

TIPS FOR FINDING PART-TIME/CASUAL WORK

JCU Careers and Employability provides a range of services to support students with their career planning and search for work.

Where to Look



[JCU CareerHub](#) is a job portal for JCU students and graduates. It lists opportunities ranging from casual/part-time work to graduate and vacation work. Log on regularly with your JCU username and password.

[Prosple](#) and [GradConnection](#)

If you are looking for an internship or graduate employment you can also search Prosple and GradConnection. These job portals list virtual experiences, virtual fairs, graduate profiles, career advice and reviews tailored to your study field and industry.

Check out other job search websites - [Seek](#) and [Indeed](#) for general vacancies, or [Workforce Australia](#) for harvest work.

LinkedIn – Use [LinkedIn](#) to search for job opportunities (from part-time/casual to full-time).

Register with Employment Agencies such as: Signature Staff, Staffing Solutions, Hays, CBC Staff, Precruitment. For further details google – Employment Services in your city.

Volunteer – A great way to gain some experience and a referee. Check out the [Volunteering](#) section on our website.

Need ideas on what jobs you could be looking for? Read our [Career Snapshots](#) with info about jobs, career paths, and job search strategies:

The Hidden Job Market

In regional areas, many job opportunities may not be advertised. We recommend that you cold canvas and use all available networks to look for work: fellow students, JCU staff, roommates and sporting teams. Grow your networks and join a club or society – we have dozens at JCU – many have Facebook pages.

Applying for Work

Prepare a resume and application

Ensure that you tailor your resume/application to the job/organisation.

Example resumes, cover letter and information sheets are available on our [website](#)

Useful Information

You must have a tax file number to work in Australia. Apply for a Tax File Number at the [Australian Taxation Office](#).

Information on award pay rates, flexible working arrangements, leave, terminations and complaints can be found at [Fair Work Ombudsman](#).

International Students - Visa Conditions

International students on study visas have different work limitations. Please check the work conditions for your own visa before applying for work. For more information on visa working conditions go to: [Department of Home Affairs](#).

Referees

If possible, use Australian referees for an Australian-based job. If using an overseas referee, we recommend email contact only. Ensure you **request permission** before using a referee.

Appointment Service

Book an appointment with the Careers and Employability Team to:

- Discuss your job search strategies
- Get feedback on your job application
- Prepare for interviews

Go to our website to make an appointment:

jcu.edu.au/careers/appointments

or phone our office on 1800 246 446 (option 4)

Important Tips

- **Tailor your application** – candidates who make the effort to do this for each position are far more likely to be interviewed.
- **First impressions count** – if you are taking your resume to local businesses in person, make sure you are dressed appropriately.