



[info@newcomersnetwork.com](mailto:info@newcomersnetwork.com)  
<http://newcomersnetwork.com>

## **Pre Departure Jobs Kit**

**A practical guide for newcomers to help them  
find a job or their next career in Australia**

First Edition 20 April 2004  
Second Edition 3 July 2009  
Third Edition 7 July 2017  
© Sue Ellson, Newcomers Network

The information in this publication is Copyright.  
You are able to print the full kit and use it in its entirety or  
you can use extracted information in your own publications,  
but you must quote that it was written by  
Sue Ellson from Newcomers Network.  
If you do quote from the publication,  
please tell us via email:  
[info@newcomersnetwork.com](mailto:info@newcomersnetwork.com)

## Introduction – the best tips including resume guidelines

This Pre Departure Jobs Kit draws on my own personal experiences, professional expertise and the extensive research that I have completed. I have co-produced 150 radio programs on the topic of employment in Australia and have advised a variety of individuals and organizations on how to either find a job or the right candidate for a job.

My intention in every situation is to find solutions that best meet the needs of everyone concerned – sometimes this means delving deeply to find out what a person really wants from their work (especially when we spend so many hours every week doing it!).

This kit includes a variety of website links and checklists that you can use yourself.

It is a self-help guide and it is up to you to decide which ideas and suggestions will be useful to you (considering your own personal style – for instance some people prefer online methods, others prefer face to face communication). All of the links included in this kit are listed in an alphabetical 'Index List' at the end. These details have been collected via extensive internet searches for your personal use and include information from many different sources.

It is a very comprehensive kit that has been written with as much information as possible so that you can do all the work yourself (if you want to). I welcome your feedback and look forward to hearing about your results!!!

This kit combines information from the original Pre Departure Jobs Kit that I wrote in 2004, the Career Advice Booklet I wrote in 2005, the Expat Jobs in Australia article I wrote in 2009, the [Finding a New Job in Australia](#) page on the Newcomers Network website, the various guest speaking presentations I have made on networking, mentoring, living and working in Australia and the one-on-one job facilitation coaching I have provided to individual clients. It is a living document and will change as new information is collected.

I advise all job hunters to source information from many different places. There is no secret formula that is suitable for every situation and some industries and decision makers have their own idiosyncrasies. The more research and relationship building that you do, the better chance you have of securing the job or career move you are seeking.

To be successful in finding the right job for you for now, you will probably need to use a variety of different strategies all at the same time. Do not rely on only applying for jobs that are advertised – there are MANY different ways to find a job. Don't wait for one method or job application to finish before starting another – just keep working on them all the time (but keep a journal/record so you can remember what you are up to and which resume you sent for which job).

If you do not know what sort of job or career move you would like to make, get some professional advice! It is much easier if you start the job hunting process with a very clear idea of what you want – both the job role and the type of organisation.

Professional Career Experts, Advisors, Coaches and Counsellors can often advise you on which careers would be most suitable for you considering your personal preferences, abilities, cultural background, experience, current life stage and the local market. Good advisors may also be able to refer you to selected people who can provide further advice, contacts or assistance. Once this picture is 'clear' in your own mind, you can try and source a mentor to also help you with your search and coach you through your first year in the new role.

*I often say that it is not what you know, or who you know, but who refers you!* Consider this statement. If someone who is highly regarded by a decision maker makes a recommendation on your behalf, it is likely that you will be well received when you contact that person. So build up your relationships and keep your network alive (even if you have been with an employer for many years). Keep in contact with people at least four times a year (every three months) – even if it is just a quick email.

Make sure you manage your own 'brand.' What will people see if they 'Google' your name? There are many professionals worldwide listed on LinkedIn <https://www.linkedin.com> so this is one website I definitely recommend. Here in Australia, you may also like to list your resume on the websites of carefully selected employers (who often do not advertise anywhere else), recruitment agencies (particularly ones that specialize in certain jobs or industries) and generalist employment websites in the 'head hunter' or 'upload your resume' sections.

On the jobs websites, you can also subscribe to 'job alerts' and this is also vital because when there is an oversupply of good quality candidates, job advertisements may only be online for one or two days so that the decision makers do not receive too many applications.

Resumes and Curriculum Vitae need to be designed for each job that you apply for. However, there are some basic rules:

- Correct grammar and spelling, use present tense for current role, past tense for all previous roles, avoid using the pronoun 'I'
- Clear and easy to understand (only use one 11 point font, bold and plain text, avoid abbreviations, simple layout with a logical flow) no more than six pages (make it easy to read and mobile device friendly), consistent formatting, avoid punctuation as it 'stops' the eye from reading onwards, use dot points as they are easier to read than long sentences or paragraphs, avoid text boxes, columns, lines, fancy formatting
- Include the most important information first and leave out unnecessary details but explain things that the person reading it may not understand (for instance, describe the type of organization if it is based overseas – a medium sized steel manufacturing company)
- Make sure it looks like continuous employment (explain what you were doing if there are gaps or amalgamate roles if necessary)
- Include all the keywords that might be entered into a search in your resume (not just your cover letter) so that you may be selected for other job roles with a recruiter
- Include the following sections:
  - Personal details – name, address, phone, email (do not need to include date of birth, age, religion etc)
  - Career objective – what you are currently seeking (this can change with each resume for each job)
  - Skills Summary – brief outline of some of your abilities, specific skills (like computer programs you have used), competencies related to your career objective
  - Achievements Summary – if applying for more senior roles
  - Employment History – outlining roles, company names, dates, tasks, achievements, company website URL
  - Education and Training – what you have completed, where from and when
  - Memberships, Boards, Voluntary Work – again, summarized
  - Other interests – what you like to do in your own time (your hobbies, interests etc)
  - Referees – mention that they are available on request

Expectations can become unrealistic within a very short space of time. If you are someone with excellent skills, qualifications, references and work history, it can be very disappointing to not secure an interview or a job quickly and the whole job search process can potentially be very difficult.

Remember that the skills for finding a job are very different to the skills required to do a job (in most cases). Take care of your emotional health and remember that it is the employer's loss if you are not selected for the job.

Spend a minimum of two hours per day completing job search work if you are not currently working. Go outdoors each day, keep up with regular activities, fitness, sleeping and eating – don't fall into the bad habit of going to bed late, waking up late, eating takeaway food, watching television, playing on the computer or your phone and letting your health slide. Spend time with friends who are supportive and encouraging.

For someone who has been working full time for many years, if you are not working at all now, it can be very difficult to keep up your motivation and six weeks can easily feel like six months. You may like to consider volunteering your skills or time to an organization so that you have something to look forward to, you can be with people and you need to get up, get dressed and go out! If you are able to secure some voluntary work either close to where you are living or in a role or organization similar to what you would like in the future, you can still list this on your resume as experience even though you are not being paid.

However, you do need to make sure that you are not being exploited! If the employer wants you to contribute many hours for no pay, this is obviously not in your best long term interests as you still need to be looking for work. To source some volunteer opportunities (if you don't approach organizations or professional associations related to your work directly), visit:

Volunteering Australia

<https://www.volunteeringaustralia.org>

Go Volunteer

<https://govolunteer.com.au>

Seek Volunteer

<https://www.volunteer.com.au>

Good Company

<https://www.goodcompany.com.au>

Our Community

<https://www.ourcommunity.com.au>

Philanthropy Australia

<http://www.philanthropy.org.au>

Pro Bono Australia

<https://probonoaustralia.com.au>

### **What job or career do I really want?**

Do you know the answer to this question? If so, skip this section! However, most people find that at some point in their life, they will want to explore this question in a bit more detail. I have found that it helps to answer the following questions (write down your answers) and you will start to gain a clearer picture of what you might like to do next.

Then, once you have completed this task, share your answers with someone who knows you well and get some of their feedback. Have they gained a different impression of you? What do they think are your best skills and abilities?

What sort of careers and work did my mother and father have?

What sort of careers and work have my siblings (brothers or sisters) had?

What sort of careers and work do my closest friends have?

What sort of tasks do I like doing?

What do I avoid or don't like doing?

When was I most happy at work? Why was I happy then?

What sort of culture do I like working in (people, industry, location)?

What are my personal work preferences (indoors, outdoors, busy, quiet, working on my own, working with a small team, working with customers/clients, working with many people)?

Who have I enjoyed working with and why?

Who have I not liked working with and why?

What did I want to do when I grew up when I was a child?

What did I want to do when I left school?

What do I want to do at some time in the future?

What do I want to do when I retire?

What do I always wish that I had done but have never got around to doing it?

What did I not do because one person said it was a bad idea?

What is my 'minimum salary' and how many hours do I want to work?

What are my qualifications and skills?

What qualifications or skills would I need to get if I wanted to do something else?

Do I have the time, energy and money to complete the qualifications or skills I need?

Once you have done this, put your absolute minimum requirements on a sheet of blank paper in the middle (for instance, a job in the city earning a minimum of \$75,000 per annum). Based on your current skills, abilities, networks, interests, wishes and deal breakers (things you do not want), write down as many of the options as you can think of that you could explore now that you have already answered the above questions (brain storm, do not rule any out just yet, just write them down in various colours all over the page – in words or pictures).

Remember that by answering the above questions, you have brought into your consciousness all of the issues that help explain who you are right now and where you would like to go in the future. After all, no one knows you better than you know yourself – but what someone else can do is draw out this information to help you come up with your own solutions.

Once you have done this, go through with another colour pen/pencil/marker and circle the ideas that are the most appealing and then work out how you will explore these opportunities. The more time you have between now and

when you must be working, the more options you can try. However, it is always a good idea to have at least three strategies running concurrently and not to put 'all of your eggs in one basket' – for instance, don't quit a high paying corporate job to become a famous artist if you have not even started painting! Consider which options you may be able to explore part time for a year or so before you make the big leap.

