



Partner Employment Assistance Program – finding an employment services provider

Defence Community Organisation

Professional employment services can provide advice and assistance to manage your career, like professional resume preparation, career coaching, job search, interview techniques and much more.

The Partner Employment Assistance Program can help if you are looking for work, changing jobs or if your ADF member is transitioning from the permanent ADF for medical reasons. If you're an eligible ADF partner, you can apply for funding assistance of up to \$1,500 to access professional employment services and mandatory re-registration costs.

FINDING PROFESSIONAL EMPLOYMENT SERVICE PROVIDERS

Using professional employment services can help you create a rewarding and satisfying career; however, deciding which professional employment service provider to use can be daunting as there are many to choose from.

Ideally, you should contact 2–3 professional employment service providers to make an informed decision about who could help you best. Below are some suggested questions to ask potential employment service providers:

How does the employment service provider plan on enhancing your employment/career path?

Good quality employment services providers will be able to clearly explain the process and why they are doing things a certain way. For example, marketing your transferrable skills (from both paid and unpaid work), experiences and unique attributes, as opposed to simply listing job duties.

Do they have experience/credentials in your industry or area of employment?

For the best results, the professional employment service provider should have local experience and understanding of your area of employment, in order to provide a personalised and tailored service for your specific needs.

How does the employment service provider deliver their services?

- A reputable service provider will insist on speaking to you, in order to understand your experiences, work history and professional goals.
- Check when and how you'll be able to make any changes to draft documents before the finished product. Ideally, look for an employment services provider that will allow multiple edits and ongoing telephone and email support.



- Check the service delivery timeframe. Beware of professional employment service providers that offer a quick turnaround (24–28 hours), as they may not provide quality work.

Look at the samples and/or past client testimonials

- Look for testimonials or client reviews on the professional employment services website. If you can't find any, then request references.
- Ask to see samples of previous employment services/ resumes, which will help you to get a sense of the service's work.
- Conduct an online search, such as on Google or LinkedIn, to look for online reviews.

WHAT TO LOOK FOR AND WHAT TO AVOID

If you are still unsure of which professional employment service provider to select, or what employment service package to use, then consider searching for a professional career service database. It will have access to variety of providers and services.

What to look for:

- A personalised and tailored service for your specific needs.
- A professional employment service with a professional website
- A reputable company that will take time to get to know your experience, skills and professional goals.
- Unlimited content revision until finalised
- Ongoing email and telephone support

What to avoid:

- Professional employment service providers that aren't a good personality fit.
- Professional employment services that use templates or offer generic services.
- Fast turnaround, usually this indicates lack of quality.

Defence Community Organisation offers a wide range of support services for ADF members and their families.

For more information on this factsheet and other Defence Community Organisation support services visit

www.defence.gov.au/dco or contact the all-hours Defence Family Helpline on **1800 624 608** or email defencefamilyhelpline@defence.gov.au

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