Job searching online

Applying for jobs online is an extremely popular way of obtaining work. Most employers advertise using employment websites and/or their own company website.

There are many sites available to you in your job search, incorporating jobs in other physical locations – regional, interstate or overseas. The process of applying can be a lot easier when you know how to go about it. Some sites allow you to upload your existing resume.

On others, you can copy and paste from your resume or use a resume builder that is embedded into the application system. The following is a brief summary of how online job searching works.

Three main ways for job searching online

1   Employment websites
2   Company websites
3   Social and business networking websites

Employment websites

There are many free employment websites or "job boards". You can simply browse for vacancies available across any industry at any point in time and within any location. You don't need to register if you are just searching for jobs, however, to apply for any of the positions available, you will need to create a personal profile.

It is also worthwhile looking for online job boards that only advertise vacancies within specific industry areas. For example you can use **google.com.au** or **yellowpages.com.au** and search for 'Jobs Mining' or 'Jobs Health' or 'Jobs Perth', see what sites come up and follow those links. Similarly, you can search for 'Recruitment Agencies Mining' or 'Recruitment Agencies Health' or 'Recruitment Agencies Perth' etc, and follow the links. If you are searching for state government positions, you can try individual government agency sites **(wa.gov.au/agencies/).**

Creating a personal profile

- Generally, to take the next step and apply for a job of interest, you need to register with the site and build a 'personal profile'.
- Information required for a profile includes things like an email address, your name and a password. You can change your details at any time and can add information about the types of work you are looking for.
- Some sites even offer 'Job Alerts' which are automatic emails or sms's sent to you when new jobs are added onto the site matching your areas of interest and search criteria.
- Search criteria can include specific details such as location, wage/salary range and job sector. You can save a number of alerts which may include different criteria, eg one for 'Education' and one for 'Retail'.
- Some sites offer subscription to 'Job Feeds' which, once again, match job information based on your search criteria. This is similar to receiving information via email or sms, however you need to login to your 'favourites bar' on your computer to access the information. This may be more convenient if you do not wish to receive a lot of sms or email notifications.

Reverse marketing online

Another alternative some employment sites are now offering is a reverse form of job seeking. You place your details including a resume or 'professional page' onto the site, registered vacancies are matched to your skills and employers that are also registered with the site can then view your information and contact you directly when interested in what you have to offer.

Company websites

If there is a particular company you would like to work for, it is always useful to visit their website and see if they have an online application system. You can use 'google.com.au' to see if their website is easy to find, or call them and ask for their web address and if they have a 'careers or vacancy' page on their website.

Company web sites are among the best sources of job listings, especially if you know what companies you are interested in working for. You can go directly to the source and search and apply for jobs. At most company sites, you can apply for all level positions – from part-time jobs to top management positions. Large employers all have jobs online, so do local, state and federal government (and some non-profit organisations).

- google.com.au
- localbusinessguide.com.au
- nationwide.com.au
- yellowpages.com.au
- au.linkedin.com

Using the company or business name – frequently, large companies use their name as part of their 'url' or 'web address'. Try searching 'businessname.com.au" and see if you can find the company you are seeking.

Searching .jobs – many companies are using the .jobs extension to direct job seekers to their company information. Enter 'businessname.jobs' and see if you are successfully directed to a relevant site.

Sometimes it can be difficult to locate the right page on a website. Popular places companies will also place jobs are within the tabs marked: 'About Us', 'Careers', or 'Join Our Team'.

General information about online job applications

It is likely you will be required to apply for a position online at some point. You may be interested in applying for an advertised position, or you may be requested to submit an 'expression of interest' for positions within a large company.

Before you click the Submit button, it's important to double check your application for errors. Typos and grammatical errors count, so carefully check your application.

If you're not sure your spelling is correct, use spell/grammar check, then copy/paste into the online application.