Your other alternative is to seek the advice of an expert. As a general rule, they will go through some sort of personality assessment or profiling which will give you some examples of suitable careers. The best advisors are those that can give you detailed objective interpretations of your results – but again, remember that you know yourself the best and they are using tools to help you but these still will not provide all the answers. The final decision will still rest with you.

Your advisor should work with you on the principle that it does not matter whether you want to be a Rock Star or a Rocket Scientist – their job is to help you come to these conclusions and work out the best strategies moving forward in the local marketplace. As you are paying their bill, they should not have any ulterior motive to put you into a job that they 'have on their books' as a recruiter would do (who is paid by the employer). Make sure that the person you see does not have a conflict of interest (and receives a payment if you accept a particular job for three months or more).

Careers Advisors come in many different shapes and sizes. Some take a psychology based route offering all sorts of tests and measuring instruments to assess your abilities. Others provide a coaching method or a practical 'how to' process referring you on to relevant contacts, associations or websites. Some identify your strengths and go from there.

Contact a few different advisors and find out what packages they offer and then make your decision. Do not be scared off by hourly rates. The beauty of this option is that you only pay for what you use and if you are not finding it helpful, you can move on to someone else.

Look for clues from your life. As you answered the questions above, did you also remember other statements that are part of your thinking – like 'Only tertiary qualified professionals are important?' Do you have some natural abilities or passions that you would like to pursue? Has someone told you that you could not do something so regardless of whether or not you could, you have told yourself that you cannot do that job? Is there real evidence for this or is it just a limiting anecdote you have carried for a long time?

You can clear out these old demons, stereotypes and wrong thoughts and brain storm all of your options with someone who can help you become clear on what is really important to you. Then you can make some real choices. You also won't have these negative voices appearing during interviews or in half-hearted job applications. Nobody wants to employ someone who thinks that they are hopeless. And if you are 'desperate' for a job, interviewers can pick this and again, you will miss out.

However, none of these professionals can help you if you are not prepared to help yourself. The ultimate responsibility lies with you to do the homework, the research, the adjustments to your resume, actual job applications etc. Work with professionals but do not expect them to do the work for you.

Remember that finding a job is a different task to completing a job – so it makes sense to hire a professional to help you – I am sure that you would still visit a doctor rather than try searching on Google for a medical complaint! Hopefully you will spend a lot more time at work than at the doctor's – even more reason to use a professional approach to make sure that you find yourself the right job.

Also be clear on whether you want to work full time, part time, casual, on contract, temporary placement etc. All options are worth exploring in Australia and now may be the time to consider an entirely new direction (but only if you have support).

Consider the workplace culture you would like to be a part of (some people are happy scrubbing pots if they are with friendly people, other people don't care what the people are like but are really stimulated by the work they do).

Do you want to work for an organization that is very parochial, international, multicultural or spiritual? Remember that all of your own personal lifestyle needs cannot be met through your work – you need to have a life outside of your work so make sure you have a good social network and other hobbies and interests to pursue.

If you have trouble with your personal relationships, sort that out during your own private time (again with help if required). If you are having difficulty coping for any reason, there are many low cost, free and confidential services

available and you can be referred to these through Lifeline <https://www.lifeline.org.au> and Mens Line <https://www.mensline.org.au> and Relationships Australia <https://www.relationships.org.au>. You will perform much better in interviews and at work if you are generally happy and healthy in your everyday life. Keep in contact with supportive friends and family members and believe that you will find the RIGHT job for you (not just any job) in due course – you will not be unemployed forever.

I have spent several years reading many books on this topic – Do what you love, the money will follow..., Finding your purpose in life, Finding your calling etc. I came up with some specific guidelines of what my career had to be able to do – constantly learning, variety, working with people, flexible hours, fixed and variable income, using technology, suitable as I matured, interesting etc. The most well known book is 'What Color Is Your Parachute?' by Richard (Dick) Bolles – you can visit his website at <http://www.jobhuntersbible.com>

It can seem like a very slow and laborious process to go through these steps (I would allow at least anywhere from two weeks to two months) but think how much better off you will be when you are clearer on your destination – you will save a lot of time by not learning from lots of mistakes – by spreading your risk, really working out what you are seeking, you have a much better chance of moving towards your goals.

Find a professional career advisor through:

Career Development Association of Australia  
<https://www.cdaa.org.au/find-a-practitioner>

Career Industry Council of Australia  
<https://cica.org.au>

Australian Psychological Society – find a psychologist  
<http://www.psychology.org.au/FindaPsychologist/>

Australian Counselling Association  
<http://www.theaca.net.au/find-registered-counsellor.php>

Psychotherapy and Counselling Federation of Australia Inc  
<http://www.pacfa.org.au/find-a-therapist>

### **Pre Departure Jobs Kit**

If you are moving to Australia or a new location within Australia, you can complete the following checklists before you arrive in your new location. If you have already arrived, hopefully you will have already completed most of these steps. Either way, you will need to do most of this to be 'Application Ready' so that when an opportunity becomes available, you can make your job application quickly and easily.

I have found that the most successful job candidates are those that have all of their information up to date and they have good quality networks and people who can refer them to new opportunities. Many great jobs are never advertised (in fact up to 90% of jobs are never advertised!)– so you need to be well networked or have a fantastic reputation or 'brand' in the marketplace to be approached by a head hunter or an organization seeking your skills.

This kit includes our 35 question Pre Departure Checklist with links and information to help you prepare for finding a job in Australia. It can be used by people moving from another country, another state or intrastate. Categories are:

1. Professional readiness
2. Documentation readiness
3. Networking readiness
4. Contingency plans
5. Budgeted time, money and resources
6. Personal readiness
7. Cultural readiness

All of the links are included in an alphabetical 'Index List' at the end of the checklist. These details have been collected via extensive internet searches for your personal use.

Please make sure that you visit the website for information before you send an email question – because some organisations will not answer your question if the information is on the website.

If you would prefer to have personal ‘fee for service’ assistance, please contact us with details of your requirements and we can suggest which individuals or organisations to contact. You can also consider purchasing the book ‘[120 Ways To Attract The Right Career Or Business](#)’ also written by Sue Ellson.

Never send or give original documents in your job applications....send photocopies or scanned copies and then confirm that you will show original documents when you arrive.

Completing these steps does not guarantee that you will find a job within a certain time frame, but we sincerely believe that you will be far better prepared with a range of effective strategies and information.

Remember that in some skill categories, there may be many other candidates with similar training and local experience (and perhaps even a strong relationship with another employee at the organization) – so to make your application shine, you will need to demonstrate how your skills, experience and networks can help the employer achieve their objectives (just because you can speak three languages does not mean that you are the best person for the job).

Be prepared to source your information from a variety of service providers and individuals (including government, non government and private organisations) and from a variety of locations (city, suburbs and regions or country). As a general rule, government websites provide a lot of comprehensive information, most information can be accessed free of charge.

You need to have the right visa, residency or citizenship to be able to work in Australia. We have assumed that you already have permission to work in Australia – this is not a pro forma for assisting with employer or government sponsored migration although it may help you to secure this type of visa. This is not migration advice either – just a tool to help you prepare for the employment market.

**We hope you can enjoy the benefits of the information included here!** The Pre Departure Checklist is included and underneath each section are the links and information for that category.

Question	Yes
<b>1. Professional readiness</b>	
<b>1.1 Skills assessment</b> I have had my current skills, qualifications and experience assessed and converted to an ‘Australian equivalent.’ I also have this information in writing so that I can provide a copy of this information to a potential employer if requested	
<b>1.2 Jobs assessment</b> I understand what type of roles I can apply for using my ‘Australian equivalent’ skills and qualifications. I have found out which organisations offer these types of roles in the area I am moving to and if they have a corporate website, I have registered my resume or forwarded it to the Human Resources Manager indicating when I will be available to start (at least one week after arrival)	
<b>1.3 Training assessment</b> I understand what additional training, qualifications or experience I need to apply for the roles I am seeking. I have made arrangements to secure additional training, qualifications or experience and I know how much this will cost, when and where it is available and how long it will take to complete and whether or not I will qualify for any assistance or scholarship. I know where to find a new mentor or coach	
<b>1.4 Salary assessment</b> I know how much to expect to be paid for the roles I am seeking and I understand how this relates to the cost of living in Australia as it may be lower than what I have received in the past. I may find that an exact equivalent to my current work role may not be available in Australia (due to the smaller population, the types of organizations here etc)	
<b>1.5 Industry assessment</b> I have begun making contact with recognized experts in the industry, reading relevant corporate and professional association websites and publications and making direct enquiries where appropriate so that I understand the current nature of the industry in Australia	



## **General information**

Each State Government has their own website and a Migration website and some also have services to help you get your overseas qualifications assessed to an Australian equivalent. Have your overseas qualifications assessed (some state governments offer this service free of charge) so that you can have the Australian equivalent recorded on your resume. If necessary, complete any additional testing or certification if you want to remain in the same industry in your new job.

When commencing the job search process, make sure that your resume or curriculum vitae is complete and up to date. Even before you arrive in Australia, you can register for the types of jobs you are looking for via corporate websites (that accept online registration for employment) as these employers often do not advertise positions via external websites.

At the same time, it is a good idea to register a profile with the websites that will send jobs to you when they match a criteria that you entered on their website. This means that you will have the jobs sent to you as soon as they appear on the website. This is also good practical experience for when you arrive in Australia/your new location. When applying for jobs, make sure you mention when you are eligible to start work and when you can attend an interview.

Websites that advertise jobs also have many additional career resources that you can use. Read through these during your 'two hours a day' of job search activity.

If you haven't already, make sure you have a general email address that you can maintain when you arrive in your new location (for instance johnpmason@gmail.com)

You must not fall into the trap of using one resume for all jobs. Each resume should be tailored for each job with the career objective statement matching the job description. Key Selection Criteria need to be answered accurately and succinctly without spelling or grammatical errors. Make sure that your resume has as many keywords as possible – especially if it is submitted to a recruitment firm who may use your resume to consider you for other jobs that they need to fill. Cover letters are generally brief.

