



Job Tips

IT takes a lot of hard work and perseverance to obtain your first job, keep that job and continue to contribute to your organisation.

Following are some tips for people who are ready to start their first job:

- 1 Look at the organisation and get more information:** Make a list of organisations and the types of information that will be relevant to you in your job. Do some research, check out websites and network with others.
- 2 Take part in a bit of professional networking:** It can be very beneficial to arrange a brief and informal interview with the key staff members you will have most contact with to help you understand their role and how it aligns with your own. Getting to know others who work in similar roles at other organisations can assist greatly in the "settling in" process. Consider joining professional associations as this can be a great way to meet others, share ideas and insights, gain feedback and find out about professional development opportunities.
- 3 Personalise your office space:** Have photos of family, friends and pets around your desk. Positive affirmations, gifts and cards can help you to relax and feel comfortable in your new environment.
- 4 Have plenty of resources:** Order or create personalised stationery and business cards. Compile a folder of relevant material you need to get access to on a regular basis, eg a list of organisations, websites, envelopes, letterhead paper, postcode book, telephone and e-mail directory, internal office contact list and maps.
- 5 Have goals for the future:** A list of goals can be useful when attending a work review. The list can give you ideas of what you can do to develop your role. By networking and reflecting on your work so far, you can set some realistic goals and consider future directions.
- 6 Try to keep calm:** Focus on transferable skills gained from previous employment to help build your confidence.

SOURCE: Annabelle Lam, Australian Association of Career Counsellors member and international student liaison officer, EDUCANG.

Resigned to dealing with a tempting counter-offer

By Candy Davis

THE decision has been made, the letter written and the courage gathered – it is time to resign.

That is a hard enough decision to make but the situation becomes even more complicated if your employer makes a counter-offer.

Counter-offers can be made across all industries and all levels of employment, though they are usually seen more often in the higher-ranking positions.

When an employee hands in a formal letter of resignation, the employer may ask them for their reasons for resigning.

If the issue is something that the employer can solve or implement, they may opt to make the employee a counter-offer and ask them to remain with the organisation.

Majer Recruitment consultant Suzie Majer said that some people did not give much thought to counter-offers when they resigned.

She said others were caught totally unaware when an offer was made.

Majer Recruitment consultant Jana Lanigan said if an



MAJER Recruitment's Suzie Majer, left, Tracy Williams and Jana Lanigan . . . counter-offers can cause a resigning employee to re-consider.

employee was made a counter-offer, they should look at their motives for resigning in the first place.

"Assess the reasons why you wanted to leave. There can often be more than one reason," Ms Lanigan said.

She said the reasons for resigning were quite varied and included money, flexibility with hours, to relocate closer to home, lack of training and development

opportunities and career advancement.

"Sometimes it may be just a case of communicating your problems to management, voicing your opinion to colleagues or asking for a salary increase," she said.

"Your employer may be genuinely unaware of your unhappiness so it seems only fair and sensible to raise it with them initially before you make the decision to leave."

Ms Lanigan said it was important to thoroughly evaluate the reasons for resigning before making the life-changing decision.

"It is a big process to decide to leave and the offer of more money or a new job title can really complicate matters and leave you a little confused," she said.

Majer Recruitment consultant Tracy Williams said the most important thing was to

not let counter-offers stand in the way of career progression.

"If you have made the decision to leave, then stick to your choice and move forward in your career. Look to new opportunities," Ms Williams said.

"The statistics show that generally, employees who accept a counter-offer will still leave the organisation within 3-6 months because not all their problems have been solved," she said.



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The Deputy Program Managers will develop and maintain a detailed understanding of customer requirements. Providing direction and leadership to engineering / logistics staff through the alignment of work and project goals, you will identify and manage technical and financial risks within their program and interface between all stakeholders. These positions are located within core military aerospace platforms.

Requirements

- Tertiary qualifications in relevant discipline, preferably with post-graduate qualifications in project or business management
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- Demonstrated skills in multi-tasking
- Strong staff mentoring and team focus
- Ability to identify and apply best practices and to foster innovation

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These roles are located at Amberley near Brisbane and at Williamtown in the Hunter Valley. Both these locations offer a short commute from city convenience, or the benefits of smaller community living.

Ref# KL 10446

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COURIER-MAIL Sat, Feb 5, 05 CAREERS Ed: FRST Unit: Regic@ppl: Colour: KCMY Page: 8 MP: