

Things to Consider when Applying for a Job

Applying for a job is a big decision. Writing your application and going through the interview process takes time and effort, so before you apply, here are some things you should consider.

Skills match. Is there a skills match between what is required and what you can do? If you haven't worked in this type of job before, how easily can you get the training you need?

Opportunity to grow and learn. If you are keen to learn and grow, you should consider if the job will provide that opportunity. This could come down to the size of the company or team, as well as their commitment to the development and progression of their staff.

Salary. Consider if the salary on offer is enough to cover your living expenses and also if it's a fair salary for the job. In some cases, you can do some research online to find out what other similar roles are paid.

Benefits. When it comes to how you are rewarded for your work, it is important to look beyond the paycheck. Benefits such as paid and unpaid leave, additional superannuation, health insurance, and wellness benefits could be an attractive part of a job offer.

Location. The location of the job, how you will get there, and how long it will take are important considerations for most people.

Hours and days of work. Make sure you understand what time commitment is required of employees (and if this is flexible). While many roles can be done Monday to Friday 9-5, there are lots of industries and businesses that operate 7 days a week and 24 hours a day.

Expectations of employees. Beyond hours/days of work, it is important to understand the employer's expectations of their employees. Will the job require you to travel or work overtime often? Are you expected to attend company social events? Is there a strict dress code? What about guidelines around expected behaviour?

Company vision and values. This is a big one and not always easy to see from the 'outside'. Most companies will have a vision they can share with you, and some will have defined values that guide what they do and how they behave. It is worth considering these things in the context of your own values.

Tip Sheet: JOB APPLICATIONS – THINGS TO CONSIDER

Company culture. Culture is essential the personality of the company. It can also be hard to gauge from the outside, but there are a few ways you can learn about company culture as a job seeker. You can read about the company's vision, goals and/or purpose on the website, do a Google news search to find anything written about the business, and perhaps quotes from the CEO or a manager.

When you attend an interview, you will get a preview of the office environment and perhaps how people interact with each other. You can ask the person/people interviewing you what it is like to work there. You can also search online for employee reviews on sites such as [Glassdoor](#).

Finding the right job for you is important.