## **Skills assessment**

### **Australian and New Zealand Standard Classification of Occupations (ANZSCO)**

This is a publication produced by the Australian Bureau of Statistics (ABS) and it is regularly used by migration agents to work out the appropriate classification for the type of work that you do. The ABS website can be found at <http://www.abs.gov.au> It is listed as publication 1220 and you can see it online at <http://www.abs.gov.au/ANZSCO>

### **Qualifications Recognition**

Provides links to information, assessment and skills recognition services

<https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>

### **Trade Recognition Australia (TRA)**

Is another skills assessing authority, mainly for use by people with a trade qualification

<http://www.tradesrecognitionaustralia.gov.au>

### **Translating and Interpreting Service (TIS)**

The Australian Government provides services to help you have your important documents (including qualifications) translated into English

<https://www.tisnational.gov.au>

### **English Australia**

Helps you find an English Language Training Provider in Australia - they represent Australia's leading English language colleges

<http://www.englishaustralia.com.au>

### **The Business of English Video Series**

To help you improve your English, especially at work

<http://www.australiaplus.com/international/learn-english/the-business-of-english-series/7388288>



## Jobs assessment

### My Skills

Online information about vocational education and training options

<http://www.myskills.gov.au>

### Job Outlook

Careers and labour market research information site to help individuals decide on their future career

<http://www.joboutlook.gov.au>

### My Future

Is Australia's career information service that includes information on careers, work, employment, education and training

<https://myfuture.edu.au>

### The Good Careers Guide

Explore more than 400 job descriptions and find the right career for you

<https://www.gooduniversitiesguide.com.au/careers-guide>

### FairWork Ombudsman

Provides information on pay, leave, ending employment, employee entitlements, awards and agreements etc

<https://www.fairwork.gov.au>

### Job Seeker Information

Extensive information provided by government

<https://jobsearch.gov.au/jobseekerinfo/>

### Support for Young People into Work

Links to resources suitable for young Australians

<https://www.employment.gov.au/youth>

### Jobactive

Employment service to help Australians into work and to help employers find the right staff for their business

<https://jobsearch.gov.au>

### Australia's Careers Online

Career research, resume help, job hunting tips, positions vacant / wanted and more...

<http://www.careersonline.com.au>

### Centrelink Job Seekers Information

Tips on looking for work, especially if you need some special assistance

<https://www.humanservices.gov.au/customer/themes/job-seekers>

## Employment listings

Although up to 90% of jobs are never advertised, there are some websites that offer a range of job advertisements that you may like to look at, especially during the quieter months of December and January. It is a good idea, wherever possible, to register on these websites and subscribe to alerts.

### Indeed

Classified jobs advertisement aggregator

<https://au.indeed.com>

### Neuvoo

Jobs advertisement aggregator that sources ads from company websites as well as classified jobs listings

<http://au.neuvoo.com>

### Jobbydoo

Jobs advertisement aggregator from careers sites

<https://www.jobbydoo-au.com>

**LinkedIn Job**

Very useful if you have a LinkedIn Profile and set it up so that jobs come to you

<https://www.linkedin.com/jobs>

**Seek**

Probably the most well-known and popular classified jobs listing with additional careers resources

<https://www.seek.com.au>

**CareerOne**

Associated with News Limited (newspapers)

<https://www.careerone.com.au>

**Adzuna**

An amalgamation of the previous My Career (Fairfax newspapers) and Jobs.com.au websites

<https://www.adzuna.com.au>

**Recruit.net**

Lists all job websites in one spot - search thousands of job sites, newspapers and company career pages with one click

<http://australia.recruit.net>

**jobactive powered by Job Search**

Australian Government website with fact sheets and information on working in Australia

<https://jobsearch.gov.au/job>

**Gumtree Jobs**

Classified job advertisements sorted by categories with a lot in Hospitality, Tourism, Trades and Services

<https://www.gumtree.com.au/jobs>

**Australian Apprenticeships**

Combine practical work with structured training to give you a nationally recognised qualification and the experience you need to get the job you want – open to anyone who is 15 years or older (why not start a whole new career?)

<https://www.australianapprenticeships.gov.au>

**National Apprentice Employment Network**

Group Training Organisations employ apprentices and trainees and then place them with 'host employers' usually from small to medium sized enterprises (a good option to combine training and work experience if you are considering a new career)

<http://www.grouptraining.com.au>

**Byron Employment Australia**

One of the first Internet employment sites in Australia

<http://employment.byron.com.au>

**Blue Collar Jobs**

Lists jobs for Blue Collar workers (trades etc)

<http://www.bluecollar.com.au>

**Job Seeker**

For jobs in not for profit organizations

<https://www.jobseeker.org.au>

**Volunteering**

As above and also links to various resources

<https://www.dss.gov.au/our-responsibilities/settlement-and-multicultural-affairs/programs-policy/settlement-services/government-programs/volunteers/why-volunteer/how-to-get-started>

Once you start looking on jobs websites, you will find that there are recruitment companies that regularly advertise jobs in a particular industry (like accounting, sales etc) or in a particular type of work (information technology, health etc). There are also some specialist websites in these categories and some professional associations also

advertise jobs in their industry. As you look through advertised jobs, familiarize yourself with all of the websites that list the type of work you are seeking.

## **Education and training**

### **The Good Universities Guide**

Provides ratings and information of Universities, Courses and Campuses (includes postgraduate courses)  
<https://www.gooduniversitiesguide.com.au>

### **Australian Education Portal**

All about Australian Education with many links to other resources (national policy)  
<https://www.education.gov.au>

### **Education Services Australia**

A company owned by all Australian Education Ministers, delivering cost-effective services (curriculum focus)  
<http://www.esa.edu.au>

### **Department of Education and Training**

Offer information on vocational training courses, training organisations offering courses and competency standards  
<http://training.gov.au>

### **ACEN Australian Collaborative Education Network**

Provides strategic leadership for work-integrated learning research, scholarship and practice in Australia, for its members and other stakeholders  
<http://acen.edu.au>

### **Study in Australia**

Australian Government site for international students  
<https://www.studyinaustralia.gov.au>

There are many organisations in Australia offering opportunities for professional development, general interest courses and public talks – all providing you with the opportunity to make good contacts, learn new information and most importantly, help you enjoy learning.

## **Mentoring and coaching**

Most professional associations in your area of specialty offer mentoring programs.

### **Mentoring Services for Business**

More suitable if you are thinking about starting a business  
<https://www.business.gov.au/info/plan-and-start/start-your-business/mentoring-for-business>

### **International Coach Federation Australasia**

Professional association of personal and business coaches  
<https://www.coachfederation.org/australasia>

## **Market research**

### **IBISWorld**

Market Research, Industry, Company and Business Environment Reports  
<https://www.ibisworld.com.au>

### **Yellow Pages**

Telephone book allows you to find companies by category and location  
<https://www.yellowpages.com.au>

### **Australian Suppliers Database**

Search for thousands of Australian companies, their products and services by selecting an industry category or keyword  
<https://www.austrade.gov.au/asd>

### **Australian Chamber of Commerce and Industry**

Peak council of Australian business associations

<https://www.acci.asn.au>

### **Australian Securities and Investments Commission**

Enforces and regulates company and financial services laws to protect consumers, investors and creditors and provides many interesting resources and links to help you find companies

<http://www.asic.gov.au>

### **Industry/Professional Associations**

The other way to find industry/professional associations in Australia is to search for an Australian representative body – try looking for a government, member based, non profit or non government association. For instance, in the IT industry, you have:

#### **The Department of Communications and the Arts**

- Australian government department

<https://www.communications.gov.au>

#### **Australian Information Industry Association (AIIA)**

- for the industry

<https://www.aiia.com.au>

#### **Australian Computer Society (ACS)**

- for the individual

<https://www.acs.org.au>

Visit the Australian associations and look for state based affiliates. Make sure you also seek the state government department that looks after the regulation of the industry you work in and ask them for referrals to the leading experts/professionals/associations in your new location. If you have come from another country, make sure you also source any associations that have links to your previous country. You may also like to contact leading academics in your field as they are usually well connected to local resources.

### **Regulation**

#### **Fair Work Ombudsman**

Provides assistance and advice to employees and employers on the Workplace Relations Act, especially Australian workplace agreements (AWAs) and freedom of association.

<https://www.fairwork.gov.au>

Question	Yes
<b>2. Documentation readiness</b>	
<b>2.1 Previous employers</b> I have obtained written letters on company letterhead of my previous positions that outline my length of time in the job and company, the duties completed and when possible, a brief summary of my performance (for at least the last three years). I have also advised key referees that someone from Australia will be contacting them in the near future to obtain a reference check and I have obtained the best Australian equivalent times/ways to contact the person (and I have current contact details)	
<b>2.2 Testimonials</b> I have secured written testimonials from people who have worked with me and the organization/s I have been working for (like clients, affiliates, suppliers) to give further background on my performance (and/or Recommendations on LinkedIn)	
<b>2.3 Work records</b> I have copies of work appraisals and performance reviews or test results from assessment tools used to measure my career aptitudes (like personality tests). I have also secured written confirmation from the Department of Immigration and Border Protection that I am eligible to work in Australia and I will provide a copy of this when I am applying for work (or have details of the phone or email service that employers can use)	
<b>2.4 Network records</b> I have prepared, in both written and electronic versions, an appropriate database of my best networking contacts, friends and family so that I can contact them easily at any time including phone numbers and email addresses (work and personal email addresses for most important contacts)	
<b>2.5 Summary information</b> Whilst preparing for the Australian job market, I have kept, in a small note book, a record of the information I have found, the tips that would be useful and suggestions from colleagues so that I can refer back to this information in the future and jobs that I have applied for with the resumes that I have used	

### Previous Employers Checklist

When you leave a position in Australia, it is customary to provide you with a letter on company letterhead showing your name, when you started and when you finished and the type of work you completed. Some companies also provide reference details, a summary of your performance, jobs completed, titles held, final salary package or other details. If you do not have one of these letters but can request one before you leave, we would encourage you to do so (possibly preparing a draft format addressed to 'TO WHOM IT MAY CONCERN' and with the details filled in underneath)

### Referee Checklist

For each employer/person you have listed as a referee, obtain the following current details:

- 1) Their name (correct spelling with details on how to address the person ie Dr Sam Robertson)
- 2) Their title (for example, Managing Director)
- 3) Their organization name (for example ABC Corporation – explain if it is different to the name of the organization you have worked for)
- 4) Their phone number (both office and cell/mobile if available – list Australian times that this person can be contacted and list the number the person must ring from Australia including the country code)
- 5) Their office address, email address and website if they have one

Family members are not suitable referees

### Testimonial format

The format for testimonials is flexible, but it should include contact information so that a prospective employer can contact the writer to verify the statements

### Department of Immigration and Border Protection

For information on working in Australia

<http://www.border.gov.au/Trav/Work>

For information you need to have for employers

<http://www.border.gov.au/Trav/Work/Empl>

You need to be well aware of the work you are allowed to complete and prepare this information for potential employers explaining the visa, the entitlement and how to verify it with the department so that the employer can do this independently. Have the relevant documentation available and accessible.

