



**Prepare to find work
in Australia as an
international student**

Outshine
the competition



Today's session

- **Being ready for work. What does it mean?**
- **Current Australian labour market & what does it mean for you?**
- **Key aspects of Australian workplace culture**
- **What do Australian employers look for?**
- **Your rights and responsibilities**



Being ready for work – what does it mean?

- **Knowing about the local market:**
 - > understanding the local culture
 - > understanding workplace behaviours
 - > knowing what employers are looking for
- **Knowing about yourself:**
 - > identifying what your skills, abilities, strengths, weaknesses and goals are
 - > knowing what you can offer potential employers



Current Australian labour market

- Better educated candidates
- More professional and technical jobs
- Globalisation
- GFC! Downsizing/restructuring
- Greater focus on technology
- Focus on lifetime learning and self-management
- Increase in casual/contract/part-time jobs
- Greater mobility of workers across employers/industries
- Multiple careers across a lifetime



What does this mean to you?

- **Career pathways are not always clear**
- **It is more a matter of seizing potential opportunities**
- **Being able to see the larger picture and where your skills can fit in**
- **Being willing to change**
- **Ability to control and navigate own way through a career**



What is culture?

- **“The way we do things around here”**
 - > What is considered ‘normal’ for a group
 - > Learned behaviours
 - > Common values and beliefs
 - > Dynamic and changing
- ***What are some of the cultural differences you can identify between Australia and your country?***





Key aspects of Australian workplace culture

Increasingly diverse

- **more than 40% of Australians were born overseas or have a parent who was born overseas**
- **single & married, women & men, various sexual preferences, people with disabilities, sole parents, various age groups, etc.**

Generally flat hierarchical structures

- **however you will need to know your immediate superior and their expectations of you**

Egalitarian

- **E.g. Promotions are made in the basis of merit and sometimes seniority**

Generally not overly formal

- **however you should always display a professional/business conduct**



Australian workplace communication style

- **Informal**
 - > Eg. Use of humour, “Aussie” expressions, discussion of non-work related matters
- **Managers & supervisors use collaborative rather than directive communication with employees**
- **Body language**
 - > Eye contact
 - > Greeting by shaking hands
 - > Exchange of business cards (professional jobs)



Daily office protocols

- **not uncommon to socialize in the local bar after the workday with one's office colleagues for an hour or so, but travel time between home and work is a real consideration and people often head home, to the gym, or to the beach after work;**
- **however, it is common on a Friday night to have an end-of-week drink with colleagues.**



Conducting a meeting or giving a presentation

- **Facts, details, clear benefits and challenges should all be presented.**
- **Anything that has even a slight whiff of selling, trying to impress, assuming acceptance based on reputation or name, etc., will be challenged.**



Employability skills – what do Australian employers look for?

- **Initiative and enterprise**
- **Communication**
- **Teamwork**
- **Technology**
- **Problem solving**
- **Self-management**
- **Planning and organising**
- **Learning**



Identifying my skills

- **Break your life into different segments:**
 - secondary school & university life
 - Work life
 - Personal life (extra-curricular activities, travel, volunteering, etc)
- **Look at what you have learned from each experience:**
 - Eg: University life: team work, dedication, analytical ability, etc
 - Eg: Travelling: flexibility, cross-cultural skills, maturity, etc
- **Think about how the skills you learned could be applied in the industry and position you are interested in**
- **Write down examples of how you have learned or applied these skills in your life – useful for resume, cover letters, interviews**



Your rights and responsibilities

Rights:

- To work in a safe environment
- Not be discriminated, bullied or harassed
- Paid fairly
- Receive leave entitlements (annual leave, sick leave etc)
- To be made aware if you are working under an award/agreement
- To know if there is a probation period (generally 3 months)
- Be treated fairly



Your rights and responsibilities

Responsibilities:

- Do the job to the best of your ability
- Be conscious of OH&S
- Carry out obligations in your award/agreement
- Notify your employer if you are running late or are sick
- Respect confidentiality
- Respect the rights of others



Four crucial requirements to keep your job

- **Reliability**
- **Punctuality**
- **Quality of work**
- **Quantity of work**

Only 15% of sackings are because the worker couldn't do their job



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