding Safety
- Be wary of "Our People"



# Western Sydney



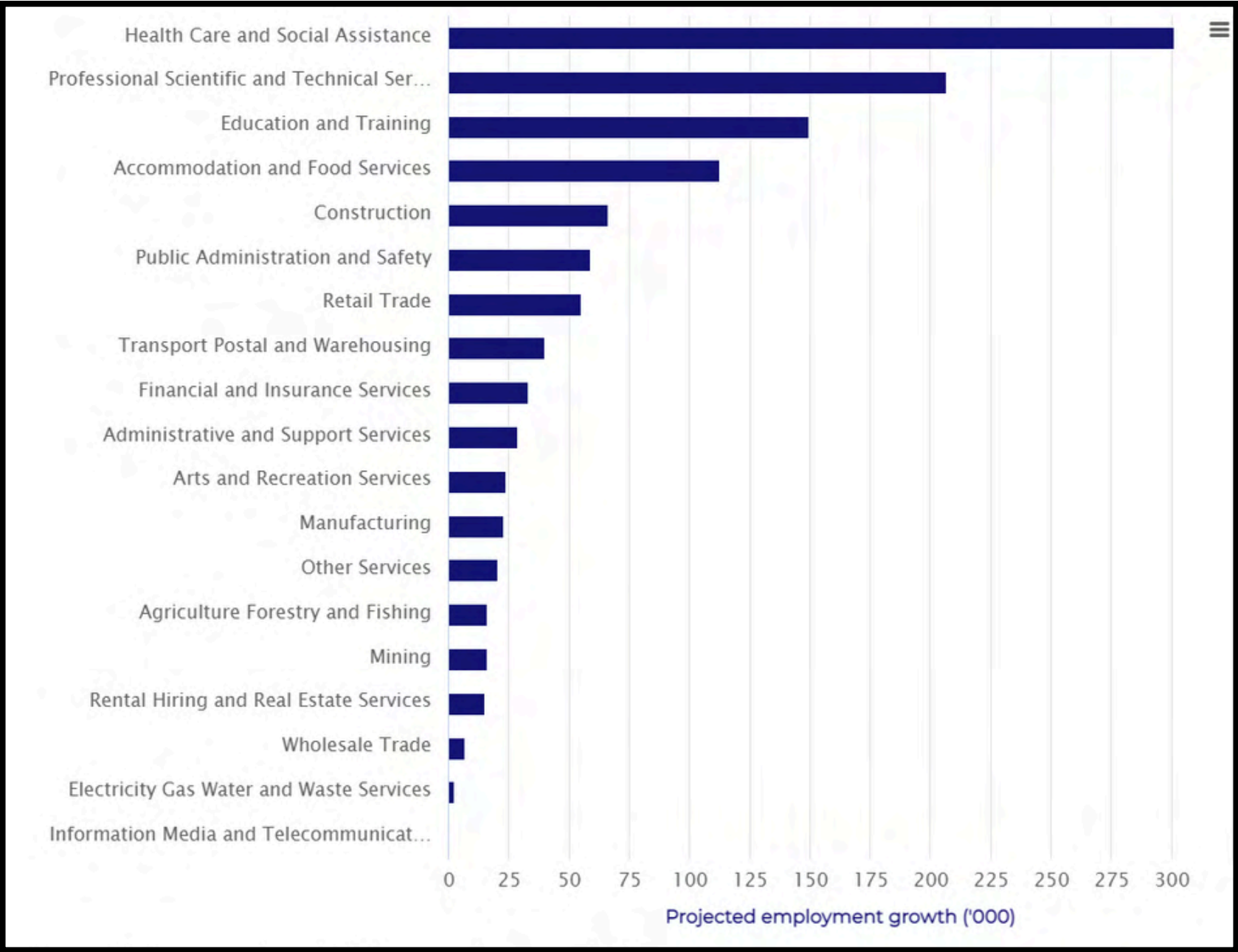
Employment Zones



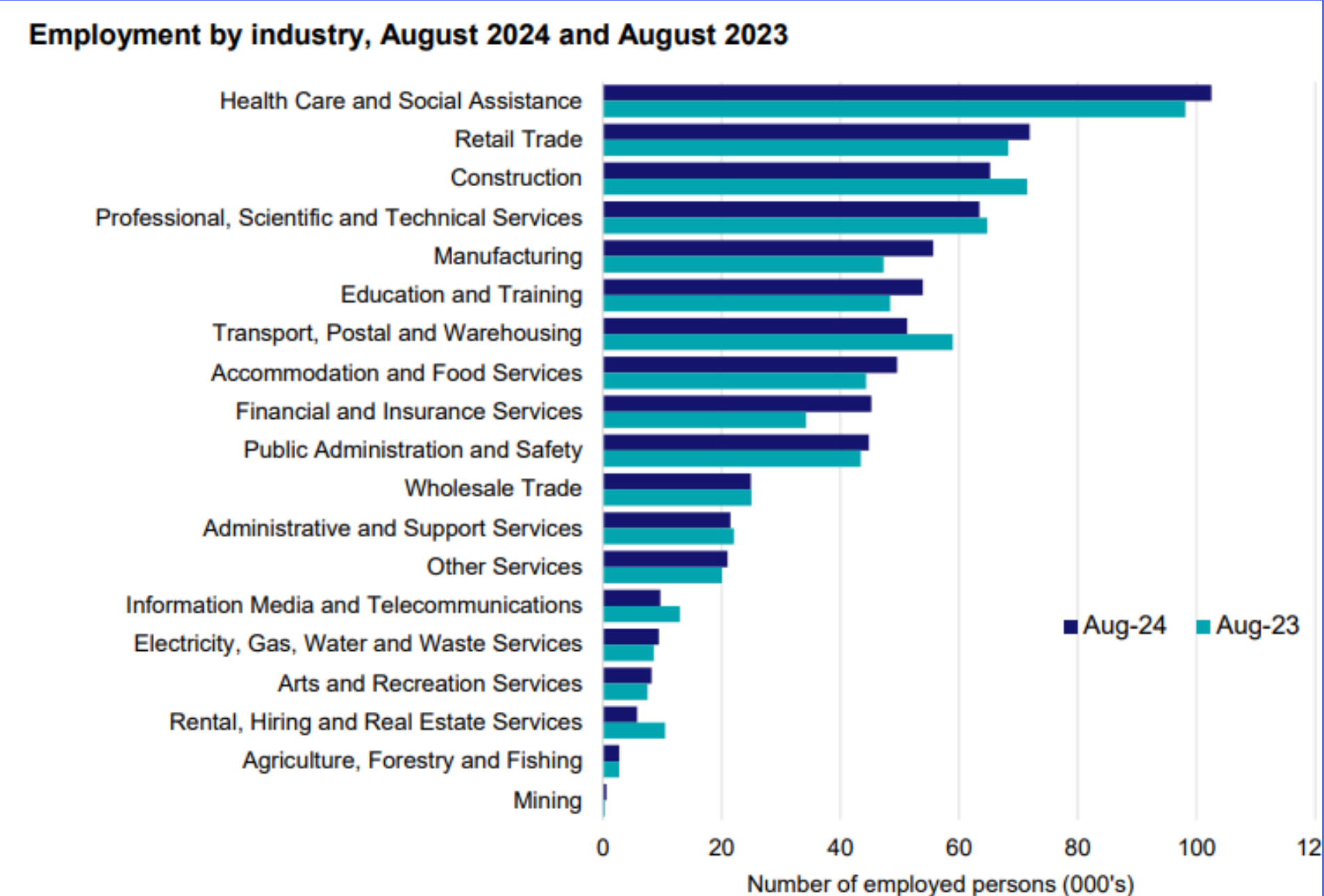
Industry Focus



# Jobs In Demand



National jobs in demand



Western Sydney change in industry demand



# Where to find assistance



Finding a job is tough. Especially if you're new at it, haven't done it in a while, or at least not in Western Sydney. Luckily, there are a number of freely available resources both online and within the community services sector who are able to help you find a job.

- Centrelink will be your initial conversation to see what services you may be eligible for
- Job Centres or Employment Services offer a range of tailored programs designed to suit different disadvantaged cohorts
- Local Community service centres will often have job clubs, have an employment facilitator or hold job expos.
- Training organisations will often have work placement as part of their course.
- Labour / Recruitment agencies will often have multiple employers on hand who may have a suitable position
- And of course, FindMeapp -Western Sydney Job Network