

'How To' Guide - For Job Seekers

Welcome to CapitalJobs.com.au

Jobs site CapitalJobs.com.au is the latest addition to the AllHomes family of websites.

At CapitalJobs.com.au, you can search and apply for current job vacancies, receive email job alerts, register your CV online and get approached by prospective employers.

CapitalJobs.com.au is the only place you need to go for jobs in the ACT, south-eastern NSW and the Illawarra region – why search anywhere else?



Searching for Jobs

There are two job search tools that you can use on CapitalJobs.com.au – Quick Search and Advanced Search:

- **Quick Search** - Quick Search is available from the home page of CapitalJobs.com.au. This search relies on matching keywords to deliver search results. For example, if you are looking for a 'receptionist' job, then entering the term 'receptionist' will return search results that contain that keyword.
- **Advanced Search** - The Advanced Search function gives you greater control of your job search and allows you to filter jobs by type, status and location. To use this function, click the Advanced Search link in the top menu bar or beneath the Quick Search box. Set the parameters that you wish to search by and hit 'Search'.

You can also view jobs by browsing the category listing pages which are accessible via the home page. These pages contain a complete listing of jobs in that category and are ordered newest-oldest.

TIP: Use the keywords field to specify locations that you would like to work in. For example, if you were looking for a job in Belconnen, enter the term 'Belconnen' in the keyword search field.

Search Results

After running a Quick or Advanced Search, job vacancies will be listed that match your specified criteria. If you have used keywords in your search, then the results will be listed in order of relevance. To view the details of a vacancy, select the Read More / Apply link.

Once you have found a job that you are interested in, there are a number of actions that you can take, although you will first need to establish a Job Seeker account.

Establishing a Job Seeker Account

Opening a Job Seeker account with CapitalJobs.com.au is **FREE** and provides you with access to a variety of services which will assist you with your job search, including the ability to: apply for jobs through the website; add jobs to your own 'hot jobs' list; upload your CV, enabling employers to find you; and configure saved searches and email alerts, which deliver relevant vacancies direct to your inbox.

To create a Job Seeker account, click on the My Job Seeker Account link in the top navigation bar. You will be required to complete and submit a short online form. Shortly after, you will receive an email containing a confirmatory link – you must click this link to activate your account. This procedure ensures that your email address is correct and stops other people from registering an account with your email address (either deliberately or accidentally). Please make sure that you keep your username and password in a safe place.

Adding a CV, applying for jobs and getting approached by employers

After establishing an account, one of the first things that you should do is add a curriculum vitae or CV (also known as a resumé). You can create a CV by filling in a simple form with some information about the type of job that you are looking for. You can either upload a CV as a file (accepted file types are MS Word, HTML or text, and files must be less than 5Mb) or paste your CV into the text area provided. Job Seekers can add as many CVs as they wish to their account. Once you have uploaded a CV, you may apply for jobs directly via the CapitalJobs.com.au website. If you have granted access to your CV, you may also be approached by a prospective employer, as your CV can be searched by advertisers on the website.

Adding Saved Searches and Email Alerts

A useful feature of CapitalJobs.com.au is the ability to add 'saved searches' to your account, rather than having to specify the same search criteria each time you visit the site. These 'saved searches' can also be configured as email alerts. The results of your 'saved search' will be emailed to you on a scheduled basis – even daily, if you wish.

***TIP:** Add multiple CVs to your account and tailor them specifically for different types of jobs.*

Hot Jobs List

You can add any job that you are interested in to your Hot Jobs List – essentially this is your 'shopping basket' of jobs. Using this function you can apply to multiple jobs simultaneously. As you add jobs to the list, they will appear in the right column of the page (whilst you are logged in) for easy access.

Email Newsletter Subscription

CapitalJobs.com.au publishes a regular email newsletter containing news about the job market in the ACT, south-eastern NSW and the Illawarra region. To subscribe to this newsletter, select the check box on the My Job Seeker Account page.

***TIP:** When browsing through opportunities on CapitalJobs.com.au, be sure to add all interesting vacancies to your Hot Jobs list. You can come back to them later - after you have made a decision whether you intend to apply or not.*

A Note on Privacy – important!

It is important you understand that recruiters and employers (potentially your existing employer!) will have access to your CV and personal information if you choose to make these details available via CapitalJobs.com.au. You do have the option to hide your CV from both employers and recruitment agencies on the Create a CV page, if you wish.

Removing your Account

You can remove your CapitalJobs.com.au at any time by logging in and selecting Remove your Account on the My Job Seeker Account page.

Happy job hunting - We wish you all the best with your job hunting and we hope that you find CapitalJobs.com.au a useful tool for finding employment in the region.

