

Navigating your online job search



seek.com.au – Australia's number one jobs site

On Seek, you will find different types of advertisements.

An organisation advertises directly

- Attempt to recruit directly initially
- Will often have the internal recruiter or hiring manager's details noted
- May have a position description attached
- Ensure you read the instructions for applying correctly
- We recommend tailoring your resume and cover letter to the criteria and key words in the advertisement and position description

Agency 'sourcing' / General EOI

- Call for general expressions of interest to talent pool candidates with a certain skill set
- Not necessarily a specific opportunity at the 'end of the advertisement'
- Opportunity to connect with a reputable recruiter
- Would advise calling prior to applying for more information
- Hard to tailor your resume when the advertisement can be broad
- Good means for getting your details in front of a recruiter who can keep you in mind for future opportunities

Agency blind advertisement for specific role

- Can be a role being recruited by one agency specifically, or could be with many agencies to recruit on behalf of a client
- Call the recruiter for more information and gain a good insight into what the client is seeking (tailor your resume to this role)
- Ensure you don't apply for the same role with multiple recruiters – know who is representing your details

Agency Branded Advertisement (exclusivity with the client)

- This agency is exclusively recruiting this role on behalf of the client
- The agency has permission to include the client's logo
- The agency's process is the only means to applying for the role
- We recommend calling the recruiting consultant, or submitting an application to the recruiter and following up with a call
- If you need more information prior to applying for the role, we recommend calling the recruiter

Did you know that you can also create your own Seek profile to allow employers and recruiters to find you? Your profile can only be seen by employers and recruiters who are advertising roles suited to your experience. Here is the [link](#).

Looking to land a role through u&u?

Accounting & Finance
Alan Duggan: 07 3232 9131

Digital
Sophia Philippou: 07 3232 9139

Human Resources & HSE
Andrea McDonald: 07 3232 9103

Marketing & Communications
Cassandra Vickers: 07 3232 9119

Business Support
Erica Brock: 07 3232 9129

Engineering
Erin Dennis: 07 3232 9117

Information Technology
Ben Pace: 07 3232 9112

Procurement & Contracts
Dee Clarke: 07 3232 9100

Construction & Property
Jess Mitchell: 07 3232 9149

Executive
Tim Turner: 07 3232 9135

Legal, Risk & Compliance
Katie Francis: 07 3232 9116

Sales
Chris O'Flynn: 07 3232 9111

u&u.
RECRUITMENT
PARTNERS

Navigating your online job search

LinkedIn – the world's largest professional network

Tips on your LinkedIn profile, where to find roles and how to be found

1. Ensure you have a photograph – keep it professional. Present as you would at an interview and no selfies!
2. Keep your profile up-to-date and include relevant and succinct information.
3. Ensure your profile reflects your resume; ensure employment dates and role title align.
4. Recommendations and endorsements do count!
5. Endorse and recommend others where you can speak directly to the quality of their work.
6. Keep your status updates and comments professional – it isn't a 'social' networking site.
7. Having said that, regular status updates and comments increase your visibility to your connections. Be open to receiving feedback from those with differing opinions if you do make comments.
8. You don't have to connect with everyone; ensure your connections are relevant.
9. Recruiters and hiring managers do search via LinkedIn (it can be used as a database) – think about noting location, and highlight key words, key systems, key skills.
10. Organisations do advertise roles via LinkedIn and will approach you directly via LinkedIn for roles that are not advertised.
11. Sourcing candidates for project and contract opportunities via LinkedIn occurs frequently – if you are available immediately, ensure your project experience is highlighted in your profile.
12. Stating "currently available for opportunities" or "not currently working" can be interpreted negatively by some employers – keep your current role as your most recent employment until you secure a new role.
13. If you are actively seeking a role, check LinkedIn daily to review your inbox, who has viewed your profile and any new roles advertised.
14. If you are currently in a contract role, we recommend noting this in your profile by putting 'contract role' in brackets following your role title. This allows potential future employers or recruiters who are searching for talent, to quickly identify that you may be open to considering new opportunities or that you perhaps have a shorter notice period, hence being able to commence another contract role quickly.
15. The key to maintaining a relevant LinkedIn profile is consistency. You will get out of LinkedIn what you put into it, therefore we regular (not over the top), status updates, 'likes' or 'shares', following companies of interest and getting in touch with people within your professional network. Keep your profile up-to-date with new skills or programs you may have developed.

indeed[™]
one search. all jobs.

indeed.com.au – fastest growing job board in Australia

How does it work?

- Acts as an aggregator, so pulls advertised roles from all online channels
- Search results appear as a Google search, so require some deciphering and results may not always be as current as those on other job boards
- Approach applications just as you would a role advertised on Seek

Looking to land a role through u&u?

Accounting & Finance
Alan Duggan: 07 3232 9131

Business Support
Erica Brock: 07 3232 9129

Construction & Property
Jess Mitchell: 07 3232 9149

Digital
Sophia Philippou: 07 3232 9139

Engineering
Erin Dennis: 07 3232 9117

Executive
Tim Turner: 07 3232 9135

Human Resources & HSE
Andrea McDonald: 07 3232 9103

Information Technology
Ben Pace: 07 3232 9112

Legal, Risk & Compliance
Katie Francis: 07 3232 9116

Marketing & Communications
Cassandra Vickers: 07 3232 9119

Procurement & Contracts
Dee Clarke: 07 3232 9100

Sales
Chris O'Flynn: 07 3232 9111

u&u.
RECRUITMENT
PARTNERS

Navigating your online job search



Glassdoor – the world's most transparent career community

Founded 2007, Glassdoor is a fast growing jobs and career community that is leading the way in workplace transparency.

- Advertises jobs and allows employees to post reviews on the organisations they work for

careerone[®] careerone.com.au – thousands of jobs to choose from

- Online job board – Seek navigation principles transfer to this site



Queensland Government Smart Jobs Queensland

- The Queensland Government site to search jobs and careers specifically within state government departments and statutory authorities

Careers page on an organisation's direct website

If you identify an organisation of interest, we recommend visiting their careers site regularly and, if possible, signing up for a 'job alert' via their careers site.

Other tips

Why are jobs finding me? You may notice that once you become an active job seeker, advertised roles pop up everywhere tracking your activity through the innovations of modern technology! LinkedIn will display jobs you may be interested in via your profile, plus your search history will pull job advertisements through to non-work related websites. Keep an eye out for these and allow technology to assist you.

Your u&u consultant is more than happy to share any market insights with you. If you see a role advertised that you are interested in, please feel free to give your consultant a call to discuss the opportunity and the role type.

Looking to land a role through u&u?

Accounting & Finance

Alan Duggan: 07 3232 9131

Business Support

Erica Brock: 07 3232 9129

Construction & Property

Jess Mitchell: 07 3232 9149

Digital

Sophia Philippou: 07 3232 9139

Engineering

Erin Dennis: 07 3232 9117

Executive

Tim Turner: 07 3232 9135

Human Resources & HSE

Andrea McDonald: 07 3232 9103

Information Technology

Ben Pace: 07 3232 9112

Legal, Risk & Compliance

Katie Francis: 07 3232 9116

Marketing & Communications

Cassandra Vickers: 07 3232 9119

Procurement & Contracts

Dee Clarke: 07 3232 9100

Sales

Chris O'Flynn: 07 3232 9111

u&u Recruitment Partners

Level 12

259 Queen Street

Brisbane Qld 4000

07 3232 9100

uandu.com