

**Note:** If reading is hard for you, you can talk to us instead. Call 6262 5400



## Tip Sheet:

### Navigating the hidden job market

In Tasmania most people are hired through 'the hidden job market'. This means that most jobs aren't advertised, but are filled by word of mouth or personal recommendation.

As the saying goes, it's all about who you know. So the best thing you can do to improve your job prospects is to get to know more people and help them get to know you. Some ideas to help you tap in to the hidden job market are:

#### Let people know you are looking for work, what type of work, and what you can do.

You can do this by posting on [Facebook](#) or [LinkedIn](#), sending a text or direct message, or calling them. If you have done something to help someone else in the past, now is the time to ask them to help you.

If there are organisations you really want to work for, follow them on social media and engage with their posts. This is a great way to develop a relationship with employers even during periods of lockdown.

#### Introduce yourself and drop off a resume.

This should only be done if the business is still open to the public, and if it is safe and legal to do so. You will need to check the current restrictions before considering this step.

It is also best to do your research first by looking up how the employer is running the business during Covid-19. If they have requested that people avoid visiting their place of work, it's best to respect that and wait until they open their doors again.

Make sure you keep a safe distance from others, and do not try to shake hands right now. Usually that is a polite thing to do, but at the moment we recommend against it.

## Register for online recruitment sites

Some common ones are:

- [Seek](#),
- [CareerOne](#), and
- [Jora](#).

If you are looking for work in the government sector:

- the Australian government also runs [JobSearch](#) and the new [JobsHub](#),
- Tasmanian State Government has their own [vacancies database](#), and
- your local council should also have a careers page [on their websites](#).

It is a good idea to sign up for email alerts if that option is available.

## Sign up for Labour Hire and recruitment companies

This is also a great option. We have a list of options [here](#).

## Keep your eye out on social media and marketplaces

Often businesses post vacancies on their socials pages. You might also want to sign up to [LinkedIn](#) and try to make professional connections there.

There are a range of local work available/work wanted [Facebook](#) groups to join, and [Gumtree](#) also has that function.

Always be wary of your safety both on and offline, and make sure any work you get through those informal channels is legitimate.

## What if I need help?

Our team at Workskills is here to help and this is just a small sample of what we can do to support you gaining employment.

In order to access our full range of support you will need to be assigned to us through Centrelink, so when you're asked to choose a jobactive provider, think of the Tasmanian company helping Tasmanians – Workskills.

If you are looking to access our service or just need some direction, contact our team at Workskills on **6262 5400** or emailing [Employment@workskills.org.au](mailto:Employment@workskills.org.au)