Success in Career
ADF Member and Family Transition Seminar
Today is about a practical start

It’s about you being sufficiently informed… moving forward on your path including… what, if any, support options are best for you

thus achieving transition and career success enabled by…
✓ information
✓ awareness, and so
✓ quality decision making
It’s about understanding transition

Leaving the ADF means change and transition and you taking charge

And it starts with moving – making a transition - from your current world to a new world

thus an ending, which means

letting go

ARE YOU READY FOR THIS?
Transition (career) success requires awareness, organisation, action. An understanding of...

- Need for clarity - drivers, success
- Strengths - skills, attributes, marketability
- The employment market - trends, developments
- Determining options, alternatives
- Moving forward - pursuing elusive opportunities
- Taking action - planning, organising
Because, importantly, when it is time to leave

Don’t just walk out the door

To make a good decision we need to think about and understand...

...what we want to do next

...which is best determined by understanding...

✓ what drives and motivates us, and
✓ what we have to offer and can do
Discussion 1...

Need for clarity

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What drives you?

What are your life & work-life motivators and values?
First - Common motivators

Top 5 Workplace Motivators

1. Challenging Work
2. Recognition
3. Employee Involvement
4. Job Security
5. Remuneration

“They set a solid foundation”
And then - Workplace Insights

Think about your work place...

What motivates you – what do you like at work?

What do you not like about being at work?

“They set a solid foundation”
And – look to on-line ideas

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<thead>
<tr>
<th><strong>Career Aptitude</strong></th>
<th>To determine what jobs are best suited to your skills and interests</th>
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<td><a href="https://www.whatcareerisrightforme.com">https://www.whatcareerisrightforme.com</a></td>
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<tr>
<th><strong>Interest Profiler</strong></th>
<th>This quiz will help you identify what types of work activities and occupations that you would like and find exciting</th>
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<th><strong>Career Fit</strong></th>
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Discussion 2...

Strength

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skills, attributes, marketability

What skills and competencies do you have, or want to have?
Your transferable skills and competencies

**Technical Skills**

**Employability Skills**

**Employability skills** (developed 2001) focus on employees: Competencies, generic skills, capabilities, enabling skills – they are personal attributes, and they are broad skills…regarded by employers as very important…as technical skills alone are not enough

**Core Skills for Work** (developed 2011-13) target educators, trainers, practitioners: Builds upon the employability skills framework assisting trainers and educators in the design, targeting and delivery of training to assist those who work with job seekers
**Employability Skills**

Provide focus on and individual’s employability and include.....

- Communication
- Teamwork
- Problem solving
- Self management
- Planning and organising
- Technology
- Learning
- Initiative and enterprise
Clarify your thinking

Capture your drivers and strengths in a clear ‘what is important to me?’ statement
Personal drivers and strengths E.g. 1

I intend to retire from full-time work and after a holiday break look to a portfolio approach blending hobbies, some consulting work and some community contribution. To include:

**Must have:** Melbourne area
- Maximum 2 days consulting each calendar week
- Membership of local Rotary
- Thursday free for golf

**Like to have:** Role in a large international consultancy
- Leadership role in Rotary
Personal drivers and strengths E.g. 2

I want a General Management role in a growing service provider in the hospitality industry. To include:

**Must have:** Located in Melbourne
- Salary not less than $120,000
- Operations in a number of States
- Performance bonus option

**Should have:** Sales responsibility
- Large degree of autonomy to run the business
Personal drivers and strengths E.g. 3

I want to work in Emergency Services preferably the Rural Fire Service. To include:

**Must have:** Regional NSW
- Salary not less than $60,000 plus super
- Implement projects responsibility
- Team leader role

**Should have:** South west of Sydney area
- District Services Officer role
Discussion 3

The Employment Market

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trends, developments

Is the work you want available where you want to work?
Employment Today – understand the language

**Seasonally Adjusted & Trend**

**Seasonal adjustment** - reveals how **employment and unemployment change** from month to month

- Over the course of a year, the size of the labour force, the levels of employment and unemployment undergo fluctuations due to seasonal events including:
  - changes in weather,
  - harvests,
  - major holidays, and
  - school schedules.

