

# How to help your child find a job



## Your help is important

- Be supportive, positive and confident of eventual success.
- Help your child to write applications and résumés. If this is difficult for you, get professional help, use internet tools or ask friends with a flair for these things. A number of internet sites that help with the preparation of résumés, letters and interview techniques are listed over page.
- Help your child identify places they would like to work at and prepare them to approach the business owner or manager directly.
- Help your child to prepare a list of their achievements. This might be a Futures Folio or a Personal Portfolio or a record of achievement. This will show a prospective employer the range of skills, interests and qualities your child has. Further information about these types of documents can be found in Pathway Planning resources or you can ask the Pathway Planning Officer.
- Explore why they have chosen to pursue employment as an option. Help them to form a realistic understanding of the demands of working – such as commitment, pay and holiday time.
- Get help from professional career counsellors, careers information centres or talk with careers people within the school – a teacher or Pathway Planning Officer may help to identify possible options or provide help with the practical tools like resumes, portfolios or letters of application.
- Centrelink has information on payments, agencies offering support and career counselling – visit your local Centrelink office or inquire by telephone on the services that may be available to your child.
- Show them where to find job advertisements from the newspaper, internet and other sources (eg shop windows). This could help them interpret the meaning of some of the common jargon in job ads. Resources listed over page might help you to do this.
- 'Spread the word' by talking with friends, relatives and colleagues about your child's efforts to find work and their interest areas.
- Preparing for interviews can be difficult and you can help by:
  - assisting your child to understand the selection criteria of the position they are being interviewed for;
  - asking your child questions that employers may ask, like why they may want the job;
  - developing an understanding with your child of how they can positively answer all questions, even the tricky ones like naming weaknesses;
  - thinking of questions with your child that they might ask the interviewer, such as when would the successful applicant start in the job; and
  - assisting your child to dress appropriately to create a good impression. Maybe check out the workplace first and dress in the same fashion as others in the workplace.
- Show interest in their efforts and be available to help with planning and decision making.



### Information for parents and carers of young people looking for work

<http://www.myfuture.edu.au>

Go to: Assist Others > Parent & Community Information > Parents and Caregivers  
> Help them develop jobsearch tools and techniques

### Templates for developing résumés/CVs or letters of application

<http://office.microsoft.com/en-us/templates/default.aspx>

### Job finding tips for young people and résumé builder

<http://www.jobjuice.gov.au/get-that-job>

### Resources to find jobs and apply

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

Search for 'getting a job'

### Understanding job advertisements

<http://www.careersonline.com.au/easyway/find.html>

### Employment services for young people

<https://jobsearch.gov.au/Jobseeker/Youth.aspx?WHCode=0>

### Futures Folio

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

Search for 'Pathway Planning and Transition Support'; 'Year 10 My Plan for My Future'; 'Section 4'

### The terms we use:

**Application** – a request for employment which may be through a written letter or completing a set form.

**Selection Criteria** – describe the qualifications, knowledge, skills, abilities and experience a person requires in order to do a job effectively.

**Interview** – a formal meeting where a person is questioned, consulted, or evaluated for the purposes employment.

**Pathway Planning Officer (PPO)** – works in government schools, alongside teaching staff, to directly support students in the development of learning pathway plans.

**Personal Portfolio** – a collection of information, documents and photographs which show some of the things that a young person has done and achieved.

**Résumé or curriculum vitae (CV)** – a detailed written summary of personal details, skills, employment history and educational experiences.



### For more information

Talk to your child's Pathway Planning Officer

Phone 03 6233 7091

Visit [www.education.tas.gov.au](http://www.education.tas.gov.au) and search for Pathway Planning and Transition Support

Youth Transitions  
Department of Education  
Tasmania  
Phone 03 6233 7091



Pathway Planning is an initiative of *Guaranteeing Futures*, a key element of *Tasmania: A State of Learning*, the Tasmanian Government strategy for post-Year 10 education and training. *Guaranteeing Futures* aims to address and meet the needs of young Tasmanians in transition from compulsory education towards independent young adulthood.  
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**MY PLAN  
FOR MY FUTURE**