

ON THE HUNT

Worried about finding a job after graduation day? We've got a few tips.
By Helen Ueckermann



Graduating from school or varsity is seriously exciting. It marks the end of student life and your first step into the real world, where you're in charge of your own future.

'But as the excitement grows, so too does the realisation that you need to make a decision about what you'll do when your studies come to an end,' says André Venter, spokesperson of trade union United Association of South Africa. 'Considering your options is a serious matter and decisions should not be taken lightly. The choices you make at this point will have an impact on the rest of your life.'

André says employers want people who can help them grow their business. 'Job seekers have to show the employer that they understand at least something of the tasks required, that they can do it better than others and that they'll fit in with the rest of the team. The employer wants to see evidence you can contribute positively, that you'll give something back if hired.'

SEARCH ENGINES

Your dream job may be a click away

- **Construction** www.go4constructionjobs.com, za.theconstructionjob.com
- **Engineering** www.engineeringcareers.co.za, za.theengineeringjob.com
- **Financial** www.efinancialcareers.co.za
- **General** www.allsouthafricajobs.com, www.bestjobs.co.za, www.careerjunction.co.za, careers24.com, www.jobmail.co.za, www.jobs.co.za, www.jobspace.co.za, www.jobvine.co.za, www.pnet.co.za, www.recruitmentdirect.co.za
- **IT** www.abacus.co.za, www.compujobs.co.za, www.compustaff.co.za
- **Media, marketing and advertising** www.bizcommunity.com
- **Medical** www.medsearch.co.za
- **Office** www.jobisjob.co.za, www.kelly.co.za, za.theofficejob.com



HANDY HINTS TO HELP YOU HUNT

1. Get organised

Before you start job hunting, gather these documents and keep them safe in a file: your CV, birth certificate, ID, high-school reports or university results and graduation certificate. Ensure you have certified copies of everything. If possible, also attach any character references from teachers, lecturers or even community leaders.

2. Do an internship

Many companies offer internships to job seekers with the right qualifications for their industry. Research any large companies in your field and see if they offer internships. Or find the name and number of the human resources manager and call to offer your services as an intern.

3. Hire a recruitment agency to help

Ads in newspapers, magazines and on job websites are more often than not placed by recruitment agencies. Making use of an agency

usually doesn't cost you anything, as the company that hires the agency to find suitable employees will pay their fees.

4. Get support

Enlist friends and family to give you a heads-up if a position opens up in the companies they work for. Those close to you will often have insight into whether a certain position would suit you, as well as having inside info on anyone who's about to resign. According to Richard Bolles' *What Color is Your Parachute*, a manual for job hunters, this is one of the best ways to look for employment, with a 33% success rate.

5. Hit the ads

Make a habit of trawling through newspapers and websites where companies post ads for positions they need filled. A dedicated search should bring up a few suitable hits.

6. Search proactively

If you have a very clear idea of the company or organisation you would like to work for, contact people in the HR department there by email or by phone. Make your intentions clear and also tell them how hiring you would greatly benefit the company. You should, in effect, be saying, 'Here's how I can make things faster for you/how I can solve this problem that's bugging you/how I can save you money'. And remember to attach your CV. If you don't hear from the company in 10 days, phone the HR manager and politely ask if he or she has received your letter or email. ■

Useful clicks

www.career-success-for-newbies.com
www.jobhuntersbible.com
www.jobsearching.co.za
www.jobseekersadvice.com
www.wowcv.net



Fifty copies of *WorkWise* and 50 copies of *School Leaver's Guide* are up for grabs. SMS 'Guide' to 43183. (Details on page 9)