### **Network contacts**

Not only will putting your contacts on your own database make it easier to find their details, it will also be a lot easier to transport to your new location (rather than a pile of unsorted business cards!). You may like to create two databases.....one for your family and friends and one for your work and professional contacts. There are various 'Customer Relationship Management (CRM)' Software Programs or you can create your own database in something like Microsoft Access or via LinkedIn <https://www.linkedin.com>. This is better than a spreadsheet as it is easier to sort, find and create separate lists (Premium service of LinkedIn).

As a minimum, we would suggest that you include separate fields and insert whatever information you have – the basics include:

Title (Dr, Sir, Mr, Ms etc)

First Name

Last Name

Nickname

Other names (of partner, children, etc)

Job Title

Company/Organisation Name

Street Address

Suburb/City

Country

Zip/Postcode

Direct daytime telephone number (including country/area code)

Cell/Mobile number (including country/area code)

Switchboard or other number (including country/area code)

Home phone number (including country/area code)

Work email address

Personal email address

Chat/Instant Message program (ie Skype, WeChat, WhatsApp)

Chat/Instant Message Username

Website

Memo of general information

Details on how you first met

Date you first met (approximately)

How often you would like to keep in contact

What format I would like to keep in touch (quarterly enewsletter, weekly personal email, online conference at a set time, regular phone call, SMS, personal visit etc)

Other details (birthday, anniversary, important events etc)

We suggest that you keep this information in a separate location to your email program address book – because if your computer is stolen you will lose this information. Also print it before you leave (so you can ring people without turning on your computer), send a password protected copy of the file to a trusted friend and take an electronic copy with you. If it is not included in your address book, you also reduce the chance of virus programs being spread. If you would like a basic Microsoft Access Database sent to you with these fields so that you can enter information yourself, please email [info@newcomersnetwork.com](mailto:info@newcomersnetwork.com) with 'Contacts Blank Database Request' in the subject line.

### **Handy notebook**

We encourage you to keep a small notebook or electronic device (mobile or tablet) to record notes, details etc of information that you find in relation to your employment search so that you can refer back to this on arrival in your new location – with all of the work associated with a move, it is easy to forget information you have already collected.

Make notes in your diary or calendar to follow up any items that you need to do. List suggestions, whatever they may be as you receive them. In a new environment, it is easy to forget new concepts and information. You can also use it to record details of where and when you have applied for jobs, the type of jobs, the outcomes etc so that you can gather clues on the strategies that have led to the most interviews. Take it with you to interviews so that you can record extra information as you receive it (do this straight after the interview).

Question	Yes
<b>3. Networking readiness</b>	
<b>3.1 Contact requests</b> I have told my best networking contacts that I will be leaving and have asked them if they can refer me to anyone they know in the Asia Pacific region. I have started contacting these people to introduce myself and I have followed up immediately when they have responded (or diarized to follow up)	
<b>3.2 Email address</b> I have created a personal email address that I can use now and in the future (like johnpmason@gmail.com). I have given this information to everyone I know on my database so that they can keep in touch with me at anytime. I know how to set up my computer so that I can check this email address on a very regular basis	
<b>3.3 Keeping in touch</b> I have assessed how often I will keep in touch with all of my contacts and in what format (quarterly enewsletter, weekly personal email, SMS, social media, online conference at a set time etc) I have added this information to my database	
<b>3.4 Samples</b> I have collected examples of my achievements, academic transcripts, course certificates, work samples relevant to my role (for instance digital scanned copies of reports, photographs of created items, professional portfolios etc)	
<b>3.5 Memberships</b> I have informed the organisations that I currently have a membership with that I am moving and I have provided my new contact details and asked if they can recommend anyone I should contact on my arrival – or if they would like a ‘field report’ within six months of my arrival. I have also found out whether a reciprocal membership may be available in Australia	

### Contact requests

You can try cutting and pasting this information (with your details) into an email that you send to your relevant contacts (make sure you use a mail merge or Bcc for the email addresses – feel free to use your own words – this is just an example).

Dear John

As you may already know, I will be leaving Oslo in three months as I am moving to Adelaide, South Australia. I will be looking for a new role in the IT industry that makes use of my experience in security systems and general management. Outside of work, my passions are golf, tennis and spending time with my family.

In preparation for the move, I was wondering if you would be able to pass on my details to any contacts that you may have in the Asia Pacific region. I would like to find out if they have any suggestions regarding employment opportunities in the area or advice on the best things to see and do on arrival.

Of course there is no obligation....but if you can, please forward this email directly on to them or reply to this email and I will send you an email with my resume/curriculum vitae attached.

Either way John, I look forward to hearing from you before I go – and I sincerely hope that we can keep in touch after I arrive in Adelaide. I have really enjoyed sharing time with you at the Expat Association events over the last three years. I am excited to be going and really looking forward to new opportunities in the future.

Cheers for now

Sam Northlake  
(include current contact details here)

My new email address in Australia will be  
[samnorthlake@gmail.com](mailto:samnorthlake@gmail.com)



## **Email address**

For convenience, we recommend a Gmail email address because it is a free service that allows you to access your emails on an internet enabled mobile phone, tablet or computer.

Of course before you establish your new internet connection in your new location, you may need to check your account at an internet café or local library and this is also simple to do with a Gmail account. If you wish to check another email account, we regularly use <http://www.mail2web.com> - all you need is your email address and password. Please test this before you leave if you would like to use this option.

Also, before you leave your old location, make sure you let people know your new email address so that until you get a new phone number, address, mobile phone etc, people can still contact you.

If you use an email address with .co.uk in it, people may assume you are still in the UK which is not ideal. If you are using Gmail, you can technically be in any country.

## **Samples**

It may be difficult to carry examples of your previous achievements with you to an interview – but it may be possible to show pictures, a portfolio or an electronic presentation. If you need to take photos, organize copies of academic transcripts or collect relevant items, it is much easier to do this before you leave than make a request and ask for it to be posted to you. Now may be a good time to create your own website or put your profile online on a platform suitable for your industry (LinkedIn is good for most industries).

If you would like to obtain personal referrals from people, again, see if you can phone them or meet them before you leave (whenever asking for something, it is nice to use a personal direct approach rather than a generic email – but if this is all you have time for, it is better than nothing!).

If you have always meant to obtain a copy of a report you have written or backup copies of files from your computer, please do so before you leave. Make sure you also use this time collecting information to send special thank you notes to the people you have worked with or met in the last few years. They will appreciate the time you spend saying goodbye and no doubt will have some kind words to share and advice to give (which may or may not be helpful...just do what is right for you). Consider adding your files to the cloud just in case your hard drive is damaged in the move.

## **Memberships**

Some organisations offer special affiliate membership rates if you are no longer resident in the country of the organisation. This is a good way to keep in touch with what is happening in your old location (if you wish to do so) – just let them know your new contact details. Alternatively, you may be able to transfer your membership to another affiliate association in your new location – for instance the American Women's Auxiliary has groups all over the world. Either way, it is a good idea to let them know that you are moving and see if they have any suggestions for you. Also, if you offer a 'field report' within six months of arriving in your new location, there is every chance that they may be able to publish it in their regular correspondence and other members may find this interesting.

## **General information on networking**

It is important to remember that 'networking' styles differ depending on the country you go to, the industry you are in and the style of the event that you are attending. For instance, some networking events focus on social conversation, others on the trading of contact details. If you are conducting 'online' networking, other etiquette applies.

We recommend a conservative but proactive approach – not too pushy but still confident and polite. Treat all occasions as opportunities for networking and ask questions – most Australians like giving advice – but not necessarily receiving it!

## **Networking for a job**

First of all you need to start with your professional association. Some of these associations are more professional than others, but you still need to connect and attend events, become a member and help increase standards through your support. People connected with these groups are often well connected and can refer you on to someone else. It is not what you know or who you know, it is who refers you that is important.

When you attend events, make sure you have a business card (home-made via 100gsm paper and your own printer is fine) that has your name, email address and mobile/cell phone number. But more importantly, if you meet someone that you would like to contact later, see if they will give you their business card.

Do NOT sell yourself on your first meeting – treat it as a fact finding mission and follow up within 24 hours and see if you can organize a 20 minute coffee meeting (where you pay for the coffee). Build up a relationship (at least seven exchanges – phone calls, emails, meetings etc) BEFORE you ask them to provide you with a referral or ask them for a job.

Once your resume is the best it can be, contact everyone you know, anywhere in the world and let them know specifically the type of work you are looking for and ask if they can pass on your details to anyone they know. Ask them to invite those people to contact you direct if they have any contacts in similar roles or organizations anywhere in the world. I have often heard of people getting a job in Sydney through a contact in London! Follow up with these people around one week later and then again two weeks later (letting them know how you are going with the process).

