

'How To' Guide - For Job Seekers

Welcome to CapitalJobs.com.au

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

Use the search function on the home page of CapitalJobs.com.au to find the jobs you are looking for. You can use the search function to find specific keywords found in the text of advertisements and you can narrow your search by job category, type or location.

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 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 hyperlinked title of the job.

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; 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 Job Seekers 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 Email Alerts

A useful feature of CapitalJobs.com.au is the ability to add email alerts to your account. The results of your email alert search parameters 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.

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.