**Trend series smooth** the more volatile **seasonally adjusted estimates** and provide the best measure of the underlying behaviour of the labour market.
Employment Today

Sep 2018 Key Figures

Trend Estimates (Monthly Change)

• Unemployment rate 5.2%
• Employment 12.64m - increase
• Unemployment 688,500 - decrease

Seasonally adjusted (Monthly Change)

Full-time employment

• Now 8.65m - increase

Part-time employment

• Now 3.98m - decrease
Employment Today – trend estimates

Sep 2018
Largest increases in trend employment were observed in NSW, VIC, QLD, WA, Decrease by 1,000 in SA.

The Past Year
Over the past year, increases in employment were observed in all states and territories.
The largest increases were in NSW, QLD, VIC and WA.
Employment Today – job advertisements

Source: TradingEconomics.com | Australia and New Zealand Banking Group
Employment Today – other information sources

Department of Jobs and Small Business

The Australian Government Department of Jobs and Small Business is responsible for national policies and programmes that help Australians find and keep employment and work in safe, fair and productive workplaces

http://www.employment.gov.au
Employment Today – Salary matters

What are my prospects in terms of salary in the market?

Where might I go to look to get a sense of my worth?
Employment Today – Salary matters

- Hays Salary Guide

- Hudson’s Australia Salary Guides
  http://au.hudson.com/salary-guides

- Salary Survey Guide
  www.livesalary.com.au

- Robert Half

- Randstad Salary Guide
  http://www.payscale.com/research/AU/Employer=Randstad_Ltd/Salary
Employment Today – Salary matters

Some points to consider...

• Minimum and desired $ 

• Superannuation Guarantee Levy

• Potential for income growth
Discussion 4

Moving Forward

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options and alternatives

You will be responsible for your decisions: your life, work-life, and career decisions
What might you love doing?
Options and Alternatives

**Work for self** – full or part-time e.g.
- Franchise
- Sole Trader
- Small business

**Work for others**
- Join the Reserve
- Work for a Company

**Portfolio**, that is, a mix e.g.
- Lesser work week
- Acquire new skill
- Study, Consult, Contract

Retire
www.business.gov.au
Options and Alternatives

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Retire
Discussion 5

Moving Forward

pursuing elusive opportunities

We must get the job search basics right
Job Search Basics

To get it right – to succeed – you require

- Successful Job Search Strategies
- Job Application Process Skills
- A Convincing Resume
- Persuasive Selection Criteria
- A Targetted Cover Letter – attention grabber
- A Winning Interview
- Well Chosen and Managed Referees
- Resource Awareness
Job Search Basics

Successful Job Search Strategies

1. **Networking**
2. Recruitment Firms
3. Responding to Advertisements
4. Social Media
5. Cold Calling
6. Direct Mail
7. Professional Associations
Job Search Basics

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Job Search Basics

The contact officer

What is a contact officer?

What discussion might we have?
Job Search Basics

Successful Job Search Strategies

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7. Professional Associations
Professional Associations

Australian Professional Organisations, Associations and Societies can be found at http://www.journoz.com/ausproforgs.html

On the site, lists are alphabetical by topic e.g.

- Computing
- Computer Education
- Crystallography
- Dentistry
- Dermatology
- Design
- Dietitians
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- Resource Awareness
Job Application Process

Critical Components and Steps

- Do a self assessment – you \( V \) the job
- Call the contact officer [if one available]
- Prepare your resume
- Prepare [if needed] your selection criteria response
- Prepare your cover letter
- Prepare your referees
- Hone your interview skills
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Job Search Basics

Importantly note that:

There are 2 basic messages in a resume:

1. You have the right **background** [work experience] for the job

2. You have **achievements/accomplishments** to demonstrate
Job Search Basics

Achievement Statements Illustrated

Led a team of 8 Air Force logistics personnel achieving 100% on-time delivery of stores to operating units and a ‘Highly Efficient’ rating for annual stocktaking results.

Managed an Australian Army Heavy Vehicle workshop achieving fleet availability at 90% each month for the past year.