Make sure you have your professional details listed on Linked In and other forums/websites for your industry. Consider some short term voluntary work in either your industry or in an organization that matches your work culture values. Be proactive and ask people for information and make new friends and connections wherever you can. Most people know at least 250 people so if you get to know three new people per week, you have access to 750 people and what they know!

Question	Yes
<b>4. Contingency plans</b>	
<b>4.1 Career planning</b> I have completed some self appraisal, reflection and review and understand what types of work I would enjoy and be good at (particularly important if you have been overworked in your previous roles)	
<b>4.2 Career change</b> I have assumed that an equivalent position, with a similar salary, level of responsibility, scope and challenge may not be immediately available or possible in Australia and that this may be my chance to explore an entirely new career – and I have considered some other options and found out more information	
<b>4.3 Interim career</b> I have worked out what other ‘temporary’ options may be available to me until I find the opportunity I am looking for. I know in my own mind what roles I could not accept and I have sufficient cash reserves to cover my living expenses for at least six months and up to two years	
<b>4.4 Internal strength</b> I know that it is easy to become anxious if my job applications are not successful, despite my best efforts. I know how to seek assistance so that I can remain motivated, confident and effective during the job search process	
<b>4.5 Going back</b> I have set a realistic time limit on achieving results based on my research with an adjustable component depending upon the situation when I arrive. I have also decided whether or not returning to my current location would be an option	

### Career planning

We cannot emphasise this category enough. You have seen various links for this topic in section one and there are many different tools available on websites to help you work out your career pathways based upon your natural preferences and personality. You may have also heard about the Myers Briggs Type Indicator (MBTI) , Emotional Intelligence, Enneagrams etc. It is best to seek a qualified person to help you make the most of these tools – as inexperienced use can be harmful and lead to misunderstandings and misinterpretation.

That said, I am sure you would like to know a little more....there are some free tests available at <http://similar minds.com> <http://www.humanmetrics.com> <http://www.typelogic.com> - consider doing more than one to make sure that your ‘type’ is consistent. This site <http://www.personalitypage.com> allows you to search by MBTI for suitable careers. (These websites are littered with advertisements – so be careful what you click on!)

Naturally we recommend that you seek professional advice.

An article on How to choose your next job or career with a mind map exercise is online at <https://www.linkedin.com/pulse/how-choose-your-next-job-career-sue-ellson>

Career planning is important for many reasons. It will help you work out why you have been in your previous roles and help you with effective strategies for the future. As you will be new to a location, you may find that many of your current thoughts and beliefs are challenged as you face a new culture and way of living, possibly without the usual social supports.

A good quality career consultant often has local knowledge that will help you determine whether or not the role or work that you are seeking is generally available in your new location. If you have been a foreign currency trader in New York, it is unlikely you will find a similar role in Australia. In this case, it may be time for you to consider an entirely new career, one that focuses on some of your other strengths, talents and abilities.

This change of direction may need additional support, time, training or expense. If you knew what your natural preferences were, you could narrow your search range. If you were not sure, trying several options before 'deciding' could waste a lot of time and effort.

### **Temporary options**

It is often said that it is easier to go from a job to a new job than from no job to a new job. This is true in most locations. So whilst your experience as a financial controller of a major manufacturing company is ignored and a book keeping role at a local service business is available, it is worth considering this as a stepping stone to the next role.

It may turn out that after six months in the role, you find out that one of the clients you service is after a Chief Financial Officer and because you have some Australian experience and the qualifications at a more senior level, you will be able to apply for the role (and it may not even be advertised because you were recommended for the role). However, if you did not have any Australian experience, you may not have been able to apply at all and if you weren't working there, you would never have known that the job was available as it would have been offered to people they knew before it was advertised.

Sometimes a drop in pay can have additional benefits. Being able to walk to work, enjoying a lower cost of living and even sharing income with a partner can mean that although your overall income has declined, you are both able to achieve a good quality of life. If a new role does not provide you with the intellectual stimulation you would like, perhaps you can study part time in another field that you have always wanted to explore.

### **Internal strength**

Even the most confident, capable, intelligent and well prepared individuals can find looking for work challenging. It is easy to feel that you are 'not good enough' and the reason you are not successful is because you are new in town, have an accent or are too well qualified etc.

We encourage you to mention that you are seeking the right move for your career – not just a job that will tide you over. Even if you accepted a book keeping job when you are a fully qualified accountant, you can say that it is helping you secure the local experience you need and that you are willing to be promoted within the organization.

As soon as an interviewer feels that you are 'desperate' for a job, they will be reluctant to consider you, regardless of the quality of your application. It is better for you to have several options currently in progress rather than only one – so do not wait until one application or interview is over before applying for the next role.

If all else fails, remember that if you are not successful for a particular role, another opportunity that may work out even better could be just around the corner – it is their loss if you are not working for them.

If the job hunting work becomes too challenging (it can take up a lot of energy and three hours of this sort of work can feel like eight hours of normal work), take a break. Look around and see what else in your life needs sorting out and spend the rest of your time tidying up your paperwork, computer files, garage, spare room, photos, unpacked boxes – any other jobs you have been putting off for too long.

Do not put yourself in front of the television or the computer – get out and about and do some exercise outdoors. Visit your doctor for a full medical, visit the dentist for a check up and sort out your finances, tax returns, wills and documents. Keep yourself fit and healthy, eat well and rest at normal times.

During this process, also consider taking a day off (not just on the weekend). Book a train ticket and go on your own to a country location at least two hours in the train from where you are living. Take a notebook and pen with you in case you come up with any ideas to write down – you can even pack your own lunch. Use this time to think

about your next job, enjoy the fresh air when you arrive and explore a new destination. You can do this in just one day – a mini holiday that is cheap and can keep you in a good mood through the difficult process of looking for a job.

Remember, it is the employer's loss if they do not hire you. You will not remain unemployed forever. Consider whether you want to aim for a career position or a 'job for now' that you will then review again in six months time (particularly if you are running short of cash).

### Going back

In some cases, no matter how hard you try, you may find that after 12 months, it is not worth pursuing a career in the new location (or in another location close by – many regional centres have lower unemployment rates than metropolitan areas). There is a period of time between six and twelve months that is very common for people to feel disheartened. Please remember that even if you do return to the previous location, it will not be 'the same' as when you left and that you may go through reverse culture shock.

There is no need to feel as if you have 'failed' if you do go back – sometimes people are better off staying in one location rather than living in a new location. We know of people who have moved back to an old suburb less than 10 kilometres away because they found it too far from their previous networks. Older people who move to the city to be closer to children and family often find that they miss their friends in the country and move back because the children and family do not have as much time as they expected to visit and keep in touch.

But just as you prepared for your move to a new location, you must prepare again if you want to go back. Include other family members in the decision making process and let them know your concerns. If you have a 'cut off point' from the beginning, this gives everyone a time limit within which to work. In Australia, in most locations, there are a range of support services that you can access free of charge...so if you are struggling, please contact Newcomers Network and we can make some suggestions. Sometimes just knowing that it is a common experience is enough to help you keep trying to find what you are looking for.

A point to remember: most people identify the time as when they found their first 'friend' as the time when they felt at 'home' in the new location....so make sure you plan your settlement and use our seven best settlement strategies when you arrive <http://newcomersnetwork.com/information/seven-best-settlement-strategies/>

Question	Yes
<b>5. Budgeted time, money and resources</b>	
<b>5.1 Professional development</b> I have budgeted for additional training or study for the roles I am seeking and memberships of relevant industry and professional associations. Possibly also professional career advice, resume preparation, local cultural training through recommended providers and purchase of relevant books	
<b>5.2 Settling costs</b> I have budgeted for accommodation, schooling, health insurance, motor vehicle, public transport, paper street maps (that will work without recharging) etc and additional 'emergency' costs or in the future, Citizenship costs	
<b>5.3 Meeting costs</b> I have budgeted for attending relevant industry events, networking events, meeting people for coffee, transport costs to get there, childcare fees whilst you attend interviews, clothing purchases etc	
<b>5.4 Contact costs</b> I have budgeted for new business cards, a mobile phone, resume and submission printing, office stationery, computer, printer, telephone calls etc	
<b>5.5 Time</b> I have time for preparing specific tailored applications, submissions, proposals as required, writing and responding to emails, following up phone calls, conducting further research, updating social media etc	

### Professional development

As stated above, there are many additional courses to attend, associations to join and experts that can provide advice. It is always a good idea to conduct initial research on your own – and seek information about a particular topic from at least three independent sources. This will help ensure that you receive unbiased advice.

General telephone discussions are usually free so you can make some enquiries and see who you feel comfortable with before you conduct more specific research.

If you do choose to pay for advice, please do some general background checks:

1. Visit their website and conduct an internet search on the name of the company or the individual to see what other connections they have, how long they have been in business, what other organisations they link to\*
2. Confirm that they are a member of a professional association or industry body or have gone through an accreditation process of some kind\*
3. See if you can speak to one of their previous clients, suppliers or colleagues and find out how they feel about the service they have received\*
4. Make sure that the price you have been quoted is similar to the price quoted by other people with similar qualifications, experience and service offerings
5. Find out if you can pay by instalment based on performance....perhaps an initial fee and then further payments on completion of various components – see if there are any guarantees on their service offering

\* items are also good checks to make on potential employers.....

You can find some books that we recommend you read on our website <http://newcomersnetwork.com/publications>

In particular, if you are moving to Australia for the first time, we would suggest that you purchase a copy of the book 'Understanding Australia: a guide for international students' by Sally White <https://www.amazon.com/Understanding-Australia-Guide-International-Students/dp/0521541999> (I realise this is an 'older' book now but it should be required reading for all new arrivals to Australia).

This is an excellent book that helps you understand the context of Australian culture. There is only one chapter that concentrates on student information, the rest is general knowledge for all newcomers. Combined with good strategies and quality information, we are confident that this book will help you make the most of your new life in your new location.

