

Steps to Approaching Employers

There are other ways to find employers aside from looking on job websites. Think about what type of business would employ an apprentice or trainee in the occupation you are interested in.

Places to find employers include a 'Google' search, social media or when you are out and about, take note of the names on buildings and vehicles and write their details down. You can also contact Group Training Organisations (GTOs) and Australian Apprenticeship Support Network (AASN) providers that can assist you with queries about apprenticeships.

Example 1. If you are interested in being a veterinary nurse you could try a web search for animal clinics, veterinary doctors or animal shelters.

Example 2. If you are keen on being a carpenter, try a web search or social media search (FB, LinkedIn, Twitter etc.) of building companies or builders in your area. You can also take note of the names of builder's vehicles and local construction sites.

Step 1. Finding employers

Make a list of employers that might be interested in employing an apprentice or trainee in the occupation you are attracted to. Consider information about the industry or occupation you are interested in and their location.

Use the table below as a guide to help direct your search and collect the relevant information.

Company Name	Suburb	Company Phone Number / Email

Step 2. Preparation

It is best to contact employers directly by phone and ask to speak to the person responsible for hiring new staff. Before you call:

- ✓ Prepare by reviewing your resume and refer to it when you call.
- ✓ Have some background knowledge of the employer you are contacting.
- ✓ Practice what you are going to say with friends or family.
- ✓ Write down your opening words in case you get nervous.
- ✓ Keep a pen and paper handy to write down any information they tell you.

Use the below script to help you prepare before calling an employer.

'Hello, my name is _____

I understand that your company does _____ and that is my area of career interest.

I am wondering if you have any current apprenticeship / traineeship / job openings?'

Step 3. Contact your list of employers

When calling employers, ensure to call within business hours. If the person responsible is not available, politely request for their name, so that you can contact them later.

If you manage to talk to the person responsible, record their details for future reference. Use the table below as a guide.

Time/Date	Contact Person	Phone/Email	Industry/occupation	Interest
				Y/N

Write down any other relevant information. Not all employers are approachable by phone and sometimes there is a need to apply online through their recruitment portal. Nevertheless, gain information about open positions from the contact person to strengthen your current and future applications.

Step 4. Never Give Up

Finding an apprenticeship or traineeship is the same as looking for a job. The same rules apply based on business needs and job openings of the employer. It may not be an easy process, however, it is a very rewarding once you get what you are after.

If the contact says no, ask if they anticipate any openings in the future or if they know of anyone in a similar type of business that may have an opening.

Make sure to confirm the full name, title and contact details of the person you are talking to and add the information to your record of employer contact.

If the employer seems interested, ask if you can meet them to discuss possibilities in more detail. Regardless if they can meet you or not, send your resume through to them.

Whatever happens, thank your contact, send them a polite thank you email, restate your interest in working for their organisation and keep trying.