Provided medical support to the members of my Australian Navy deep water diving team enabling the team to function independently and remotely from higher level medical facilities.
Job Search Basics

“Writing your resume – remember the reader”
Job Search Basics

Creating a Convincing Resume

Getting it Right

Do you need assistance?
Job Search Basics

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Job Search Basics

What is Selection Criteria?

Selection criteria describes the personal qualities, skills, abilities, knowledge and qualifications (if any) a person needs to perform the role effectively.

http://www.apsc.gov.au
Job Search Basics

Preparing Selection Criteria

Getting it Right

Do you need assistance?
Success in Career

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Job Search Basics

Creating a Cover Letter
Getting it Right
Do you need assistance?
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- **A Winning Interview**
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Success in Career

Job Search Basics

Winning the Interview
Getting it Right

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- A Winning Interview
- **Well Chosen and Managed Referees**
- Resource Awareness
Job Search Basics

Example questions referees might be asked:

- Why did you leave
- What were your job responsibilities
- Your strengths & weaknesses
- Your relationships with managers/co-workers
- Your support of co-workers
- Their opinion of your personality and style
- How you would perform against the selection criteria and job
- How do you handle conflict, pressure, stress
- Anything not asked they might like to share
Job Search Basics

Selecting Referees

Getting it Right

Do you need assistance?
Job Search Basics

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Job Search Basics – helpful websites

Look for helpful web sites. e.g.

http://www.fwc.gov.au - Fair Work Commission

Job Boards:
https://au.indeed.com
https://careerone.com.au
Job Search Basics – helpful reading

Look for **helpful reading** E.g.

[Book cover images of "What Color Is Your PARACHUTE?" and "YOUR NEXT MOVE"]
Job Search Basics

Finding Useful Resources

Getting it Right

Do you need assistance?
Discussion 6

Moving Forward…

……taking action

……transition readiness
Taking Action – you must be in charge

Structure your time, e.g.

• What time will I set aside to plan my future?
• When do I look through advertised jobs?
• When do I make telephone calls to contact officers?
• When do I call recruiters?
• What days will I visit recruiters?
• When will I make my networking calls?
• Will my networking meetings be only week days?
• When will I make time to write my job applications?
• When will I visit support agencies?
• When will I work on establishing support group contacts?
• When will I develop & put in place my retirement plans?
  etc. etc.
Taking Action – You must be ready

Are you transition ready?

Good starting questions:

• Are you clear about what you want (e.g. retire, work, bit of both)?
• Are you self aware – your motivations, skills, competencies?
• Are you self aware – your transferable employability/core skills’?
• Can you clearly state the value you will add to an organisation?
Taking Action – You must be ready

Are you transition ready?

Do you have your ‘job tool kit’ ready?

- A positioning statement (15/30 second commercial about you)
- An employer wish list & a networking list
- Script when contacting network (your goals, your offer)
- The language of the civilian employer
- Negotiating skills - your salary
- Referees (get them ready to go to bat for you)
Taking Action – You must be ready

Are you transition ready?

Are your needed transition skills up to speed?

• Job Search [approaches/strategies you might use]
• Job Applications [understand process to follow]
• Resume [demonstrates work history and accomplishments]
• Cover Letters [short, targeted, focussed]
• Social Media [professional presentation]
• Interview [confidence, self-awareness]
In conclusion
We have discussed

- Need for clarity - drivers, success
- Strengths - skills, attributes, marketability
- The employment market - trends, developments
- Determining options, alternatives
- Moving forward - pursuing elusive opportunities
- Taking action - planning, organising, being transition ready
And it takes effort to make a new start, so

- **Let** go and look forward – see an opportunity, it’s never too late to change
- **Start** with a clean slate – be self aware - inventory skills, strengths, behaviours, attitudes, passions, interests
- **Know** what you want - explore opportunities – define success for you
- **Know** the market – pressures on employers - don’t price yourself out
- **Be** flexible – about the level you enter the market
- **Stay** connected – build and maintain networks
- **Regroup** – update resume, social media presence
- **Have** a strong employment proposition - strengths, skills, achievements
- **Be** prepared for interviews – know your key strengths and have examples
And inform yourself
determine if you need assistance but
– MY ADVICE –
speak to the transition team whether or not you think assistance will benefit you
It’s just about clearing the hurdles