If you are already in Australia, please remember that each location is slightly different. We have often found that people moving from Sydney to Melbourne have a harder time settling in than people who have moved from the other side of the world – because their expectation is different. If you are an Australian returning from overseas, you may feel like an 'alien' in your home town – whilst so much can be the same, so much can change too – and most importantly, you have changed. There is a comprehensive article on our website on repatriation and returning home at <http://newcomersnetwork.com/australia/information/repatriation-and-returning-home/>

### **Settling costs**

New insurance policies, mobile phone plans, printing business cards and so on can quickly use up cash reserves. It is important to budget for these items and have cash accessible as there is often a delay in securing new credit cards. Australian Citizenship may be something you need to plan for after a few years.

### **Australian Citizenship**

<http://www.border.gov.au/Trav/Citi>

### **Settling time**

You may also be surprised at how much time it takes to unpack and sort your items, arrange new doctors, dentists, transfer health records, do general sight seeing, buy a car, secure a local driver's license, work out how to use public transport, set up your computer and internet connection and so on. Remember to allow time to recover from the travel to a new location and then start on your job search as soon as possible. You may be able to fit sight seeing in around job interviews.

### **Settle in Australia**

Includes downloadable 'Beginning a Life in Australia' kits in multiple languages  
<https://www.dss.gov.au/our-responsibilities/settlement-services/settle-in-australia>

Question	Yes
<b>6. Personal readiness</b>	
<b>6.1 Other people</b> The people accompanying me have planned and prepared for the move and if they are going to work (paid or voluntary), they have gone through this process too	
<b>6.2 Current commitments</b> I have finalized all of my previous financial commitments and secured reference letters for my credit rating, insurance claims record – anything that might need to be verified in Australia before assessment or approval	
<b>6.3 Jet lag</b> I am planning to allow time to recover from the travel to Australia but I will be ready to continue my job search within one week of arrival (and take short breaks between appointments).	
<b>6.4 Personal support</b> I have friends and family that I can share my thoughts and feelings with as I go through the job search process. I have also worked out how I will make new friends in Australia and/or reconnect with old friends	
<b>6.5 Other candidates</b> I understand that I will be competing with other candidates for positions and that in some cases, despite the depth of my experience, I will not be successful and this may or may not be related to the fact that I am an expatriate or a repatriate. It is better to seek targeted direct approaches where I am not competing with the general market	

### Other people

If the person you are moving with already has work and you need to find work, then it might be a good idea to show them this checklist. Then they may be able to help you plan and prepare for a new opportunity.

Completing all of the items on this checklist will take many hours. Perhaps there are ways that you can support one another and there may be opportunities within your partner’s organization to market your talents and abilities to people they know. If you are both looking for work, see if you can combine tasks and share the load. If you are on your own, don’t be too hard on yourself if you feel overwhelmed by this. Call on support if you need it.

Voluntary work can be an excellent ‘door opener’ for you. If you visit an organization with a volunteer hat on, you will often be asked ‘and what else do you do?’ This will be your cue to offer further information and ask them if they know anyone looking for someone with your experience.

We do not recommend that you volunteer to work for a ‘for profit’ organization on a trial basis free of charge. We do encourage you to consider offering your services at a reduced ‘short term rate’ so that they can see what you can offer without committing to an ongoing role, but offering your services free of charge for more than 20 hours can lead to exploitation.

### Current commitments

I am sure that you have been annoyed in the past when someone has moved and not provided you with their new contact details. Make sure that you let the important people in your life know your new contact details and finalize all of your current financial affairs, accounts, policies etc before you leave. If possible, obtain records of your previous accommodation arrangements (copies of mortgage documents, rental agreements, no claim bonuses on insurance policies) as these records can help you secure new accommodation and cheaper insurance premiums. Obtaining this information after you have left can be time consuming (particularly if it is in another language!).

### Support of friends

When you tell friends and family that you are planning to move, some will wish you well, others will think you are crazy! Other people may treat it like you are ‘going on holiday.’ Remember that their support or lack thereof is based on their own values and beliefs – and not always on what you do or say. Despite their best intentions, they will not necessarily know the best ways to support you in the new location either and you may find that you lose some of your friends.

Our experience has shown that it is important to maintain contact with people from your old location, but also to make an effort as soon as you arrive to meet new people and introduce yourself to neighbours and other people in your local community and work role. Allow time for new relationships to develop – do not be in a rush to discuss

deep and meaningful issues when you first meet. If you are re-connecting with people, remember that you are all at different life stages and that what you once had in common may no longer be there.

As mentioned previously, it is a good idea to review our seven best settlement strategies <http://newcomersnetwork.com/information/seven-best-settlement-strategies/> as these are excellent techniques for finding friends and connecting with people. We believe that newcomer and expatriate groups are a good 'first point of call' but that the best way to connect is through your passions in life.

Many people find that work and children provide them with good opportunities to meet people. If you connect with other expatriates, you will have the newcomer experience in common, but you may not have anything else in common and we have found that this approach is not sustainable in the long run, especially in the Australian culture which is very egalitarian.

### Other candidates

We have mentioned this previously, but ensuring that you apply for jobs with less candidates in the 'running' is a much better way than competing with many other applicants. Newcomers often have the extra drive, determination and willpower to be proactive in their job search, careers and life and you can rely on this skill to source great new opportunities.

Some employers will be far more 'international experience' or 'newcomer friendly' than others. Like any country, some employers will be more flexible than others. Try and find employers who will value your experience and networks from another location (again, your research will help here).

If you know that a company in your current location has an office in your new location, contact them and see if you can obtain a referral. Large organisations often have enough people applying directly that they never advertise positions - they rely solely on referrals from existing staff and their families and unsolicited applications.

The three best ways for newcomers to find work are through networking, referrals or voluntary work.

Question	Yes
<b>7. Cultural readiness</b>	
<b>7.1 Current affairs</b> I have researched local media – online and offline newspapers, radio, television to find out what the most popular topics of discussion are in 'everyday life' and found out the names of the current government leaders, most popular sports teams, general 'common knowledge' and etiquette	
<b>7.2 Australian lifestyle</b> I am prepared for the subtle differences in culture from other English speaking Western countries and if arriving from a non-Western country, I am prepared for the different lifestyle focus I will find in Australia	
<b>7.3 Hobbies, interests and sport</b> I have sought information on my own personal hobbies, interests and sport so that I can re-commence these on my arrival and connect with other people who share my passions in life	
<b>7.4 Visiting friends and relatives</b> I have made plans for entertaining visiting friends and relatives in the first 12 months, but I have also allocated time to make sure I make new friends and start being an active member of my new local community as soon as I arrive	
<b>7.5 Culture shock</b> I understand that despite all of the planning and preparation, I may find it difficult to settle (as many others have before me) and that there are a variety of services I can access to help me overcome culture shock	

### Australian Stories

Over 200 articles about Australian history and culture are organised by themes such as Australian identity, history, Indigenous culture, music and performance, natural environment, and the visual arts and crafts <http://www.australia.gov.au/about-australia/australian-stories>

### Indigenous Arts Culture and Heritage

To learn more about our first citizens <http://www.australia.gov.au/about-australia/australian-stories/indigenous-arts-culture-and-heritage>



## **Australian Sports Commission**

Administers and funds sport in Australia on behalf of the federal government developing elite sporting excellence and increasing community participation – it links to many national associations that can give you direct links to the sport you are interested in  
<http://www.ausport.gov.au>

## **About Australia**

This is a specific page of the Department of Foreign Affairs and Trade site and it links to many informative articles about Australia  
<http://dfat.gov.au/about-australia/Pages/about-australia.aspx>

## **Media**

As there is no comprehensive free list of all media providers in Australia online, we would encourage you to search the website <http://www.yellowpages.com.au> for your new location and look in the categories of:

- television stations
- newspapers
- radio stations
- magazines and periodicals

and then complete internet searches for the media outlets you are interested in. This will not be entirely comprehensive as some publications will choose to be listed in other categories of the Yellow Pages.

## **Australian Broadcasting Commission (ABC)**

Australia's publicly owned broadcaster – extremely comprehensive website with many city and regional resources  
<http://www.abc.net.au>

## **Community organisations**

Many community groups, non profit and non government organisations are linked on government websites, portals, directories and industry websites. In Australia they can be excellent sources of information and assistance.

## **Our Community**

A list of many thousands of community organisations around Australia  
<https://www.ourcommunity.com.au>

## **Australian Government (also called Federal Government)**

Look at the site map for the links to various portals of interest  
<http://www.australia.gov.au>

## **State/Territory Government**

Make sure you also visit your State/Territory Government site  
Australian Capital Territory  
<http://www.act.gov.au>  
<http://www.canberrayourfuture.com.au>

New South Wales

<https://www.nsw.gov.au>  
<http://www.industry.nsw.gov.au/live-and-work-in-nsw>

Queensland

<https://www.qld.gov.au>  
<https://www.qld.gov.au/about/moving-to-queensland/>

South Australia

<http://www.sa.gov.au>  
<http://www.migration.sa.gov.au>

Tasmania

<http://www.tas.gov.au>  
<http://stategrowth.tas.gov.au>

Victoria

<http://www.vic.gov.au>

<http://www.liveinvictoria.vic.gov.au>

Western Australia

<https://www.wa.gov.au>

<http://www.migration.wa.gov.au>

Northern Territory

<https://nt.gov.au>

<http://www.australiasnorthernterritory.com.au>

### **Local Government**

Although you may not know which new council your new home/workplace will be located in, it is essential that you visit their site/s when you arrive and order a 'New Resident's Kit' and/or visit their website. Whether you live or work in the area, you are entitled to access their services – and you do not need to own property, you can be renting. Connecting with new people in your local community is an essential strategy when you move.

<http://alga.asn.au>

### **Australian Slang**

General introduction

<http://www.australia.gov.au/about-australia/australian-story/austn-slang>

As mentioned previously, please consider purchasing and reading a copy of the book 'Understanding Australia: a guide for international students.'

