



How to read a job advertisement – what's critical?

It is critical when reading a job advertisement that you clearly understand what is required to perform the role to determine whether your experience, qualifications, skills and knowledge are a good fit for the criteria of the position.

However it is equally important for you to assess whether the position and working environment are a good fit for you. Applying for jobs is a time consuming process so you want to put the effort in to those jobs that are worth your time to apply.

Make sure you understand:

- The working conditions (maximum/fixed term, permanent, casual, fulltime, part-time)
- Where you would be working (home, company office or other location)
- When you would be working (days and hours)
- Who you would interact with on a regular basis (employees, clients, stakeholders)
- Remuneration (salary, bonus, commission, salary packaging)
- Why you would want to work for this company (supporting them to do what they do may be worth a pay cut or extra travel each day)

All of these factors could have a positive or negative impact on you, and whether you are happy or not in the position, so consider them carefully before making an application.

Carefully read the details about the position, and consider the following:

- What are the duties, responsibilities and purpose of the position – can you do them and do you really want to do them? Why? Why not? Do you have previous experience or transferable skills?
- What is the key selection criteria for this position – what is mandatory and what is desirable? Do you have the required qualifications, experience, skills and knowledge?
- What other requirements are there for this position? Check the job advertisement as these aren't always in the Position Description. For example, is there a requirement for a:
 - Working with Children Check



- Driver Licence or other Licence
- Language or languages – do you need to be fluent or are basic conversational skills sufficient?
- Particular system or database – is basic knowledge required or advanced skills and extensive experience?
- Links to a particular community or client cohort
- Experience working in a particular industry
- Why you are interested in this position / organisations / department / team?
- What you think you could offer that would distinguish you from other applicants
- Who else would you interact with in the position - what other employees, clients, stakeholders you would work with? Do you want a client-facing role or do you prefer a back-office job?
- Where is the position based - think about how you would get to this location and how long it will take you. If driving what parking might be available, what would be the cost of parking; and if public transport, how many trains, buses or trams would you need to take? Be sure you are willing to travel to this location if it's not close to your home
- Whether it would require working remotely and to be onsite or just one or the other. Do you have a home office / suitable work space and working environment at home? Do you prefer to collaborate and work face to face with others, or do you prefer working more autonomously?
- Whether it would require working at other locations – client's homes, community centres, stakeholders' offices, and whether you are happy going to these locations?
- What is the salary (if included) – does it meet your expectations? If not, what impact would it have on your financial wellbeing, personal/family life?
- Hours of work – do they fit with your personal life (study obligations, carer responsibilities, sport and recreational activities)
- Travel requirements – can you make arrangements quickly and easily if required to travel for work? For example, if you have carer responsibilities for your parents in the evening or take your children to school, do you have anyone to take on these responsibilities on a regular basis or at short-notice if required?
- Terms of employment (fulltime, part-time, casual, maximum term or permanent) – does that meet your requirements? If you are looking for stability perhaps casual employment won't meet your needs. If you are looking for flexibility then perhaps casual is a better fit for you.



What if I have questions?

- Check if there is a contact person and contact telephone number / email address listed on the job advertisement
- Call or email the contact person and ask them if you are unsure about something or need to clarify anything, but make sure you read the job advertisement and Position Description (if provided) first, as the answer might be provided
- If there is no contact person listed, call the main number for the organisation and ask to speak to someone who can help you with a query about the job advertisement – this could be the hiring manager or someone from the HR team or Recruitment / Talent Acquisition team
- Go to the company's corporate website and/or their LinkedIn page and find out more about their business, what they do and who their customers are – this might also answer your query