In the first 12 months, you may find that your friends and family will come and visit. However, it is important to make sure that you still have time to make new friends and that whilst the visitors are 'staying' you continue on with some of your usual activities. You may like to suggest that the visitors consider spending some of their time close to local tourist destinations so that they can enjoy these adventures on their own if you are going to be busy.

You will find many resources on the internet regarding culture shock. As a general rule, if you expect it to be challenging you will be far better prepared than if you expect it to be easy because you have prepared. You may like to read the article on 'Adapting to a new culture' <http://newcomersnetwork.com/blog/tips-for-adapting-to-a-new-culture/>

### **Don't panic**

It can be so easy to lose heart when looking for work. It doesn't matter if you already have a job or have been looking for six months. When people do not respond to your applications or you always come second, the feeling is the same, one of rejection.

It can be very easy to think that the reason you missed out was because you were too old, too young, too experienced, not enough experience, over qualified, under qualified, too short, too tall, your English skills were not good enough (rarely the case), etc.

Some Australians can feel threatened by international experience. Make every effort to get some local experience and talk about 'in the past' rather than 'in London' when you get to the interview stage.

Remember that it is not a personal criticism if you have missed out on a job. Do not spend hours wondering why you didn't get the job, just keep moving on and completing your various strategies and it will happen. Do not put up invisible barriers (quite often it is the job candidate not the employer who jeopardizes their chances).

This is less likely to happen if you are feeling confident that your purpose is to find the right job for now. In six months time, you could be seeking something entirely different. But with a clear focus, multiple concurrent strategies and a professional approach, I can assure you that you WILL find work. Have faith and courage – if you have read this ebook and can take responsibility to do it yourself (with help as required), I am certain that you will find work in Australia.

## Other links include

### **Smartraveller**

Resources if you are travelling – lots of practical tips

<http://smartraveller.gov.au>

### **Convict Creations – Australian Culture**

<http://www.convictcreations.com/culture/index.htm>

## What do I do now?

We would suggest that you:

1. Complete the essential items first
2. Add relevant items to your diary or calendar – complete by due dates
3. Expect it to be challenging to find work (so you are better prepared)
4. Ask for further professional help from us

## What are the priority issues?

1. To have all of your documents, contacts and information collected and ready for use in your new location.
2. To have an understanding of the new culture and environment you will be moving to and how you will be able to make new friends and connections. Before you leave your current location, start contacting people and establishing relationships and requesting information and referrals.
3. To understand what type of work and career you want, are qualified to do and have a reasonable chance of securing (incorporating availability, salary range, experience, development etc).
4. To research the types of jobs and companies that would be most suited to your interests and abilities and to have a good knowledge of the leading organisations, experts and regulations that apply to the industry.
5. To find the best techniques for connecting with decision makers so that you can secure a role that will keep your career moving forward within the best time frame. Until you have secured a position, keep a range of options working for you and if you need assistance, find out what help is available.

## What else do I need to learn?

**Interview skills.** You will automatically learn more every time you go for an interview. Wear good quality modest business clothing to most interviews and arrive at the street address well in advance to make sure you arrive at the interview location on time (there may be sign in procedures). In Australia, you will often be asked 'behavioural' questions where 'past behaviour is used to predict future behaviour.' Take a few moments to think of a relevant example to the interviewer's question and then share your story. Most Australians like you to shake hands on meeting one another and generally use first names (although you can ask if they would prefer first names or surnames).

You are usually invited to ask a question (so have one or two ready) and you can look directly at the interviewer/s during the interview (if you don't, they may think you are hiding something). Follow up after an interview with a thank you card sent in the post or an email thanking them for their time. If asked, provide any further information as soon as possible. If successful, start preparing yourself for work!

## Final words

The ultimate responsibility for finding your next job or career move is YOU. This kit has given you some advice, checklists, links and details that you can use to find the information you are seeking.

You will need to dedicate yourself to the task and if you can source good quality professional assistance, you may secure direct contact with decision makers much more quickly.

Even with the best advice, support and planning, you will still have challenges, make mistakes and be frustrated if you do not secure the job you are seeking quickly. So long as you keep taking proactive steps and look after your own wellbeing, you will not be unemployed forever.

The most successful job seekers maintain a positive outlook and look forward to the right opportunity becoming available.

I sincerely hope that you have gained several ideas and strategies from this publication and have allayed any fears you may have about whether or not your experiences so far are 'normal.' It can be very easy to use one example, anecdote or comment to become disillusioned – so avoid responding to these isolated incidents. Persistence does have benefits.

Feedback, suggestions, opinions and questions are always welcomed...I look forward to hearing from you!

### **Index List of websites listed in the Newcomers Network Pre Departure Jobs Kit**

120 Ways To Achieve Your Purpose With LinkedIn	<a href="https://120ways.com/books/120-ways-to-achieve-your-purpose-with-linkedin-sue-ellson/">https://120ways.com/books/120-ways-to-achieve-your-purpose-with-linkedin-sue-ellson/</a>
120 Ways To Attract The Right Career Or Business	<a href="https://120ways.com/books/120-ways-to-market-your-business-hyper-locally-sue-ellson/">https://120ways.com/books/120-ways-to-market-your-business-hyper-locally-sue-ellson/</a>
120 Ways To Market Your Business Hyper Locally	<a href="https://120ways.com/books/120-ways-to-market-your-business-hyper-locally-sue-ellson/">https://120ways.com/books/120-ways-to-market-your-business-hyper-locally-sue-ellson/</a>
About Australia	<a href="http://dfat.gov.au/about-australia/Pages/about-australia.aspx">http://dfat.gov.au/about-australia/Pages/about-australia.aspx</a>
ACEN Australian Collaborative Education Network	<a href="http://acen.edu.au">http://acen.edu.au</a> <a href="http://newcomersnetwork.com/blog/tips-for-adapting-to-a-new-culture/">http://newcomersnetwork.com/blog/tips-for-adapting-to-a-new-culture/</a>
Adapting to a new culture	
Adzuna	<a href="https://www.adzuna.com.au">https://www.adzuna.com.au</a>
Australia's Careers Online	<a href="http://www.careersonline.com.au">http://www.careersonline.com.au</a>
Australian and New Zealand Standard Classification of Occupations (ANZSCO)	<a href="http://www.abs.gov.au/ANZSCO">http://www.abs.gov.au/ANZSCO</a>
Australian Apprenticeships	<a href="https://www.australianapprenticeships.gov.au">https://www.australianapprenticeships.gov.au</a>
Australian Broadcasting Commission (ABC)	<a href="http://www.abc.net.au">http://www.abc.net.au</a>
Australian Bureau of Statistics	<a href="http://www.abs.gov.au">http://www.abs.gov.au</a>
Australian Capital Territory	<a href="http://www.act.gov.au">http://www.act.gov.au</a>
Australian Chamber of Commerce and Industry	<a href="https://www.acci.asn.au">https://www.acci.asn.au</a>
Australian Citizenship	<a href="http://www.border.gov.au/Trav/Citi">http://www.border.gov.au/Trav/Citi</a>
Australian Computer Society (ACS)	<a href="https://www.acs.org.au">https://www.acs.org.au</a>
Australian Counselling Association Find a Counsellor	<a href="http://www.theaca.net.au/find-registered-counsellor.php">http://www.theaca.net.au/find-registered-counsellor.php</a>
Australian Education Portal	<a href="https://www.education.gov.au">https://www.education.gov.au</a>
Australian Government (also called Federal Government)	<a href="http://www.australia.gov.au">http://www.australia.gov.au</a>
Australian Information Industry Association (AIIA)	<a href="https://www.aiia.com.au">https://www.aiia.com.au</a>
Australian Psychological Society Find a Practitioner	<a href="http://www.psychology.org.au/FindaPsychologist/">http://www.psychology.org.au/FindaPsychologist/</a>
Australian Securities and Investments Commission	<a href="http://www.asic.gov.au">http://www.asic.gov.au</a> <a href="http://www.australia.gov.au/about-australia/australian-story/austn-slang">http://www.australia.gov.au/about-australia/australian-story/austn-slang</a>
Australian Slang	
Australian Sports Commission	<a href="http://www.ausport.gov.au">http://www.ausport.gov.au</a>
Australian Stories	<a href="http://www.australia.gov.au/about-australia/australian-stories">http://www.australia.gov.au/about-australia/australian-stories</a>
Australian Suppliers Database	<a href="https://www.austrade.gov.au/asd">https://www.austrade.gov.au/asd</a>

Australia's Northern Territory	<a href="http://www.australiasnorthernterritory.com.au">http://www.australiasnorthernterritory.com.au</a>
Blue Collar Jobs	<a href="http://www.bluecollar.com.au">http://www.bluecollar.com.au</a>
Byron Employment Australia	<a href="http://employment.byron.com.au">http://employment.byron.com.au</a>
Canberra Your Future	<a href="http://www.canberrayourfuture.com.au">http://www.canberrayourfuture.com.au</a>
Career Development Association of Australia	<a href="https://www.cdaa.org.au/find-a-practitioner">https://www.cdaa.org.au/find-a-practitioner</a>
Career Industry Council of Australia	<a href="https://cica.org.au">https://cica.org.au</a>
Career Information	<a href="http://www.australia.gov.au/information-and-services/jobs-and-workplace/career-information">http://www.australia.gov.au/information-and-services/jobs-and-workplace/career-information</a>
CareerOne	<a href="https://www.careerone.com.au">https://www.careerone.com.au</a>
Centrelink Job Seekers Information	<a href="https://www.humanservices.gov.au/customer/themes/job-seekers">https://www.humanservices.gov.au/customer/themes/job-seekers</a>
Convict Creations – Australian Culture	<a href="http://www.convictcreations.com/culture/index.htm">http://www.convictcreations.com/culture/index.htm</a>
Department of Education and Training	<a href="http://training.gov.au">http://training.gov.au</a>
Department of Immigration and Border Protection - Employment	<a href="http://www.border.gov.au/Trav/Work/Empl">http://www.border.gov.au/Trav/Work/Empl</a>
Department of Immigration and Border Protection - Working	<a href="http://www.border.gov.au/Trav/Work">http://www.border.gov.au/Trav/Work</a>
Department of State Growth Tasmania	<a href="http://stategrowth.tas.gov.au">http://stategrowth.tas.gov.au</a>
Education Services Australia	<a href="http://www.esa.edu.au">http://www.esa.edu.au</a>
English Australia	<a href="http://www.englishaustralia.com.au">http://www.englishaustralia.com.au</a>
Fair Work Ombudsman	<a href="https://www.fairwork.gov.au">https://www.fairwork.gov.au</a>
FairWork Ombudsman	<a href="https://www.fairwork.gov.au">https://www.fairwork.gov.au</a>
Finding a new job in Australia	<a href="http://newcomersnetwork.com/australia/information/finding-a-new-job-in-australia/">http://newcomersnetwork.com/australia/information/finding-a-new-job-in-australia/</a>
Go Volunteer	<a href="https://govolunteer.com.au">https://govolunteer.com.au</a>
Good Company	<a href="https://www.goodcompany.com.au">https://www.goodcompany.com.au</a>
Gumtree Jobs	<a href="https://www.gumtree.com.au/jobs">https://www.gumtree.com.au/jobs</a>
How to choose your next job or career	<a href="https://www.linkedin.com/pulse/how-choose-your-next-job-career-sue-ellson">https://www.linkedin.com/pulse/how-choose-your-next-job-career-sue-ellson</a>
Human Metrics	<a href="http://www.humanmetrics.com">http://www.humanmetrics.com</a>
IBISWorld	<a href="https://www.ibisworld.com.au">https://www.ibisworld.com.au</a>
Immigration South Australia	<a href="http://www.migration.sa.gov.au">http://www.migration.sa.gov.au</a>
Indeed	<a href="https://au.indeed.com">https://au.indeed.com</a>
Indigenous Arts Culture and Heritage	<a href="http://www.australia.gov.au/about-australia/australian-stories/indigenous-arts-culture-and-heritage">http://www.australia.gov.au/about-australia/australian-stories/indigenous-arts-culture-and-heritage</a>
International Coach Federation Australasia	<a href="https://www.coachfederation.org/australasia">https://www.coachfederation.org/australasia</a>
Job Hunters Bible	<a href="http://www.jobhuntersbible.com">http://www.jobhuntersbible.com</a>
Job Outlook	<a href="http://www.joboutlook.gov.au">http://www.joboutlook.gov.au</a>
Job Seeker for Not for Profit Jobs	<a href="https://www.jobseeker.org.au">https://www.jobseeker.org.au</a>
Job Seeker Information	<a href="https://jobsearch.gov.au/jobseekerinfo/">https://jobsearch.gov.au/jobseekerinfo/</a>
Jobactive	<a href="https://jobsearch.gov.au">https://jobsearch.gov.au</a>
jobactive powered by Job Search	<a href="https://jobsearch.gov.au/job">https://jobsearch.gov.au/job</a>
Jobbydoo	<a href="https://www.jobbydoo-au.com">https://www.jobbydoo-au.com</a>
Lifeline	<a href="https://www.lifeline.org.au">https://www.lifeline.org.au</a>
LinkedIn	<a href="https://www.linkedin.com">https://www.linkedin.com</a>
LinkedIn Job	<a href="https://www.linkedin.com/jobs">https://www.linkedin.com/jobs</a>
Live and Work in New South Wales	<a href="http://www.industry.nsw.gov.au/live-and-work-in-nsw">http://www.industry.nsw.gov.au/live-and-work-in-nsw</a>
Live in Victoria	<a href="http://www.liveinvictoria.vic.gov.au">http://www.liveinvictoria.vic.gov.au</a>
Living in Western Australia	<a href="http://www.migration.wa.gov.au">http://www.migration.wa.gov.au</a>
Local Government	<a href="http://alga.asn.au">http://alga.asn.au</a>

Mail2web	<a href="http://www.mail2web.com">http://www.mail2web.com</a>
Mens Line	<a href="https://www.mensline.org.au">https://www.mensline.org.au</a>
Mentoring Services for Business	<a href="https://www.business.gov.au/info/plan-and-start/start-your-business/mentoring-for-business">https://www.business.gov.au/info/plan-and-start/start-your-business/mentoring-for-business</a>
Moving to Queensland	<a href="https://www.qld.gov.au/about/moving-to-queensland">https://www.qld.gov.au/about/moving-to-queensland</a>
My Future	<a href="https://myfuture.edu.au">https://myfuture.edu.au</a>
My Skills	<a href="http://www.myskills.gov.au">http://www.myskills.gov.au</a>
National Apprentice Employment Network	<a href="http://www.grouptraining.com.au">http://www.grouptraining.com.au</a>
Neuvoo	<a href="http://au.neuvoo.com">http://au.neuvoo.com</a>
New South Wales	<a href="https://www.nsw.gov.au">https://www.nsw.gov.au</a>
Newcomers Network	<a href="http://newcomersnetwork.com">http://newcomersnetwork.com</a>
Northern Territory Government	<a href="https://nt.gov.au">https://nt.gov.au</a>
Our Community	<a href="https://www.ourcommunity.com.au">https://www.ourcommunity.com.au</a>
Our Community	<a href="https://www.ourcommunity.com.au">https://www.ourcommunity.com.au</a>
Personality Page	<a href="http://www.personalitypage.com">http://www.personalitypage.com</a>
Philanthropy Australia	<a href="http://www.philanthropy.org.au">http://www.philanthropy.org.au</a>
Pro Bono Australia	<a href="https://probonoaustralia.com.au">https://probonoaustralia.com.au</a>
Psychotherapy and Counselling Federation of Australia Inc Find a Therapist	<a href="http://www.pacfa.org.au/find-a-therapist">http://www.pacfa.org.au/find-a-therapist</a>
Qualifications Recognition	<a href="https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx">https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx</a>
Queensland	<a href="https://www.qld.gov.au">https://www.qld.gov.au</a>
Recruit.net	<a href="http://australia.recruit.net">http://australia.recruit.net</a>
Repatriation and returning home	<a href="http://newcomersnetwork.com/australia/information/repatriation-and-returning-home/">http://newcomersnetwork.com/australia/information/repatriation-and-returning-home/</a>
Seek	<a href="https://www.seek.com.au">https://www.seek.com.au</a>
Seek Volunteer	<a href="https://www.volunteer.com.au">https://www.volunteer.com.au</a>
Settle in Australia	<a href="https://www.dss.gov.au/our-responsibilities/settlement-services/settle-in-australia">https://www.dss.gov.au/our-responsibilities/settlement-services/settle-in-australia</a>
Seven best settlement strategies	<a href="http://newcomersnetwork.com/information/seven-best-settlement-strategies/">http://newcomersnetwork.com/information/seven-best-settlement-strategies/</a>
Similar Minds	<a href="http://similarminds.com">http://similarminds.com</a>
Smartraveller	<a href="http://smartraveller.gov.au">http://smartraveller.gov.au</a>
South Australia	<a href="http://www.sa.gov.au">http://www.sa.gov.au</a>
Study in Australia	<a href="https://www.studyinaustralia.gov.au">https://www.studyinaustralia.gov.au</a>
Support for Young People into Work	<a href="https://www.employment.gov.au/youth">https://www.employment.gov.au/youth</a>
Tasmania	<a href="http://www.tas.gov.au">http://www.tas.gov.au</a>
The Business of English Video Series	<a href="http://www.australiaplus.com/international/learn-english/the-business-of-english-series/7388288">http://www.australiaplus.com/international/learn-english/the-business-of-english-series/7388288</a>
The Department of Communications and the Arts	<a href="https://www.communications.gov.au">https://www.communications.gov.au</a>
The Good Careers Guide	<a href="https://www.gooduniversitiesguide.com.au/careers-guide">https://www.gooduniversitiesguide.com.au/careers-guide</a>
The Good Universities Guide	<a href="https://www.gooduniversitiesguide.com.au">https://www.gooduniversitiesguide.com.au</a>
Trade Recognition Australia (TRA)	<a href="http://www.tradesrecognitionaustralia.gov.au">http://www.tradesrecognitionaustralia.gov.au</a>
Translating and Interpreting Service (TIS)	<a href="https://www.tisnational.gov.au">https://www.tisnational.gov.au</a>
Type Logic	<a href="http://www.typelogic.com">http://www.typelogic.com</a>
Understanding Australia: a guide for international students' by Sally White	<a href="https://www.amazon.com/Understanding-Australia-Guide-International-Students/dp/0521541999">https://www.amazon.com/Understanding-Australia-Guide-International-Students/dp/0521541999</a>
Victoria	<a href="http://www.vic.gov.au">http://www.vic.gov.au</a>
Volunteering	<a href="https://www.dss.gov.au/our-responsibilities/settlement-and-multicultural-affairs/programs-policy/settlement-">https://www.dss.gov.au/our-responsibilities/settlement-and-multicultural-affairs/programs-policy/settlement-</a>

Volunteering Australia  
Western Australia  
Yellow Pages

[services/government-programs/volunteers/why-volunteer/how-to-get-started](https://www.volunteeringaustralia.org/services/government-programs/volunteers/why-volunteer/how-to-get-started)

<https://www.volunteeringaustralia.org>

<https://www.wa.gov.au>

<https://www.yellowpages.com.au>

Written by Sue Ellson, Founder and Director, Newcomers Network



[info@newcomersnetwork.com](mailto:info@newcomersnetwork.com)  
<http://newcomersnetwork.com>

Lots more advice in the following books



First Edition 20 April 2004

Second Edition 3 July 2009

Third Edition 7 July 2017

© Sue Ellson, Newcomers Network